



SENIOR AVIATION OFFICER

0FS05

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: March 5, 2020
FINAL FILING DATE: April 3, 2020
EXAM TYPE: OPEN
SALARY: \$9,074.00 - \$10,405.00
LOCATIONS: 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 **April 3, 2020**, 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.*

SUBMIT BY MAIL OR IN PERSON:

Department of Forestry and Fire Protection
PO BOX 944246
Sacramento, CA 95244-2460
Examination Unit – (Attn: Diana Valenciano)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **April 3, 2020**, 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.

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 exam candidates will be asked pre-determined, job-related questions by a three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil. It is anticipated interviews will be held in April 2020.*

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

MINIMUM QUALIFICATIONS

Possession of the following certificates:

NOTE: YOU MUST PROVIDE A COPY OF THE CERTIFICATE NOTED IN NUMBERS 1 THROUGH 4 BELOW.

A valid and current second-class Airman's Medical Certificate issued by an FAA authorized examiner.

AND

1. A valid FAA Commercial Pilot Certificate with multi-engine land airplane and instrument ratings. **Or**
2. A valid FAA ATP Certificate with multi-engine land airplane ratings and instrument ratings. **Or**
3. A valid FAA Commercial Airman Certificate with a helicopter-rotorcraft class rating. **Or**
4. A valid ATP Certificate with helicopter-rotorcraft class rating.

AND

2,000 hours in-command of aircraft (fixed or rotary-wing).

NOTE: YOU MUST SHOW THE FOLLOWING INFORMATION ON YOUR APPLICATION OR ON AN ATTACHMENT AND MAY BE SUBJECT TO VERIFICATION FOR THE APPLICATION REVIEW PROCESS

- TOTAL NUMBER OF HOURS IN COMMAND OF A FIXED WING AIRCRAFT.
- TOTAL NUMBER OF HOURS IN COMMAND OF A ROTARY-WING AIRCRAFT.
- APPLICANTS MUST STATE WHAT RECORDS WERE USED TO PROVIDE THESE HOURS (E.G., LOG BOOKS, EMPLOYER'S RECORDS, ETC).

AND

Either I

1. One year of experience in the California state service performing the duties of an Aviation Officer III (Flight Operations) or an Aviation Officer III (Maintenance). **Or**
2. Two years of experience in the California state service performing the duties of an Aviation Officer II (Flight Operations) or an Aviation Officer II (Maintenance). **Or**
3. Five years of broad and extensive experience with direct oversight of the operations and/or maintenance of 15 or more aircraft, at least two years of which has been in a managerial capacity in military, government, or commercial air services.

Or II

Possession of a valid A&P rating **and** a valid (FAA) Inspection Authorization (IA)

AND

1. One year of experience in the California state service performing the duties of an Aviation Officer III (Flight Operations) or an Aviation Officer III (Maintenance).

Or

2. Two years of experience in the California state service performing the duties of an Aviation Officer II (Flight Operations) or an Aviation Officer II (Maintenance).

Or

3. Five years of broad and extensive experience with direct oversight for the operations and/or maintenance of 15 or more aircraft, at least two years of which has been in a managerial capacity in military, government, or commercial air services.

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 each phase of the examination AND the notice to appear showing the scheduled date and time of the exam.

POSITION DESCRIPTION

Incumbents at this level supervise, plan, organize, and direct CAL FIRE's Aviation Management Program and are responsible for the overall administration and oversight of the Aviation Management Program contractual agreements to assure adherence to terms and conditions, as well as performance; provide primary leadership for the Aviation Management Program; ensure that missions are conducted in a safe manner and in compliance with Federal, State, and Department regulations, and in compliance with manufacturer directives.

