

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16) <span style="float: right;">rev 01/19</span>		Working Title of Position <b>BATTALION CHIEF/DUTY OFFICER- OPERATIONS COORDINATION CENTER</b>	
		Division and/or Subdivision <b>SOUTHERN REGION</b>	
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 <b>RIVERSIDE</b>	
		Class Title of Position <b>BATTALION CHIEF</b>	
		Position Number <b>542-401-9723-027</b>	
		Effective Date <b>FEBRUARY 1, 2019</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under general direction of the Operations Coordination Center (OCC) Assistant Chief, the Battalion Chief - Operations Coordination Center (Duty Officer) is responsible for the following duties and responsibilities:  *Oversight of the receipt and processing of requests for emergency response resources. Supervises the Communications Operators, assigned CAL FIRE staff and other temporarily assigned personnel at the OCC. *Maintains and enhances interagency relationships at the OCC. *Prioritizes and makes decisions regarding resource orders for aircraft, fire crews, fire apparatus, specialized equipment and overhead personnel as required by nine (9) CAL FIRE Units and five (5) Contract Counties located within the Southern Region. *Coordinates resource orders with the Northern Region OCC. *Coordinates and processes resource requests for the California Office of Emergency Services (CAL OES) Region 6. *Prioritizes and makes decisions about resource requests from the US Forest Service (USFS) and mutual aid requests for CAL OES Fire and Rescue Mutual Aid Regions.		
25%	*Utilize multiple computer programs to prepare emergency incident activity reports on resource and situation status for review by Department management. *Reviews and generates statistical reports on resource status, incident activity and routine business such as drawdown reports, fire and acres and ensures information is submitted by CAL FIRE Units and Contract Counties for OCC processing. *Works with cooperators in gathering and interpreting situational data to develop briefings utilized by agencies for all risk incidents. *Provide situational and Intelligence briefings as needed. *Functions as the role of Agency Representative for the Contract County's during initial attack Incidents. *Provide Supervision to Intel assigned Fire Captains 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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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.			
<b>Job qualifications and/or conditions of employment:</b> Maintains the Arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. May be subject to working nights, weekends, or holidays. Must successfully complete ECC Academy. Transfer candidates may require a two-year commitment.			
"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			

Working Title of Position

BATTALION CHIEF/DUTY  
 OFFICER- OPERATIONS  
 COORDINATION CENTER

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

- 20%      \*Provides technical expertise to Units, is assigned to committees and cadres plus attends meetings on the Departmental programs including, but not limited to, Fire Weather, Computer Aided Dispatching, Resource Ordering System of Record, Aircraft Dispatching, ECC Support Teams, Operating Plans, Hired Equipment, Intel and Telecommunications.
- 5%      \*Maintains CAL FIRE training standards and minimum qualifications. \*Respond to wildland fires, structure fires and other emergency incidents as needed or required.
- 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:

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

\_\_\_\_\_  
 Employee Signature      Date

Personnel use only

\_\_\_\_\_  
 Posted to Directory

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Initials and Date