STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
Assistant Chief – Coast Area Training Coordinator

Division and/or Subdivision
Northern Region

Location of Headquarters
Santa Rosa / Redding

Class Title of Position
Assistant Chief

Position Number
542-101-1039-017

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 Northern Region Deputy Chief - Training and Safety Coordinator, the Assistant Chief – Coast Area Training Coordinator completes the below listed duties.
35%	*Manages the Bennett Valley Training Center (BVTC) and facilitates classes, meetings, tenant improvements, and facility maintenance. *Assists in identifying training needs and coordinating purchases within the Region's allocated training budget, including preparing and processing supporting documentation. *Oversees the purchase of materials and goods to support the BVTC. *Plans, schedules, and coordinates Regional and multi-Unit training delivery for both seasonal and permanent personnel. *Provides technical expertise and instruction in course development and presentation to Departmental personnel. *Assists twelve (12) Unit Training Bureaus and Training Officers in matters dealing with training, the tracking of training mandates, and delivery of training to personnel. *Plans, schedules, attends, and facilitates meetings involving Unit, Region, and State level training committees and Unit Training Officers. Supervises training program staff. *Provides input, assistance, and advisement to managers and supervisors regarding training policies, guidelines, procedures, and available training resources. *Reviews and audits Unit level training delivery to coordinate use of similar materials, improves efficiency of delivery, and achieves consistency with decentralized training. Works with Region, Unit, Academy and Headquarters staff as well as the Statewide Joint Apprenticeship Committee(JAC) Coordinator and the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) as needed.
25%	*Administrates, directs, and coordinates the Northern Region's Safety Program for both the Redding and Santa Rosa locations and their employees. *Performs Facility Safety Inspections. *Responsible for the leadership, administration, supervision, and coordination of the Injury and Illness Prevention Program (IIPP) for the Northern Region Facilities in both Redding and Santa Rosa and their Staff. *Receives, responds, and mitigates (when appropriate) Occupational Safety and Health Administration (OSHA) complaints and Employee Safety Suggestion and Unsafe Practice Report (IIPP-8) submissions.

*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

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Working Title of Position
Assistant Chief – Coast Area Training Coordinator

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Coordinates, assists, and advises the California Department of Forestry and Fire Protection (CAL FIRE) Northern Region (CNR) Units, and the employees of the Northern Region Facilities, in the implementation of any regulatory requirements OSHA and County Health Department. *Attends and participates in quarterly Statewide Safety Committee (SAFECo) meetings and monthly Unit Safety Officer conference calls.
10%	*Prepares and delivers training courses to Region and Unit personnel on various topics. *Assists Units and the Training Center as needed, serving as an instructor, subject matter expert, or class coordinator. *Conducts and coordinates Region Continuation of Professional Training (CPT). *Conducts special research studies and projects; prepares written reports and recommendations. Attends or conducts meetings involving region and state level training and safety committees.
10%	*Provides Region Duty Chief coverage as needed. *Responds to emergency incidents of all types in command, administrative, suppressive, and/or evaluative capacities.
5%	Other duties as assigned.
	The incumbent is required to wear respiratory protection equipment, including a 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, the workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, California Occupational Safety and Health Administration (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, spirometer, and exercise treadmill tests.
	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.
	*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: May be subject to working nights, weekends, and holidays. This position may require statewide and local travel including overnight stays.

"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