

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Emergency Command Center Chief	
		Division and/or Subdivision Butte Unit	
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 Oroville	
		Class Title of Position Battalion Chief (Non-Supervisory)	
		Position Number 542-211-9723-901	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under the direction of the Deputy Chief – Administration, the Emergency Command Center (ECC) Battalion Chief performs the following duties: *Manages the Butte Unit, Butte County Fire Emergency Command Center, and 9-1-1 Center. Plans and assigns work, gives overall direction for training, operations, personnel, and policies. Supervises ECC Fire Captains, the Communications Supervisor, Communications Operators, and the Research Data Specialist II. * Manages personnel assigned to the ECC in a manner that promotes safety, discipline, accountability, and efficiency. *Evaluates personnel annually and mentors personnel frequently. *When appropriate, investigates incidents to commend outstanding efforts or correct inadequate efforts. *Assigns personnel to tasks that make best use of their talents and skills. *Provides all administrative support and supervision within the ECC. *Supervises and directs the activities of multiple emergency resources and responders.		
35%	*Telecommunications Chief - Manages inventories, maintenance and repair of State and County owned radios, telephone pagers, alert receivers, and other equipment. Responsible for licenses and frequency agreements. Determines need for installations, modification, and purchases of equipment. *Oversees State and County communications related budgets; works with administrative personnel to ensure policy compliance. *Manages vault space and remote automated weather stations, emergency incident reporting system, technical telecommunications assistance, and frequency violations. Manages communication equipment inventory for Butte County Volunteer Fire Department as well as all Schedule A contracts.		
10%	*Attends training on all facets of All Risk Emergency Response, Incident Command Structure, Law Enforcement, Emergency Medical Dispatching, State Fire Officer certification classes, telecommunications training and emergency medical incidents. Attends professional organization meetings and 9-1-1 managers and ECC Chief meetings. *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: See Page 2.			
"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 _____	

Working Title of Position
Emergency Command Center Chief

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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5%	*Acts as a relief field Battalion Chief as needed. Provides all administrative support and supervision while assigned to cover field battalions. *Audits (for completeness and accuracy) and approves all reports (Electronic Payroll, California Automated Travel Expense Reimbursement System (CalATERS) claims, Procurement Card (P-Card) packages, Month End Reports, accident reports, etc.) submitted by battalion staff. Responds to all types of emergency incidents (structure, wildland and other fires, medical, hazardous materials, flood, etc.) and acts as Incident Commander or performs other Incident Command Structure positions/functions. Evaluates employee performance on emergency incidents and during routine station activities and training. Coordinates activities with regularly assigned Battalion Chief before and after relief assignment.
5%	Other duties as required The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, the 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 test. The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking, or running on uneven, rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: Incumbent will be required to sleep within their core battalion coverage area. May be subject to working nights, weekends, and holidays.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date