STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position	Deputy Chief, Administration
Division and/or Subdivision	Santa Clara Unit
Location of Headquarters	Morgan Hill
Class Title of Position	Assistant Chief w/Differential
Position Number	542-116-1039-002
Effective Date	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
50%	Under the direction of the Unit Chief, the Deputy Chief of Administration oversees, plans, organizes, staffs, directs, controls, and evaluates management and business services within the unit. This includes budgets, personnel services, financial services, contract administration, and material management, necessary to support state and contracted local agency operations: *Supervises Unit Supervisor I, who has the primary responsibility for the day-to-day administration of Unit personnel, hiring, finance, and other administrative programs. *Supervises the Emergency Command Center Battalion Chief and ensures the Morgan Hill Emergency Command Center operates at the highest efficiency. *Supervises Unit Service Center staff and ensures the business service needs of the unit are met. *Serves as the Unit's Adverse Action Coordinator and administers disciplinary actions within the unit. *Maintains the Unit's confidential adverse action files. *Reviews grievances and complaints within the administrative services and participates in an advisory capacity upon requests for other divisions. *Maintains the unit's grievance and complaint files. *Shares management of the hiring program with the Unit Chief. *Provides status information on monthly expenditures and savings to other managers. *Acts as staff advisor for the administration of all appropriate Memorandum of Understanding. *Coordinates a planned expenditure program for the Unit that results in meeting unit objectives while minimizing costs. *Has primary administrative responsibility for the management of all budgets for the Santa Clara Unit. *Ensures that fiscal policies and procedures are followed. *Seeks necessary funding for unit operations as needed. *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 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 Deputy Chief, Administration

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
Cont'd	*Oversees contracts with vendors and local governments. *Performs ongoing budget analysis. *Prepares budget requests and tracks expenditures. *Evaluates the needs of headquarters and field staff with respect to administrative support. *Ensures maintenance of, and administers, the Unit's issuance system, which includes the prompt delivery of all transmittals to designated locations of manuals, handbooks, etc. *Makes occasional inspections of issuance material at field locations to make certain all manuals and handbooks are current. *Responsible for CAL FIRE agreements with local government cooperators. *Ensures that cooperative fire protection policies and procedures are followed.
20%	*Establishes and maintains a state system for purchasing, storage, and distribution of supplies and equipment necessary to meet the needs of field operations. *Provides administrative leadership in planning, operations and policy application throughout the Unit. Establishes priorities for property acquisition and directs those purchases. Ensures that federal, state and local government records are properly maintained and retained.
15%	*Assumes command and control of all Unit resources when assigned as Duty Chief. *The Duty Chief makes decisions pertaining to the emergency use of staffing, equipment, and facilities and keeps abreast of current resource status. *The Duty Chief must keep the Unit Chief informed. *Responds to and, if appropriate, assumes command of incidents or assists the Incident Commander as appropriate. *Responsible for the California Department of Motor Vehicles (DMV) Employer Testing Program, DMV Pull Program, and required record keeping.
10%	*Attends meetings in place of the Unit Chief when necessary. *Promotes good will and cooperation with other agencies as the opportunities arise. *Promotes the State and the Unit's image when dealing with individuals, groups, and other stakeholders.
5%	Other duties 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: See Page 3.

"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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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Working Title of Position
Deputy Chief, Administration

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	The incumbent is 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, and the medical status of the incumbent. As such, 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, and vision, hearing, spirometer, and exercise treadmill tests. The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties. *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: May be subject to working nights, weekends, and holidays.

"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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