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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Working Title of Position<br><b>Fixed Wing Operations Division Chief</b> |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Division and/or Subdivision<br><b>Aviation Operations</b>                |  |
| 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<br><b>Sacramento, CA</b>                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Class Title of Position<br><b>Assistant Chief</b>                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Position Number<br><b>542-068-1039-005</b>                               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Effective Date<br><b>9/28/2026</b>                                       |  |
| Percentage of Time Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                          |  |
| 35%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Under the direction of the Aviation Operations (AO) Deputy Chief (Assistant Chief with differential), the Fixed Wing Operations Division Chief 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 Sustainment and Compliance (CAP-S&C) 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 Fixed Wing Operations Division Chief will perform the following duties and responsibilities:<br><br>*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; host and attend a variety of meetings, lead specialized projects and taskings within function of program assigned. *Perform TAO Duty Chief responsibilities. |                                                                          |  |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | *The Fixed Wing Operations Division Chief will be responsible for all facets of the Fixed Wing Operations program and will provide supervision to staff which may include uniformed and analytical personnel. *The Division Chief will function within and be responsible for collaborating with AO staff in facilitating program direction and oversight of Fixed Wing Operations. *Oversight will include Air Base Operations, Aerial Supervision, Subject Matter Expert (SME) for Fire Traffic Area (FTA) procedures, Air Tactical Group Supervisor (ATGS) Field Training, Air Space Coordination, Fixed Wing Pilot orientation, Cadres and working groups.<br><br>*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.                                                                                                                                                                                                                                    |                                                                          |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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: <a href="#">Please see page 2.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                          |  |
| "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 _____                                                  |  |

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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16) - <b>PAGE 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Working Title of Position<br><b>Fixed Wing Operations Division Chief</b> |      |
| Percentage of Time Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                          |      |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | *Provide statewide program operational and functional oversight in coordination with CAP-S&C, Region, and CAL FIRE Units; perform statewide contracts, agreements, and policy oversight applicable to CAL FIRE aviation; oversee curriculum and procedure reviews, development and implementation; conduct research, evaluate and implement a variety of emerging or advanced technologies and operational capabilities; manage data and accountability systems; facilitate administrative processes, perform analysis, prepare reports, presentations and provide briefings to various levels of leadership and entities; conduct operational and administrative reviews. |                                                                          |      |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | *Perform as an aviation subject matter expert and liaison with other department offices and programs; assist with Serious Accident Review Team (SART) investigations and Occupational Safety & Health Administration (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.<br><br>Desirable Qualifications:<br>Desirable qualification and experience include aviation operational assignments and National Wildfire Coordinating Group (NWCG) or CAL FIRE aviation qualifications. Fixed Wing operational experience to include Air Attack Base Manager, Air Attack Base Battalion Chief, Aerial Supervision Module, ATGS Field Training Officer (FTO) and/or Final Evaluator (FE), Helicopter Coordinator (HLCO), Helitack, and UAS operational 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                          |      |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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: <b>Fixed Wing Operations Division Chief</b> is required to have an <b>Air Tactical Group Supervisor (ATGS)</b> qualification within currency requirements 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 Goggles (NVG) and Unmanned Aerial Systems (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 <input type="checkbox"/> Posted to Directory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Initials and Date                                                        |      |