

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

AIRCRAFT PILOT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions at the Department of Natural Resources or the Department of Administration that pilot single and/or multi-engine aircraft which require a license by the Federal Aviation Administration. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for 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 encompasses positions at the Department of Natural Resources or the Department of Administration responsible for piloting single and/or multi-engine aircraft that require a license from the Federal Aviation Administration (FAA) and specialized knowledge of FAA rules and regulations pertaining to flying.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions, which meet the statutory definition of supervisor or management as, defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which, for a majority of the time (i.e., more than 50%), perform technical maintenance and repair work on single and multi-engine aircraft and are more appropriately classified as Aircraft Mechanics.

3. Positions, which are more appropriately classified in other classifications, but may spend time flying an aircraft as a casual occurrence.
4. Positions not located at the Department of Natural Resources or the Department of Administration.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITIONS

AIRCRAFT PILOT

Positions allocated to this classification function in one of the following capacities: (1) as a district pilot at the Department of Natural Resources (DNR) primarily responsible for utilizing department aircraft in the accomplishment of missions for various departmental programs (i.e., fish, forestry, fire control, wildlife, law enforcement, water regulation, and zoning, etc.) and may transport personnel; (2) as a transportation pilot located at the Department of Administration (DOA) primarily responsible for providing personnel transportation services; or (3) as a district chief pilot at DNR responsible for planning, coordinating and implementing the daily operations of the aviation program. Work is performed under general supervision.

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. Special Requirements: Requires license by the FAA for single and/or multi-engine aircraft.

IV. ADMINISTRATIVE INFORMATION

This classification was created, as a result of the Aircraft Pilot Survey, effective May 21, 2000 and announced in Bulletin CLR/SC-112. Positions in this classification were formerly classified as Aircraft Pilot 1 or 2, which was abolished effective May 21, 2000 and announced in Bulletin CLR/SC-112. This classification was modified, effective February 7, 2016 and announced in Bulletin DPM-0417-CC/SC to update the qualification language and clarify that positions may fly single and/or multiple engine aircraft.