



AVIATION OFFICER III (FLIGHT OPERATIONS)

9FS0302

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: August 30, 2019
FINAL FILING DATE: September 30, 2019
EXAM TYPE: Open
SALARY: \$7,480.00 - \$9,456.00
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 **September 30, 2019** 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/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

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
1300 U Street
Sacramento, CA 95818
Examination Unit – (Attn: Daniel Bluford)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **September 30, 2019** 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 exams/interviews will be held in **October/November 2019**.

CANDIDATES WHO DO NOT APPEAR FOR THEIR INTERVIEW EXAM WILL BE DISQUALIFIED.

MINIMUM QUALIFICATIONS

Possession of the following certificates:

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 Airline Transport Pilot (ATP) Certificate with multi-engine land airplane ratings and instrument ratings. **or**
3. A valid FAA Commercial Airman Certificate with a helicopter-rotocraft class rating. **or**
4. A valid ATP Certificate with helicopter-rotocraft class rating.

NOTE: YOU MUST PROVIDE A COPY OF YOUR CERTIFICATE(S) NOTED ABOVE

AND

1,500 hours in-command of aircraft (fixed- or rotary-wing).

NOTE: YOU MUST SHOW THE FOLLOWING INFORMATION ON YOUR APPLICATION OR ON AN ATTACHMENT:

- **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 BOOK, EMPLOYERS' RECORDS, ETC.).

EITHER I

One year of experience in the California state service performing the duties of an Aviation Officer II (Flight Operations) or Aviation Officer II (Maintenance). (Applicants who have completed six months of service performing the duties of an Aviation Officer II (Flight Operations) or Aviation Officer II (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

Two years of experience in government service performing watershed and fire protection duties which have included a full-time assignment as a base manager or an air attack coordinator during the declared fire season.

OR III

Five hundred additional hours in command of either fixed- or rotary-wing aircraft performing low-level missions (e.g., wildland fire control, external loads, medi-vac operations, search and rescue, aerial surveys, etc.).

AND

One year experience in developing and directing training programs for pilot proficiency in use of aircraft in specialized air operations; or managerial experience in military, government, or commercial air services.

NOTE: APPLICANTS QUALIFYING UNDER PATTERN III ABOVE MUST PROVIDE THE NUMBER OF HOURS IN COMMAND OF EITHER FIXED- OR ROTARY-WING AIRCRAFT PERFORMING LOW-LEVEL MISSIONS. YOU MUST ALSO DESCRIBE IN DETAIL THE TYPE OF MISSION (E.G., WILDLAND FIRE CONTROL, EXTERNAL LOADS, MEDI-VAC OPERATIONS, SEARCH AND RESCUE, AERIAL SURVEYS, ETC.) AND THE TYPE OF AIRCRAFT (E.G., FIXED- OR ROTARY-WING).

APPLICANTS MUST STATE WHAT RECORDS WERE USED TO PROVIDE THESE HOURS (E.G., LOG BOOK, EMPLOYERS' RECORDS, ETC.).

ANY SUBMITTED INFORMATION MAY BE SUBJECT TO VERIFICATION FOR THE APPLICATION REVIEW PROCESS AND/OR CANDIDATES MAY BE REQUIRED TO BRING SUPPORTING DOCUMENTATION TO THE QUALIFICATIONS APPRAISAL INTERVIEW.

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 plan and direct departmental staff and contractors in the use of aircraft; perform contract development, implementation, and administration; provide advice and counsel to the Senior Aviation Officer regarding aircraft operations; recommend and assist in developing policies and guidelines in all phases of flight operation for State-owned and contracted aircraft; develop, implement, and oversee flight standards and training programs; ensure that all pilots who fly department aircraft comply with minimum training and proficiency requirements; as needed, act as relief and primary pilot of State-owned and contracted aircraft in the performance of fire suppression and vegetation management projects; provide technical assistance to aircraft accident investigative teams and may recommend policy changes as a result; assist in the acquisition of aircraft; monitor, evaluate, and make recommendations for improving aircraft equipment, safety equipment, and the air program relative to flight operations; plan and administer the budget for the flight operations program; and do other related work. This classification will provide guidance and function as a lead person to Aviation Officers II (Flight Operations) in carrying out their duties.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Available aviation weather reports and pertinent application to ensure safe flight operations.
2. Practical application of aircraft operation practices and procedures to perform and provide guidance and standardization in the operation of Department utilized aircraft.
3. CAL FIRE, Federal Aviation Regulations, and other governing aircraft operations (e.g., California Department of Transportation, U.S. Forest Service, Department of Interior, military) to ensure program compliance.
4. The English language and grammar to effectively communicate within the Department and with the public.
5. Aviation terminology and principles for proper application to the job.
6. Safety precautions involved in aviation and maintenance (e.g., use of checklist, visibility minimums, performance planning) to ensure personal and public safety.

