

CURRENT

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (04/01) REV 10/18		Working Title of Position Deputy Chief-Special Operations	
		Division and/or Subdivision Southern Region-Riverside 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 Perris	
		Class Title of Position Assistant Chief (Supervisory) w/ Differential	
		Position Number 542-312-1039-601	
		Effective Date October 1, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	The Assistant Chief w/differential (Deputy Chief) Support Operations, reports to the Riverside Unit Chief/Riverside County Fire Chief and is a member of the Unit's Executive Management Team. Under general direction of the Unit Chief, the Deputy Chief Support Operations assists in overall planning, programming, organizing and managing the support operations aspects of Riverside Unit/Riverside County Fire Department. The incumbent represents the Unit Chief in meetings, conferences, seminars and public speaking engagements. Acts as the Unit Chief in his absence. This individual is expected to implement, adhere to, and enforce all CAL FIRE and Riverside County policies and procedures. Provides supervision and direction to one Assistant Chief and two Battalion Chiefs. <u>Duties</u> *Leads Fire Department personnel using traits of integrity, self-discipline, and competency. *Effectively communicates by establishing pathways with supervisors, peers, and subordinates. *These include email, phone calls and face to face. *Establish relationships and coordinate with other agencies i.e.. REMSA, EMD, RSO and many other county, state, and federal agencies for planning, programming, and coordination of pre-fire management, rescue and fire control using agreements, MOU's and contracts. *Supervises the Support Services Division and the Perris Emergency Command Center. *Confer and guide division chiefs as necessary on policy and procedures; follow-up for the timeliness and adequacy of required action; *Evaluates quality of completed work. *Evaluate effectiveness of staff performance in written required format. *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: Maintains the arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. May be subject to working nights, weekends or holidays.			
"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 _____	

Working Title of Position

Deputy Chief-Support Operations

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

30%

*Directs and supervises the implementation of CAL FIRE/ Riverside County Fire Department's Training, EMS, and Safety and Compliance programs. *Maintains familiarity with Office of the State Fire Marshal/ State Fire Training procedures and requirements, California EMSA and REMSA requirements, California Code of Regulations and Cal OSHA requirements. *Directs and supervises the implementation of the CAL FIRE Command and Control 8100 manual through the Perris Emergency Command Center. *Directs and supervises the Riverside County Technical Rescue Program and Committee. *Serves as the Department Liaison to the FEMA California Task Force 6 urban search and rescue team to coordinate rostered personnel's training, certifications, and deployments.

15%

*Responsible for the selection, assignment, and supervision of personnel. *Provides guidance on training and qualifications, evaluates subordinate performance, and makes disciplinary recommendations when necessary. *Collaborate with Administrative Officers on operating and capital budgets, oversees expenditures, and provides budget input across Unit programs. *Provides oversight of Grant processing and management.

10%

*When assigned, serves as Duty Chief overseeing all Unit emergency activities. *Assumes command and makes decisions on staffing, equipment use, and response strategies. *Coordinates with Office of Emergency Services, Unified Disaster Council, and Regional Duty Chiefs. *Keeps the Unit Chief informed of critical developments. *Responds to incidents as a Chief Officer or Agency Representative, supporting ICS operations and ensuring adherence to department policy. *Maintains qualifications and readiness to support local, regional, or statewide emergency incidents.

5%

*May act as the Unit Chief in their absence. Performs other duties as required to support the Unit and Department mission. *Responds to emergency incidents to provide assistance, guidance, or direction to the Incident Commander. *Serves as Fire Department representative during county Emergency Operations Center (EOC) operations. *Responsible for broad policy direction of personnel practices, including employer-employee relations and planning.

*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.

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Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date