

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)	Working Title of Position <b>Southern Aviation Operations Chief</b>
	Division and/or Subdivision <b>Fire Protection - Tactical Air Operations</b>
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 <b>Southern Region HQ</b>
	Class Title of Position <b>Assistant Chief</b>
	Position Number <b>542-068-1039-005</b>
	Effective Date <b>July 1, 2019</b>

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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	Under the supervision of the Deputy Chief of Tactical Air Operations, the position has program oversight, direction and accountability for the following duties:
25%	*Coordination with the Aviation Management Unit, Region, and Units to receive input from Air Attack and Helitack bases concerning operations in the Air Attack and Helitack programs. *Provides statewide Aviation Program oversight to Helitack and Air Attack Bases and respective Units, with primary focus to Southern Region operations. *Coordinates with Contract Counties regarding all aspects of aviation operations.
20%	*Provides oversight and direction for improvements in safety, statewide consistency and effectiveness of Air Attack and Helitack operations. *Assist in implementation of the Local Unit's Emergency Resource Directory, Local Government Mutual Aid Plans, Local Government Automatic Aid plans, and Interagency Operational Plans.
20%	*Assists Program and Regions by coordinating Southern Region Helibase and Air Attack base reviews and recommendations for improvement and standardization for air tanker and helicopter operations. *Participates in the statewide Operational Assistance Reviews (OAR) at aviation facilities. *Coordinates with other state, local and federal agencies as needed to plan for interagency aviation operations. *Coordinates with Southern Region Tech Services for Helibase and Air Attack Base infrastructure needs and improvements.
20%	*Participate in Aviation Working Group to assist in updating and maintaining Aviation Handbook 8300 policies and procedures. *Participates as the Department's aviation representative to FIRESCOPE. *Participates in meetings, working groups, committees and cadres representing CAL FIRE aviation.
	*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.

**Equal Employment Opportunity (EEO) Statement:** All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: [See Page 2 of 2.](#)

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only	<input type="checkbox"/> Posted to Directory	_____	_____
Initials and date			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
5%	*Perform Region Aviation Coordination duties at the State Operations Center (SOC), Northern and/or Southern Region Operations Centers during high fire operations.
5%	*Participates as a Subject Matter Expert (SME) on departmental and various cooperating agency committees. *Prepares briefings and other presentations as required. *Prepares other written and analytical projects assigned in support of the Fire Protection Executive Staff such as reports to the Governor's Office, Department of Finance, Legislative Analyst's Office and other commissions and organizations as required.
5%	<p>*Assist Region Operations Chiefs with aviation Staffing recommendations and assist with aviation coverage scheduling. *Assist Region Operations/Training Chiefs with student priorities for aviation classes. *Act as the Region aviation spokesperson at annual cooperators / stakeholder meetings.</p> <p>*May be assigned to emergency incidents commensurate with qualifications and availability.            *Will be required to assume Tactical Air Operations Duty coverage on a rotational basis. *May be required to operate as an Air Tactical Group Supervisor (ATGS) during incident activity. *In addition to the listed duties, employee is subject to and available for assignment to emergency incident activities, which may include fire, flood, earthquake or other emergencies.</p> <p>*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.</p>

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Job qualifications and/or conditions of employment: The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, CalOSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests. The incumbent to this position shall be retained for a minimum of a two-year commitment starting on the date of appointment. Any lesser commitment shall be pre-approved by the supervisor to the incumbent. Maintenance of ICS aviation qualifications is required. Frequent short term travel for meetings and emergency incident activity may be required.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only		<input type="checkbox"/> Posted to Directory _____ Initials and Date	