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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>Deputy Chief – Command and Control</b>         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Division and/or Subdivision<br><b>Fire Protection Operations</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>Sacramento</b>                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Class Title of Position<br><b>Assistant Chief (Supervisory) w/Differential</b> |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Position Number<br><b>542-061-1039-007</b>                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Effective Date<br><b>September 2026</b>                                        |  |
| 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 direction of the Staff Chief Command and Control (Forestry and Fire Protection Administrator), the Deputy Chief of Command and Control has responsibility and authority for program direction of the CAL FIRE Command and Control System, consisting of the Department's Emergency Command Centers (ECCs), Operational Coordination Centers (OCCs), the Assistant Chief of Command and Control, including primary staff assigned at the Sacramento Command Center (Sac CC), the Assistant Chief of Computer Aided Dispatch (CAD), and the Assistant Chief of Incident/Resource Management Systems (IRMS).                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                |  |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | *Develops, recommends, and implements programs, policies and procedures intended to enhance and provide long-range planning and analysis on issues impacting the Department's Command and Control System. *Provides program direction to best meet the Department mission. *Represents the Fire Protection Program on all matters related to Command and Control systems in response to inquiries from control agencies, interagency partners, management, or departmental committees. *Chairs, creates, convenes, and/or participates in internal and external committees, boards, and working/ad hoc groups, including but not limited to; Chairperson of the Handbook 8100 (Command and Control) Working Group; Chairperson of the ECC Review Team; ECC Chiefs Workshop Coordinator; Region/Sacramento Command and Control Meeting Organizer; CAD Steering Committee; CAD Business Practices and Data Standards; and Statewide Unit Duty Chief trainings; Identifies need for and facilitates other trainings. |                                                                                |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | *Collaborates with the Deputy Chief of Telecommunications to develop, implement, and oversee statewide telecommunications strategies. *Monitors operational telecommunications systems to ensure alignment with Command and Control priorities. *Partners with the Deputy Chief of Hired Equipment and Emerging Technologies to develop and revise Command and Control applications, hardware, and departmental policies and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | *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: <a href="#">See Page 2.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                |  |
| "We have discussed this document in its entirety and understand the duties of this position."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                |  |
| Employee Signature _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Supervisor Signature _____                                                     |  |
| Date _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Date _____                                                                     |  |
| Personnel use only <input type="checkbox"/> 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>Deputy Chief – Command and Control |  |
| Percentage of Time Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                 |  |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | *Directly supervises the Assistant Chiefs of Command and Control, CAD, and IRMS.<br>*Provides guidance and direction on the oversight of Sac CC-related Telecommunications responsibilities, operations, staffing levels, and Command Center policies and standard operating procedures. *Assist in determining the need to implement Expanded operations, prioritize resources, and ordering processes during periods of high incident activity.<br>*Directly oversees the Command Center, CAD, IRMS and staff in the absence of the Assistant Chiefs and Battalion Chiefs. |                                                                 |  |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | *Prepares briefings and presentations. *Prepares written and analytical projects assigned in support of fire protection executive staff, such as development and generation of Budget Change Proposals (BCP) and reports to the Governor's Office, Department of Finance, Legislation Analysts Office and other commissions and organizations. *Provides detailed Command and Control System status reporting and staff assistance to the Staff Chief of Command and Control.                                                                                                |                                                                 |  |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | *Serves as the Sacramento Duty Chief. *Assists the Staff Chief of Operations with oversight of the Sacramento Duty Chief Program, including but not limited to; scheduling; maintaining the Sacramento Duty Chief handbook; providing semi-annual Duty Chief meetings/trainings and routine training and direction regarding changes impacting the Duty Chiefs. *Serves as Agency Administrator, Agency Representative, or Emergency Operations Center Coordinator during Statewide Operations Center activations. *May serve as the Executive Duty Chief.                   |                                                                 |  |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | *Works directly with Fire Protection Programs Administration staff, conducts/oversees hiring processes for Sac CC position vacancies. *Manages budgets, makes recommendations and decisions necessary to keep expenditures within budgetary limits. *Responsible for the management of all program assigned facilities, vehicles, and equipment. *Maintains and coordinates facilities agreements with Governor's Officer of Emergency Services (CAL OES) for the Sac CC and related office space.                                                                           |                                                                 |  |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | *Maintain certifications and qualifications to respond to fires or other emergencies Statewide. *Assist as needed in the State Operations Center. *Assist with special projects or other duties assigned by management and/or Executive staff. *Other job-related duties 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.                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                 |  |
| <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: Incumbent is required to wear respiratory protection equipment. Cal OSHA requires the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a physical examination, vision, hearing, spirometry, and exercise treadmill tests. <del>Position requires short term travel statewide to various meetings and emergency incidents. Long term travel</del> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                 |  |
| "We have discussed this document in its entirety and understand the duties of this position."                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                 |  |
| Employee Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Supervisor Signature                                            |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Date                                                            |  |
| Personnel use only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Initials and Date                                               |  |