|  |  |
| --- | --- |
| STATE OF CALIFORNIADEPARTMENT OF FORESTRY AND FIRE PROTECTION**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**PO-199 (04/01) | Working Title of PositionSupport Responder |
| Division and/or Subdivision      |
| 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      |
| Class Title of Position      |
| Position Number      |
| Effective Date      |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. |
| 100%                                         | The Support Responder works under the direction of the Volunteer Captain and/or Volunteer Lieutenant.General duties and responsibilities –As a Support Responder, He/She will assist the Butte County Fire Department with a variety of duties in support of the volunteer fire company. Specific duties –He/She will perform limited support duties including: prevention and education programs, fundraising activities, company administrative assignments, station maintenance and assist with structure fire rehab, structure fire incident accountability and traffic control. Performs general housekeeping duties as required.Maintains competency in all required skills and certifications.                                         |
| \*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. |
| 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 |  | Supervisor Signature |  | Date |
| **Personnel use only** | [ ]  Posted to Directory |  |  |
| Initials and date |