

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (04/01)		Working Title of Position Battalion Chief - Case Manager	
		Division and/or Subdivision Northern Region	
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 Redding	
		Class Title of Position Battalion Chief	
		Position Number 542-101-9723-007	
		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.		
25%	Under the direction of the Northern Region Assistant Chief of Investigations, the position shall perform as a Case Manager in criminal and civil fire investigations potentially leading to criminal prosecution and/or civil cost recovery of state funds due to fire suppression activities.		
20%	*Acts as the Case Manager on major fire investigations. *Contacts and coordinates with the Unit Fire Prevention Bureau Chief to evaluate and identify the needs of each fire investigation, including investigator staffing, expert witness support, conformance with standards, and other specialized needs.		
10%	*Performs duties and maintains status as a Peace Officer/Fire Investigator during the investigation of major wildfires and serial arson investigations. *Performs the duties of an investigative team member to an approved executive summary incident. *Works cooperatively with a law enforcement operation, including acting as the Operations Section Chief and/or as Incident Commander (IC) on law enforcement operations relating to the investigation of wildland fires and identification and apprehension of the responsible party. *Performs as Case Manager during criminal case proceedings which may result in cost recovery issues.		
	*Provides support and advice to the assigned Case Officer to ensure complete and accurate investigations, and that they are completed using nationally recognized investigation methodology and standards. *Acts as the lead fire investigator when needed and as agreed upon by the local unit Bureau Chief. *Coordinates case development with the local Unit Bureau Chief and Case Officer (Lead Investigator), including case report submission, review, and processing. Reviews the cost activity report, issues "Letter of Demand", and coordinates the production of documents in support of the case. Responsible for tracking case process and case coordination.		
	*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.		
Job qualifications and/or conditions of employment: See page 2.			
"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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10%	*Prepares and submits request for representation, cover letter, and case report material to the Department of Justice, California Attorney General through the Cal Fire Chief of Legal staff. *Coordinates follow-up investigation and evidence testing with the Case Officer and the Deputy Attorney General. Coordinates and acts as the department representative during depositions, mediation, negotiations, and other legal inquires and processes.
10%	Coordinates and provides fire investigation training for Unit investigators and associated law enforcement and legal staff. This training shall include the instruction of Fire Investigation classes including FI-110, FI-210, FI-310, and FI-311. Performs as class coordinator and instructor. Identifies and provides other relevant training to Regional and Unit fire investigators as needed.
10%	Coordinates and provides Law Enforcement training support to the Northern Region Units, to include Field Training, use of force, and use of specialized equipment and resources. Serves as a subject matter expert in use of specialized resources such as Specialized Equipment Unit (SEU) equipment, CellHawk, Cellbrite, Berle, and use of Unmanned Aircraft Systems (UAS).
10%	Coordinates interagency fire investigation efforts involving fires with multiple jurisdictions and responsibilities.
5%	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, 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 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. The Bargaining Unit 8 Memorandum of Understanding regarding Voluntary In-Class Transfer Policy (Inter-Unit) (Section 9.2) will be followed. The unit may require 2 years of service starting on the date of appointment in the employee's current assignment before eligibility for transfer. *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.

Job qualifications and/or conditions of employment: **Must have Peace Officer Status Training (POST) certification and maintain status as a Department Peace Officer prior to appointment as a condition of employment. May be required to work nights, weekends, and holidays to complete duties.**

"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	