|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| STATE OF CALIFORNIA  DEPARTMENT OF FORESTRY AND FIRE PROTECTION  **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**  PO-199 (04/01) | | | | | | Working Title of Position  Volunteer Liaison Officer | | | | |
| 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 Butte County Fire Department Volunteer Liaison Officer (VLO) receives direction from and reports to the Fire Chief of the Department. The VLO will assist the BCFD regarding issues related to the integrated operation and administration of the volunteer fire program. This includes assisting with the dissemination of information of interest to career and volunteer fire fighters of the Butte County Fire Department. The VLO will continuously work towards improving the BCFD.  The VLO will work with all levels of the chain of command to provide information and advise of potential conflicts. When conflicts arise the VLO will work in a fair and unbiased way to resolve those conflicts. The VLO will ensure that any conflicts are dealt with in a timely manner and at the lowest supervisory level possible.  Specific duties include:  Attend Department staff meetings, Volunteer meetings, and other functions and meetings as directed or needed  Keep communications flowing and timely, keep the Chief informed and up to date on the Volunteer Program  Membership on the BCFD Volunteer Fire Fighter Standard Operating Procedures (SOP) committee.  Work closely with the Training & Safety Bureau to improve and encourage training within the volunteer program.    Encourages the understanding that the volunteer and career firefighters are part of one organization, the Butte County Fire Department.  Encourage the full integration and fiscal support of BCFD Volunteer Fire companies by Butte County.  Assists the BCFD with ensuring that volunteer firefighters are recognized for their efforts and their importance to the citizens of Butte County and the Butte County Fire Department.  This is a voluntary position filled by a BCFD Volunteer Fire Fighter. There is no compensation beyond what is already allowed for by rules established by Butte County and the Butte County Fire Department. | | | | | | | | | |
| \*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 | | | |
| STATE OF CALIFORNIA  DEPARTMENT OF FORESTRY AND FIRE PROTECTION  **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**  PO-199 (04/01) **- PAGE 2** | | | | | | | Working Title of Position  Volunteer Liaison Officer | | | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | | | | | | | | |
| 100% | Assists the BCFD with ensuring that volunteer firefighters are recognized for their efforts and their importance to the citizens of Butte County and the Butte County Fire Department.  This is a voluntary position filled by a BCFD Volunteer Fire Fighter. There is no compensation beyond what is already allowed for by rules established by Butte County and the Butte County Fire Department. | | | | | | | | | |
| \*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 | | | |  | | |