

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position BATTALION CHIEF, RBC COORDINATOR	
		Division and/or Subdivision SACRAMENTO HQ/FPP/TRAINING 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.		Location of Headquarters IONE – AMADOR COUNTY	
		Class Title of Position BATTALION CHIEF	
		Position Number 542-029-9723-006	
		Effective Date 10/8/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the direction of the Assistant Chief, Fire Investigation and Law Enforcement Training, the incumbent acts as the subject matter expert in developing curriculum and training material and provides instruction to students. Duties include, but are not limited to the following: *Coordinate Law Enforcement (LE) and Fire Prevention (FP) classes; primarily coordination for the Regular Basic Class (RBC) & Field Training Program (FTP). *When assigned, the position may be the primary coordinator for other LE and FP classes. *Coordination responsibilities include, but are not limited to, the following: ensuring compliance with all applicable Peace Officer Standards Training (POST) regulations; attending courses required by POST to fulfill the position of Course Coordinator; developing course calendar to ensure proper sequencing of learning domains and testing; developing instructors that meet POST regulations regarding qualifications, certifications and instructor development training; assembling and preparing equipment, audio and visual aids, and other materials necessary to conduct scheduled classes; and preparing additional material to fit lesson plans to the situation and environment involved.		
25%	*Coordination also includes: working closely with all CAL FIRE Training Center staff to ensure the class/course is presented effectively and efficiently while other training programs are in session; ensuring all class participants (staff, instructors, students, role players, and evaluators) conduct themselves in an ethical manner to maintain program integrity at all times; counseling students regarding performance; ensuring overall compliance with the Injury Illness and Prevention Program/Safety guidelines for all class activities; and completing and maintaining all necessary documents as required.		
15%	*Instructs and conducts classes and drills in the subjects related to LE and FP. *Updates and develops lesson plans and teaching aids to meet contemporary needs and new training techniques. *Adapts teaching materials and plans to new equipment and devices. *Researches publications, media, etc. to identify innovative teaching techniques, methods, materials, and standards. *Recommends changes to, and validates, CAL FIRE curriculum. *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 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 BATTALION CHIEF, RBC COORDINATOR	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*When not assigned as the primary coordinator, assists with other courses presented by the LE Training Division at the CAL FIRE Training Center.		
5%	*Attends various meeting and participates on working groups for CAL FIRE and POST regarding LE/FP training issues. *Attends specialized training courses as required.		
5%	*Responsible for job related program purchasing, which includes preparing, reviewing, submitting and/or approving purchase documentation (FISCAL).		
5%	*Respond to emergency incidents and specialized investigations, and other law enforcement and fire investigation requests throughout the state as available. *Provide regional support to the Special Equipment Unit (SEU), and other surrounding jurisdictions either via patrol activities or mutual assistance.		
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Job qualifications and/or conditions of employment: Maintain Peace Officer Status; Maintain current weapon qualification status; Maintain AICC status and other POST required training. Stay familiar with various weapon platforms and maintenance procedures. 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 status of the incumbent. As such, CalOSHA 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 transferring over 25 pounds; and the pace of work is typically set by the emergency situation. The incumbent to this position shall be retained for not less than a two-year commitment starting on the date of the appointment. Any lesser commitment shall be approved by the supervisor to the incumbent.			
"We have discussed this document in its entirety and understand the duties of this position."			
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