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

Working Title of Position
Battalion Chief – Northern EMS Chief

Division and/or Subdivision
Cooperative Fire Protection- EMS

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
TBD

Class Title of Position
Battalion Chief

Position Number
542-067-9723-001

Effective Date
October 01, 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 direction of the Deputy and/or Assistant Chief of EMS, the EMS Battalion Chief assists with the planning, organization and coordination of the EMS Program for CAL FIRE, the primary duties of this position include:
35%	*Provides guidance, technical assistance, and support to Region and Unit EMS Coordinators in the implementation of EMS Program initiatives, including EMS training, policy and procedure implementation, electronic patient care reporting (ePCR), and continuous quality improvement (CQI). *Assists with the development, review, and revision of EMS Program policies, procedures, guidelines, exhibits, and training programs to ensure compliance with applicable statutes, regulations, and industry standards. *Provides guidance and interpretation of applicable EMS laws, regulations, policies, procedures, and operational requirements to CAL FIRE personnel. *Serves as a liaison between the EMS Program, Region and Unit EMS Coordinators, and Local Emergency Medical Services Agencies (LEMSAs), including facilitating communication and coordination when Region or Unit personnel are unable to address matters independently.
25%	*Provides clinical expertise related to EMS provider practice and patient care delivery. Conducts CQI reviews to evaluate documentation, data integrity, clinical performance, and compliance with established standards and protocols. *Identifies trends, deficiencies, and opportunities for improvement through CQI activities and communicates findings and recommendations to the EMS Deputy Chief, Assistant Chief, Medical Director, Technical Advisory Group (TAG), and ePCR Working Group, as appropriate. *Assists and coordinates with the CAL FIRE EMS Medical Director in the development, implementation, evaluation, and maintenance of the Department's CQI Plan in accordance with applicable state regulations and recognized industry standards. *Supports the development and administration of centralized EMS continuing education programs and participates in the coordination and activities of the EMS TAG.
	*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: A Criminal Offenders Records Information (CORI) Search will need completion for authorization to handle criminal background information per California Code of Regulations, Section 703 (d). Also, incumbent will have a signed "Employee Statement Use of Criminal Record Information" Form

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

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

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Collaborates with Region and Unit EMS Coordinators to research, evaluate, and identify safe, effective, and appropriate EMS equipment to support personnel and mitigate hazards associated with the work environment. *Participates in the development and review of EMS equipment specifications to ensure alignment with applicable policies, regulations, operational requirements, and industry standards. *Coordinates with appropriate Department programs and the EMS Program Procurement Analyst regarding EMS equipment specifications, standardization, and requirements for state procurement contracts. *Provides technical and operational input regarding EMS equipment selection, specifications, and procurement to support consistency, safety, and effective EMS service delivery statewide.
10%	*Represents the Department, as assigned, on EMS committees, working groups, advisory groups, ad hocs, and other external or interagency forums. *Provides EMS training and other EMS Program support activities to the EMS Program, Regions, and Units, as assigned.
10%	*Respond to emergency incidents of all types in both suppression and evaluation capacities
5%	*Performs other EMS-related duties and responsibilities 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: The incumbent may be 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, California Occupational Safety and Health Administration (CalOSHA) 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 tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency.

"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