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

Working Title of Position
Staff Chief of Community Wildfire Mitigation Assistance (Limited Term)

Division and/or Subdivision
Community Wildfire Preparedness and Mitigation

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
Sacramento

Class Title of Position
Forestry and Fire Protection Administrator

Position Number
544-063-1031-904

Effective Date
November 1st, 2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	In the Office of the State Fire Marshal (OSFM), under the direction of the Assistant Deputy Director for Community Wildfire Assistance, the Staff Chief will provide statewide administrative oversight over the Community Wildfire Mitigation Assistance Programs and activities associated with Public Resources Code (PRC) section 4209.5.
25%	**Program Management** *Manage, plan, organize, and direct various statewide wildfire prevention programs that include Land Use Planning, Subdivision Review, State Minimum Fire Safe Regulations, NFPA, Firewise USA, Fire Hazard Severity Zone Map implementation, and Wildfire Prevention Grants. *Develop, recommend, and implement statewide policy regarding wildfire prevention, planning, preparedness, and mitigation.
20%	*Responsible for program planning, evaluation, organizational planning, fiscal management (staff procurement, purchasing, and budgeting activities), information system development and management, delegation, legislative bill analysis, Budget Change Proposals, executive decision making, and public relations. *Ensure statutes and regulations are being interpreted and applied correctly.
15%	*Serve on the OSFM Leadership Team and advise the State Fire Marshal and Executive Staff on strategic planning and operations and respond to the most complex/sensitive issues on various wildfire prevention, mitigation, and community preparedness issues.
10%	*Represent the Department on various fire prevention-related issues to internal and external groups, including the Legislature, Board of Forestry, fire service, other government agencies, the private sector, and the public. *Create and deliver presentations to groups using technical aids. *Work with various program staff at headquarters and the two Regions to coordinate the implementation of fire prevention-related programs. *Maintain positive relationships with external agencies and organizations.
	*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

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) - **PAGE 2**

Working Title of Position
Staff Chief of Community Wildfire Mitigation Assistance (Limited Term)

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	**Communication** *Ensure responsive customer service to fire agencies, organizations, and individuals. *Provide timely notification to OSFM Senior Staff of sensitive and complex issues, and propose solutions to address concerns. *Serve as an advisor to OSFM Senior Staff and CAL FIRE Executive Staff on program-related issues. *Build and maintain positive working relationships with other OSFM divisions, CAL FIRE programs, external stakeholders, and key local, state, and federal governmental agencies.
10%	**Supervision** *Provide leadership and supervision to management staff including personnel management including hiring, training, employee performance, employee-employer relations, employee recognition, and other related areas of supervision to ensure a productive and cohesive work environment. *Ensure a safe working environment with positive staff development and motivation.
5%	**Emergency Response** *Respond to emergency incidents as required per Departmental policy. *Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy.
5%	*Perform other job-related duties as required.
	Desirable Qualifications • High degree of initiative • Strong customer service • Excellent interpersonal communication skills (written and verbal) • Bachelor's degree in a related field • Associate's degree in a related field Valid Driver's License issued by the Department of Motor Vehicles (DMV)
	*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 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: The incumbent shall be required to wear respiratory protection equipment, including a 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 Occupational Safety and Health Administration (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, vision, hearing, spirometry, and exercise treadmill tests. The incumbent shall meet the grooming standards required to wear respiratory protection equipment, including SCBA, as applicable during planned need. This does not eliminate the annual clearance requirements of the incumbent. May work long irregular hours, which may include nights, weekends, or holidays in support of emergency incidents. Statewide travel may be required up to 15% of the time and may include overnight stays.

"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