

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

METEOROLOGY SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a meteorology program or specialty area, or as an administrative assistant to an administrator or executive. 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 are two classifications in this job.

Position Code Title - Meteorology Specialist-2

Meteorology 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.

Position Code Title - Meteorology Specialist-3

Meteorology Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau 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 procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Analyzes meteorological and air pollution data and prepares pollution forecasts.

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

Analyzes and evaluates climatological factors in making short-range and long-range forecasts of air pollution.

Develops computer programs for completed data reduction and analysis for based information and to update the bank of historical climatological data.

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

Selects weather observation sites, assures maintenance and periodically checks instrument calibration.

Collects meteorological data from air monitoring stations and local sources, as to types and concentrations of pollutants.

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

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

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 problems.

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

Reviews literature and remains abreast of technical developments.

Maintains records, and prepares reports and correspondence relative to the work.

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.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

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

Knowledge of meteorology with emphasis on atmospheric conditions.

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

Knowledge of information sources in meteorology.

Knowledge of surface and upper air analysis techniques.

Knowledge of the principles and techniques of climatological studies.

Knowledge of forecasting principles.

Knowledge of computer programming.

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 interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

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

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

Ability to conduct air pollution and climatological research.

Ability to make long and short-range forecasts.

Ability to operate and maintain scientific, meteorological equipment.

Ability to apply computer programming skills to meteorological data analysis problems.

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

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in meteorology.

Experience

Meteorology Specialist 13

Four years of experience equivalent to a Meteorologist, including two years of experience equivalent to a Meteorologist P11 or one year equivalent to a Meteorologist 12.

Meteorology Specialist 14

Five years of experience equivalent to a Meteorologist, including three years equivalent to a Meteorologist P11, two years equivalent to a Meteorologist 12, or one year equivalent to a Meteorology Specialist 13.

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.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

METORSPL

Job Code Description

METEOROLOGY SPECIALIST

Position Title

Meteorology Specialist-2

Meteorology Specialist-3

Position Code

METOSPL2

METOSPL3

Pay Schedule

H21-014

H21-017

SA

10/25/2015