

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**AIRFIELD OPERATIONS ASSOCIATE  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions which perform airfield operations associate work within the Department of Military Affairs. This classification specification is not intended to identify every duty or combination of duties which may be assigned to the positions allocated to this classification series, but is intended to serve as a framework for the classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification includes positions located within the Department of Military Affairs that would be assigned to work at, or directly in support of, airfield management or related operations performed at airports where military operations routinely take place. These positions ensure the safety of aircraft by monitoring and coordinating the airfield property or portions of the airfield (ramp space, hangar space, taxiways, etc.) for which the assigned military organization has been assigned responsibility.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which spend the majority of the time, perform duties which are more appropriately classified within the Facilities Maintenance Specialist classification series.
2. Positions which are not located within the Department of Military Affairs;
3. Positions which are more appropriately identified by the Aircraft Mechanic classification specifications.

4. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into and Progression Through This Series
- Employees enter positions within this classification by competition.

## **II. DEFINITIONS**

### **AIRFIELD OPERATIONS ASSOCIATE**

This is specialized paraprofessional support work for airfield management operations. These positions perform a variety of tasks requiring the training of appropriate use of sophisticated tools, task lists and procedures related to military airfield operations. Positions in this classification spend the majority of their time on the following activities: monitoring and evaluating the safety conditions of the airfield area (e.g. tracking weather conditions of runways, conducting stopping tests on the runways, evaluating the intrusion of wildlife to the airfield, etc.); implementing airfield safety procedures, as appropriate; monitoring and assisting aircraft pilots with filing flight plans (i.e. log intended flight path with flight service operations); establishing the airplane parking protocol for the airfield; and, tracking any incident related safety information in the computer systems (e.g., point of contact for any safety issues, inputting technical results into the correct tracking system, making appropriate recommendations to the supervisor for maintenance of the airfields, etc.). In addition to these duties, this position will make initial decisions regarding the runway safety and usability for departing/arriving aircraft.

## **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective March 31, 2019 and announced in bulletin DPM-0492-CC/SC as a result of an evaluation of these positions to create new classifications for the integration of these positions from the federal workforce to the state classified workforce.