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

Working Title of Position
Deputy Chief of Community Wildfire Mitigation Assistance Program

Division and/or Subdivision
Office of the State Fire Marshal/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
Assistant Chief (Supervisory) Limited Term

Position Number
544-063-1039-904

Effective Date
December 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 Community Wildfire Mitigation Assistance (CWMA) Staff Chief, the Deputy Chief of Community Wildfire Mitigation Assistance Program (CWMAP) will oversee and coordinate, on a statewide basis, planning, training, and reporting of activities associated with Public Resource Code (PRC) 4209.5 as related to mitigating the risk of wildfire. Provide direction and oversight to CWMAP Assistant Chiefs. Work directly with the National Fire Protection Association (NFPA) as the Firewise USA® State Liaison for California.
30%	*Working with the Board of Forestry and Fire Protection (Board), develop comments, tracking and reporting requirements for activities identified in PRC 4209.5 as related to mitigating the risk of wildfire. *This includes providing comments on safety and other elements of local agency General Plans, where wildfires may affect State Responsibility Areas (SRA) and Very High Fire Hazard Severity Zones (FHSZ) identified in Local Responsibility Areas (LRA) as well as CAL FIRE input on local agency findings relative to subdivisions and parcels. *This task also involves preparation of reports for Executive, the Legislature, and fiscal oversight agencies.
20%	*Provide program direction and oversight related to the implementation of all components identified in PRC 4290.5. *Make interpretations, write new and update Department policy, training and documents related to personnel and duties associated with PRC 4290.5.
15%	*Direct the planning and coordination of the FHSZ adoption processes for State and Local Responsibility areas. *Work with the Fire and Resource Assessment Program (FRAP) to support the FHSZ map implementation process.
	*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 Deputy Chief of Community Wildfire Mitigation Assistance Program

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Utilizing the information from reporting systems and other sources used to monitor land use planning activities. Including support of the State Minimum Fire Safe Regulations, propose new or amended policies and regulations to facilitate the implementation and reporting of CAL FIRE's responsibilities related to development in fire hazard severity zones. *This includes overseeing fire prevention and land use related research, attendance, and presentations at meetings of CAL FIRE Executive and the Board of Forestry and Fire Protection. *It also involves working with other agencies and stakeholder groups.
15%	*Working directly with the NFPA's Firewise USA® Program's representatives, perform the function as the California State Liaison in community development and assistance. *Aid community members seeking association with Firewise USA® to participate in local fire prevention efforts.
5%	*Respond to emergency incidents as required per Departmental policy. *Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, and Departmental policy. *Other duties as required.
	Desirable Qualifications/Experience: • Experience as a Course Instructor • Experience with Environmental Systems Research Institute (ESRI) software. • Experience with managing a CAL FIRE program. • Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Teams, etc.) • Ability to work effectively in a team environment. • Ability to work effectively under pressure in a fast-paced environment with shifting priorities. • Experience implementing Fire Safe Regulations or other wildland related requirements
	*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

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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 situation. Maintains EMS certification (1st Responder and CPR) and California Driver's License. Travel may be required for this position 10% of the time with occasional overnight stays.

"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