

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief – Helitack Operations	
		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 Battalion Chief	
		Position Number 542-068-9723-005	
		Effective Date August 25, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the general direction of the Air Operations Division Chief Helicopter Operations (Assistant Chief), the Battalion Chief Helicopter Special Operations is responsible for oversight and support of various Air Operation programs, projects, and assignments. The incumbent will work collaboratively with 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. Incumbent Air Operations, Helicopter Special Operations Battalion Chief will perform the following duties and responsibilities: Employees assigned as a CAP Battalion Chief perform the following duties and responsibilities:		
25%	Program management includes operational and functional oversight, administration and supervision of personnel as assigned; Helitack curriculum, policy and procedure review, development and implementation; research, evaluate and implement a variety of emerging technology applications; conduct operational and administrative reviews; create reports, manage personnel and equipment accountability systems; facilitate various contracts and agreements, procure equipment and supplies; maintain facilities, records, perform data collection and prepare presentations; coordinate and instruct a variety of training courses, support Aviation Training Center functions and perform operational roles within a variety of aviation programs and during emergency incidents.		
	Standard duties will be performed from an assigned office, 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 operational need, staff aviation resources or ICS positions and include night shift assignments supporting NVG operations, and various aviation ICS functions.		
	*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: UAS, Helicopter, Aerial Supervision and Military Operations Battalion Chief qualifications and conditions of employment are identified under duties and responsibilities			
"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 Battalion Chief – Helitack Operations	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	*Helicopter Operations Battalion Chiefs are required to have qualification and currency in Basic Helicopter Operations, S70i Front Seat Captain, S70i Operations Supervisor, NVG Helicopter Operations, Air Rescue, Aerial Ignition and CWN Helicopter Manager to be considered eligible for hire.		
10%	*Oversee or participate on various agency and interagency committees, working groups and training cadres at state and national levels; collaborate and liaison with cooperators, allied agencies, stakeholders, and industry on aviation interests; lead specialized projects and taskings within function of program assigned. Obtain and perform a variety of ICS air operations qualifications, such as ASGS, AOBD, ASM, HEBM, MAFF, MLCO etc.		
5%	*Perform as an aviation subject matter expert and liaison with other department offices and programs; assist with SART investigations and OSHA inquiries; perform region aviation coordination duties at the State Operations Center (SOC), Northern and/or Southern Region Operations Centers during times of high fire activity.		
5%	*Other duties as assigned.		
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Job qualifications and/or conditions of employment: The incumbent to this position shall be retained for not less than a two-year commitment starting on the date of appointment. Any lesser commitment shall be approved by the supervisor to the incumbent. 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	