

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Chief of Fire Engineering & Investigations	
		Division and/or Subdivision Office of the State Fire Marshal / Fire Engineering & Investigations	
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 Division Chief, California State Fire Marshal's Office	
		Position Number 544-542-8966-001	
		Effective Date March 15, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	<p>In the Office of the State Fire Marshal's (OSFM), the Chief of Fire Engineering & Investigations Division works under the general direction of the Assistant Deputy Director (CEA) of Community Wildfire Assistance and Fire Engineering & Investigations. The Division Chief is responsible for the following duties:</p> <p><u>Program Management and Leadership</u> *Manage, plan, organize, and direct all of the Fire Engineering & Investigations Division's statewide programs. Responsible for the oversight of statewide programs including licensing, certification, and listing programs; fireworks enforcement and disposal; compliance inspections; fraud complaints; and fire investigations, including the Arson and Bomb Unit. *Develop, recommend, and implement statewide policies and procedures regarding the Fire Engineering & Investigations Division.</p>		
15%	*Serve on the OSFM leadership team and advise the OSFM Senior Staff and CAL FIRE Executive Staff on strategic planning and operations, as well as respond to the most complex/sensitive issues for the Fire Engineering & Investigations division		
15%	*Represent the Department on various fire protection engineering-related issues to internal and external groups, including the Legislature, State Board of Fire Service, advisory committees, task forces, fire service, other government agencies, the private sector, and the public. *Create and provide various presentations in front of groups using technical aids, including PowerPoint. *Work with various program staff within OSFM, Headquarter Programs, and the two Regions to coordinate the implementation of fire engineering-related programs *Maintain positive relationships with outside agencies and organizations. *Travel to statewide meetings and meetings throughout North America.		
	*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 <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% **Program Management and Leadership (continued)**
 *Responsible for program planning, evaluation, organizational planning, fiscal management, personnel management, employee-employer relations, information system development and management, budgeting, developing Budget Change Proposals (BCP), program revenue and cost control, legislative bill analysis, executive decision-making, and public relations.

- 15% **Communication**
 *Ensure responsive customer service towards state agencies, fire agencies, organizations, and individuals. *Provide timely notification to OSFM Senior Staff of sensitive and complex issues and propose solutions to address concerns. *Serve as an adviser to OSFM Senior Staff and CAL FIRE Executive Staff on program-related issues. *Build and maintain positive working relationships with other OSFM divisions and CAL FIRE programs, external stakeholders, and key local, state, and federal government agencies.

- 15% **Staff Supervision**
 *Provide leadership and supervision to management staff. *This will include personnel management with respect to hiring, training, employee performance, employee recognition, and other related areas of supervision to ensure a productive and cohesive work environment. *Oversee staff procurement, purchasing, and budgeting activities. *Ensure a safe working environment with positive staff development and motivation. *Ensure statutes and regulations are being interpreted and applied correctly and consistently throughout the division.

- 5% **Regulations**
 *Initiate and assist in the preparation of drafting proposed laws, rules, regulations, codes, and standards dealing with fire protection engineering. Serve or chair various OSFM Advisory Committees and task forces related to fire protection engineering.

- 5% **Emergency Response**
 *Respond to emergency incidents as required per Departmental policy. *Maintain proficiency, qualification, and experience standards per applicable laws, rules, and departmental policy. Other job-related duties as required.

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Job qualifications and/or conditions of employment: [See page 3.](#)

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Employee Signature	Date	Supervisor Signature	Date
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Percentage of Time Required

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Desirable Qualifications

- A high degree of initiative
- Strong customer service
- Excellent interpersonal communication skills (written and verbal)
- Bachelor's Degree in a related field
- Advanced Degree in a related field
- Good driving record and Valid Driver License Issued by the Department of Motor Vehicles
- Registered State Fire Training Instructor
- SFT Certifications (or equivalent): Fire Investigator, Fire Marshal, Fire and Emergency Services Instructor 1, and Fire and Emergency Services Instructor 2.

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Job qualifications and/or conditions of employment: **May be subject to working nights, weekends, or holidays in support of emergency incidents. Local, Statewide, and out-of-state travel may be required up to 15% of the time and may include overnight stays.**

"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