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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position Public Education Specialist | |
| | | Division and/or Subdivision Communications Program | |
| 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 Fire Prevention Specialist II | |
| | | Position Number 541-007-1069-001 | |
| | | Effective Date April 2023 | |
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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. | | |
| 35% | Under direction of the Deputy Chief of Communications, in coordination with the Education, Outreach and Engagement Officer, the Fire Prevention Specialist II is expected to take initiative, exercise excellent judgment, and independently perform the assigned tasks professionally and efficiently. In support of the Communications Public Education functions, the specific duties and responsibilities of the Communications Fire Prevention Specialist II include but are not limited to: *Provide general and technical fire prevention/public education information to the public, other state agencies, federal agencies, and local government in written and oral format. *Act as an information officer for the department as necessary on fire prevention and fire-related issues, including local school presentations, general audience fire prevention presentations, media, etc. | | |
| 15% | *Provide guidance and support to Fire Prevention Specialists within each CAL FIRE unit. Determine the need and coordinate the ordering of educational material for Fire Prevention Specialists statewide. | | |
| 15% | Assist and act as a backup for the Communication Program Finance Officer including Fi\$cal and CAL Cards. | | |
| 10% | Attend events within the Sacramento area, to promote Life/Safety and fire prevention programs and to educate the public. The events could be air shows, home and garden shows, community events and other outreach events. | | |
| 10% | Work with the Fire Prevention Specialist within each CAL FIRE unit and the public on the use of the Coins for Conservation program. Coordinate with the Communications Program and the Accounting Office (DOA) to track Coins for Conservation special fund account and expenses. *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: Will be working at a computer in a cubicle under artificial light. May be required to occasionally bend, stoop, pull and lift and/or transport objects. Some travel may be required. Will be subject to work overtime during nights, weekends and or holidays. Must wear uniform more than 50% of the time. Bilingual preferred; excellent verbal and written communication skills in both English and Spanish, able to read, write, and speak Spanish proficiently and fluently. | | | |
| "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.

5% Act as the CAL FIRE coordinator for Camp Smokey activities at the California State Fair each year including attending planning meetings. As liaison with Cal Expo, you are responsible to keep the Memorandum of Understanding current between Cal Expo and the cooperating agencies involved with the program. Coordinate funding, staffing, and training for those participating each year at Camp Smokey.

5% Establish and maintain a catalog and classification system of all fire prevention materials and education programs utilized by CAL FIRE Sacramento Communications Program and the Fire Prevention Specialists within each unit of CAL FIRE.

5% Attend CAL FIRE statewide fire prevention committee meetings. Assist in other job-related activities as assigned.

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