STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Assistant Deputy Director, Community Wildfire Planning and Risk Reduction

Division and/or Subdivision
Office of the State Fire Marshal

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
To be determined

Class Title of Position
CEA

Position Number
544-500-7500-001

Effective Date
November 19, 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 Deputy Director, (CEA B) for Community Wildfire Preparedness and Mitigation, the Assistant Deputy Director (CEA A) will provide statewide administrative oversight over the Wildfire Planning and Statistics Program, and the Wildfire Risk Reduction Program.
55%	*Oversee the Department's implementation of various fire prevention related programs including Defensible Space, Home Hardening, Utility Wildfire Mitigation, the Department of Forestry and Fire Protection (CAL FIRE) and Fire Service Incident Reporting, Wildfire Protection Building Construction Codes, Hazard Mapping, Risk Modeling, State Responsibility Area Remapping, and Fuel Reduction Reporting. *Regularly responds to emergencies and wildfires of all types and sizes. *Spends considerable amount of time in the field at all-hazard emergency incidents providing critical leadership, oversight, and direction. *Expected to function in the capacity of an active-duty firefighter and first responder. *The position will enforce the various laws, rules, regulations, policies, and procedures; as well as implements, monitors, and evaluates policies to ensure compliance. *Ensures applicable departmental services are delivered at a high professional standard as expected by the public and consistent with Departmental policy.
25%	*The position advises and provides support to the Deputy Director and State Fire Marshal, while providing executive level coordination and collaboration with other agencies (i.e., Natural Resources Agency, CalOES, CPUC, Energy Safety, CCC, DOC, HCD, FEMA), Multi-Agency Groups (i.e., Board of Forestry, Wildfire and Forest Resilience Task Force, California Fire Safe Council), associations (i.e., California Building Officials, CalChiefs), and stakeholders (i.e., Legislature, RCRC, CSAC, CBIA, industry). *This position represents the Department on issues related to wildfire planning, wildfire mitigation, community preparedness, and fire prevention engineering. *May represent the Director and State Fire Marshal on relevant program issues before the Legislature and Governor, as well as local government leaders, and other stakeholders. *Testify as needed before legislative committees and hearings, as well as various state boards and commissions.
	*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 Assistant Deputy Director, Community Wildfire Planning and Risk Reduction

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*This position will develop and implement policy supportive of the Department's mission to reduce large and damaging wildfires. *Initiate, prepare, and/or analyze legislative or regulatory proposals for State and program impact; assist in the preparation of legal actions; prepare and/or review technical articles for publications; prepare workload and related personnel, fiscal, management, and systems analyses; develop annual divisional goals and objectives; research and develop budget change proposals. *This position will work with stakeholders, cooperators, and Contract Counties.
5%	*This position will work closely with and communicate regularly with the Department's Executive Team, providing support and direction to the Department's day-to-day activities. *Interact with other Assistant Deputy Directors and Assistant Region Chiefs in developing and implementing policy and procedures. *Coordinate and work closely with the Department's Legislative Staff to suggest, author and analyze legislation supportive of or impacting the Department's and OSFM's Mission.
5%	*Identify community fire prevention programs administered by state, regional, and local agencies to address the risks of wildfire and support the implementation of those programs. *Identify public and private programs that may be leveraged to facilitate home hardening and community preparedness to minimize the impacts of wildfire to habitable structures. Conduct outreach efforts to regional and local wildfire mitigation groups including Firewise recognized communities and Fire Safe Councils.
	Other job-related duties as required.
	Desirable Qualifications • High degree of initiative • Strong customer service • Excellent interpersonal communication skills (written and verbal) • Associate or bachelor's degree in related field • Possession of a valid Driver License issued by the Department of Motor Vehicles (DMV)
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Job qualifications and/or conditions of employment: 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