

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position OCC Communications Supervisor (Region OCC)	
		Division and/or Subdivision Southern Region	
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 Riverside, CA	
		Class Title of Position Communications Supervisor	
		Position Number 541-401-1671-XXX	
		Effective Date October 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.		
40%	Under the general direction of the Operations Coordination Center (OCC) Battalion Chief or their designee, the Communications Supervisor performs the following duties: *Supervises functions and assignments of assigned Communications Operators, ensuring critical tasks are completed within deadlines. *Schedules assigned staff work shifts, vacation, and shift bids to ensure adequate coverage for 24-hour operations. *Reviews timesheets for accuracy and completion. *Assists with development and review of individual training plans and evaluation of employees' work performance. *Works collaboratively with Region management on selection of new communications personnel. *Supervises the training of OCC personnel in the development of skills related to resource ordering, interagency coordination, and communication systems. *Provide training as a cadre member as requested.		
25%	*Uses dispatch and coordination experience to support OCC operations including resource ordering, status and interagency coordination process. *Conducts analysis of business and coordination processes involving evaluation of current/proposed information and process flow and available/emerging technology (hardware/software). *Monitors quality and progress of resource requests, coordinates with Units, Contract Counties, and interagency partners (USFS, BLM, Cal OES, etc.). *Works with other program staff on data development and maintenance supporting OCC operations. *Develops and documents user requirements from end-user input for new and/or existing systems, business processes and applications. *Prepare flow process diagrams and other design graphics; application of standards and conventions for systems analysis and quality assurance; quality and version control processes; use of packaged or off-the-shelf and 3rd party application software including office automation tools. *Tests new and updated computer software applications used in the OCC. *Prepares concise reports and documents. *Updates and maintains instructions to improve consistency and operational efficiency.		
	*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: The incumbent must pass a background and a pre-employment medical evaluation prior to appointment. Employee must be available to workday and/or night shifts or a combination of each on a rotational basis, including weekends and holidays.			
"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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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.

15%

*Provides training for the Communication Operators by communicating program processes, observing, and demonstrating work activities and identifying areas needing additional training to ensure staff have the knowledge, skills, and abilities to perform their job duties effectively and efficiently as they relate to all applicable equipment (radio consoles, telephone systems, computer aided dispatch systems, etc.) and applications. *Ensures that adherence to policies and procedures are met. *Participate in required and recommended training to improve job skills and knowledge, to improve job effectiveness and maintain current knowledge of proper facility operations, current policies, and procedures.

15%

*Utilizing the intercom, radio, telephone, and computer-based ordering systems to receive and process emergency and non-emergency resource requests and coordination traffic. *Coordinates and processes resource orders for aircraft, fire crews, fire apparatus, specialized equipment, and overhead personnel in accordance with established procedures and interagency agreements. *Knowledge of and ability to effectively utilize Interagency Resource Ordering Capability (IROC), Hired Equipment Management System (HEMS), Microsoft Office Applications, and other CAL FIRE and interagency programs supporting OCC operations. *Establish and maintain effective working relationships with staff, customers, other employees, Units, Contract Counties, interagency partners, and the public. *Communicate effectively with people at all organizational levels.

5%

Other duties as assigned.

*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: Employee must be available to workday and/or night shifts or a combination of each on a rotational basis, including weekends and holidays. As well as remain on duty and/or be called back to duty on short notice and for extended periods of time due to operational need and/or emergency activity. The incumbent must pass a background and a pre-employment medical evaluation prior to appointment.

"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