

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

AERONAUTIC SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for an aeronautical program or specialty area, or as an administrative assistant to an administrator. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There is one classification in this job.

Position Code Title - Aeronautic Specialist-2

Aeronautic Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Coordinates introduction of aviation and aerospace subjects for elementary, secondary, college and continuing education level programs.

Develops and maintains a resource center of aviation education, management, and accident prevention training materials for public use. Assists or advises in preparation and implementation of aviation programs in elementary and secondary schools, aviation schools, colleges and universities.

Assists in coordinating and making presentations at teacher in-service programs and workshops.

Responds to public inquiry.

Develops, coordinates, and presents accident prevention programs to pilots, mechanics, airport managers, and other aviation personnel.

Advises, sponsors, and monitors aviation events.

Advises management of aviation schools about safety procedures and programs.

Authors and edits articles and reports on aviation issues.

Coordinates and maintains a schedule of aviation events in the state.

Reviews aircraft accident reports to determine areas necessary for pilot education.

Confers with Federal Aviation Administration (FAA) and National Transportation Safety Board (NTSB) regarding aircraft accidents.

Conducts safety related seminars.

Ensures the work quantity and quality for a specific aeronautic program by requiring strict adherence to methods and procedures.

Conducts inspections of airports, heliports, and seaplane bases in the state to ensure adherence to licensing standards.

Inspects aviation schools for conformance with state laws, rules, and regulations.

Confers with airport and local governmental officials relative to compliance with state and federal laws and regulations relating to approach maintenance, approach clearing, runway marking, use of donated airport property, and other airport-related matters.

Reviews airport operations and records to ascertain compliance with federal and state laws.

Inspects aircraft operating within the state to verify that they comply with state aircraft regulations.

Conducts investigations of aircraft accidents.

Advises and consults on airport management issues.

Investigates complaints of violations of the aeronautics code.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Knowledge of methods of planning, developing and administering programs.

Knowledge of the principles and practices of aviation.

Knowledge of the operation and repair of aircraft and aircraft engines.

Knowledge of airport operations.

Knowledge of aerodynamics, navigation, and meteorology.

Knowledge of state and federal laws, rules, and regulations related to aviation.

Knowledge of aviation safety requirements, enforcement, inspection procedures and techniques.

Knowledge of teaching and instruction methods techniques.

Knowledge of state and federal laws, rules, and licensing requirements related to aviation schools, instructors, flying clubs, and airports.

Knowledge of aviation safety requirements and enforcement.

Knowledge of the sources for obtaining aviation education and accident prevention education information.

Knowledge of reporting methods and techniques.

Ability to obtain and evaluate facts from inspection and investigation.

Ability to prepare education and safety materials for pilots, mechanics, and technicians on aviation related topics to various audiences.

Ability to evaluate the effectiveness of safety programs.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to maintain favorable public relations.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

Some jobs require travel

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

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Four years of professional experience as an aviation specialist, airplane pilot, air traffic controller, certified flight instructor, airport manager, aviation consultant, or equivalent experience in aviation safety, training, education, inspection or airport planning; and completion of 500 hours of flying time, 150 hours of which must have been in the last two years.

Alternate Education and Experience

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Five years of full-time experience as a certified flight instructor, airport manager, or aviation consultant, airplane pilot, air traffic controller, or equivalent experience in aviation safety, training, education and inspection, or airport planning may be substituted for the education requirement. This is in addition to the experience requirements listed above.

Special Requirements, Licenses, and Certifications

Possession of a current pilot's license

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

AERONCSPL

Job Code Description

AERONAUTIC SPECIALIST

Position Title

Aeronautic Specialist-2

Position Code

AEROSPL2

Pay Schedule

H21-014

SA

10/25/2015