STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16)

Working Title of Position
Battalion Chief–Central Division Crews Programs and Relief

Division and/or Subdivision
Nevada Yuba Placer 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
Nevada City

Class Title of Position
Battalion Chief

Position Number
542-216-9723-015

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 direction of the Central Division and Crews Assistant Chief, the Battalion Chief–Central Division Crews Programs and Relief oversees crews programs of the Nevada-Yuba-Placer Unit (NEU) within the Department of Forestry and Fire Protection (CAL FIRE). Directs the overall operations of the Washington Ridge Conservation Camp (WAR), National Guard (CNA23), and Bear River Fuels Crew (Fuels 2349), including the following specific duties:
40%	*Provides direct supervision of the fourteen (14) Fire Captains, four (4) Fire Apparatus Engineers, one (1) Water and Sewage Plant Operator (WASPO), one (1) Caltrans Equipment Operator II, one (1) Forestry Assistant II, and ten (10) Forestry Technicians at WAR, CNA23, and Fuels 2349. *Completes annual performance reports to monitor development and maintain discipline of staff. * Supervises "in-camp" projects. *Maintains working relationships and frequent communication with California Department of Corrections and Rehabilitation (CDCR) and California Military Department (CMD) and facilitates collaboration between all cooperating agencies. *Follows personnel management practices in compliance with department/state policy to ensure the maintenance of an effective workforce.
35%	*Act as Relief Battalion Chief, providing supervision and administrative support for all battalion coverage assignments by routinely providing scheduled Chief Officer relief coverage for field battalions and providing first line supervision to fire station/center managers. Responds to local emergencies as an initial and/or extended attack Incident Commander. Responds to emergencies statewide as directed by the Emergency Command Center. *Coordinates operations with regularly assigned Battalion Chief before and after relief assignment.
15%	*Responsible for the implementation and evaluation of projects conducted for federal, state and local agencies. *Oversees Injury and Illness Prevention Program and coordinates training for all staff.
	*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: This position requires a two-year commitment. May be subject to working nights, weekends, or holidays to complete duties.

"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
Battalion Chief–Central Division Crew Programs and Relief

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
5%	*Represents CAL FIRE in joint agency facility inspections with California Department of Corrections and Rehabilitation (CDCR). Responsible for preparing staff for the bi-annual center management review. In preparation for this review, ensures successful completion of annual inspections by the State Fire Marshal and Department of Environmental Health.
5%	Performs Public Information duties within the unit as needed. Other duties as required.
	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. *Pursuant to California Penal Code 4571, any individual interested in seeking employment who may be required to work with inmates at a conservation camp must disclose of any prior felony status up front, so CAL FIRE/CDCR can provide informed consent to a former felon to be on the Conservation Camp/Prison grounds. Any person/employee that has been convicted of a Felony and not received written consent, is committing a Felony.* *Positions located at a camp or requiring the supervision of inmates requires compliance with the Prison Rape Elimination Act (PREA). Compliance is determined by completing a Live Scan prior to appointment and while employed to verify the standards of the Code of Federal Regulations Part 115 Prison Rape Elimination Act National Standards are met.* *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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Employee Signature	Date	Supervisor Signature	Date

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Initials and Date