

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Supervising Deputy State Fire Marshal</u>	
		Division and/or Subdivision <u>Office of the State Fire Marshal/Fire Engineering and Investigations</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>Sacramento</u>	
		Class Title of Position <u>Deputy State Fire Marshal III (Supervisor)</u>	
		Position Number <u>544-542-9010-002</u>	
		Effective Date <u>August 2026</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	In the Office of State Fire Marshal's (OSFM), Fire Engineering and Investigations Division, the incumbent works under the general supervision of the Division Chief, Fire Engineering and Investigations (FEI), duties include, but are not limited to: *Provide oversight and supervision to staff, prepare performance reports and evaluations, and apply progressive discipline, as required; review and approve leave requests; travel expense claims; oversee reassignment of personnel; ensure equity in training, and other job performance enhancement opportunities; develop individual development plans for staff; and provide other supervisory functions within the chain of command. *Ensure consistent enforcement of all laws and regulations adopted by the State Fire Marshal, including fire prevention engineering, education, law enforcement activities and planning. Plan, direct, and consult with the Division Chief and staff regarding the budget, staff assignments and program evaluation.		
30%	* Monitor and evaluate program operations. *Assign staff work, review reports, letters, and other work, and make recommendations to staff ensuring completeness and accuracy. *Provide technical direction to staff including review of complaints from fire departments and/or licensees; act as first step in the process for constituents who appeal actions of license staff. *Direct the most difficult, critical, and sensitive projects in the area of responsibility. *Evaluate unique product design proposals, complex proposals from advisory committees, proposed work process changes, draft communications to external stakeholders and determine the most appropriate course of actions, *Oversee the enforcement of state laws and regulations concerning fireworks, fire extinguishers, automatic fire extinguishing systems and Flame Retardant. (continued on second page.) *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>Local and statewide travel may be required up to 25% of the time and may include overnight stays. 5% Emergency Duty Assignments as required.</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	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Supervising Deputy State Fire Marshal	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*Investigate and prepare case reports for violations of State Fire Marshal laws and regulations committed by individuals and/or companies possessing licenses, registrations, and certificates issued by the State Fire Marshal. *Prepare for and participate in hearings regarding these investigations which may be administrative in nature, criminal, and/or civil.		
10%	*Review all of Fire Engineering Division's proposed regulations for accuracy and clarity. *Monitor the proposed regulations to ensure they are following the State Fire Marshal's regulations implementation process and model code process. *Monitor the progress of proposed legislations that may affect the FEI Division and prepare bill analysis on that legislation as needed.		
10%	*Chair OSFM Advisory Committees (various programs); Chair OSFM Task Forces. Maintain training records for all Fire Engineering staff to ensure that their training needs are met, including required training. Assist other Fire Engineering and Investigations programs when necessary.		
5%	*Other job-related duties as required. Emergency Duty Assignments as required.		
*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: 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 (CalOSHA) requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests. Duties involve 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. Must have a valid driver's license with good driving record at time of employment and maintain good driving record throughout 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 ☐ Posted to Directory _____ Initials and Date			