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 Enforcement Coordinator/ Investigator

Division and/or Subdivision
Fire Engineering & Investigations

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
Sacramento HQ

Class Title of Position
Deputy State Fire Marshal III (Specialist)

Position Number
544-542-9013-XXX

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.
	In the Office of State Fire Marshal's (OSFM), Fire Engineering and Investigations Division, under the direction of the assigned supervisor, the incumbent is responsible for overseeing and performing complex investigative, compliance, and regulatory functions related to licensing and certification programs within CAL FIRE-OSFM. The incumbent serves as a liaison between CAL FIRE-OSFM, industry stakeholders, and law enforcement agencies to maintain cooperative relationships and uphold public trust
40%	*Develop and maintain enforcement policies, procedures, and systems, including those governing administrative penalties and criminal citations. Coordinate with field investigators and industry representatives to oversee regulated activities and ensure compliance with applicable statutes, regulations, and codes. Assess operational effectiveness and issue recommendations for policy or procedural amendments. Conduct ongoing legal and regulatory reviews to ensure continued validity and implement timely updates across all licensing and certification programs.
30%	*Review and analyze proposed legislation for impact on program activities and departmental implications. Provide input and technical expertise to the departmental legislative coordinator. Prepare technical information to assist in litigation actions as required.*Conduct field inspections and fraud investigations for compliance with laws and regulations. Prepare detailed law enforcement investigation reports and testify in criminal court or administrative hearings. Maintain positive working relationships with stakeholders to assist local law enforcement and fire agencies with investigations into licensing and certification violations and pursue appropriate legal actions.

*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: Local and statewide 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

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 2**	Working Title of Position Deputy State Fire Marshal Enforcement Coordinator/ Investigator

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Act as a liaison for CAL FIRE-OSFM to ensure cooperative relationships with external agencies and positive representation to the public. Assist local district attorneys statewide with investigations and prosecutions related to assigned cases.
10%	*Conduct administrative investigations as assigned, maintaining confidentiality of all information gathered. Compile criminal case reports for supervisor review, interrogate suspects, interview witnesses, and effect arrests as related to assigned investigations. *Stay informed of all training materials (e.g., safety, inspection, firefighting) in order to maintain skills and knowledge in those areas.
5%	Perform other job-related duties as assigned. Emergency Duty Assignments 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.

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Job qualifications and/or conditions of employment: The incumbent may be 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, 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. Must have a valid driver's license with good driving record at time of employment and maintain good driving record throughout employment. May be required to successfully graduate from a Regular Basic Course (RBC) POST Academy. Upon successful completion of the RBC, successfully complete CAL FIRE's Field Training Program, or maintain Peace Officer Status, current weapon qualification status, current weapon qualification status, and other POST required training. Maintains EMS certification (1st responder and CPR) and maintains POST (Peace Officer Standards and Training) Certification and training by staying proficient in perishable skills.

"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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