

UNIT JAC COORDINATOR

4143

(No. 12 June 2010)

In some instances the Unit JAC Coordinator may also fulfill the responsibilities of the Unit Instructor of Record, JAC Supervisor, and/or Unit Training Officer. The Unit JAC Coordinator's specific responsibilities are to:

- 1) Assure that the duties and responsibilities of the Unit Instructor of Record and/or the JAC Supervisor are fulfilled.
- 2) Communicate with the Region JAC Coordinator.
- 3) Coordinate with the Unit Training Officer on JAC related issues; if the Unit JAC Coordinator is not the Unit Training Officer.

For all new hires, use the CAL FIRE 306 to verify the employee's training prior to attending the Academy or to request an apprentice agreement.

- 4) Make certain that apprentices receive the variety of work, training, study assignments, and assistance from their JAC Supervisor to ensure completion of the program within 36 months time in grade for the classification in which they are apprenticed (Note that time is not necessarily consecutive; it is only credited while the apprentice is employed within the same classification for CAL FIRE).
- 5) Complete the CAL FIRE 305 Apprentice Status Form any time there is a change in apprentice status.
- 6) Review and maintain a file of official records of successful completion of required courses, substitute courses, and progress reports on each apprentice. Forward those records to an apprentice's new Unit if the employees transfers or is hired in another Unit in the same classification.
- 7) Periodically review the work, drills, and training progress of each apprentice with the JAC Supervisor.
- 8) Request first and third year written exams from the Region JAC Coordinator.

- 9) Send written notice to the Region JAC Coordinator when the apprentice has completed all training, time-in-grade and examinations. The notice must include the effective date of completion of the program, the written and manipulative exam scores and a copy of the completed Individual Training Records from the Progress Notebooks. The effective date provided will be the date the apprentice will begin receiving the Educational Incentive Pay differential. See Exhibit: [First/Journey Level JAC Completion Certification](#).
- 10) Notify the Region JAC Coordinator when an apprentice's status has changed, (i.e. limited duty greater than 3 consecutive work periods, maternity leave, military leave, out of class assignment, limited-term status) using the CAL FIRE 305 Apprentice Status Form.
- 11) Ensure that JAC employees working out of class receive an "Out of Class" letter from the Unit Administrative Officer, and forward letter to Region JAC Coordinator.
- 12) Monitor the apprentice appeal process for Academy failures.
- 13) Prepares (or assists Training Officer) with training plan packages and recommendations for SubJAC reviews.

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