

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Administrative Battalion Chief (B3402)	
		Division and/or Subdivision San Luis Obispo Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters San Luis Obispo	
		Class Title of Position Battalion Chief (Limited Term)	
		Position Number 542-340-9723-9XX	
		Effective Date 7/6/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	The Administrative Battalion Chief works under the supervision of the Assistant Chief with Differential (Deputy Chief of Administration). This position is responsible for overseeing the Public Information Office, Forestry Logistics Officers and the Unit Safety Officer. This position requires a valid California Driver's license with appropriate endorsements. The duties include the following but not limited to: *Responsible for the supervision and evaluation of the Public Information Fire Captains, Fire Prevention Specialist, Forestry Logistic Officers and the Unit Safety Officer. *Responsible for ensuring the department meets all regulations, policies and laws for disseminating department related information to the media, public and government agencies and officials. *May assist the Fire Prevention Specialist in conducting fire prevention education programs and training for schools, community groups and government agencies. *Supervising the physical inventory for all stations within the unit. *Responsible for the reporting and oversight of the Waste Diversion Program (AB 75) for all State or County locations within the Unit. *Manages and supervises the acquisition and delivery of emergency supplies to the field during emergency conditions. *Maintains and reviews appropriate documentation for inventory for the Service Center to determine accuracy of file date records, compliance with Material Management goals, need for existing stock levels, fire reserve items on hand and inventory investment of Service Center stock. *Ensures that all work project binders and personnel performance reports are completed accurately and timely.		
30%	*Knows and understands the purchasing rules and regulations as they apply to the Unit's needs *Utilize appropriate purchasing mechanisms (P-Card, Contracts, County Blankets, County purchase request etc.) to procure needed material supplies, services and equipment. *Audits San Luis Obispo Unit purchase documents for compliance and tract for prompt payment.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be medically cleared annually to be fit-tested for respiratory protection equipment. May be required to work nights, weekends, or holidays to complete assigned duties. May require a two-year commitment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only		☐ Posted to Directory	
		Initials and date	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
Cont.	*Run monthly and quarterly reports of all purchases, distributions and inventory levels for the Administrative Chief. *Assist with the annual Service Center physical inventory with staff and representatives from the County Auditor's Office. *Answer questions from the public and other fire service personnel on fire code requirements, related local ordinances, and fire safety conditions.		
25%	*Emergency Response and Coverage responsibilities: Provides relief Battalion Chief coverage when necessary, including responding to and directing operations at wildland and structural fires and other emergency incidents requiring Chief Officer presence. *Responds statewide to wildland incidents and other emergencies in positions listed in the Unit's Emergency Response Directory (ERD) and the FIREScope Plan. *Maintains effective working relationships with other agencies involved in emergency response, including but not limited to CHP, County Parks, local law enforcement, USFS, State and County departments, Office of Emergency Services, and local fire departments. *Maintains awareness of fire control issues in both rural and urban areas of the battalion being covered. *Ensure operational readiness by addressing needs in fleet and facility maintenance, personal protective equipment, and personnel availability. *May be required to remain within Battalion boundaries during assigned coverage periods. *Attends required and job-related training in fire control, suppression, supervision, and other relevant areas to maintain operational readiness and emergency response qualifications. *Maintains physical fitness necessary to perform the duties required during emergency responses.		
15%	*Administration duties include providing assistance to managers and supervisors regarding regulations, policies, procedures, and available resources. *Develops and revises policies and procedures, analyzes legislation affecting operations, and prepares official correspondence. *Works closely with Executive Management and Field Battalion Chiefs to ensure effective operations and compliance with department and operational standards. *Complies with all department and Unit purchasing policies and requirements. Other duties as required.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be medically cleared annually to be fit-tested for respiratory protection equipment. May be required to work nights, weekends, or holidays to complete assigned duties. May require a two-year commitment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature		Supervisor Signature	
Date		Date	
Personnel use only		Initials and Date	
☐ Posted to Directory			