

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
AVIATION ANALYST

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to promote aviation education and safety and to determine compliance with state and federal standards for licensure of aeronautical facilities and provide operational expertise in airport operations, uncrewed aircraft operations, airspace management, and airspace analysis.

Position Code Title - Aviation Analyst-E

Aviation Analyst 9

This is the entry level. The employee performs a range of professional Aviation Analyst assignments while learning the methods of the work.

Aviation Analyst 10

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

Aviation Analyst P11

This is the experienced level. The employee performs a full range of professional Aviation Analyst assignments. 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 - Aviation Analyst-A

Aviation Analyst 12

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Aviation Analysts and performing experienced-level Aviation Analyst assignments; or as a senior worker performing the most complex professional assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Aviation Operations:

Supports operations of state-owned airports including ensuring compliance with airport licensing standards.

Negotiates airport hangar rentals and operating agreements with airport tenants, pilots, and others.

Plans and executes data collection operations utilizing uncrewed aircraft.

Analyzes aviation data collected to provide reports needed to increase safety at Michigan airports.

Analyzes, interprets, and disseminates information to the public on Michigan's airspace system, Michigan's Tall Structures Act, and existing federal policies and procedures related to airspace matters.

Advises and consults on general aviation airport licensing and inspection standards and Federal Aviation Administration (FAA) Part 139 certification standards, airfield access control, airfield driver training, and airfield communication.

Interprets and translates highly technical airspace and airport data into usable information for the general public.

Oversees programs and develops policies and procedures impacting airport ground operations.

Analyzes, interprets, and develops programs related to commercial air service development, air carrier operations, and infrastructure needs required by air carriers.

Inspection:

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

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

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

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

Inspects aircraft to verify compliance with state regulations.

Conducts investigations of aircraft accidents.

Investigates complaints of violations of the aeronautics code.

Responds to public inquiries.

Safety:

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

Advises, sponsors, coordinates, and monitors aviation events.

Advises aviation schools about safety procedures and programs.

Authors and edits articles and reports on aviation issues.

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

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

Conducts safety related seminars.

Aerospace Education:

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/workshops.

Responds to public inquiries.

Performs related work and other tasks as assigned.

Additional Job Duties

Aviation Analyst 12 (Lead Worker)

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

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

Assigns work to lower-level Aviation Analysts.

Aviation Analyst 12 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge 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 airport operational requirements and methods to ensure airfield safety.

Knowledge of airspace and flight procedure development.

Knowledge of existing pilot requirements as it relates to operation in the airport environment and in areas where complex and congested airspace may exist.

Knowledge of air carrier operations and air service development strategies.

Knowledge of regulatory and data issues associated with uncrewed aircraft operations.

Knowledge of systems and software needed to collect and assess aviation data.

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.

Ability to obtain and evaluate facts from inspection and investigation.

Ability to prepare education and safety materials on a variety of aviation-related topics to various audiences.

Ability to explain laws, regulations, and procedures.

Ability to evaluate the effectiveness of safety programs.
Ability to maintain records and prepare reports and correspondence.
Ability to communicate effectively.
Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Aviation Analyst 12 (Lead Worker)

Ability to train and assign work to other professionals.
Ability to prioritize, organize, and coordinate the work.

Working Conditions

The job requires an employee to be exposed to hazards associated with the work.
Some jobs require an employee to be exposed to inclement weather conditions.
Some jobs require an employee to be assigned to work any day of the week or on any shift.

Physical Requirements

The job duties may require an employee to bend, reach, stoop, stand, and walk for extended periods.
The job duties may require an employee to climb ladders and high structures.
The job duties may require an employee to work in confined spaces.

Education

Possession of a bachelor's degree in any major.

Experience

Aviation Analyst 9

No specific type or amount is required.

Aviation Analyst 10

One year of professional experience equivalent to an Aviation Analyst 9.

Aviation Analyst P11

Two years of professional experience equivalent to an Aviation Analyst, including one year equivalent to an Aviation Analyst 10.

Aviation Analyst 12

Three years of professional experience equivalent to an Aviation Analyst, including one year equivalent to an Aviation Analyst P11.

Alternate Education and Experience

Aviation Analyst 9 - 12

Four years of full-time experience as a certified flight instructor, airport manager, aviation consultant, airplane pilot, or air traffic controller; or equivalent experience in aviation safety, training, education and inspection, airport and airspace operations, or airport planning may be substituted for the education requirement.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

AVIATNALT

Job Code Description

AVIATION ANALYST

Position Title

Aviation Analyst-E

Aviation Analyst-A

Position Code

AVIAALTE

AVIAALTA

Pay Schedule

H21-001

H21-009

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07/06/2025