

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Deputy State Fire Marshal III (Specialist)	
		Division and/or Subdivision Office of the State Fire Marshal/State Fire Training	
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, CA	
		Class Title of Position Deputy State Fire Marshal III (Specialist)	
		Position Number 544-521-9013-012	
		Effective Date May 13, 2024	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	Under direction of the Deputy State Fire Marshal III (Supervisor), State Fire Training (SFT), the Deputy State Fire Marshal III (Specialist) has the following responsibilities:		
20%	*Serve as liaison to the California training academy system including Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), Rescue Sites, and other training facilities providing technical expertise and coordination pertaining to requirements of the site for different training courses. Travel 20% of the time to conduct statewide site inspections at the various training facilities validating that the sites meet the equipment, prop, and safety criteria for live fire, rescue, and confined space training. Prepare reports and recommendations based on site visits for Statewide Training and Education Advisory Committee (STEAC) and State Board of Fire Service (SBFS).		
20%	*Plan, organize, and direct the development and revision of State Fire Training curriculum. *Coordinate the activities of course development cadres, in the development, evaluation, and updates of training programs. *As the training expert, the incumbent guides the cadres through the development and revision of course materials which may include Course Information and Required Materials (CIRM), Course Plans, Implementation Plans, Staff Reports, and other related documents.		
20%	*Travel 20% of the time to represent SFT at meetings and make presentations to fire service organizations and associations, Accredited Regional Training Programs (ARTP), Accredited Local Academy (ALA), local government, and public organizations. This will include local fire department training officers, county training officers, training officer associations, local community colleges, California Fire Chiefs Association and its sections, California Fire Technology Directors' Association, and other state working groups. *Ensure that courses and certification programs are meeting workplace needs, and answer questions regarding SFT Procedures.		
	*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 following pages.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and date	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Maintain the International Fire Service Accreditation Congress (IFSAC) and Pro Board national accreditation. *Produce SFT re-accreditation packages, self-assessment, and meeting with site visit team. *Expand SFT nationally accredited course offerings, evaluate best testing principals, ensure that that the testing process works for California Fire Service. *Ensure that SFT program follows IFSAC and Pro Board's policies and procedures. *Update SFT Procedures Manual.
10%	*As a Registered State Fire Training Instructor, travel 10% of the time to conduct training classes including Regional Instructor Orientation, SFT portion of Ethical Leadership in the Classroom, Evaluator Training, course updates, etc.
10%	*Conduct statewide quality control reviews of SFT courses, instructors, and regional academies. Provide verbal and written evaluation to instructors regarding effectiveness of presentation skills, use of curriculum, classroom management, technical knowledge, and compliance with SFT Policies and Procedures. *Audit skill evaluations and written examinations to ensure compliance with Pro Board and IFSAC procedures for accredited SFT courses. *Review Peer Assessment for Credential Evaluation (PACE II) and Peer Assessment for Course Equivalency (PACE III) and provide staff reports with recommendations.
5%	*Responsible for the development of legislative bill analysis and regulations relating to fire fighter safety and training. Initiate and assist in the preparation of proposed fire training related laws and regulations as directed by the Deputy State Fire Marshal III (Supervisor). *Coordinate rulemaking packages with the Office of the State Fire Marshal Regulations Division in accordance with California Code of Regulations, Title 2, Administrative Procedures Act. Other job-related duties as assigned.
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Job qualifications and/or conditions of employment: Statewide and local travel will be required up to 50% of the time and will include overnight stays.

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Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

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Percentage of Time Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

Desirable Qualifications:

- California Fire Fighter 1 certification (or equivalent)
- State Fire Training Registered Instructor
- Excellent writing skills: ability to prepare comprehensive reports, summaries, presentations, and other written documents as needed.
- Advanced knowledge of Microsoft Office (Outlook, Word, Excel, and PowerPoint, etc.).
- Excellent time management skills: ability to be flexible and plan, organize day-to-day priorities.
- Excellent communication skills (verbal and written) when interacting with all levels of staff in the organization, internal/external departments, and agencies.
- Bachelor's or advanced degree in a related field.

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Job qualifications and/or conditions of employment: The incumbent may be required to wear respiratory protection equipment, including a 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.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

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