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	CWMAP Battalion Chief
Division and/or Subdivision	OSFM CWPM/CWMAP
Location of Headquarters	Sacramento, CA
Class Title of Position	Battalion Chief (Non-Supervisory)
Position Number	544-063-9723-xxx
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.
35%	Fulfill the Community Wildfire Mitigation Assistance Program (CWMAP) responsibilities outlined in PRC 4209.5. Overall CWMAP direction is provided by the Deputy Chief of CWMAP. Under the direction and supervision of the CWMAP Area Division Chief, the Battalion Chief will oversee, coordinate, report and document planning activities associated with the implementation of Senate Bill 1241 (Kehoe 2012), Senate Bill 99 (Nielson 2019), Assembly Bill 747 (Levine 2019), Senate Bill 1260 (Jackson 2018), and Assembly Bill 2911 (Friedman 2018) for jurisdictions assigned throughout California. The position is responsible for the following duties: *Coordinates the overall CWMAP activities within their assigned area, while supervising and directing Fire Captains to provide consistent application of SB 1241 (Kehoe 2012) and other related regulations. *Monitor input in the program database for accuracy on information provided from the program, CAL FIRE Units, and the Region on General Plan Element reviews. *Track actions taken on local agency findings with subdivisions and parcels. *Provide input to Units to assist in resolving issues at the local level. *Responsible for information gathering, reporting, and ongoing maintenance of the CWMAP server database, trackers, and dashboards. *This database, tracker, and dashboard includes but is not limited to the maintenance and filing of general plan Safety Element pre-reviews, formal reviews, Local Hazard Mitigation Plan (LHMP) activities, overall local jurisdictional information, and other program administrative documents requiring updating on a regular basis. *Responsible for preparing an annual report on the program; assist with annual reports for CAL FIRE Executives, the CA Board of Forestry, and/or the Legislature. *Complete special projects and other duties as assigned. .

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 Local and Statewide travel may be required up to 40% of the time and may include overnight stays; position of a valid driver license issued by the Department of Motor Vehicles. Position requires a two (2) 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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DEPARTMENT OF FORESTRY AND FIRE PROTECTION

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Working Title of Position
CWMAP Battalion Chief

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	* Provide assistance to local agencies during an amendment or update to the Safety, Housing, Land Use, and other related elements of general plans in jurisdictions identified as containing SRA and VHFHSZ LRA. *If CWMAP Fire Captains are unavailable and jurisdictions are left uncovered, the Battalion Chief will expand their geographical area of coverage to include these areas.* Provide technical assistance to CAL FIRE and the CA Board of Forestry and Fire Protection and may include input on Fire Safe Regulations, Safety Element Assessment, and other documents as required. *Assists local CAL FIRE Units with the implementation of the State Fire Safe Regulations related to the development activities in the SRA and the VHFHSZ LRA. *Provides input for the SRA and LRA Fire Hazard Severity Zone (FHSZ) classifications at the local, Sacramento, and Region levels.
10%	*Provide assistance to the California Governor's Office of Emergency Services (Cal OES) and local agencies during the process of creating and updating the local or multi-jurisdictional hazard mitigation plan. *Provide assistance to CAL FIRE Unit staff with subdivision/parcel review in SRA and LRA VHFHSZ within the assigned area, especially as they reflect concerns that CAL FIRE has over decisions/recommendations in SRA. * Acts as CAL FIRE liaison with Units and local agencies to understand government code requirements related to fire hazard planning in the General Plan, utilization of the Office of Planning and Research General Plan Guidelines and Fire Hazard Planning General Technical Advice Series manuals, California Environmental Quality Act (CEQA) check list for county/city General Plan, and provides assistance with subdivision/parcel review.
10%	*Assists the department in CEQA information dissemination to the locally assigned CAL FIRE Units as it relates to general plan update notifications, and new development located in the State Responsibility Area (SRA) and Very High Fire Hazard Severity Zone (VHFHSZ) Local Responsibility Area (LRA).
	*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: Local and Statewide travel may be required up to 40% of the time and may include overnight stays; position of a valid driver license issued by the Department of Motor Vehicles. Position requires a two (2) year commitment.

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Working Title of Position
CWMAP Battalion Chief

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	* Performs as the Firewise Regional Manager and assists the State Liaison by assisting communities in becoming "Firewise Communities" with the support and assistance from the CAL FIRE Units. *Participates in and oversees the process of new NFPA Firewise applications and assists with renewal applications on an annual basis. *On occasion, provides training, presentations, and overall assistance to both communities and CAL FIRE Unit personnel.
10%	* Participates in cadres for Damage Inspection Specialist, Office of the State Fire Marshal (OSFM) Statutes and Regulations course, and other department courses as required. *Actively participates in Fire Prevention Officer and Planning meetings locally and regionally. *Participates in department working group activities as required. *Completes special projects/duties as assigned.
5%	* Maintains fire control skills, training, and responds to emergency incidents as required.
	Desirable Qualifications • Intermediate computer skills. • Experience with Environmental Systems Research Institute (ESRI) software. • Knowledge and proficiency in Geographic Information Systems and Enterprise Database Programs.
	*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: The incumbent may be 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, 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, spirometry, and exercise treadmill tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending, and lifting over 25 pounds; and the pace of work is typically set by the emergency.

"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