

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Assistant Deputy Director, Aviation & Mobile Equipment	
		Division and/or Subdivision Fire Protection	
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	
		Class Title of Position C.E.A. Level A	
		Position Number 542-060-7500-002	
		Effective Date 8/26/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
55%	Under administrative direction, the Assistant Deputy Director, Aviation and Mobile Equipment, serves as the principal advisor to the Deputy Director, Fire Protection in formulating, evaluating, recommending, and administering statewide policies regarding aviation, tactical air operations, and mobile equipment. The Assistant Deputy Director is responsible for policy development, direction, and implementation for the California Department of Forestry and Fire Protection's (CAL FIRE) Aviation and Mobile Equipment programs. This responsibility includes administering statewide programs and for policy development and implementation for the following programs: Aviation Management; Tactical Air Operations; and Mobile Equipment. *Responsible for statewide policy development and implementation for aviation and mobile equipment programs. *Develop and implement written policies establishing pre-identified levels of authority and procedures for implementing command decisions. *Provide Fire Protection Headquarters (FPHQ) leadership and policy direction for the air attack, mutual aid, and mobile equipment programs. *Recommend adjustments to the general and emergency fund budgets, effectively recommend, plan, and budget for CAL FIRE's extensive aviation and mobile equipment programs. *Prepare written reports to the Director, Executive Management, and the Department Leadership Team. *Act as the Deputy Director, Fire Protection in his/her absence. *Regularly responds to emergencies and wildfires of all types and sizes. *Spends a considerable amount of time in the field at all-hazard emergency incidents providing critical leadership, oversight, and direction. *Expected to function in the capacity of an active-duty firefighter and first responder. *Participate and influence the development, establishment, implementation, and evaluation of all departmental policies, programs, budgets, and other fiscal matters regarding fire protection policies and issues. *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 _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only ☐ Posted to Directory _____			
Initials and date			

Working Title of Position
Assistant Deputy Director, Aviation & Mobile
Equipment

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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20%	*Participate and influence the development, establishment, implementation, and evaluation of all departmental policies, programs, budgets, and other fiscal matters regarding fire protection policies and issues. *Review and approve responses to inquiries from the Legislature, Legislative Analyst's Office, Department of Finance, and constituent groups. *Review all legislation potentially impacting aviation and mobile equipment programs, present testimony to the Legislature, and make recommendations for gubernatorial action on bills.
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15%	*Maintain consistent communication and collaboration with Assistant Region Chiefs and Assistant Deputy Directors of Fire Protection and Cooperative Fire Protection on matters relating to staffing, aviation, and mobile equipment across the State. *Act as a back up to the Assistant Deputy Director of Fire Protection Operations to the Sacramento Duty Chiefs and to CAL FIRE issues for the Statewide Operations Center when activated.
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5%	*Maintain liaison with fire service groups such as the California Fire Chiefs Association, International Association of Fire Chiefs, National Wildfire Coordinating Group, National Weather Service, and FIREScope.
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5%	Conduct field inspections of fire protection resources and review emergency operations as necessary.
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Job qualifications and/or conditions of employment:

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

Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date