Incumbents approve minimum standards and contractual specifications; coordinate with CAL FIRES's Management Services on bid solicitation and the negotiation of contracts with aircraft operators; evaluate operational requirements of aerial firefighting aircraft; conduct boards of review on incidents and accidents involving aircraft and participate in joint-agency boards of review; represents the department in meetings, conferences, and public appearances related to the Aviation Management Program; maintain liaison with other governmental agencies, contractors, and other organizations; plan and administer the statewide budget for the entire Aviation Management Program; administer the Aviation Safety Program statewide; advise, consult, and make recommendations to department executive management concerning aviation policies and procedures; provide guidance and supervision to Aviation Officers; and do other related work. Incumbents may pilot aircraft as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. The English language and grammar to effectively communicate within the Department and with the public.
2. Department's policies and procedures, Federal Aviation Administration, National Transportation and Safety Board, and other regulations governing aircraft operation and maintenance (e.g. California Department of Transportation, United States Forest Service, Department of Interior, Military) to effectively maintain aircraft.
3. Repair station requirements needed in order to acquire and maintain a Part 145 Repair Station license enforced by the Federal Aviation Administration.
4. Mathematics (e.g., arithmetic, algebra, geometry) and statistics to complete various Department projects.
5. Bulletins and emergency directives to ensure compliance with industry standards and safe operating practices.
6. Available aviation weather reports and pertinent application to ensure safe flight operations.
7. Services contracts management policies and procedures (e.g., aircraft maintenance, pilot services, aircraft acquisition) to ensure compliance and appropriate enforcement.
8. Aviation terminology and principles for proper application to the job.
9. Aviation human factors (e.g., fatigue) to facilitate accident investigation and to ensure safe operation of State-operated aircraft.
10. The Chain of Command to effectively operate within the Department.
11. Proper grammar, spelling, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
12. Types of aircraft and their performance capabilities, characteristics, capacity for specialized modifications, and adaptability for Department use.
13. Types of aircraft and adaptability (e.g., performance capabilities, characteristics, capacity for specialized modifications) for Department use.

14. Safety precautions involved in aviation and maintenance (e.g., use of checklist, visibility minimums, performance planning) to ensure personal and public safety.
15. Aviation maintenance tracking software (e.g., Aviation Information Management System) to properly schedule maintenance of State-operated aircraft.
16. Department aircraft operations manual (e.g., Aviation Management Procedures Handbook) to maintain aircraft maintenance standards.
17. Interagency relationships (e.g., Federal, State, local Governments) to ensure cooperative working relations.
18. Department policies, procedures, and strategies to understand and accomplish the mission of the Department.
19. Ground operations of aircraft to ensure proper maintenance procedures are followed.
20. Various logistical methods to ensure operational readiness of the Aviation Management Program.
21. Aerial firefighting techniques and procedures to perform the Department's mission.
22. Currently installed avionics specialized equipment (e.g., tactical radios, moving map systems) to ensure effective utilization of equipment.
23. Department of Homeland Security requirements as applicable to State-operated aircraft and facilities.
24. State budgetary practices to ensure compliance with State regulations.
25. Principles and practices of supervision and management, including a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
26. Parts certification requirements to ensure Department compliance with industry standards.
27. Resources for aircraft design modifications to ensure current or future modifications comply with industry best practices.
28. Aircraft accident investigation procedures to participate in aircraft accident investigations for the Department and cooperative agencies.
29. Incident Command System to ensure safe integration in accordance with Department's mission.
30. Emerging technologies in aircraft equipment to recommend future upgrades for the fleet.
31. Incident-related maps and charts (e.g., operating plans, Incident Action Plans, Fire Traffic Area) to ensure safe aerial operations on incidents.
32. Practical application of aircraft maintenance practices and procedures to provide guidance in the maintenance of Department utilized aircraft.
33. Principles and practices of employee training, including determining training needs and evaluating results of training given to ensure an effective workforce.

