

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Headquarters Battalion Chief</u>	
		Division and/or Subdivision <u>Sonoma-Lake-Napa Unit (LNU)</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.		Location of Headquarters <u>1199 Big Tree Road, St. Helena, CA 94574</u>	
		Class Title of Position <u>Battalion Chief</u>	
		Position Number <u>542-114-9723-016</u>	
		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.		
25%	<u>Under the direction of the Administration Division Chief, the Headquarters Battalion Chief is responsible for supporting the coordination and management of administrative and emergency duties as follows:</u> <u>Service Center</u> - *Oversees the daily operations of the Service Center, ensuring logistical support, inventory accuracy, and coordination with field personnel. *Manages equipment and supply distribution, supervises staff, and ensures compliance with CAL FIRE material management policies. *Maintains duty schedules for permanent employees, ensuring coverage and adherence to vacation and holiday standards. *Coordinates with administrative and finance staff to ensure timely procurement, delivery, and documentation of supplies and equipment. *Conducts audits and reviews to maintain accountability and readiness of resources.		
25%	<u>Emergency Response</u> - *Provides Chief Officer coverage for wildland and structural fires, medical aids, and other emergency incidents. *Maintains operational readiness by ensuring personnel, equipment, and facilities are prepared for immediate deployment. *Responds statewide to incidents as assigned in the Emergency Response Directory (ERD). *Maintains qualifications and physical fitness standards. *Coordinates with allied agencies and ensures compliance with CAL FIRE emergency response protocols. *Participates in incident command roles and supports operational planning and execution.		
15%	<u>Hiring</u> - *Provides support as needed to the LNU Hiring team with recruitment and selection processes for Fire Captains, Fire Apparatus Engineers (FAE), and Paramedics. *Assists with the coordination of interview panels. *Coordinates onboarding procedures and supervises newly hired FAEs during academy assignments, ensuring administrative compliance and professional development. *Assists the Division Chief of Administration in determining permanent FAE assignments based on operational needs and personnel readiness. *Coordinates with academy staff and monitors progress of trainees. *Ensures proper documentation and transition planning for permanent placement. *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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10%	Headquarters Facility Manager - Maintains headquarters facility and grounds in safe, organized, and sanitary conditions to CAL FIRE standards (in cooperation with other personnel). Notes any needs for repairs and notifies supervisor or arranges for repair as needed. Participate in facility safety inspections. Advises supervisor of significant change in facility status.
10%	Utilizes business intelligence tools to analyze data and enhance administrative and operational processes. Supports data-driven decision-making and program development. Develops dashboards, reports, and visualizations to improve transparency and efficiency.
10%	Hired Equipment Program - Provides oversight and coordination of the Hired Equipment Program. Ensures compliance with CAL FIRE policies, manages vendor relationships, and monitors equipment usage and documentation. Supports operational readiness through effective resource management and coordination with logistics and finance staff.
5%	Other duties as required.
	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 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.

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Job qualifications and/or conditions of employment: **Two-year commitment may be required prior to approval of reassignment. 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

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☐ Posted to Directory

Initials and Date