STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Assistant Chief, Community Risk Reduction

Division and/or Subdivision
Santa Clara 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
Morgan Hill Headquarters

Class Title of Position
Assistant Chief

Position Number
542-116-1039-901

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.
	Under the general direction of the Unit Chief, the Assistant Chief – Community Risk Reduction serves as the Division Chief, providing operational and administrative oversight of the Unit's Community Risk Reduction programs, including Pre-Fire Planning, Fuels Reduction Coordination, Defensible Space, Community Wildfire Preparedness and Mitigation, Land Use Planning, Public Information and Education, and FIREWISE.
35%	COMMUNITY RISK REDUCTION PROGRAM MANAGEMENT *Coordinates Unit and countywide efforts in addressing complex fire service, fuels management, and fire prevention issues. Acts as the primary liaison between the Unit, regional fire service agencies, private landowners, tribal partners, and state/federal cooperators. *Formulates and implements Unit fire protection and prevention processes, integrating fuels reduction, prescribed fire, and long-term resilience strategies. Ensures Unit and Departmental goals consistently align with statewide goals and regulations. *Oversees the Unit's responsibilities pertaining to local land use planning, ensuring strict adherence to the requirements of Public Resources Code (PRC) 4290.

*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:

"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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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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PO-199 (06/16) - **PAGE 2**

Working Title of Position
Assistant Chief, Community Risk Reduction

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	FIRE PREVENTION AND EDUCATION *Supervises the Unit's Fire Prevention program, ensuring the consistent application of policies related to Pre-Fire Engineering, fuels reduction reporting, Volunteers in Prevention (VIP), and Public Information and Education. Ensures comprehensive public education is conducted with local communities and groups. Represents the Unit as the Agriculture Pass program lead and attends public meetings and events on behalf of CAL FIRE. *Supervises the Unit's Defensible Space inspection program. Oversees the enforcement of weed abatement ordinances in State Responsibility Areas (SRA) and ensures compliance with PRC 4291. Provides technical and advisory support to Fire Safe Councils, Firewise Communities, private landowners, tribal partners, and Non-Governmental Organizations (NGOs). Facilitates collaborative wildfire resilience planning, fuels reduction education, permitting guidance, and interagency coordination to advance shared forest resiliency objectives.
20%	VEGETATION MANAGEMENT *Coordinates with Assistant Chiefs, Battalion Chiefs, and the Unit Forester to design and implement Unit-wide fuels reduction and prescribed fire projects, determining scope, scale, and resource needs. *Oversees project planning, permitting, and smoke management plans, ensuring full landowner and cooperator compliance. Serves as the primary project liaison with local, state, and federal environmental and regulatory agencies. *Ensures accurate program reporting, comprehensive environmental documentation, and transparent stakeholder communications. Attends public and cooperator meetings to support and guide fuels implementation on private or tribal lands.
10%	SUPERVISION *Supervises the Unit Pre-Fire Engineer, Fire Prevention Specialist, Forestry Technicians, Seasonal Forestry Aids, and civilian support staff. *Responsible for personnel functions within the division, including selection, hiring, assignment, staffing, and training. Evaluates subordinate performance, manages grievances, and implements progressive disciplinary actions when necessary. Collaborates with Administrative Officers on operating and capital budgets. Oversees expenditures, provides strategic budget input across Unit programs, and provides comprehensive oversight for grant processing and management.
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Job qualifications and/or conditions of employment:

"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

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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PO-199 (06/16) **- PAGE 3**

Working Title of Position
Assistant Chief, Community Risk Reduction

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	COMMAND AND CONTROL *Assumes command and control of all Unit resources when assigned as Duty Chief. *The Duty Chief makes decisions pertaining to the emergency use of staffing, equipment, and facilities and keeps abreast of current resource status. *The Duty Chief must keep the Unit Chief informed. *Responds to and, if appropriate, assumes command of incidents or assists the Incident Commander as appropriate. Oversees the North and South Divisions' responsibilities in their absence.
5%	OTHER Other duties as assigned by the Unit Chief.
	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, Cal/OSHA 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 test.
	The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.
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Job qualifications and/or conditions of employment: May be required to work nights, weekends, and holidays.

"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