

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Staff Chief of Wildfire Planning & Statistics	
		Division and/or Subdivision Community Wildfire Preparedness & Mitigation	
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 Various	
		Class Title of Position Forestry & Fire Protection Administrator (Staff Chief)	
		Position Number 544-063-1031-003	
		Effective Date October 1st 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. *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		
25%	In the Office of the State Fire Marshal (OSFM), under the direction of the Assistant Deputy Director for Community Wildfire Preparedness and Mitigation, the Staff Chief will provide statewide administrative oversight over the Pre-Fire Planning and Statistics Programs.		
20%	*Manage, plan, organize, and direct various statewide wildfire prevention programs that include Pre-Fire Planning, Fire Hazard Severity Zones, Risk Mapping, Fire Plan, California Incident Data & Statistics (CalStats) Program, CAL FIRE Incident Reporting System (CalFIRS), and National Fire Incident Reporting System (NFIRS). Develop, recommend, and implement statewide policy regarding wildfire prevention, planning, preparedness, and mitigation.		
15%	*Responsible for program planning and evaluation, organizational planning, fiscal management, personnel management, employee-employer relations, information system development and management, staff development and motivation, delegation, budgeting, Budget Change Proposals (BCPs), program revenue and cost control, legislative bill analyses, executive decision making, and public relations.		
10%	*Serve on OSFM Leadership Team and advise the State Fire Marshal and executive staff on strategic planning and operations and respond to the most complex/sensitive issues on various wildfire prevention, mitigation, community preparedness issues.		
	*Represent the Department on various fire prevention related issues to internal and external groups including the Legislature, Board of Forestry, fire service, other government agencies, the private sector, and the public. Create and provide various presentations in front of groups using technical aids including PowerPoint. Work with various program staff in Headquarters and the two Regions to coordinate the implementation of fire prevention related programs. *Maintain positive relationships with outside agencies and organizations.		
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	
STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Staff Chief of Wildfire Planning & Statistics	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*Ensure responsive customer service towards fire agencies, organizations, and individuals. Provide timely notification to Senior Staff of sensitive and complex issues and proposesolutions to address concerns. *Serve as an adviser to OSFM Senior Staff and CAL FIRE Executive Staff on program-related issues. Build and maintain positive working relationships with other OSFM divisions and CAL FIRE programs, external stakeholders, and key local, state and federal government agencies.		
10%	*Provide leadership and supervision to management staff. This will include personnel management with respect to hiring, training, employee performance, employee recognition, and other related areas of supervision to ensure a productive and cohesive work environment. *Oversee staff procurement, purchasing, and budgeting actives. *Ensure a safe working environment with positive staff development and motivation. *Ensure statutes and regulations are being interpreted and applied correctly.		
5%	*Respond to emergency incidents as required per Departmental policy. *Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy.		
5%	Other job related duties as required.		
Desirable Qualifications - High degree of initiative - Strong customer service - Excellent interpersonal communication skills (written and verbal) - Bachelor's degree in related field - Associate degree in related field - Valid Driver's License issued by the Department of Motor Vehicles *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: 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.			
"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	