

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief	
		Division and/or Subdivision Southern Region - SLU	
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 Ventura Training Center	
		Class Title of Position Battalion Chief	
		Position Number 542-343-9723-002	
		Effective Date 10/01/2026	
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 from Division 7, the Battalion Chief provides first line supervision of the CAL FIRE staff at the Ventura Training Center. In coordination with CAL FIRE San Luis Obispo Unit (SLU) and Southern Operations, serves as an Agency Representative to the Contract Counties of Ventura and Santa Barbara when directed by the Assistant Chief or Duty Chief. Also directs the overall operations, including but not limited to the following specific duties: *Responsible for the supervision and evaluation of the Fire Captains, Heavy Equipment Mechanic (HEM), and Analyst I assigned to Ventura Training Center. *Management of all training components associated with Ventura Training Center. *Coordination, planning, developing, implementing, and evaluating of the staff assigned to the Ventura Training Center. *Assures that all work for Federal, State and Local agencies or private property owners is conducted within policy and department procedures and that the projects and personnel are working in close cooperation with other program management within the Unit Including Administration, Pre-Fire Division, Emergency Command Center (ECC) and the Training Bureau, *Ensures that all work project binders and personnel performance reports are completed accurately and timely.		
30%	*Establishes and maintains good working relationships with all sponsors and acts as the liaison with local administrative personnel of the California Conservation Corp (CCC), CDCR, DAPO, ARC. *Maintains an on-going, inclusive Safety and Training program for the Division, including CCC firefighters, to ensure professional response to assigned emergency tasks and departmental world, requirements. *Coordinates compliance of Injury and Illness Prevention Program (IIPP) program, State Compensation Insurance Fund (SCIF) program, annual fleet inspections, facility safety inspections. *Assures that the programs and their reporting requirements are completed accurately and timely tasks and departmental work requirements. *Ensures all CAL FIRE personnel follow CAL FIRE/CCC and CDCR Memorandum of Understanding (MOU) and Operation Guide. *May assist in the annual update/review of all Operation Guides. *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: Maintains the Arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. May be required to work nights, weekends or holidays in support of emergency incidents. May require driving department vehicle to remote locations. Transfer candidates may require a Two-Year Commitment.			
"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		

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	* Responsible for CAL FIRE facility inspections. *Responsible for preparing staff for the bi-annual camp management review. *In preparation for the review, ensures successful completion of annual inspections by the State Fire Marshal and Department of Environmental Health. *Responsible for the preparation of the annual Joint agency Fire Preparedness exercise.		
10%	*May respond to local emergencies as an Initial and/or extended attack Incident Commander. *Responds to emergencies statewide as directed by the Emergency Command Center. *May respond to contract county Incidents as CALFIRE crew representative.		
5%	Other duties as required.		
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Job qualifications and/or conditions of employment: Overnight travel throughout the Region and state is required. Work on nights, weekends and holidays is required.			
"We have discussed this document in its entirety and understand the duties of this position."			
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