

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Division Chief	
		Division and/or Subdivision Santa Clara 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 Morgan Hill	
		Class Title of Position Assistant Chief (Supervisory)	
		Position Number 542-116-1039-005	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general direction of the Unit Chief or Deputy Chief, the incumbent is responsible for managing State Operations across Alameda, Contra Costa, Santa Clara, western San Joaquin, and western Stanislaus Counties within the Santa Clara Unit (SCU). The incumbent ensures Department objectives are met through the effective administration, coordination, and execution of the duties described below: Field Operations and Administrative Management *Supervises the work of Battalion Chiefs assigned to field battalions and/or administrative programs in the South Division of the Santa Clara Unit. *Develops, directs, and monitors a comprehensive program of performance evaluations and employee training to ensure operational readiness and safety. *Assists in the recruitment, interviewing, and selection of new personnel. *Prepares recommendations for strategic deployment, duty assignments, and staffing levels based on Unit needs and operational priorities. *Directs division-level administrative operations, including procurement processes and the administration of contract services. *Oversees comprehensive facility management for the division, including routine facility/equipment maintenance, capital outlay projects, and the evaluation, planning, and acquisition of new facilities.		
20%	Agency Liaison and Interagency Coordination *Serves as the primary point of contact and Unit Liaison for State, City and cooperative activities. Implement the Unit's engagement with allied local agencies to promote and maintain highly cooperative working relationships. Ensures the California Department of Forest and Fire Protection (CAL FIRE) is represented at regional Fire Chiefs' Associations, Operations Groups, and interagency meetings. *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: See page 3			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
-----------------------------	---

15%

Fire Prevention, Planning and Pre-Suppression

*Provides executive program oversight for all fire prevention activities within the Unit. Monitors and directs fire prevention engineering and public education efforts. *Ensures local and regional objectives of the California Fire Plan are successfully met. *Oversees the Unit's active participation and collaboration with local FireSafe councils and related hazard reduction initiatives.

15%

Unit Duty Chief and Emergency Response

*Provides rotational Duty Chief coverage for the Unit, fulfilling both State responsibilities and Unit cooperative fire protection obligations. *Assumes Incident Command of rapidly expanding complex incidents as necessary. *Ensures adequate emergency vehicle and personnel coverage is continuously maintained across the Unit. *Exercises management prerogative and operational authority in the absence of the Unit Chief.

10%

Cooperative Agreement Administration

*Manages the preparation, processing, and maintenance of Unit cooperative agreements and their associated budgets. Oversees the initiation, implementation, review, maintenance, and renewal of Memorandums of Understanding (MOUs) and other agreements with allied agencies and partners. Audits and monitors accounts to ensure cooperative agreements remain strictly within approved fiscal budgets. Ensures all cooperative agreements are invoiced accurately and on time.

5%

Other Duties as Required

Performs other job-related duties as assigned to support Department and Cooperative Agreement missions, including participating in special projects, administrative working groups, or ad hoc task forces 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: [See page 3](#)

"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

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill test.

The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

*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: May be required to work nights, weekends, or holidays.

"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