

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Deputy Chief of Communications	
		Division and/or Subdivision Communications Program	
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 Sacramento Headquarters	
		Class Title of Position Assistant Chief (w/Differential)	
		Position Number 542-007-1039-001	
		Effective Date August 19, 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%	Under the general direction of the Staff Chief, Communications, plans, organizes, and directs, the Sacramento Communications program uniform staff. This position has primary staff responsible for supporting internal and external communication functions of the Department Communications Program. Duties include but are not limited to: PROGRAM MANAGEMENT *Supervises the program's Bargaining Unit 8 staff. *Plans, organizes, directs, and evaluates the work of assigned staff. *Regularly determines operational priorities and provides technical guidance to staff. *Reviews and approves timesheets, travel claims and other documents. *Provides training and mentorship to develop assigned staff. *Maintains a safe work environment. *Responsible for the program's mobile equipment fleet. *Acts in the Staff Chief's absence as necessary.		
20%	MEDIA *Acts as a departmental spokesperson or designates an appropriate proxy. *Coordinates or plans responses to daily media requests including providing information, statistics and resources. *Assists in development and implementation of media strategies for high profile and sensitive issues including personnel, budgets, investigations, etc. *Ensures consistency of public information throughout all levels of the department. *Acts as a liaison to the field units and provides coordination and guidance concerning the release of information.		
15%	INCIDENT INFORMATION *Ensure consistency and provide guidance to the field regarding the dissemination of incident information. *Oversee electronic information posting including websites and social media. Coordinate staffing for headquarters incident PIO and web technician. *Oversees the program's Duty Public Information Officer (PIO) function. *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 2			
"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 _____			

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	INTERNAL COMMUNICATIONS *Provides communications advice to executive staff on legislative, sensitive issues and special projects. *Coordinates information flow to field management. *Provides direction to field management for media and public outreach strategies. *Develops talking points for executive staff as necessary on a variety of topics. *May assist in the evaluation of materials being released pursuant to the Public Records Act.		
15%	POLICY *Provides recommendations on goals and topics for CAL FIRE policy related to public information, media relations, mass media campaigns, electronic print including website, and public education programs. *Coordinates with various program managers to ensure consistent messaging related to information and education. *Participates in meetings and workgroups relating to development and implementation of policy as needed.		
5%	EMERGENCY RESPONSE *Responds to emergency incidents as required per Departmental policy. *Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. Other related duties as assigned.		
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Job qualifications and/or conditions of employment: Will be working at a computer under artificial light. May be required to occasionally bend, stoop, pull and lift and/or transport objects. Some travel may be required. Will be subject to work overtime during nights, weekends and or holidays.			
The incumbent may be 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, California Occupational Safety and Health Administration (CalOSHA) 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. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency situation.			
"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			