

## **REVISED EXAMINATION ANNOUNCEMENT**

EXAM TITLE: SENIOR AVIATION OFFICER  
EXAM CODE: 6FS04  
EXAM BASE: OPEN - NONPROMOTIONAL  
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
FINAL FILING DATE: August 12, 2016\*  
INTERVIEWS: SEPTEMBER/OCTOBER 2016

The bulletin announcing the above examination has been amended as follows:

\*The final filing date has been extended to August 12, 2016. Applications must be postmarked no later than August 12, 2016.

Please do not resubmit an application if you have already applied for this examination.



## SENIOR AVIATION OFFICER

Exam Code: 6FS04

Department(s):	Department of Forestry & Fire Protection
Opening Date:	07/29/2016
Closing Date:	08/12/2016
Type of Recruitment:	Open - Nonpromotional
Salary:	\$8,384 - \$9,614
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: **August 12, 2016**

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, **August 12, 2016**, 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).

Note: "this web link" will redirect the applicant to the Survey Monkey recruitment form.

## 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

\$8,384.00 - \$9,614.00

## 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 **August 12, 2016**, 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 THE CERTIFICATE NOTED IN NUMBERS 1 THROUGH 4 ABOVE.**

**and**

2,000 hours total pilot- in-command or fixed or rotary-wing aircraft.

**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.).**

**THIS INFORMATION MAY BE SUBJECT TO VERIFICATION FOR THE APPLICATION REVIEW PROCESS**

and

“Either”

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

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

Five or more 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 Airframe and Powerplant (A&P) rating

and

A valid Federal Aviation Agency (FAA) Inspection Authorization (IA).

and

“Either”

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

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

Five or more 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.

## 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 FIRE’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.

## EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **September/October 2016**.

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. Operational Safety and Health Agency and Department requirements to ensure personal safety.
2. CAL FIRE, Federal Aviation Administration, National Transportation and Safety Board, and other regulations governing aircraft operation and maintenance to effectively maintain aircraft.
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 adaptability for Department use.
6. Industry standards to maintain licenses and credentials to comply with minimum qualifications of the position.
7. Aviation maintenance trends and advancements to ensure program effectiveness.
8. Computer software to generate necessary data, documents, and correspondence.
9. Principles and practices of employee training, including determining training needs and evaluating results of training given to ensure an effective workforce.
10. Incident-related maps and charts to assure safe aerial operations on incidents.
11. Contract management techniques to ensure compliance and appropriate enforcement of contractor obligations.
12. Various collective bargaining agreements to effectively manage State and contract personnel.
13. Bulletins and emergency directives 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. Proper grammar, spelling, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
16. Mathematics to complete various Department projects.
17. Repair station requirements needed in order to acquire and maintain a 145 Repair Station license enforced by the Federal Aviation Administration.
18. Inventory management policies and procedures to ensure compliance and appropriate enforcement.
19. Aviation human factors to facilitate accident investigation and to assure safe operation of State-operated aircraft.
20. Aircraft accident investigation procedures to participate in aircraft accident investigations for the Department and allied agencies.
21. Ground operations of aircraft to ensure proper maintenance procedures are followed.
22. Various logistical methods to ensure operational readiness of the program.
23. Potential work hazards encountered during performance of duties for personal and personnel safety.
24. Mediation techniques to resolve potential personnel conflicts to ensure program maintains highest level of performance.
25. Emerging technologies in aircraft equipment to recommend future upgrades for the fleet.

### 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. Effectively coordinate adequate inventory stock levels at multiple locations throughout the State.
4. Operate desktop software to electronically compile and analyze data, produce reports, and manage operations.

**Ability to:**

1. Read, write and understand English to communicate effectively.
2. Operate aircraft in accordance with Department, Federal and industry standards.
3. Think and act independently, in the absence of supervision, to respond in a timely manner to the needs of the Department.
4. Coordinate diverse groups of individuals with varying levels of education and skills.
5. Make timely decisions to respond to the immediate needs of the Department.
6. Manage time in order to effectively perform the duties of the job.
7. Prioritize multiple projects and deadlines in order to maintain operational readiness.
8. Plan the work of others in the administration of program maintenance and operation of aircraft types used by CAL Fire in the Department's mission.
9. Communicate effectively with Aviation personnel at the technical level required to perform the duties of the job.
10. Identify hazards and risks associated with aviation activities.
11. Identify facility deficiencies for necessary improvements to maintain effective operations.
12. Analyze situations and recommend an effective course of action.
13. Recognize hazardous situations and conditions to ensure personnel safety.
14. Maintain composure in stressful situations.
15. Maintain positive stakeholder relationships to enable a cohesive working environment.
16. Maintain cooperative working relationships with other government agencies, contractors, and fellow employees.
17. Provide technical guidance to Forestry Fire Pilots, contract pilots, and other cooperative agencies to ensure safe operations of aircraft.
18. Manage employees effectively to ensure program needs are met.
19. 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.
20. Read and understand reference manuals, training materials, data, and correspondence to acquire knowledge essential to perform the job.
21. Apply analytical principles to review and assess technical and administrative data to develop reports, briefings, and other documents as necessary.
22. Prepare accurate, clear, concise, and well-written reports and correspondence for an effective job performance.
23. Perform mathematical computations in order to perform the duties of the job.
24. Forecast the needs of the program to ensure operational readiness.
25. Provide technical guidance to aviation personnel and other cooperative agencies.
26. Find solutions to hazards or risks identified with aviation activities to prevent accidents or injuries.
27. Schedule pilots for flight operations in accordance with the Department procedures.
28. Organize the work of others in the administration of program maintenance and operation of aircraft types used by CAL FIRE in the Department's mission.
29. Direct the work of others in the administration of the program maintenance and operation of aircraft types used by CAL FIRE in the Departments mission.
30. Apply mediation techniques to resolve interpersonal conflicts within the Unit.

**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 manage people; to take on multiple responsibilities; to take on increasing responsibilities; to participate in required training; participate in emergency response; to maintain necessary licenses and certifications; to teach and mentor others; to take direction from others; to work in a group setting; to work independently; to work with people from diverse backgrounds with varying levels of education and skills; to participate in accident investigations; participate in conflict resolution and to participate in special projects to meet the Department's needs.

## 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.