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

Working Title of Position: Battalion Chief – B4316
Public Information Officer (PIO) /Relief Coverage

Division and/or Subdivision
Fresno Kings 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
Sanger

Class Title of Position
Battalion Chief

Position Number
542-411-9723-002

Effective Date
11/1/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
35%	Under the general direction of the Assistant Chief and with coordination with another PIO Battalion Chief, the PIO/Relief Battalion Chief is responsible for coordinating, managing, and providing public information duties on behalf of CAL FIRE Fresno Kings Unit and the Fresno County Fire Protection District. You are a valued member of the Department's team and are expected to work cooperatively with team members and other entities to enable the Department to provide the highest level of service possible, fulfill its mission and meet expectations. The Battalion Chief will provide relief coverage for various battalions within the Unit as needed, and their duties include, but are not limited to the following: ***Public Information Officer duties:** *Provide safety/education/situational messages to the public and or community groups, perform liaison duties as needed with any agency, department or local service group that affects the department. *Respond to emergency incidents, and act as a positive liaison with the news media. *Provide accurate information in a timely manner to media relations, stakeholders, Unit leadership and others. *Supply the media with pertinent information during "live report" or through on location interviews and or by telephone. The PIO will also write and distribute news releases and coordinate media events to enhance public safety and or communciate information. *Assist in maintaing the Unit website and provide direction/oversight for other material/documents used to showcase/describe the Unit. *Capture picture(s)/video(s) of emergency incidents, training activities, or local events and collaborates with other department personnel in sharing/reporting information. *Act as the primary user for the Departments Incident Portal and provide updates. *Use software for data analytics, evaluate response information, and generate reports to help decimentate response information and or showcase the Unit. Public Speaking to groups of various sizes. Operate as the point of contact and plan, coordinate, organinze events. Manage various social media sites and contribute regular content on behalf of the Unit. Stay abreast of local agency activites that affect the Unit and attend meetings as needed, examples include; Board of Supervisors, Local Agencies Formation Committee, County Planning Commission Meetings, Fire Safe Councils, and City Council meetings within the Unit on behalf or with the Unit Chief. *Assist the Unit Fire Prevention Specialtist II (FPSII) also coordinate or attend Public Education Events for children and adults of all ages as needed to meet the mission. *Coordinate and communicate as needed to meet the mission with Region and Sacramento 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: See Page 2 & 3.

"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 Battalion Chief – B4316 Public Information Officer (PIO)/Relief Coverage

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
30%	**Emergency Response and Coverage duties:** *Respond to and direct activities on all wildland, structural fires, and other emergency operations where Battalion Chief officer coverage is required. *Assume a command role as necessary in both emergency and non-emergency situations and respond to various types of incidents throughout the state, as needed. *Communicate and provide situational updates to the Duty Chief and/or your supervisor, as needed, to meet policy and expectations. *Maintain effective working relationships with other agencies involved in emergency response and/or public safety. *Maintain awareness of the fire control problems throughout the Unit. *Make reasoned decisions that include actions necessary to mitigate quickly changing emergencies, care and treatment of ill or injured individuals, and ensure the safety of emergency workers and civilians, as well as the protection of property and the environment. *Safely operate equipment every day in both normal conditions and in hazardous environments and situations. *On or enroute to emergencies, during trainings or normal operations; uses computers, applications/software for, but not limited to, routing, personnel accountability, managing incidents, documenting/sharing information/intel. *Participate in the Department's physical fitness programs to maintain physical readiness to respond to emergencies and perform the duties required in any emergency response.
20%	**Administration and Supervision duties:** *Provide assistance to personnel regarding Unit policies, guidelines, procedures, and resources on programs, as needed. *Counsel employees and/or refer them to the Employee Assistance Program, as needed. Ensure that personnel issues are being handled in a timely and professional manner. Use and enforce progressive discipline as needed to ensure compliance with policy and expectations. *Ensure the workplace is free from harassment and discrimination. *Communicate effectively and provide information and direction for subordinates, volunteers, and other citizens, as necessary. *Prepare concise, well written and accurate reports. *Work closely and communicate with all field battalion chiefs to maintain effective operational responsibilities by disseminating necessary information to the station personnel and ensuring compliance with department programs, policies, mandates and expectations. *Implement, evaluate, and maintain effective operational readiness by ensuring all equipment and personnel are available for response by addressing the needs in fleet and facility maintenance, personal protective equipment, personnel issues, including the coordination/communication of actions taken and or needs with the primary Battalion Chief or program supervisor. *Arrange for technical assistance and specialist personnel to perform maintenance work which is beyond the capability of station personnel. *Comply with all department and unit policies and expectations. *Analyze reports, policies and procedures, local government documents, legislation, and prepare input and correspondence as necessary. *Coordinates application and administration of special grants which support local government and state fire protection programs. *Ensure employees are mission ready and establish timelines and priorities to assist with meeting the mission. *Develop training plans for employees to help ensure their success and ensure employees maintain mandates/training needed for the job class. *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: Will be subject to working nights, weekends, holidays and public relations events. Will be subject to travel throughout the state. Incident assignments and special commitments outside of the job duties listed above may not be supported

"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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Initials and Date

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) **- PAGE 3**	Working Title of Position Battalion Chief – B4316 Public Information Officer (PIO) /Relief Coverage

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	**Job-required and Job-related duties** *Attend training in the areas necessary to meet the needs for command/control, emergency response/mitigation, supervision, and any topics necessary to maintain readiness and current qualifications to meet the response needs of the department, *Maintain current certifications and qualifications to respond to emergencies and remain current in the unit's Emergency Response Directory (ERD) in both the Operations track and at least one other aspect of the Incident Command System (ICS), *Work with the Training Bureau to address both state and local training policies, procedures, and regulations, *Responsible for attending meetings necessary for the management of a Battalion, as well as Divisional and/or Unit meetings, to foster open communications with supervisors, peers and cooperators in other programs and agencies, ensuring collaboration as needed to meet the mission, goals and or expectations of the department. *Communicate and collaborate with your supervisor and peers, as needed, to ensure unit expectations, department policies and standards are met. *Obtain training/certifications/licenses required to use unmanned ariel systems in accordance with department policy and related law(s).*Implement, evaluate, and maintain effective operational readiness by ensuring all equipment and personnel are available for response by addressing the needs in fleet and facility maintenance, personal protective equipment, fire fighting tools/equipment, and personnel issues, including the coordination of the proper maintenance of the equipment and facilities.
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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Job qualifications and/or conditions of employment: Required to work night, weekends, and holidays. Maintains the Arduous Fitness Standard in accordance with department policy. The incumbent, while on duty, may be required to stay nights within their battalion coverage area. 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. Transfers may require a two-year commitment. Possession of a valid California Driver's License of the appropriate class.

"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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Initials and Date