

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Deputy Chief, Operations</u>	
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 <u>Behavioral Health and Wellness Program (BHWP)</u>	
		Location of Headquarters <u>West Sacramento</u> Physical Work Location: <u>West Sacramento</u>	
		Class Title of Position <u>Assistant Chief (w/diff)</u>	
		Position Number <u>542-035-1039-002</u>	
		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.		
30%	<u>Under direction and coordination of the Behavioral Health and Wellness Program, Forestry and Fire Protection Administrator (FFPA), the Assistant Chief, also known as the Behavioral Health and Wellness Program Operations Deputy Chief, is responsible for oversight of the statewide utilization and coordination of components sponsored by the Behavioral Health and Wellness Program (BHWP) and the Employee Support Services Unit (ESS). These statewide elements include, but are not limited to, field operations, incident response, Critical Incident Stress Management (CISM), Peer Support, Addiction and Substance Abuse Assistance, Employee Assistance and Chaplain Liaison, law enforcement peer support etc.</u> <u>The incumbent is expected to work collaboratively with other established Units within the BHWP and associated BHWP leadership. The Deputy Chief is expected to work collaboratively with the Behavioral Health and Wellness Program Administrative Officer and Special Projects Unit Deputy Chief as necessary. The incumbent must have excellent interpersonal skills, ability to maintain emotional control during tragedies and crises, ability to ensure confidentiality of sensitive personnel issues, strong communication and analytical skills, ability to perform all required duties as an individual and in a team environment. Duties and responsibilities include, but are not limited to:</u> <u>Supervision:</u> <u>*Responsible for direct supervision of Field Coordinator Battalion Chiefs within the Employee Support Services Unit (ESS). *Creates and maintains team cohesion. * Provides coordinated operational directions for staff who reside in work locations broadly positioned on a statewide level. *Schedule meetings and provide leadership feedback.</u> *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: <u>See Page 3.</u>			
"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.

30%

*Provide direction and mentoring of assigned employees, corresponding with their experience, knowledge, skills, and abilities. *Provide one-on-one employee consultations, conduct staff conference calls. *Review and approve time sheets and travel claims. *Prepare Individual Development Plans (IDP) and duty statements, define work expectations, conduct performance reviews, fill vacancies in coordination with the BHWP Administrative Deputy Chief, assures employee emergency response operational readiness, promote safe work practices, and maintain operational accountability.

Unit Development, Direction, and Accountability:

*Coordinate and provide crisis response and peer support within the field of behavioral health and wellness. *Assist with policy and procedure development utilizing the approved Department application. *Ensure all services are conducted within established policy, procedures framework, meet all Department regulations and applicable laws, are managed in an ethical, moral, and professional manner, and are handled in a manner that best serves the interests of the Department and its employees. *Ensure the CAL FIRE Help Line remains operational twenty-four hours a day 7 days a week. *Ensure rotational overtime is established and meets Department / MOU expectations. *Provide operational expectations for the Employee Support Services Unit. *To ensure the interests of the Department and the BHWP are served while the emotional well-being of employees and/or family members are protected. *Stay current with industry standards related to behavioral health and wellness. *Assist with BHWP Deputy Chief coverage on rotational basis. *Review incident response records to ensure Department peer support/behavioral health and wellness objectives are met and identify the need for changes. *Communicate with statewide command centers and IMT response teams regarding ordering and incident activation requests and operational qualifications. *Provide timely briefings on issues or trends that may have significant impact on the Unit, Program or Department. *Oversees components of safety equipment and associated inventory and assignments to include but not limited to the Departments PPE Tracking system, EMS Coordination, ground support, SCBA maintenance etc. *Ensures inventories are kept current using the approved program database.

20%

Incident Response / Critical Incident Stress Management:

*Required to function within the Incident Command System at various levels of command and operational positions. *Serve as the CISM / Peer Support Branch Director on critical incidents involving Line of Duty Death, serious injury, and/or other types of significant trauma where the degree of critical incident complexity warrants the Deputy Chief's involvement, or in situations

*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 3](#)

"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.
10%	where other Employee Support Services Unit personnel are not immediately available or already committed to other incidents. *Respond promptly to provide peer support for employees and/or family members who may be in crisis, in situations where other staff may not be available or positioned to respond, and/or where Chief Officer-to-Chief Officer peer support is more appropriate. *Ensure an appropriate BHWP component is included on Statewide staffing patterns, as needed. <u>Leadership Consultation and Strategic Support</u> *Provide consultation, strategic guidance, briefings, and recommendations to Unit and Region Chiefs, executive leadership and program management. *Continuously work with statewide managers to develop, maintain, and enhance communication. *Collaborate with internal and external stakeholders to develop strategies, enhance delivery, and operational solutions to promote employee health and wellness, organizational resilience, and mission readiness. *Serve as a behavioral health and wellness subject matter expert and Program representative.
5%	<u>Training</u> *Assist with the development and facilitation of BHWP Training.
5%	<u>Other Job-Related Duties:</u> *Perform other job-related duties as required in support of the Behavioral Health and Wellness Program (BHWP), the Department's mission, and Strategic Plan. *Maintain operational readiness for emergency assignments in an all-risk environment. *Respond and serve in emergency assignments as directed by the Department. *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:
Works Local and/or in a Statewide capacity. Travel is required for 90% or more of each work week and travel may involve overnight stays. Maintain the Arduous Fitness Standard in accordance with department policy. The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response. 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 condition of the incumbent. As such, CalOSHA requires 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 situation.

"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