

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief Helicopter Special Operations	
		Division and/or Subdivision 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	
		Class Title of Position Battalion Chief	
		Position Number 542-068-9723-015	
		Effective Date 9/17/26	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the direction of the Air Operations (AO) Division Chief Helicopter Operations, the Battalion Chief Helicopter Special Operations is responsible for oversight and support of various AO programs, projects, and assignments. The incumbent will work collaboratively with the California Department of Forestry and Fire Protection (CAL FIRE) Aviation Program 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. Incumbent AO Helicopter Special Operations Battalion Chief will perform the following duties and responsibilities: *Helicopter Special Operations readiness, policy and curriculum development, and program standardization. Specific Helicopter Operations will include Aerial Ignition and Helicopter Coordinator (HLCO) program functions. *The incumbent will work closely with CAL FIRE Chief Helicopter pilot, Division Chief Helicopter Operations, and Division Chief Aviation Training. *The incumbent will coordinate or participate in the following initial and re-currency Instructor Cadres: Aerial Ignition, RT-378 Aerial Supervision Refresher, C-378 California Aerial Supervision Academy, and Helicopter Coordinator (HLCO). *The incumbent will provide program oversight and perform as a Field Training Officer for Aerial Ignition and HLCO (day and night). They will also serve as the HLCO Field Training Coordinator.		
30%	*Ensure operational and policy compliance for all Contracted Aerial Resources including but not limited to annual training and onboarding. *Helicopter Special Operations record keeping as it relates to aircraft tracking and information system. *Maintenance and monitoring of flight crew qualifications and currency. *Participates in the statewide Operational Assistance Reviews (OAR) at aviation facilities. *Coordinates with other state, local and federal agencies as needed to plan for interagency aviation operations. *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: 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 (cont'd on Page 2.)			
"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.

15%

*Participates as a Subject Matter Expert (SME) on departmental and various cooperating agency committees. *Prepares briefings and other presentations as required. *Prepares 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.

5%

May be assigned to emergency incidents commensurate with qualifications and availability.

Desirable Qualifications: Desirable qualification and experience include aviation operational assignments and National Wildfire Coordinating Group (NWCG) or CAL FIRE aviation qualifications. Helicopter operational experience to include Basic Helicopter Operations, Helicopter Crew Member, S70i Front Seat Captain, S70i Operations Supervisor, NVG Helicopter Operations, Air Rescue, Aerial Ignition and Call When Needed (CWN) Helicopter Manager are desirable.

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Job qualifications and/or conditions of employment: 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