

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

METEOROLOGIST

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to evaluate and forecast air pollution data and provide climatological information for agricultural purposes.

There are four classifications in this job.

Position Code Title – Meteorologist-E

Meteorologist 9

This is the entry level. As a trainee, the employee carries out a range of professional meteorologist assignments while learning the methods of the work.

Meteorologist 10

This is the intermediate level. The employee performs an expanding range of professional meteorologist assignments in a developing capacity.

Meteorologist P11

This is the experienced level. The employee performs a full range of professional meteorologist assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Meteorologist-A

Meteorologist 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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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.

Calculates air quality effects at different emission levels; uses inventories of emission sources, meteorological and topographical data, and population.

Analyzes meteorological and air pollution data and prepares pollution forecasts.

Analyzes and evaluates climatological factors to develop short and long-range forecasts of air pollution.

Maintains records of pollution levels, and advises officials as to when to declare air pollution alerts.

Conducts air pollution and climatological studies and prepares technical reports and articles.

Operates, calibrates and maintains specialized scientific equipment in climatological observation stations.

Selects weather observation sites and maintains and periodically checks instrument calibrations.

Participates in research projects related to air resource management, including such factors as industrial zoning, and trends in growth of industry and population.

Assists federal, state, county and local governments, industries, research institutions and citizens with meteorological and climatological problems.

May provide guidance and information to consultants and businesses submitting air pollution modeling to the state.

Appears at hearings, depositions and in court actions as an expert to explain and illustrate air pollution data.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Meteorologist 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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Meteorologist 12 (Senior Worker)

Performs on a regular basis professional meteorologist assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the fundamental physical and mathematical sciences underlying the science of meteorology.

Knowledge of meteorology, with emphasis of atmospheric conditions.

Knowledge of standard meteorological equipment and its application to meteorological studies.

Knowledge of information sources in meteorology and climatology.

Knowledge of surface and upper air analysis techniques.

Knowledge of the principles and techniques used in climatological studies.

Knowledge of the principles of weather forecasting.

Ability to apply knowledge of meteorology and climatology to specific work situations, activities and techniques.

Ability to collect and interpret meteorological, climatological and air pollution data.

Ability to conduct air pollution and climatological research.

Ability to make long and short-range weather forecasts.

Ability to operate and maintain scientific and meteorological equipment.

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

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

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Additional Knowledge, Skills, and Abilities

Meteorologist 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in meteorology.

Experience

Meteorologist 9

No specific type or amount is required.

Meteorologist 10

One year of professional experience in carrying out meteorological activities directed toward evaluating and forecasting air pollution and climatological data equivalent to a Meteorologist 9.

Meteorologist P11

Two years of professional experience in carrying out meteorological activities directed toward evaluating and forecasting air pollution and climatological data equivalent to a Meteorologist, including one year equivalent to a Meteorologist 10.

Meteorologist 12

Three years of professional experience in carrying out meteorological activities directed toward evaluating and forecasting air pollution and climatological data equivalent to a Meteorologist, including one year equivalent to a Meteorologist P11.

Special Requirements, Licenses, and Certifications

None.

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

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

METORLGST

Job Code Description

Meteorologist

Position Title

Meteorologist-E

Meteorologist-A

Position Code

METOGSTE

METOGSTA

Pay Schedule

H21-001

H21-009

ECP Group 2
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TeamLeaders