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
Deputy Chief of Community Risk Reduction (C3304)

Division and/or Subdivision
Southern Region / San Diego Unit

Location of Headquarters
San Diego Unit

Class Title of Position
Assistant Chief w/ Differential (Deputy Chief)

Position Number
542-314-1039-603

Effective Date
12/30/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	The Assistant Chief w/ differential (Deputy Chief) of Community Risk Reduction (CRR) (C3304) reports to the San Diego Unit Chief/San Diego County Fire Chief and is a member of the Unit's Executive Management Team. Responsible for planning, organizing, implementing, directing, and evaluating the Unit's Fire Prevention Bureau, Pre-Fire Management, and San Diego County Fire Protection District. This position may supervise Program Staff at the Unit level, and will directly supervise Battalion Chiefs, Forester II, and operational oversight of the Civilian Staff at San Diego County Fire Protection District. The Deputy Chief of CRR will perform the following duties and responsibilities:
40%	*Coordinates Countywide efforts in addressing and resolving fire services and prevention issues and act as a liaison between the County and regional fire services agencies and perform related work as needed. *Responsible for formulating County of San Diego policies and programs, Coordinating Countywide fire protection and prevention efforts among multiple County departments and regional fire service agencies. *Monitor and coordinate countywide fire protection, prevention, and emergency planning efforts. *Serve as the San Diego County Fire Protection District representative at public meetings, hearings, and community events. *Defines, interprets, and approves department policies and practices as it relates to the fire code. *Formulates and implements County fire protection and prevention programs and policy. *Acts as a liaison and facilitates interaction between County departments, local fire service agencies, city groups, and professional organizations. *Coordinates with Planning & Development Services on county fire code and building development issues. *Reviews current and pending Local, State and Federal legislation pertaining to fire services and evaluates the effects on County operation programs. *Evaluates community fire resource needs related to land use planning changes. *Attends and gives presentations to County boards and groups concerning fire services issues.
	*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: May be required to work nights, weekends, or holidays in support of emergency incidents. 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 the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment. Extensive knowledge of Fire Prevention Codes and Ordinances, Discretionary Land Use, Pre-Fire Management, and local state and federal forestry and fire laws required. Experience and training commensurate to the position necessary.

"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

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 2**	Working Title of Position Deputy Chief of Community Risk Reduction (C3304)

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Pre-Fire and Vegetation Management Program Coordinator. *Working under the objectives and goals of the CAL FIRE's Vegetation Management Coordinators; implement plan, organize, and direct a comprehensive program for the San Diego Unit.
15%	*Direct and supervise the Unit's Fire Prevention Bureau, which includes information/education, law enforcement, ignition management, and fire protection planning and engineering. *Supervises subordinate staff including the Unit Public Information Officers and operational oversight of the San Diego County Fire Protection CRR Staff and Fire Marshall Services
10%	*When scheduled or assigned, acts as the Unit Duty Chief coordinating all county-wide emergency activities. *This may involve acting as the Office of Emergency Services Area and Fire and Rescue Coordinator. *The role may require that immediate decisions be made that would normally be made by the Unit Chief. *Coordinates Unit activities with those in the Area, Region, and State. *Advise the Unit Chief and responsible line Assistant Chief of any critical issue or activity. *Acts as liaison between the San Diego County Fire Protection District, Unified Disaster Council, and San Diego County Office of Emergency Services (OES). *When acting as the Unit Duty Chief, ensure that critical emergency resources are available and properly deployed.
10%	*Responsible for making decisions on overall fire suppression strategies and tactics, assumes command of fire activity when needed and provides leadership in all emergency operations as needed. *Responds to emergency incidents as a Chief Officer and may take command of incidents when justified or requested. *May also function in subordinate Incident Command System (ICS) positions or other assignments. *At emergency incidents, guides all decisions and activities by governing department policies and procedures including, but not limited to, the ICS and applicable training standards. *Always consider safety as the first priority in any emergency activity and ensure that others do the same. *Required to have department vehicle available to use for emergency response when on duty.
5%	*Acts as the Unit Chief in their absence. Other duties as required.

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