

## REGION JAC COORDINATOR

4142

(No. 12 June 2010)

In addition to other job duties, the Region JAC Coordinator's responsibilities are to:

- 1) Coordinate the appointment of new apprentices to the Basic Fire Control Academy. This includes but is not limited to:
  - Verifying the employee is eligible for appointment.
  - Scheduling the employee for a pre-employment medical and Physical Agility Test (PAT) when required.
  - Verifying the employee possesses the appropriate driver's license with endorsements.
- 2) Verify that the employee's Unit Training Officer has completed the CAL FIRE 306 and identified that the employee possesses the required certifications including Hazardous Materials, EMS, CPR, and CDF 67 hour Firefighter certificate or equivalency (see [CAL FIRE 306 Apprentice Training Verification Form](#)).
  - Assure employee completes Background Certification Statement.
  - Submit names of new apprentices to the Statewide JAC Coordinator and the Academy Facilities Coordinator.
  - Coordinate the appointment of LT FAE's hired at the Unit.
- 3) Receive the apprentice names and CAL FIRE 306 (Apprentice Training Verification Form) from the Units to be forwarded to the Academy and CFFJAC.
- 4) Review and submit apprentice related and supplemental training hours to the CFFJAC.
- 5) Review apprentice progress through the program and notify Unit JAC Coordinator if an apprentice fails to make satisfactory progress.
- 6) Monitor Blanketed-In employees
- 7) Resolve discrepancies in reported training hours and documentation.
- 8) Assist and advise Apprentices and Unit JAC Coordinators with apprenticeship issues and questions.
- 9) Forward names of new Unit Instructors of Record and update Statewide JAC Coordinator of any change in the status of a Unit Instructor of Record.

- 10) Notify Statewide JAC Coordinator of all requests and changes in apprentice status.
- 11) Monitor the apprentice appeal process for Academy failures.
- 12) Liaison with CFFJAC requesting individual summary reports.
- 13) Process individual training records from units to CFFJAC for Blanketed-In employees, transfers, T&D's, and open hire Fire Captains.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

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