

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Aviation Officer - Safety	
		Division and/or Subdivision Aviation Program	
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 Aviation Officer II – Safety	
		Position Number 542-065-1056-004	
		Effective Date 8/6/26	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	The Aviation Program Aviation Officer II Safety (AO II S), as qualified, under the supervision and with delegated authority of the Senior Aviation Officer (SAO) to the Aviation Safety Program Manager (ASPM) will perform the following duties:		
15%	*Accountable to ASPM for administering the budget and providing oversight of Aviation Safety for the department.		
15%	*Accountable to ASPM for providing subject matter expertise and assistance in the selection of department aviation safety officers and contracted safety personnel. *Develop and direct safety standardization and training programs for pilots and staff. *Ensure contracted pilots and aircraft meet or exceed the department's safety standards.		
10%	*Accountable to ASPM for inquiries from the Director's Office and other agencies concerning the department's flight activities. *Act as a liaison and coordinate with various Programs, Regions, and Units on behalf of CAL FIRE Aviation Sustainment and Compliance Branch. *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.		
10%	*Monitor and evaluate pilots and aircraft on projects and emergency incidents as it relates to aviation safety. *Coordinate, monitor and evaluate the Aviation Safety program. *Advise the ASPM on the department's safety related issues. *Ensure all Federal, State, and Department policies and procedures are adhered to.		
	*Monitor the Aviation Safety program to ensure a safe and cost-effective operation.*Develop contract standards and specifications for the department. *Manage contract budget travel, vendor charge verification and invoice approval.		
*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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ 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.
10%	*Accountable to the ASPM for the Industrial Ground Safety Officer for the McClellan Field facility to include the air tanker reload base. *Assist ASPM with directing the Illness and Prevention Program (IPP). *Accountable for all CAL-OSHA and FED-OSHA compliance. *Accountable for Special Projects for Aviation Management. Coordinates planning efforts of various aviation staff and develops specific, coordinated plans. *Annual industrial safety surveys are conducted to identify hazards, develop corrective action milestone plans. *Conduct aviation surveys and safety reviews at air attack and helitack bases. *Participate as an Aviation Safety and Compliance SME in Region Base Reviews. *Accountable for SAFECOM accident / incident reporting and prevention database.
10%	*Function as the Flight Operations Duty Chief, as qualified, with delegated authority of the SAO. In compliance with 49 CFR 830.5- Immediate Notification, during regularly scheduled weekly coverage, the Duty Chief is "on-duty" 24-hours per day and must conform to all department policies and employee rules of conduct. *The Duty Chief must respond immediately to all duty-related emails and phone calls, make decisions on day and night emergency use of staffing, aircraft, and facilities, and monitor the current status of aircraft resources. *This includes Flight Risk Assessment Tool (FRAT) notifications in support of 24-hour incident operations. *The Duty Chief shall provide briefings to the SAO and maintain readiness and qualifications to immediately respond statewide to aviation accidents/incidents as assigned
5%	*Perform duties as a pilot in state-owned, leased, and/or contracted aircraft as authorized by SAO. *Maintain current airmanship proficiency in department aircraft as authorized by the SAO. *Perform contract management for the pilots and aircraft safety related operations of departmental and contract exclusive use or call when needed aircraft. *Advise airbases of aircraft operational use and airbase operations.
5%	*Assist in acquiring aircraft, monitoring, evaluating, and making safety recommendations for improving equipment, facilities and operations for the Aviation Program.*Participate in or provide technical support for aviation accident investigations and incidents for the department and other government agencies. *Ensure accurate records and documents are kept on all safety related programs.
5%	*Fly administrative flights as authorized by SAO. *Act as a pilot in command of department aircraft as authorized by SAO. *Perform other duties as required to effectively manage the Aviation Safety Program.
*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: May be directed to act in a lead role for completing assignments involving other staff and teams. Must be able to logically organize and present positions, identify problems, and formulate recommendations. Must have ability to work independently and in the field with a minimum of supervision, and to form and maintain cooperative working relationships with staff at the federal, State, and local level. Incumbent must use tact and diplomacy in dealing with others. Must have the ability to speak before public gatherings and effectively present the Department's position and provide understandable technical information. Occasional travel for business-related activities may be required.

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

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