

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/Code Development and Analysis

Location of Headquarters  
 Various

Class Title of Position  
 Deputy State Fire Marshal III (Specialist)

Position Number  
 544-560-9013-011

Effective Date  
 July 2024

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.

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

	Code Development and Analysis Division reviews all of California's regulations relating to fire and life safety for relevancy, necessity, conflict, duplication and/or overlap. Under the general direction of the Supervising Deputy State Fire Marshal the incumbent will perform difficult specialized work related to code development and review related to fire and panic safety. Duties include but are not limited to:
40%	*Participate in code development stakeholder meetings, provide presentations to stakeholders, monitor the development of proposed regulations, review suggested changes for compliance with the Administrative Procedure Act, and ensure compliance with the Office of Administrative Law regulatory process.
25%	*Research and develop regulations addressing occupancies, uses, and materials regulated by the Office of the State Fire Marshal (OSFM) related to fire and panic safety. *Represent the OSFM throughout the rulemaking process for standards regulations contained in California Code of Regulations, Title 19, and other regulations contained in California Code of Regulations, Title 24. *Review proposed regulations affecting fire and panic safety from other state agencies for consistency with the program established with the OSFM.
10%	*Monitor and participate in the development of model codes, which are ultimately adopted by the OSFM. Provide code development for the OSFM programs. *Coordinate the regulations with other state agencies, working cooperatively with the California Building Standards Commission, the Office of Administrative Law regulatory process, and the State Fire Marshal regulation implementation process, and model code process through the International Code Council (ICC) and National Fire Protection Association (NFPA).
	*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: Statewide travel may be required up to 50% of the time and may include overnight stays. Travel up to 5 days in Sacramento per month.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date
<b>Personnel use only</b>	<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.

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|-----|---|
| 10% | <p>*Participate in fire prevention organizations (California Fire Chiefs Association (CalChiefs), ICC, and NFPA). *Deliver regulatory and legislative updates, which may affect fire prevention.</p> <p>*Participate in associations ((CalChiefs Fire Prevention Officers (FPO) Divisions, California Building Officials (CALBO), California Building Industry Association (CBIA), American Institute of Architects (AIA)) affected by OSFM regulations to solicit input regarding the effect of existing regulations, as well as proposed regulations.</p> |
| 5%  | <p>*Develop proposed responses for interpretations of existing and new OSFM regulations.</p> <p>*Review proposed legislation, and workload analysis for bill analysis. *Conduct hearings and take testimony on proposed regulations, testify at the International Code Council hearings, testify at the International Association of Plumbing and Mechanical Officials hearings.</p>  |
| 5%  | <p>*Respond to emergency incidents as required per Departmental policy. *Maintain proficiency, qualifications, and experience standards in accordance with applicable laws, rules, and departmental policy.</p>   |
| 5%  | <p>Other job-related duties as assigned.</p>  |

- Desirable Qualifications:
- Bachelor’s Degree in related field
  - Advanced Degree in 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.

"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

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 Initials and Date