34. Personnel management policies and procedures (e.g., Equal Employment Opportunity, Personnel Management Policy and Procedures Manual, Bargaining Unit Memorandum of Understanding) to ensure personnel compliance and appropriate enforcement.
35. Procurement management policies and procedures (e.g., Business Services Office, Acquisition Services, State Administrative Manual) to ensure compliance and appropriate enforcement.
36. Fire protection techniques, strategies, and principles to ensure the safety and preparedness of aviation personnel.
37. Industry standards to maintain licenses and credentials to comply with minimum qualifications of the position.
38. Department accounting procedures to ensure proper coding of contractual or procurement invoices.
39. Aviation maintenance trends and advancements to ensure program effectiveness.
40. Computer software (e.g., Microsoft Office, Maximo, Aviation Information Management System) to generate necessary data, documents, and correspondence.
41. Potential work hazards encountered during performance of duties for personal and personnel safety.
42. Motivational techniques to ensure staff are performing at their best abilities to ensure Program effectiveness.
43. Mediation techniques to resolve personnel conflicts to ensure Program maintains highest level of performance.
44. Contract management techniques to ensure compliance and appropriate enforcement of contractor obligations.
45. Operational Safety and Health Agency and Department requirements (e.g., Personal Protective Equipment, Material Safety Data Sheets, Injury Illness Prevention Program) to ensure personal safety.
46. Available vendors according to the Department of General Services supply chain to utilize available vendors and services.
47. The Department's progressive discipline policies and procedures to ensure personnel actions are in compliance with Department standards.
48. Federal, State, and Department rules, regulations, policies, procedures, and directives to make recommendations on use of specialized aircraft.
49. The Department's safety procedures and programs (e.g., Injury and Illness Prevention Program, Violence in the Workplace, Workers' Compensation Program, Operational Safety Health Agency) to achieve workplace safety.
50. State hiring policies and procedures to ensure compliance with State employment practices.
51. Various collective bargaining agreements to effectively manage State and contract personnel.
52. Flight Check procedures to ensure competency of State and contract pilots.
53. Functional Flight Check procedures to validate completed maintenance processes.

54. Research and application of approved technical data (e.g., aircraft maintenance publications, diagrams, drawings) to ensure effectiveness of Program.
55. Warehousing and inventory management policies and procedures to ensure compliance and appropriate enforcement.
56. Information technology management policies and procedures (e.g., procurement, internet, Standard Procurement List) to ensure compliance and appropriate enforcement.
57. Various office equipment (e.g., computer, fax, printer) to perform the duties of the job.
58. Telecommunication devices (e.g., telephone, smartphones, tablet) to perform the duties of the job.
59. Federal Excess Personal Property program as it pertains to the use and disposal of Federal Property to ensure compliance with Federal regulations.
60. Personnel services available (e.g., Employee Assistance Program, Employee Support Services, training resources) to provide resources to personnel.
61. Instructional techniques in basic maneuvers, aerial firefighting, and ground training to ensure safe operation of State-operated aircraft.

Skill to:

1. Read, write, and understand English to effectively apply Federal Aviation Administration regulations, Department policies, and other publications in accordance with Federal regulations.
2. Perform basic analysis in reviewing and assessing technical and administrative data.
3. Implement the Incident Command System at the level necessary for appropriate all-hazard response.
4. Operate computer software (e.g., Microsoft Office, Internet Explorer, Access) to electronically compile and analyze data, produce reports, and manage operations.
5. Operate aircraft to commercial standards by utilizing the Federal Aviation Administration Pilot Practical Test Standards.
6. Conduct aerial firefighting activity in aircraft in accordance with established Department and interagency standards, policies, and procedures.
7. Effectively coordinate adequate inventory stock levels at multiple locations throughout the State.

Ability to:

1. Plan and direct the work of subordinate personnel, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.
2. Follow oral and written directions for an effective job performance.
3. Make timely decisions in response to the immediate needs of the Department.
4. Prepare accurate, clear, concise, and well-written reports and correspondence for an effective job performance.

