STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

	Working Title of Position Fire/EMS Dispatcher
	Division and/or Subdivision Northern Region
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
	Class Title of Position Communications Operator
	Position Number 542-000-1670-XXX
	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 supervision of the Communications Supervisor, the Communications Operator assigned to the position identified above performs the duties and assumes the responsibilities indicated below:
30%	*Dispatches mobile units such as fire and rescue equipment, administrative and support personnel or other equipment via radio or telephone or computerized equipment, to specific points as ordered or determined by Computer Aided Dispatch system. *Maintains status of apparatus using Computer Aided Dispatch system. Maintains the Interagency Resource Ordering Capability system (IROC) for the unit and Office of Emergency Services (Cal OES).
25%	*Operates radio transmitting and receiving equipment; selects channels, adjusts receiver volume controls as needed. *Acknowledges radio traffic and relays information to mobile units, stations, administrative and support personnel as required.
15%	*Operates 911 telephone equipment; receives telephone calls requesting emergency or other assistance and records all vital information regarding the call. *Enters all information into the Computer Aided Dispatch System or records on written report form.
10%	*Makes notification of emergency and other operational information to cooperating agencies and other Department of Forestry and Fire Protection (CAL FIRE) personnel as required by policy and/or at the request of the Emergency Command Center (ECC) Officer.
	*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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PO-199 (06/16) - **PAGE 2**

Working Title of Position:
Fire/EMS Dispatcher

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Participates in one or more of the following, as directed by the ECC Officer: • *Maintains the Computer Aided Dispatch computers and systems. • *Maintains the ECC maps. • *Checks and reports fire reports for timely submission. • *Maintains inventory of telecommunications equipment. • *Assists in preparation of the Emergency Resource Directory. • *Maintains and updates map books or computerize maps. • *Maintains and updates preplan books. • *Maintains and updates Departmental and other Handbooks and Issuance. • *Processes and compiles statistical data utilizing the computer system(s).
5%	*Maintains dispatch logs, and other operational reports and forms as required, both electronic and handwritten.
5%	Other duties as assigned.

*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: Must pass background and medical clearance prior to appointment. Must be available to work day and/or night shifts or a combination of each on a rotational basis, including weekends and holidays, as well as remain on duty and/or be called back to duty on short notice and for extended periods of time due to operational need and/or emergency activity.

"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