

## **DUTIES AND RESPONSIBILITIES**

**4121**

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The CFFJAC staff is responsible to assist subscribing departments in the administration of the standards of the California Fire Fighter Joint Apprenticeship program and for working with management and labor through the participating department's SubJAC on various issues such as to:

- Develop programs that provide academy training for fire service occupations
- Develop systematic on-the-job training with related and supplemental instruction
- Advise employers and employees in apprenticeship matters
- Aid in the adjustment of apprenticeship disputes.

Additionally, the CFFJAC serves as a source of funding for the department. Through contracts established between CFFJAC and various educational entities all eligible apprenticeship training is funded on a per hour of training basis, less a one-time administrative fee per apprentice.

This handbook also contains information on CAL FIRE administrative procedures that are not part of the CFFJAC's Rules and Regulations. While CFFJAC staff has consulted on its contents and the CAL FIRE SubJAC has approved the handbook in its entirety, the CFFJAC Board endorses only those portions relating to CFFJAC's Rules and Regulations and the CFFJAC Apprenticeship Standards as approved by the State of California.

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