STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Division Chief – Merced Division (D4204)

Division and/or Subdivision
Madera-Mariposa-Merced

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
Atwater

Class Title of Position
Assistant Chief

Position Number
542-414-1039-601

Effective Date
October 20, 2026

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 supervision of the Assistant Chief w/ Diff (Deputy Chief of Operations), the Assistant Chief – Merced Division (D4204) administering and overseeing the operational functions of the Merced County local government fire protection contract. This position provides leadership and direction for emergency operations, personnel management, fiscal oversight, resource allocation, and the delivery of fire protection services throughout the Division. The duties are as follows:
20%	*Assume command and control of Unit resources, including Schedule A and B personnel, equipment, and facilities when assigned as the Duty Chief. *Make decisions regarding the emergency use of personnel, equipment and facilities, while maintaining current awareness of resource availability and operational status. *Keeps the appropriate supervisor informed of operational developments, resource status, and decisions affecting Unit operations. *Responds to and assumes command of emergency incidents or assists the Incident Commander as deemed appropriate.
15%	*Directs and oversees the day-to-day operations of the Merced Division, providing leadership, guidance, and oversight to eight Battalion Chiefs. *Ensure operational activities are conducted effectively and in accordance with established policies, procedures, operational standards, and contractual requirements. *Evaluates Division operations and identifies opportunities to improve organizational effectiveness, resource utilization and service.
10%	*Participates in the planning, and implementation of short- and long-range local government fire protection plans. *Shares responsibility with the Deputy Chief of Administration for the local government operating budgets, including decisions regarding Schedule A and B expenditures. *Monitors operational trends, expenditures, and resource needs to support effective fiscal planning and decision-making. *Maintains close communication with the Deputy Chief of Administration regarding budget matters, and expenditures associated with other functions.
	*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: Meet terms of Assistant Chief Stress Duty Statement. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or holidays in support of emergency incidents.

"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

8 STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) **- PAGE 2**	Working Title of Position Division Chief – Merced Division (D4204)

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Oversees personnel management duties to include selections and assignment of permanent, limited term, and temporary personnel in local government fire protection programs. *Reviews personnel matters and provides recommendations regarding appropriate disciplinary action. *Reviews Recognized Obligation Payment Schedules (ROPs) and addresses employee grievances. *Evaluates training and fire prevention programs to ensure effective, efficient and most cost-conscious fire protection is provided.
10%	*Oversees automotive fleet management and facilities maintenance within the Division. *Ensure vehicle and equipment inspections and preventative maintenance programs are established and implemented. *Coordinates vehicle and repair activities with the Deputy Chief of Administrative Officer and Deputy Chief of Operations. *Oversees the development and preparation of specifications for local government vehicles and fire apparatus. *Reviews and approves proposed equipment.
10%	*Coordinates with cooperating agencies and representatives at the appropriate levels to support effective fire protection and emergency response services. *Attends conferences, meetings, and public engagements and presents the Division before community groups, organizations, and governmental entities. *Works directly, or through designated personnel, with county agencies and departments, including the County Planning Commission, District Attorney's Office, County Executive's Office, Building Department, and County General Services as required. *Maintains effective working relationships with county officials, partner agencies, and community stakeholders.
10%	*Maintains close coordination with Fire Prevention staff to ensure effective oversight and implementation of fire prevention activities in local responsibility areas. *Coordinates Unit efforts to improve insurance ratings. *Works with the Insurance Service Office to identify and address fire protection deficiencies and support the removal of deficiency points affecting insurance ratings.
10%	*Acts on behalf of other administrative staff in their absence, as appropriate or as delegated to by the Unit Chief. *As dispatched by the Region Chief or Director, serves on major incidents in any number of the higher-level management ICS positions. * May also serve as a CAL FIRE Representative in contract counties.
5%	Other duties as required. *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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