

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position LEADERSHIP – ASSISTANT CHIEF	
		Division and/or Subdivision SACRAMENTO HQ / FPP / STATEWIDE TRAINING	
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 NATOMAS – SACRAMENTO COUNTY	
		Class Title of Position ASSISTANT CHIEF	
		Position Number 542-062-1039-XXX	
		Effective Date 8/24/2026	
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 general direction of the Statewide Training Deputy Chief, the Leadership Assistant Chief provides critical support and operational functions to CAL FIRE's Statewide Training Program Leadership Development Program. The incumbent will independently perform a range of operational, analytical, and administrative duties, demonstrating initiative and sound judgment. In partnership with the Leadership Supervisor I (except where operational readiness and Duty Chief responsibilities apply); specific responsibilities include but are not limited to the following: *Support the Deputy Chief and Supervisor II of Statewide Training, assisting with the strategic direction and operational needs of the Leadership Development Program. *Provide facilitation of the CAL FIRE leadership course series, including the Leading and Influencing Training (LIT) and Leading Teams Training (LTT) courses, ensuring effective delivery and alignment with departmental objectives. *Ensure timely completion of all pre-course work assignments, adhering to established deadlines. *Provide facilitation or materials support as approved to meet emerging program needs.		
20%	*Exercise direct oversight of the CAL FIRE leadership course series, including research, course development, implementation, maintenance, and continuous improvement. *Collaborate effectively with the Curriculum Development Division on all curriculum-based updates and revisions, providing program-specific expertise and ensuring seamless integration. *Serve as a collaborative team member with the Leadership cadre, providing guidance, support, and ensuring consistency in course delivery. *Conduct thorough review and analysis of course evaluations from both cadre and students, providing insightful feedback to the Deputy Chief and Supervisor II of Statewide Training to ensure curriculum remains current, relevant, and impactful.		
15%	*Collaborate with the Statewide Training Program's Policy Development and Joint Apprenticeship Committee (JAC) sections to ensure that the Leadership series maintains relevance and compliance with CAL FIRE and JAC mandates. *Make recommendations for policy and JAC mandate revisions as driven by realities of firefighting leadership roles.		
	*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	Date	Supervisor Signature	Date
Personnel use only ☐ Posted to Directory		Initials and date	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position LEADERSHIP – ASSISTANT CHIEF	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*Represent CAL FIRE as a professional representative in meetings, working groups, and committees with cooperating agencies. *Develop and maintain cooperative relationships with all CAL FIRE regions, units, and external programs. *Perform special research studies and projects assigned, preparing comprehensive written reports and recommendations that inform strategic decisions and program updates. *Provide oversight to ensure that all statewide training initiatives, including those managed by subordinate staff, are compliant with departmental policies, mandates, and external agreements.		
10%	*Actively participate in and contribute senior-level strategic insights to high-level departmental and inter-agency meetings, consistently representing and advocating for the needs and perspectives of the Leadership development program. *Represent CAL FIRE and the Statewide Training Program, contributing specialized expertise, analyzing complex issues, and developing actionable recommendations that directly influence policy development, programmatic direction, and ensure broad departmental alignment with CAL FIRE's strategic goals and objectives.		
10%	*Develop and prepare an annual needs assessment for leadership courses and supervision courses. Strategically plan course offerings to meet identified annual training demands. *In coordination with Statewide Training course coordinators, develop and maintain accurate and efficient course event templates within the Learning Management System (LMS). *Responsible for the efficient, accurate, and timely dissemination of all vital information regarding changes to training policy and procedures, the implementation of new curriculum development initiatives, and notifications concerning LMS events. *Ensure statewide uniformity and operational readiness by providing decisive guidance and resolving complex inquiries from unit/region staff without direct supervision.		
10%	*Ensures personal operational readiness and qualifications to respond to emergency incidents. *Responds to incidents as assigned. *Serves as the Duty Chief on a scheduled basis.		
*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: 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, 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. Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle and long hours of work, as well as some bending, stooping or light lifting. Individuals can usually govern the extent and pace of their physical activity. Proficiency in Microsoft Office Suite preferred. Statewide travel may be required up to 5% and may include overnight stays.			
"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 _____			