

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Deputy Chief of Safety</u>	
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.		Division and/or Subdivision <u>Cooperative Fire Protection, Safety Program</u>	
		Location of Headquarters <u>Sacramento, CA</u>	
		Class Title of Position <u>Assistant Chief (with Differential)</u>	
		Position Number <u>542-067-1039-003</u>	
		Effective Date <u>11/1/26</u>	
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 administrative direction of the Staff Chief of Safety and Emergency Medical Services (EMS), the incumbent Deputy Chief is responsible for the following duties under the Department's Safety Program. *Establishes/supports the goals, objectives and priorities of the Department Safety Program. *Supervises and provides program direction to Headquarters officed Safety Program staff. *Directs and oversees the development and revisions of safety policies, procedures, guidelines to ensure statutory/ regulatory compliance and directs subsequent revisions to the Departments Injury and Illness Prevention Program (IIPP).		
20%	*Provide field representation on various roles including classroom instruction, field instruction, and assignments as a member of Serious Accident Review Team (SART) cadre. *Participate in and coordinates Serious and Near Serious Accident/Injury reviews including follow-up to action items presented at the Executive Board of Review. *Coordinates and verifies implementation of all EBOR recommendations to the satisfaction of Executive leadership. *Conduct Safety audits and inspections independently and as a member of the Departments management review team.		
20%	*Develop and direct statistical evaluation and analysis of injuries and illnesses reported to identify trends. *Develop and implement programs to prevent injuries and illness through proper means. *Develop and implement procedures for ensuring statistical reporting required by the Department and other agencies as appropriate. *Interact with contractors/vendors on a variety of safety related procurements. *Manage special projects as they relate to occupational wellness, safety, and research.		
*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: <u>SEE PAGE 2</u>			
"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	

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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%	*Prepare briefings and other presentations as required. *Prepare other written and analytical projects assigned in support of fire protection executive staff such as development and generation of concept papers, Budget Change Proposal (BCP), and reports to the Director's Office, Governor's Office, Department of Finance, Legislation Analysts Office and other commissions and organizations as required.		
10%	*Serve as a member of various safety related committees or working groups as required by the Staff Chief of Safety and EMS. *Represent the Department on interagency Occupational Health and Wellness events, safety cadres, safety related technical committees, or Accident Review Boards.		
5%	*Provide regularly scheduled Duty Chief coverage and responds to emergency incidents as assigned. *May act as Agency Administrator or Agency Representative during Statewide Operations Center (SOC) activations.		
5%	*Other duties as assigned.		
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- 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. - Occasional travel, including overnight travel, may be required. - This classification requires possession of a valid driver's license of the appropriate class issued by the Department of Motor Vehicles.			
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