

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Division Chief Military Aviation Operations	
		Division and/or Subdivision Fire Protection - Aviation 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 HQ	
		Class Title of Position Assistant Chief	
		Position Number 542-068-1039-001	
		Effective Date 05/05/2026	
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 direction of the Deputy Chief of Operations, the Division Chief has responsibility and authority for the direction of the CAL FIRE Military Aviation including all military aviation assets, contracted aviation assets, employment and utilization of Retired Annuitant employees. The incumbent will work collectively with the Aviation Sustainment and Compliance Division and other department offices and programs to ensure CAL FIRE's aviation program is administered and performs at the highest levels within the direction and vision of the department.		
20%	*Perform statewide contract, agreement, and policy oversight for CAL FIRE between all military branches engaged in cooperative aerial wildland fire operations. *Assist the Assistant Deputy Director and the State and Federal Contracts Deputy Chief of Cooperative Fire in managing contracts-agreements and budget(s) relating to military support. *Coordinate Military Aviation asset acquisition and allocation to support incident operations. *Coordinate Military Unmanned Aerial Systems (UAS) operations over CAL FIRE incidents and assist Intel in obtaining scheduling and the utilization of Military UAS.		
20%	*Provide oversight for and delegate appropriate military Subject Matter Experts (SME) for all military deployments on wildland fires and other emergency incidents. *Responsible for identifying and developing training needs and standards for utilization of department and military personnel during military activations. *Assist in ensuring funding and staffing levels are appropriate to carry out military utilization when called upon. *Assist in fiscal reconciliation of military aviation assets with Cooperative Fire. *Ensure department's qualified personnel and equipment needs for utilization of military assets are met, maintained, and secured. *Coordinate the hiring, management, supervision, and utilization of Retired Annuitant employees for utilization within appropriate aviation and military functions.		
20%	*Perform as a Liaison between the CAL FIRE and other State and Federal agencies regarding wildland fire incident related military aviation asset usage, including to but not limited to the California Military Department, California Governor's Office of Emergency Service, United States Forest Service, National Parks Service, and Bureau of Land Management. *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 encounter 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: Continued page 3.			
"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.

Desirable Qualifications:

Desirable qualifications and experience include aviation operational assignments and National Wildfire Coordinating Group or CAL FIRE aviation qualifications.

Military specific aviation overhead or specialized qualifications and assigned Helitack and/or Air Attack Base experience.

*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:

Required to have either a Helicopter Coordinator (HLCO) or Air Tactical Group Supervisor (ATGS) qualification within currency at time of hire. Standard duties will be performed from an assigned office, on a standard 5-day/week shift, include frequent multi-day travel assignments across the state or nationally and occasional remote assignments for up to two weeks at a time; personnel shift schedules and assignments may be adjusted to support program need, staff aviation resources or Incident Command System (ICS) positions and include night shift assignments supporting night vision goggle and UAS operations, and various aviation ICS functions.

Maintain required certifications and qualifications in accordance with Department policy. Responds to and performs fire suppression or other incident management duties and emergency operations in locations throughout the state or nation as assigned. Maintains the Arduous Fitness Standard in accordance with Department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such Cal/OSHA requires the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment.

"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