

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Eastern Operations Division Chief	
		Division and/or Subdivision Fresno Kings Unit	
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 Sanger	
		Class Title of Position Assistant Chief	
		Position Number 542-411-1039-603	
		Effective Date 10/1/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the direction of the Assistant Chief with Differential (District Deputy Chief for the Fresno County Fire Protection District - Fire District), and the Fire District Board of Directors policies, the Assistant Chief (Eastern Operations Chief) has the following duties and responsibilities: *Direct and oversee the Fire District Paid-Call Firefighter (PCF) program to assure compliance with Federal and State Laws and Fire District policies and guidelines *Manage the update and revision of the PCF Handbook as necessary to maintain accuracy and validity *Review and approve PCF personnel actions, monthly compensation, compliance with training mandates, and Illness Prevention Program (IIPP) *Develop, implement, administer, and maintain a comprehensive Paid-Call Firefighter Training Program for the Fresno County Fire Protection District *Develop and maintain standardized Paid-Call firefighter curriculum, lesson plans, task books, performance standards, training schedules, testing processes, and instructional materials consistent with Department, Unit, District, State Fire Training, OSHA, NFPA, ICS/NIMS, and other applicable requirements and recognized standards *Establish initial and continuing training requirements for Paid-Call Firefighters. *Develop structured training pathways for new and existing Paid-Call Firefighters, including orientation, basic firefighter skills, structural firefighting, wildland firefighting, emergency medical response, apparatus and equipment familiarization, communications, incident command, safety, and other appropriate operational disciplines *Develop and maintain processes for documenting volunteer qualifications, certifications, training hours, competencies, task book completion, and continuing education *Evaluate program effectiveness and recommend improvements *Coordinate volunteer training opportunities with career personnel to promote interoperability, standardized operational practices, teamwork, and safe integration into emergency operations *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. Will be subject to working nights, weekends, or holidays. Will be subject to travel throughout the state. Must be within 30 minutes of the Fresno Kings Unit ECC while serving as the Unit Duty Chief. Incident assignments and special commitments outside of the job duties listed above may not be supported.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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.

35%	*Work in coordination with the Western District Operations Chief to review, analyze and adjust the District budget as well as the level of service provided through fire protection service agreements *Assess training needs and implement training plans for staff. *Provide clear and concise direction of policy and procedures for respective programs under Personnel Transactions. *Manage the professional development of program staff and foster a professional collaborative team environment. *Provide feedback to staff with team and one-on-one meetings, including through probationary reports and performance appraisals. *Establish goals and objectives, and ensure compliance and uniform application of governing laws, rules and regulations. *Recommends and assists in developing proposals for new agreements, prepares new and existing cost estimates, and other reports as necessary. *Develop new and evaluates existing Automatic and Mutual Aid agreements with neighboring fire service agencies. *Establish and maintain cooperative working relationships with allied agencies to create the highest level of service for the public.
15%	*Collaborate with the District Western Operations Chief to perform and oversee Fire District personnel management, the selection and assignment of new permanent personnel, the movement of existing personnel, and promotions of personnel within the Schedule A program. Reviews, makes recommendations and processes disciplinary actions, injury reports, employee grievances and associated reports related to District Operations.
10%	*Assume command and control of all Fresno-Kings Unit (FKU) resources when assigned as the Unit Duty Chief. *Make decisions pertaining to the emergency use of staffing, equipment and facilities within the Unit and stay abreast of the current status of resources and emergency activities throughout the state. *Responds as needed to emergency incidents or as needed to the FKU Emergency Command Center or Fresno County EOC to assist as a member of the command staff or unit liaison. Keep the Unit Chief informed on Unit status, personnel injuries, accidents and other significant events. *Makes appropriate notification to the Southern Region Duty Chief *Act on behalf of the Unit Chief as delegated or in his/her absence as the CAL OES Region V Coordinator and CAL OES Operational Area Coordinator.
5%	Other Duties 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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