

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Deputy State Fire Marshal III (Supervisor)	
		Division and/or Subdivision OSFM / Fire and Life Safety Division	
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 Monrovia	
		Class Title of Position Deputy State Fire Marshal III (Supervisor)	
		Position Number 544-533-9010-904 (Limited Term)	
		Effective Date September 1, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the general supervision of the Division Chief, the incumbent oversees the plan review and field staff assigned to area offices and specialized assignments. This includes ongoing assessment and performance management of Fire and Life Safety staff under their supervision and directs workload to meet department objectives. This position is responsible for implementation of all policies and procedures, programs, and management of regulatory obligations within the assigned area. Inspection and law enforcement functions also include fireworks, court appearances, and performance in emergency incidents and activities through the Department.		
25%	*Prioritize and assign plan review and field assignments, review plans, reports, letters, and recommendations of staff for accuracy; prepare various types of correspondence for fire and panic safety compliance. *Provide guidance to staff with difficult or unusual plan review or inspection problems, or controversial issues such as code interpretations, alternate means and methods, smoke control, and specialty occupancy types. *Ensure staff maintain work assignments and deadlines. *Ensure laws and regulations adopted by the State Fire Marshal are applied correctly and consistently by performing quality control checks of work done by staff; supervise and train subordinates in the review of plans and specifications for all occupancies; perform and assist in fire cause investigations. *Participate in the development of laws and regulations that are adopted by State Fire Marshal.		
	*Establish and maintain cooperative professional working relationships with local fire authorities, state and federal agencies, stakeholders, and various associations.*Attend and represent the department at fire prevention and fire training meetings, service groups, and other organizational meetings; provide fire prevention information and public education regarding fire and panic safety. *Participate in the State Fire Marshal task force and advisory committees as assigned. *Maintain training records for supervisees to ensure that their training needs are met, including mandatory training.		
	*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: Travel may be required up to 25% 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			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Perform supervision duties, 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. *Prepare and submit workload and other types of reports of area activities and special assignments to Fire and Life Safety Management, as directed.
10%	*Perform fire and life safety inspections for compliance with State Fire Marshal regulations. *Review building plans and specifications for compliance with adopted regulations and standards. *Maintain records of inspections, enforcement, and compliance with State Fire Marshal laws and regulations; conduct informal hearings and prepare cases for court. *Enforce regulations in all state owned and specified state occupied structures according to established inspection priority schedule.
5%	*Develop, prepare, and present formal and informal training classes to provide State Fire Marshal curriculum to staff, outside agencies, and stakeholders as directed.
5%	*Emergency incident assignments as required.
5%	*Other job related duties as assigned.
	Desirable Qualifications: • Experience with Microsoft Office Suite. • Leadership skills. *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 a 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 (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. 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. A valid driver's license is required with a good driving record at time of employment. Incumbent must maintain a 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 _____

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