

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                              |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--|
| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Working Title of Position<br>Assistant Chief - East Division |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Division and/or Subdivision<br>Butte Unit                    |  |
| 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<br>Oroville                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Class Title of Position<br>Assistant Chief                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Position Number<br>542-211-1039-XXX                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 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 general direction of the Deputy Chief of Operations, the Assistant Chief – East Division is responsible for the day-to-day operations of the Unit's East Division, including the cooperative agreement with the Town of Paradise.<br><br>*Supervises and sets goals for the East Division Battalion Chief Officers. Ensures training mandates are met for all career and volunteer firefighters. *Ensures training provided is measurable to meet objectives established by the California Department of Forestry and Fire Protection (CAL FIRE) and the Butte County Fire Department. *Ensures health and welfare of employees is protected through a pro-active health and safety program consistent with departments policy. This will consist of inspections of facilities, equipment, and emergency incidents; tailgate safety sessions; reviews of safety plans and modeling appropriate behaviors. |                                                              |  |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | *Provides daily operational oversight of the Paradise Fire Department. *Prepares annual budgets and supports all elements of the cooperative fire agreement with the Town of Paradise. Attends weekly staff meetings and monthly town council meetings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                              |  |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | *Reviews and ensures staffing plans and vacation schedules are completed timely and in the most cost-effective manner. Provides oversight of the Butte Unit's staffing program "INTIME". Manages the schedule for the Butte Unit (BTU) Battalion Chiefs. *Oversees the unit scheduling coordinators, ensuring the unit wide schedule is completed timely and accurately. *Oversees the unit vacation coordinator, ensuring all applicable policies and procedures are adhered to for the unit's annual vacation bidding process.                                                                                                                                                                                                                                                                                                                                                                                    |                                                              |  |
| *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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                              |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                              |  |
| "We have discussed this document in its entirety and understand the duties of this position."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                              |  |
| Employee Signature _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date _____                                                   |  |
| Supervisor Signature _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date _____                                                   |  |
| Personnel use only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Posted to Directory                 |  |
| Initials and date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                              |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--|
| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16) - <b>PAGE 2</b>                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Working Title of Position<br>Assistant Chief - East Division                                                                |  |
| Percentage of Time Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                             |  |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | *Assures unit operations are consistent with the Department's Strategic Plan, Fire Plan and Board of Forestry policies. *When directed or in the absence of the Unit Chief, provides unit representation for internal and external affairs at meetings, conferences, and public speaking opportunities.                                                                                                                                                                                                                                                                                                                                |                                                                                                                             |  |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | *Assumes Duty Chief coverage on a year-round schedule and responds to emergency incidents as required. *Responsible for decisions pertaining to the emergency use of staff, equipment, and facilities while assigned as Duty Chief. *Responsible for keeping the supervisor or Unit Chief up to date on resource movement or emergency-related activity in the unit. *Responds to emergency incidents of a larger and more complex nature. *Provides alternative coverage for key management positions on an Incident Command Team. *When directed, provide Butte County Emergency Operations Center fire department liaison coverage. |                                                                                                                             |  |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | *Responsible for coordinating, developing, and implementing the County Emergency Response Plan, Local Government Mutual Aid Plans, Local Government Automatic Aid Plans, United States Forest Service, National Park Service, and Bureau of Land Management Operational Plans, local Tribal Councils, and Private Industry, as well as agreements for the above plans.                                                                                                                                                                                                                                                                 |                                                                                                                             |  |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | *Reviews and responds to written and oral communications, assigning staff, as necessary, to meet deadlines. *Meets with Labor representatives to prevent /resolve disputes. Other duties as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                             |  |
| *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.                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                             |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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:                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                             |  |
| "We have discussed this document in its entirety and understand the duties of this position."                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                             |  |
| Employee Signature _____<br>Personnel use only                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date _____ Supervisor Signature _____ Date _____<br><input type="checkbox"/> Posted to Directory<br>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.

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, the California Occupational Safety and Health Administration (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 test.

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.

**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: 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

Personnel use only

☐ Posted to Directory

\_\_\_\_\_  
Initials and Date