

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Aviation Special Operations Chief (Emerging Technologies/UAS)	
		Division and/or Subdivision Fire Protection - Air Operations	
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 Sacramento, CA	
		Class Title of Position Assistant Chief	
		Position Number 542-068-1039-002	
		Effective Date 10/15/25	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	Under the general supervision of the Air Operations Deputy Chief of Aviation Training, UAS, and Emerging Technologies, the Assistant Chief has responsibility and authority for the direction of the CALFIRE Aviation Special Operations Program which includes Unmanned Aerial Systems (UAS) and emerging technologies.		
20%	*Responsible as the Departmental Unmanned Aerial Systems Program Manager to oversee the utilization of UAS. *Ensure coordination with department Information Technology (IT). *Ensure accurate implementation of all departmental operating policies, training and maintenance standards, intrusion, incident, and accident reporting requirements related to UAS. *Maintain records of all UAS related incidents and accidents and providing an annual report. *Supervision of department personnel during UAS operations. *Responsible for maintaining a department wide UAS inventory. *Coordinate with Department Intelligence (Intel) function as needed regarding data transfer, collection, and retention.		
20%	*Identify and develop UAS needs and standards. *Chair working groups to develop policies and procedures in the operational use, training, and maintenance of UAS. *Assist in ensuring funding and staffing levels are appropriate to carry out departmental UAS operations when called upon. *Assist in procurement of UAS equipment as needed by the department. *Monitor Department of Interior (DOI), National Wildfire Coordinating Group (NWCG) and other publications for changes that may impact CAL FIRE's UAS operations.		
15%	*Ensure Pilot currency and proficiency is performed and documented. *Perform Federal Aviation Administration (FAA) registration for all Department owned UAS. *Perform statewide contract, agreement, and policy oversight for CAL FIRE between all cooperating agencies performing UAS operations.		
	*Implement, update, and maintain the 8200 Handbook. *Evaluate new technology related to enhancing the department's aerial firefighting effectiveness including research and evaluation of new products. *Participate in Aviation Working Group and assist in updating and maintaining Handbook 8300 policies and procedures		
	*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 ☐ Posted to Directory		Initials and date _____	
STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Aviation Special Operations Assistant Chief (Emerging Technologies/UAS)	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*Provide oversight for and delegate appropriate Subject Matter Experts for all UAS operations on wildland fires and other emergency incidents. *Ensure Department's qualified personnel and equipment needs for UAS utilization are met, maintained and secured.		
5%	*Perform Region Aviation Coordination duties at the State Operations Center (SOC), Northern and/or Southern Region Operations Centers during high fire operations.		
5%	*Assist Program during helibase and air attack base reviews and recommendations for improvement and standardization for air tanker and helicopter operations. *Participate in the statewide Operational Assistance Reviews (OAR) at aviation facilities. *Coordinate with other state, local and federal agencies as needed to plan for interagency aviation operations.		
5%	*Participate as a Subject Matter Expert (SME) on departmental and various cooperating agency committees. *Prepare briefings and other presentations as required. *Prepare 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. May be assigned to emergency incidents commensurate with qualifications and availability. Will be required to assume 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. *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.		
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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. 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 ☐ Posted to Directory			

Initials and Date