

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Deputy Chief - Administration</u>	
		Division and/or Subdivision <u>Northern Region/Tehama Glenn Unit</u>	
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 <u>Red Bluff Headquarters</u>	
		Class Title of Position <u>Assistant Chief</u>	
		Position Number <u>542-215-1039-006</u>	
		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.		
30%	Under the direction of the Unit Chief, the Deputy Chief of Administration has the overall responsibility for the management of the Unit Administrative functions. *Administers all personnel transactions occurring within the Unit. *Coordinates and administers disciplinary actions at the Unit level and those which are referred to higher levels of authority. *Maintains complete personnel records. *Administers State Compensation Insurance Fund cases as the Unit Return To Work Coordinator. *Administers the Unit Substance Abuse Program as the Unit Substance Abuse Coordinator related to Reasonable Suspicion and Federal Random Drug Pool program. Monitors personnel expenditures and makes adjustments when necessary. *Supervises Supervisor I's, the Unit's Forestry Logistics Officers, the Headquarters Relief Battalion Chief, the Training Bureau Battalion Chief, the Direct Construction Supervisor I, and oversees Analyst I/II's, Personnel Specialists, and Office Technicians. Analyzes the needs of Headquarters and field staff respective to clerical support. *Continually monitors and stays abreast of those commitments imposed upon the Unit from higher levels of authority or other agencies. *Makes adjustments to clerical staff members' responsibilities when necessary to meet those commitments. *Develops and maintains a high standard respective to the public's request and inquiries for reception and/or referrals.		
20%	*Maintains account records and makes audits of program expenditures. *Coordinates a planned expenditure program within program division resulting in a balanced approach to departmental objectives. *Prepares Unit mid-year budget estimates and final year end budget. *Evaluates and recommends potential budget saving strategies. *Develops and/or evaluates Unit station budgets.		
20%	*Maintains accountability of the Unit Service Center. *Ensures purchases are made in accordance with Department policy. *Provides oversight of the Unit Federal Excess Property Program. *Administer the procurement of all property, equipment, supplies and services. *Maintain property and equipment records as per state and local government requirements. *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: <u>See page 2.</u>			
"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.
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20%	*Ensures accountability of State and County equipment and all employees within both programs. *Ensures both programs work closely with the operational staff ensuring customer service and teamwork to accomplish the Departmental/Unit Expectations.
5%	*Responsible for the California Department of Motor Vehicles (DMV) Employer Testing Program, DMV Pull Program, and required record keeping.
5%	*Attends meetings in place of the Unit Chief when necessary. *Performs as Unit Duty Chief on a rotational basis with the Unit Deputy of Operations and other Assistant Chiefs. *Performs in an overhead capacity, when required, respective to any emergency. *Promotes good will and cooperation with other agencies as the opportunities arise. *When necessary, confers with employee representatives to discuss disciplinary actions, grievances, etc. *Promotes the State and the Unit's image when dealing with individuals, groups, and other agencies. Other duties as assigned.
	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, 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, spirometer, and exercise treadmill tests.
	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.

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Job qualifications and/or conditions of employment: **May be required to work nights, weekends, and holidays.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date
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