

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position ASSISTANT CHIEF OF FIRE INVESTIGATION/ LAW ENFORCEMENT TRAINING	
		Division and/or Subdivision FPP / SAC HQ / TRAINING 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 IONE – AMADOR COUNTY	
		Class Title of Position ASSISTANT CHIEF	
		Position Number 542-029-1039-XXX	
		Effective Date 7/31/2026	
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 general direction of the Deputy Chief, of Law Enforcement Training. The Assistant Chief of Law Enforcement Training will direct, on a statewide basis, all program level peace officer and fire investigation training for CAL FIRE. The incumbent will provide leadership, direction, supervision and support to staff assigned to the CAL FIRE Training Program Law Enforcement Training Division. The incumbents duties include but are limited to the following: *Provides overall program management functions such as approving work schedules, staff absence, and approving monthly timesheets. *Evaluates employees' performance through preparing appraisals and probationary reports, including administering the Progressive Discipline process. *Provides direction and supervision of the Department's Investigation Program and activities. *Supervises the Fire Investigation Unit and personnel assigned to the program. *Prepares reports, briefings, presentations, bill analysis, and proposed legislation for executive staff. *Manages the Fire Investigation Training budgets, expenditures, and alternative funding sources. *Prepares budget proposals for appropriate program staffing levels.		
25%	*Leads the department with investigation training providing support to both Regions and all Units. *Assists in developing training related to fire investigations, methodologies, and case preparation and management. *Assists with providing investigation-specific training statewide such as FI-310, Fire Investigator 1A: Basic Fire Investigation; Fire Investigator 1B: Evidence, Documentation, Interviews, and Wildland; Fire Investigation 1C: Preparation for Legal Proceedings; Interview and Interrogation, Courtroom Testimony, Institute of Criminal Investigation (ICI), 4021 classes, Advanced Fire Investigation Courses.		
15%	*Participates as a member on the National Wildfire Coordinating Group, Wildland Fire Investigation Subcommittee (WFISC) in supporting the development and promulgation of wildland fire investigation standards, qualifications, training, certifications, and practices in support of fire prevention as well as criminal, civil and administrative actions. *Participates in other committees, work groups or task groups, such as the National Fire Protection Association, Certified Fire Investigators, etc.		
	*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 ASSISTANT CHIEF OF FIRE INVESTIGATION/ LAW ENFORCEMENT TRAINING	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	*Develops and updates policy and procedures related to fire investigations training *Develops research projects to improve fire investigation methodology and understating, *Develops continuing education and advanced training courses related to fire investigations. *Ensures all 4021 course requirements are met for all statewide Peace Officers.		
15%	*Assists the Deputy Chief to ensure consistent application of the Department's Investigations training. *Participates on workgroups and committees to the fire investigation training program. *Assists in instruction at the CAL FIRE Training Center, as necessary, to facilitate the delivery of Fire Investigation and in service training at the statewide level.		
5%	*Participate in CAL FIRE's total force resource emergency response needs for law enforcement, fire suppression and prevention efforts. *Provide regional support to the Special equipment Unit (SEU), and other surrounding jurisdictions either via patrol activities or mutual assistance. *Act as the Training Program Duty Chief as scheduled on a rotational basis.		
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Job qualifications and/or conditions of employment: 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, 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 work requiring physical performance calling for above average ability endurance, and superior conditions, including occasional demand for extraordinarily strenuous activities, 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 in fast-paced of emergency and training situations. This position is required to travel statewide up to 5% to meet the essential functions of the position and may require 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			