

STATEWIDE JAC COORDINATOR

4141

(No. 12 June 2010)

The CAL FIRE Statewide JAC Coordinator position is responsible for the overall SubJAC Committee member's coordination of the department's JAC program. Additional responsibilities include:

- 1) Monitor provisions in the CAL FIRE subscription agreement and operating plan with the CFFJAC.
- 2) Ensure each Unit has a designated Unit Instructor of Record.
- 3) Serve as the administrative support to the Region JAC Coordinators, Unit Training Officers, Unit JAC Coordinators, and Academy staff.
- 4) Serve as administrative support to the SubJAC Committee.
- 5) Submit names of apprentices who qualify for the educational pay incentive, per article 17.11 of Unit 8's MOU, having met all the requirements for journey level status. Request Human Resources clear the JAC flag for employee's who have met requirements for FAE journey level status.
- 6) Develop and implement program policy changes accepted by the SubJAC Committee.
- 7) Submit early hire requests, T&D apprenticeship requests, substitution of training, Blanketed-In employee requests, and open list FC hires to SubJAC for review and action.
- 8) Track early hire apprentices to ensure they complete appropriate BFC classes within 12 months. Submit an exception report on early hires who have not taken classes to SubJAC at each meeting.
- 9) Process reviewed requests through appropriate channels.
- 10) Forward all requests and changes in apprentice status to CFFJAC. (See Exhibit: [CAL FIRE 305 Apprentice Status Form](#))
- 11) Forward all changes in Unit Instructor of Record status to CFFJAC.
- 12) Implement Blanketed-In process for the JAC program and submit names of Blanketed-In employees to Region JAC Coordinators for tracking purposes.
- 13) Maintain and update exam software and distribute quarterly exams to Region JAC Coordinators.

- 14) Request statistical reports from CFFJAC.
- 15) Liaison with CFFJAC, Labor Relations, Academy and Legal regarding Academy failures. Use the CAL FIRE 305 to notify Unit, Region and CFFJAC of the outcome of the apprentice appeal process.

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[\(see Forms or Forms Samples\)](#)