7. Federal, State, and Department rules, regulations, procedures, and directives to make recommendations on use of specialized aircraft.
8. Aviation notifications (e.g., Service Bulletins, Airworthiness Directives, memorandums) to ensure compliance with industry standards and safe operating practices.
9. Instructional techniques in basic maneuvers, aerial firefighting, and ground training to instruct and evaluate flight staff in flight operation procedures to meet the needs of the program.
10. Operational duties to be able to train pilots and aviation crews to ensure compliance with Department standards and safe operating practices.
11. Computer software (e.g., Microsoft Office Suite) for generation of necessary data, documents, and correspondence to perform duties of the job.
12. Aviation human factors (e.g., fatigue, attitude, physiological) to facilitate accident investigation and to assure safe operation of State-operated aircraft.
13. Various office equipment (e.g., computer, fax, printer) to perform the duties of the job.
14. Various telecommunication devices (e.g., telephone, smartphone, tablet) to perform the duties of the job.
15. Currently installed avionics specialized equipment (e.g., tactical radios, moving map systems) to ensure effective utilization of equipment.
16. Flight check procedures to ensure competency of State and contract pilots.
17. Various training techniques, resources, and requirements to ensure readiness of aviation personnel.
18. Types of aircraft and their performance capabilities, characteristics, capacity for specialized modifications, and adaptability for Departmental use.
19. Proper grammar, spelling, punctuation, and sentence structure to ensure written materials are complete, concise, and error-free.
20. Fire suppression tactics, policies and procedures to ensure the safety and preparedness of program personnel.
21. Inter-agency relationships to ensure safe and efficient operation and coordination in support of the Department mission.
22. Personnel management techniques to effectively direct staff.
23. Aviation Information Management System (AIMS) to manage daily Aviation Programs and aviation related operations to ensure compliance with CAL FIRE's mission and Department policies and procedures.

Skill to:

1. 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.
2. Operate aircraft to commercial standards by utilizing the Federal Aviation Regulations and inter-agency Pilot Practical Test Standards.
3. Communicate effectively in writing and verbally to Aviation personnel at a technical level required to perform the duties of the job.

4. Operate information technology devices (e.g., smartphones, computers, tablets) for correspondence, effective job performance, and communication.
5. Operate computer software (e.g., Microsoft Office Suite) to electronically compile and analyze data, produce reports, and manage operations.
6. Operate basic office equipment (e.g., copier, fax, printer) to perform the duties of the job.
7. Develop, implement, and revise standard flight operation procedures to meet the needs of the program.
8. Mentor subordinates on a professional level to promote career advancement to maintain institutional knowledge in accordance with Department policies and procedures.
9. Provide oversight of multiple programs simultaneously to maintain effective and efficient operations.
10. Manage assigned Aviation Officers to maintain effective and efficient operations.

Ability to:

1. Maintain the physical health requirements needed to meet the standards of a Class II physical.
2. Work independently with minimal supervision for an effective job performance.
3. Read and write to effectively exchange information and accomplish daily tasks.
4. Follow oral and written directions for an effective job performance.
5. Make decisions under extreme situations (e.g., deadlines, dangerous surroundings) and evaluate the effectiveness of the decisions made to ensure safe and effective operations.
6. Operate aircraft in accordance with Department, Federal, and industry standards.
7. Maintain positive relationships with cooperating agencies to promote a cohesive and productive work environment.
8. Work with diverse groups of individuals with varying levels of education and skills to accomplish daily tasks.
9. Prepare accurate, clear, and concise reports and correspondence for effective job performance.
10. Analyze situations and recommend an effective course of action for fire suppression and effective job performance in accordance with the Department's mission.
11. Read and understand reference manuals, training materials, data, and correspondence to acquire knowledge essential to the performance of the job.
12. To plan, organize, and direct the work of others in operation of aircraft types used by CAL FIRE in the Department's mission.
13. Provide technical guidance to Forestry Fire Pilots, contract pilots, and other cooperative agencies (e.g., counties, U.S. Forest Service, Department of Interior) to ensure safe and effective operation of aircraft.

14. Forecast the needs of the program to ensure operational readiness.
15. Use technical terminology to properly communicate with aviation personnel and cooperative agencies.
16. Compose technical reports (e.g., standard inspection activity reports, investigation reports) to accurately report and summarize findings.
17. Assess technical and administrative data to develop reports, briefings, and other documents.
18. Recognize hazardous situations and conditions (e.g., illegal activities, animals, unsafe surroundings) to ensure personnel safety.
19. Maintain cooperative working relationships with contractors and fellow employees to maintain a cohesive work environment.
20. Maintain cooperative working relationships with subordinates to maintain a cohesive working environment.
21. Coordinate and direct diverse groups of individuals with varying levels of education and skills.
22. Prioritize tasks based on criticality to ensure effective management of the program.
23. Make timely decisions to respond to the immediate needs of the Department.
24. Maintain positive stakeholder relationships to enable a cohesive working environment.
25. Coordinate the aviation fleet in response to fire behaviors and conditions.
26. Identify sources of conflict to ensure long-term solutions for effective management of the program.
27. Schedule pilots for flight operations in accordance with the Department needs.
28. Perform inspections and appraisals of aircraft, aircraft accessories, and pilots to assess the adequacy to meet current and future Departmental needs.
29. Mentor staff for work force succession planning.
30. Advance, maintain, and complete multiple projects simultaneously to ensure operational readiness and efficiency 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.