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| 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><b>Battalion Chief – Wildland Fuels Reduction Reporting</b>                                       |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Division and/or Subdivision<br><b>Office of the State Fire Marshal/Community Wildfire Preparedness and Mitigation Division</b> |      |
| 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><b>Statewide</b>                                                                                   |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Class Title of Position<br><b>Battalion Chief</b>                                                                              |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Position Number<br><b>544-063-9723-015</b>                                                                                     |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Effective Date<br><b>July 1, 2024</b>                                                                                          |      |
| Percentage of Time Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                |      |
| 45%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Under the direction of the Deputy Chief of Wildland Fuels Reduction Reporting, assist with the development and implementation of the department's wildland fuels reduction collection and reporting program. Duties of the incumbent include, but are not limited to:<br><br>*Support Regions and Units on the and maintenance of CalMAPPER data and reports to identify fuels reduction activities and other Community Wildfire Preparedness & Mitigation activities by providing clear communication, strong understanding of policy and procedures, training and excellent customer support. *Prepare and provide updates and reports to CAL FIRE executive, stakeholders, California's Wildfire & Forest and Resilience Task Force, Board of Forestry and Fire Protection, other governmental entities, and agencies. *Attend meetings and provide presentations as needed to the Pre-Fire Planning Program, CAL FIRE Units and Contract Counties, including on emergency incidents. *Act as a lead on various projects, working groups, committees, and assignments. |                                                                                                                                |      |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | *Participate in monthly CalMAPPER Meetings and ad hoc meetings related to Fuels Reduction.<br>*Act as subject matter expert in Fuels Reduction and work with Units, Region and Programs on ways to collect data through experiences, provide guidance, provide options and be available resources to help achieve the data collection that is mandated by law Execute the development of enhancements and tools for wildland fuels reduction reporting. * Work with CAL FIRE Executive in providing updates and presentations on statewide fuels reduction. Maintain positive relationships with outside agencies and organizations.                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                |      |
| *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: <b>May work long irregular hours, which may include nights, weekends or holidays in support of emergency incidents. Statewide travel may be required up to 15% of the time and may include overnight stays; possession of a valid drivers license issued by the Department of Motor Vehicles.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                |      |
| "We have discussed this document in its entirety and understand the duties of this position."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                |      |
| Employee Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Supervisor Signature                                                                                                           | Date |
| Personnel use only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Posted to Directory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                |      |
| Initials and date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                |      |

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| 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>Battalion Chief – Wildland Fuels Reduction Reporting |      |
| Percentage of Time Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |      |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | *Work with departmental programs in the use of CalMAPPER to enhance data gathering and accuracy, streamline reporting, and support program reporting requirements. Participate with and support Information Technology and Fire and Resource Assessment Program on database enhancements, maintenance, and reporting.                                                                                                                                                                                                                                                                           |                                                                                   |      |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | *Review statistical information, and documents within specified time frames for ad hoc requests for information, including Public Records Act Requests from CAL FIRE Legal Office, and external stakeholders. *Review and provide recommendations on legislative bill analysis and budget change proposals.                                                                                                                                                                                                                                                                                     |                                                                                   |      |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | *Responds to emergency incidents as required per Department policy. Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules and Departmental policy. Provide support to other Community Wildfire Preparedness and Mitigation Division programs as needed.                                                                                                                                                                                                                                                                                       |                                                                                   |      |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Other job-related duties as required.<br><br>Desired Qualifications: <ul style="list-style-type: none"> <li>• Excellent ability to work under pressure in a fast-paced environment with shifting priorities.</li> <li>• Excellent ability to handle high priority tasks and assignments simultaneously</li> <li>• Experience working with various stakeholders, management, and/or Executive Management.</li> <li>• Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)</li> <li>• Experience with Environmental Systems Research Institute (ESRI) software.</li> </ul> |                                                                                   |      |
| *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: 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, 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 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |      |
| "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