

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief – Emergency Command Center	
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.		Division and/or Subdivision Sonoma-Lake-Napa Unit (LNU)	
		Location of Headquarters 1199 Big Tree Road, St. Helena 94574	
		Class Title of Position Battalion Chief	
		Position Number 542-114-9723-012	
		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.		
40%	Under the direction of the Assistant Chief of Administration, the LNU Emergency Command Center (ECC) Chief is responsible for the following: *Management and coordination of the ECC and command and control program. Responsible for the direct supervision of seven (7) Fire Captains, twelve (12) Communications Operators, one (1) Communications Supervisor, and one (1) Analyst I assigned to the ECC. Maintains ECC schedule to ensure required staffing levels are maintained. Plan and assign work, provide ECC project oversight. Ensure ECC policies and procedures are developed, maintained, and adhered to per Unit and Department requirements. Ensure ECC personnel are trained to perform in their positions. Responsible for the maintenance and operational oversight of the Command Center and Expanded facilities. Maintain all qualifications to function in a dispatch capacity when needed.		
20%	*Responsible to assure the dispatch equipment, status tools, ECC computer systems, Automatic Vehicle Location (AVL), Computer Aided Dispatch (CAD), and radio logs are maintained and used properly. Ensure proper status of Unit and cooperator resources within the administrative Unit are maintained in CAD and Inter-agency Resource Ordering Capability (IROC). Assures the ECC staff is properly utilizing dispatch procedures and record keeping, ensuring accurate, complete, and timely submitting documents, i.e., Report of Emergency & Dispatch Action, Fire Reports, Fire Cost Reports, Weather Reports, etc. *May perform Battalion Field coverage when needed within the Sonoma-Lake-Napa Unit.		
20%	*Acts as the Unit and Napa County Telecommunications Officer. Assures the radio systems are maintained with assistance from CAL OES Public Safety Communications. Works with all County Communications Department to maintain County fire net frequencies and assure they are operating in an effective manner. Responsible for making any necessary major and minor purchases and assure all unit personnel are updated on any changes to the dispatch system. *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:			
"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 _____	

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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10%	Responsible for the oversight and coordination of the emergency medical dispatch (EMD) program. Ensure all EMD policies, including quality assurance are adhered to.
10%	*Maintain the Standard Dispatch Guidelines, and LNU Radio Communications Guide as determined by department policy and works with the ECC staff and field personnel to ensure these are adhered to. 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 psychological 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, 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. The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, a 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: The incumbent will be required to perform duties for 2 years before being eligible for transfer.

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Employee Signature	Date	Supervisor Signature	Date
Personnel use only	☐ Posted to Directory	Initials and Date	