



## AVIATION OFFICER III (FLIGHT OPERATIONS)

Exam Code: 5FS0102

Department(s):	Department of Forestry & Fire Protection
Opening Date:	04/27/2015
Closing Date:	05/22/2015
Type of Recruitment:	Open - Nonpromotional
Salary:	\$6,910 - \$8,736
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Spot - Sacramento

### EEO

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.

### DRUG FREE STATEMENT

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 SHOULD APPLY?

Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.

### FILING INSTRUCTIONS

Final Filing Date: **May 22, 2015**.

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at: [State Application](#). Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

#### **MAIL:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Susan Dobson)  
P.O. Box 944246  
Sacramento, CA 94244-2460

#### **SUBMIT IN PERSON:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Susan Dobson)  
1300 U Street  
Sacramento, CA 95818

**Note:** Applications **will not** be accepted via e-mail.

Applications postmarked or personally delivered after the final filing date, **May 22, 2015**, will not be accepted for any reason.

## RECRUITMENT SURVEY

As part of the application process, please follow [this web link](#) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at [http://calfire.ca.gov/about/about\\_careers\\_exams.php](http://calfire.ca.gov/about/about_careers_exams.php).

## 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.

## SALARY INFORMATION

\$6,910.00 - \$8,736.00

## 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

All applicants must meet the education and/or experience requirements for this examination by **May 22, 2015**, the final filing date.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

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.

## 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.).**

and

**“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.**

## **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.

## **EXAMINATION INFORMATION**

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **July/August 2015**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

## KNOWLEDGE, SKILLS, AND ABILITIES

### Scope:

### Knowledge of:

1. Practical application of aircraft operation practices and procedures to perform and provide guidance and standardization in the operation of Department utilized aircraft.
2. CAL FIRE, Federal Aviation Administration, and other regulations governing aircraft operations (e.g., California Department of Transportation, U.S. Forest Service, Department of Interior, military) to ensure program compliance.
3. Aviation terminology and principles for proper application to the job.
4. Federal, State, and Department rules, regulations, procedures, and directives to make recommendations on the use of specialized aircraft.
5. Types of aircraft and their performance capabilities, characteristics, capacity for specialized modifications and adaptability for Department use.
6. Department Aviation Handbook to ensure compliance with Department policies and procedures.
7. Department policies, procedures, and strategies to understand and accomplish the mission of the Department.
8. Computer software (e.g., Microsoft Office, Maximo) for generation of necessary data, documents, and correspondence to perform duties of the job.
9. Operational duties to be able to train pilots of fixed-wing aircraft.
10. Operational duties to be able to train pilots of rotary-wing aircraft.
11. Personnel management techniques to effectively direct staff.
12. Various collective bargaining agreements to effectively manage State and contract personnel.
13. Aviation notifications (e.g., bulletins, emergency directives, memos) to ensure compliance with industry standards and safe operating practices.
14. English language and grammar to effectively communicate within the Department and with the public.
15. Interagency relationships to ensure safe and efficient operation in support of the Department's mission.
16. Instructional techniques in basic maneuvers, aerial firefighting, and ground training to instruct flight staff in flight operation procedures.
17. Aviation human factors (e.g., fatigue) to facilitate accident investigation and to assure safe operation of State-operated aircraft.

### Skill to:

1. Read, write, and understand English to effectively apply Federal and interagency regulations, Department policies, and other publications in accordance with Federal Aviation Administration regulations.
2. Operate aircraft to commercial standards by utilizing the Federal Aviation Administration Pilot Practical Test Standards.
3. Communicate effectively to Aviation personnel at a technical level required to perform the duties of the job.
4. Operate desktop software (e.g., Microsoft Office, Internet Explorer) to electronically compile and analyze data, produce reports, and manage operations.

### Ability to:

1. Read and write to effectively exchange information and accomplish daily tasks.
2. Operate aircraft in accordance with Department, Federal and industry standards.
3. Maintain positive relationships with cooperating agencies to promote a harmonious and productive work environment.
4. Work with diverse groups of individuals with varying levels of education and skills.
5. Read and understand reference manuals, training materials, data, and correspondence to acquire knowledge essential to the performance of the job.
6. Organize the work of others in operation of aircraft types used by CAL Fire in the Department's mission.
7. Maintain cooperative working relationships with contractors and fellow employees.
8. Maintain positive stakeholder relationships to enable a cohesive working environment.
9. Coordinate the fleet in response to fire behaviors and conditions.
10. Prepare accurate, clear, concise reports and correspondence for an effective job performance.
11. Use technical vernacular in order to properly communicate with aviation personnel and cooperative agencies.

## VETERANS PREFERENCE

Will be awarded in 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, 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

## CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to participate in assigned special projects; to learn and adapt (e.g., new techniques, new regulations, new procedures); to accept new responsibilities; to perform duty officer responsibilities; to travel; to wear personal protective equipment (PPE); to wear a uniform; to maintain uniform in accordance with uniform maintenance standards; to work with diverse personalities; to participate in emergency response; to maintain composure in stressful situations; to work in a group setting; to take direction; to maintain necessary licenses and certifications; to adapt to changing situations; to work independently; to be open to the principles of Crew Resource Management in aircraft operations; to work with people from diverse background with varying levels of education and skill; to learn job specific information to perform the duties of the job; to coordinate the work of others; to assume diverse responsibilities; to maintain a personal appearance in compliance with the department grooming standards; to stay in good physical condition; to work long and irregular hours including weekends and holidays; to work in non-ideal environments (e.g., hot, smoky, low visibility, stressful); to take on multiple responsibilities; to work non-scheduled hours, including weekends and holidays; to participate in accident investigations; to direct the work of others; to engage in public speaking; to work in severe weather conditions and to work in hazardous conditions.

## ADDITIONAL DESIRABLE QUALIFICATIONS

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

## CONTACT INFORMATION

Department of Forestry and Fire Protection  
P.O. Box 944246  
Sacramento, California 94244-2460  
(916) 445-7824

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)

## DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/6877.aspx>

## GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

**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 testing Department** 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.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**Career Credits:** In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

**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.