STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Deputy Chief – Administration

Division and/or Subdivision
Humboldt – Del Norte 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
Fortuna

Class Title of Position
Assistant Chief w/ Differential

Position Number
542-111-1039-007

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 Humboldt – Del Norte Unit Chief, the Deputy Chief - Administration has full responsibility for administrative services within the Unit.
45%	*Evaluates staffing needs and prepares recommendations for hiring based on granted authority and rules, fiscal limitations, and operational need. Supervises the Battalion Chief Headquarters-Relief, and Service Center operations, as well as coordinates with the Deputy Chief – Operations. *Supervises two Supervisor I's who oversee Human Resources and Finance. *Ensures compliance with California Department of Human Resources (CalHR) and Department of Forestry and Fire Protection (CAL FIRE) policies and procedures. Liaises with Region Personnel and Performance Management for all Personnel issues. *Provides guidance to Unit supervisors regarding record keeping, progressive discipline, and performance reporting. Works with the Supervisor I in all phases of employment including, recruitment, selection, hiring, transfers, promotions, layoffs, and terminations for approximately 350 staff members. *Works with the Supervisor I in all aspects of Unit's injured worker process, including Worker's Compensation, Industrial Disability Leave, State and Non-Industrial Disability Insurance, Family Medical Leave Act, and Modified Duty Agreements. *Coordinates administrative investigations; liaison with CAL FIRE's Region and Sacramento Offices of Equal Employment Opportunity (EEO) and Professional Standards Program (PSP). Works with Region Management on matters of discipline; writes Adverse Actions, attends State Personnel Board (SPB) appeal hearings. *Maintains confidentiality and meets established deadlines. *Provides Unit guidance of Memorandum of Understanding (MOU) requirements for all bargaining units; responds to grievances in coordination with Region Management.
20%	*Oversees and manages expenditures of an approximately $25 million dollar budget, contracts & agreements, and contract billing. Coordinates with county and local government officials with which the Unit has agreements for services and liaison with Sacramento Office of Cooperative Fire/Local Government Agreements. *Provides oversight and direction for all purchasing by purchasers, as well as direction for purchase of equipment and facility maintenance necessary to meet Unit safety and operational needs. *Works with the Supervisor I for Financial Information System of California (FI$Cal) development, oversight, and project funding. Acts as FI$Cal Purchase Order Approval Level 1&3. *Ensures Unit adheres to established payment timeframes and purchasing rules as established by the Departmental Accounting Offices, Business Services Office, Department of General Services, and others.

*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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Working Title of Position
Deputy Chief - Administration

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Plans, directs, supervises, and evaluates administrative services in the Unit. *Provides leadership regarding policies and procedures related to Management Services. *Encourages and facilitates high levels of timely communication with Unit Chief, Assistant Chiefs, Supervisor Is, and subordinates on matters related to operations, administration, and management,
15%	*Serves as the Unit Duty Chief as scheduled. *Establishes incident objectives and ensures effective management and mitigation of emergencies. *Responds to major emergencies within the Unit's jurisdiction and assume command, as necessary. Participates as an Incident Management Team member. *Coordinates with cooperating and assisting agencies.
5%	Other duties as assigned.
	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, California Division of Occupational Safety and Health (CalOSHA) requires that the incumbent be annually medically 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.
	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.

"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