



AVIATION OFFICER II (MAINTENANCE)

Exam Code: 2FS0101

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: January 12, 2022
FINAL FILING DATE: February 10, 2022
EXAM TYPE: OPEN
SALARY: \$6,942.00 - \$8,768.00
LOCATION: Sacramento

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **February 10, 2022** unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and you **MUST** submit the [Accommodation Request Form \(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resources' website. *You may submit your application by mail or in person.*
- A copy of your A & P Certificate

SUBMIT BY MAIL OR IN PERSON:

Department of Forestry and Fire Protection
710 Riverpoint Court
West Sacramento, CA 95605
Examination Unit – (Attn: Diana Valenciano)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **February 10, 2022**, will not be accepted for any reason.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

If using the United States Postal Service (USPS) for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination. Therefore, to ensure timely delivery of your application, it is recommended that you use either parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date."

EXAMINATION INFORMATION

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

STRUCTURED INTERVIEW (QUALIFICATIONS APPRAISAL PANEL) WEIGHTED AT 100%

In this type of examination candidates will be asked pre-determined, job-related questions by a two or three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

It is anticipated examination interviews will be held in **March/April 2022**.

PLEASE NOTE: All examination questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Aviation Officer II \(Maintenance\)](#) classification specification which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference.

CANDIDATES WHO DO NOT APPEAR FOR THE STRUCTURED INTERVIEW EXAMINATION WILL BE DISQUALIFIED.

MINIMUM QUALIFICATIONS

Possession of a valid Airframe and Powerplant (A&P) rating, and

EITHER I

One year of experience in the California state service performing the duties of an Aviation Officer I (Maintenance). (Applicants who have completed six months of service performing the duties of an Aviation Officer I (Maintenance) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

OR II

Three years of experience performing the duties of an A&P mechanic.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

ELIGIBLE INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination AND the notice to appear showing the scheduled date and time of the exam.

POSITION DESCRIPTION

Incumbents at this level provide guidance and direction to department staff and contractors in all phases of maintenance, modification, and care of State-owned and contracted aircraft, direct the overhaul and repair of aircraft, engines, and components for State-owned or contracted aircraft; conduct inspections of State-owned or contracted aircraft; and do other related work. Work described may be accomplished at both central maintenance facilities and remote operational locations; and will participate in or provide technical support for aviation accident investigations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Practical application of aircraft maintenance practices and procedures to provide guidance in maintaining State-operated aircraft.
2. Federal Aviation Administration and other regulations governing aircraft operation and maintenance (e.g., Part 135 operators, United States Forest Service, Department of the Interior, Military) to effectively maintain aircraft.
3. Necessary qualifications (e.g., airframe and powerplant certificate [A&P]) to enhance knowledge and skills in accordance with Federal and State regulations.
4. Research and application of approved technical data (e.g., aircraft maintenance publications, diagrams, drawings) to ensure effectiveness of Program.
5. Aircraft operations to ensure proper maintenance procedures are followed.
6. Department policies and procedures governing aircraft operation and maintenance to effectively maintain aircraft.

7. Equal Employment Opportunity (EEO) policies and procedures to ensure employees are protected from discrimination in the workplace.
8. The Department's safety procedures and programs (e.g., Injury and Illness Prevention Program, Violence in the Workplace, Workers' Compensation Program, California Occupational Safety Health Administration [CAL/OSHA]) to achieve workplace safety.
9. Department Code of Conduct to professionally represent the Department.
10. Proper grammar (e.g., spelling, punctuation, sentence structure) to ensure that written materials are complete, concise, and error-free.
11. Training requirements to ensure readiness of maintenance personnel.
12. Potential work hazards (e.g., ladders, propellers, wing walks) encountered during performance of duties for personal and personnel safety.
13. Parts certification requirements to ensure Department compliance with industry standards.
14. Aircraft accident investigation procedures to participate in aircraft accident investigations for the Department or allied agencies.
15. Interagency relationships (e.g., Federal, State, county, city governments) to ensure harmonious working relations.
16. Training techniques (e.g., classroom and online instruction, on-the-job training) and resources to ensure readiness of maintenance personnel.

Skill to:

1. Communicate effectively with personnel at the technical level required to perform the duties of the job.
2. Operate information technology devices (e.g., smartphones, computers, tablets) for correspondence, effective job performance, and communication.
3. Read, write, speak, and understand English to effectively apply Federal and inter-agency regulations, Department policies, and other publications in accordance with Federal Aviation Regulations.
4. Operate basic office equipment (e.g., fax machine, copier, scanner, computer) to perform the duties of the job.
5. Operate computer software (e.g., Microsoft Office Suite, Aviation Information Management System [AIMS], Aviation Management Unit system) to electronically compile and analyze data, produce reports, and manage operations.
6. Operate digital camera equipment to support aviation activities (e.g., accidents investigation, inspections).

Ability to:

1. Read, write, and understand English to communicate effectively.
2. Think and act independently, in the absence of supervision, to respond in a timely manner to the needs of the Department.
3. Follow oral and written directions for an effective job performance.

4. Schedule required maintenance on State-operated aircraft to ensure operational readiness.
5. Plan, organize, and direct the work of others in maintenance of State-operated aircraft to ensure operational readiness.
6. Manage time to effectively perform the duties of the job.
7. Coordinate multiple personnel and activities to ensure effective operation of Program.
8. Work independently with minimal supervision for an effective job performance.
9. Analyze situations and recommend an effective course of action for fire suppression and effective job performance in accordance with the Department's mission.
10. Operate electronic communication devices (e.g., smartphone, tablet, computer) to communicate effectively in a timely manner.
11. Work with diverse groups of individuals with varying levels of education and skills to accomplish daily tasks.
12. Prioritize multiple projects and deadlines to maintain operational readiness.
13. Maintain positive relationships with cooperating agencies to promote a cohesive and productive work environment.
14. Identify facility deficiencies (e.g., safety report, operational hazard report) for necessary improvements to maintain effective operations.
15. Read and understand reference manuals, training materials, data, and correspondence to acquire knowledge essential to the performance of the job.
16. Compose technical reports (e.g., standard inspection activity, investigation) to accurately report and summarize findings.
17. Interpret and extrapolate information from technical data (e.g., graphs, tables, charts, specifications, manuals, drawings) for maintaining State-operated and contracted aircraft.
18. Provide technical guidance to maintenance personnel to ensure airworthiness of State-operated or contracted aircraft.
19. Use technical vernacular to properly communicate with maintenance personnel and cooperative agencies.
20. Maintain positive stakeholder relationships to enable a cohesive working environment.
21. Prepare accurate, clear, and concise reports and correspondence for effective job performance.
22. Speak in public to effectively communicate Program needs.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination, pursuant to Government Code section 18973.1, effective January 1, 2014 as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the

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resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR Veterans Information](#).

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 894-9580

CALFIREexams@fire.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones
Equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is
reachable at

1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 894-9580, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CalHR Veterans Information](#), and the Application for Veterans' Preference Application for ([CalHR 1093](#)).