STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

	Working Title of Position Air Tactical Aviation Officer - Pilot
	Division and/or Subdivision Aviation Management Unit
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 – Operations
	Position Number 542-065-1056-009
	Effective Date 3/17/25

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	The Aviation Management Unit (AMU) Aviation Officer II Operations (AOII O), Air Tactical Aviation Officer Pilot, as qualified, under the supervision and with delegated authority of the Senior Aviation Officer (SAO) to the Fixed-Wing Pilot Program Manager (FWPPM) will perform the following duties:
15%	*Accountable to FWPPM for administering the budget and provide management and oversight of Air Tactical Pilot program for the department.
15%	*Accountable to FWPPM for providing technical supervision and assistance in the selection of department pilots and contracted pilots assigned flight duties. *Develop and direct flight standardization and training programs for Air Tactical Pilots. *Ensure contracted pilots and aircraft meet or exceed the department's standards.
15%	*Accountable to FWPPM 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 are 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 on projects and emergency incidents. *Coordinate, monitor and evaluate the Air Tactical Pilot program. *Coordinate and schedule aircraft and pilots for administrative flights. *Advise the FWPPM and the department on aircraft sustainment and compliance related issues. *Ensure all Federal, State, and Department policies and procedures are adhered to.
10%	*Monitor the Air Tactical Pilot 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 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:

"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

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Working Title of Position
Air Tactical Aviation Officer - Pilot

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Function as the AMU 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 operations of departmental and contract exclusive use or call when needed aircraft. *Perform Operational Acceptance Check flights in the Department's aircraft. *Perform functional checks to ensure aircraft continue to meet prescribed flight characteristics.
5%	*Advise safety and maintenance on all aspects of aircraft flight and operations that may affect flight. *Advise airbases of aircraft operational use, airbase operations. *Advise on new pilot training, as well as recurrent training requirements for pilots. *Review and prepare a pilot training and standardization program. *Conduct State acceptance check flights after maintenance on Department aircraft.
5%	*Assist in acquiring aircraft, monitoring, evaluating, and making recommendations for improving equipment, safety, facilities, and the air program relative to Air Tactical Pilot program.
5%	*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 flight operations.
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 Department’s Air Tactical Pilot 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."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory _____ Initials and Date