5. Read, write, and understand English to apply Federal Aviation Administration regulations and communicate effectively.
6. Prioritize multiple projects and deadlines to maintain operational readiness.
7. Maintain positive stakeholder relationships to support a cohesive working environment.
8. Perform mathematical computations (e.g., arithmetic, algebra, geometry) to perform the duties of the job.
9. Plan, organize, and direct the work of others in the administration of program maintenance and operation of aircraft types used by the Department.
10. Manage personnel effectively to ensure the Aviation Management Program needs are met.
11. Communicate effectively with Aviation Program personnel at the technical level required to perform the duties of the job.
12. Find solutions to hazards or risks identified with aviation activities to prevent accidents or injuries.
13. Identify root causes of problems to ensure long-term solutions for the effective management of the Program.
14. Forecast the needs of the Program to ensure operational readiness.
15. Maintain composure in stressful situations.
16. Speak in public to effectively communicate Program needs.
17. Identify facility deficiencies for necessary improvements to maintain effective operations.
18. Perform evaluations (e.g., aircraft, aircraft accessories, pilots) to assess the adequacy and meet current and future Department needs.
19. Maintain cooperative working relationships with other government agencies, contractors, and fellow employees.
20. Manage time in order to effectively perform the duties of the job.
21. Make decisions under extreme conditions (e.g., deadlines, dangerous surroundings) and evaluate the effectiveness of the decisions made.
22. Recognize hazardous situations and conditions (e.g., illegal activities, animals, unsafe surroundings) to ensure personnel safety.
23. Interpret and extrapolate information from technical data (e.g., graphs, tables, charts) for the purpose of maintaining State-operated aircraft.
24. Interpret technical data (e.g., specifications, manuals, drawings) for the purpose of maintaining State and Contractor operated aircraft.
25. Research and apply technical data for the purpose of maintaining State and Contractor operated aircraft.
26. Think and act independently, in the absence of supervision, to respond in a timely manner to the needs of the Department.
27. Develop corrective action plans to ensure operational readiness.
28. Identify hazards and risks associated with aviation activities.
29. Provide technical guidance to Forestry Fire Pilots, contract pilots, and other cooperative agencies (e.g., Counties, United States Forest Service, Department of Interior) to ensure safe operations of aircraft.
30. Analyze situations and recommend an effective course of action.

31. Read and understand reference manuals, training materials, data, and correspondence to acquire knowledge essential to perform the job.
32. Apply analytical principles to review and assess technical and administrative data to develop reports, briefings, and other documents as necessary.
33. Mentor staff for workforce succession planning.
34. Coordinate response of aircraft based on current fire behavior and conditions.
35. Provide technical guidance to aviation personnel, and other cooperative agencies (e.g., Counties, United States Forest Service, Department of Interior).
36. Oversee, manage, and prioritize aircraft maintenance inspection schedules and appraisals of aircraft, aircraft accessories, and maintenance personnel to assess the adequacy to meet current and future Department needs.
37. Coordinate unscheduled maintenance activities on State-operated aircraft to ensure operational readiness.
38. Assess technical and administrative data to develop reports, briefings, and other documents.
39. Schedule maintenance Functional Check Flights in accordance with Department procedures.
40. Operate electronic communication devices (e.g., smartphones, computers, tablets) in order to communicate in a timely manner.
41. Apply mediation techniques to resolve interpersonal conflicts within the unit.
42. Schedule pilots for flight operations in accordance with the Department procedures.
43. Write technical reports (e.g., standard inspection activity, investigation) to accurately report and summarize findings.
44. Coordinate diverse groups of individuals with varying levels of education and skills.
45. Diagnose mechanical irregularities to ensure operational readiness.
46. Develop, implement, and revise standard flight operation procedures to meet the needs of the Program.

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 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the 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 [CAL HR Veterans Information](#) , and the [Department of Veterans Affairs](#).

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 445-7824
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) 445-7824, 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 [CAL HR Veterans Information](#), and the Application for Veterans' Preference Application for (CalHR 1093). Additional information is also available on the [Department of Veterans Affairs](#) website.