

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

AVIATION CONSULTANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to professional positions located at the Department of Transportation which provide technical advice on aviation education programs and assist airport owners, operators, and sponsors on matters related to airport operations, regulations, promotion, and development. This classification specification is not intended to identify every duty which may be assigned to positions but is intended 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions located at the Department of Transportation which provide technical advice on aviation education programs and assist airport owners, operators, and sponsors on matters related to airport operations, regulations, promotion, and development. Positions allocated to this classification must meet the definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.
2. Positions which do not require an aviation background and are not located at the Department of Transportation.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

II. DEFINITION

AVIATION CONSULTANT

This is professional consultation work related to aviation programs. Positions allocated to this classification develop aviation training curricula; conduct surveys and studies related to aviation education, safety, and current and future airport needs and priorities; conduct airport inspections; advise airport owners and operators on the safe and efficient operation and maintenance of airports; provide technical expertise, information, research, and analysis to airport sponsors, educational institutions, and other aviation interests; maintain liaison and coordinate activities with local, state, and federal agencies, associations, and educational institutions on aviation-related matters; manage statewide aviation safety programs; administer labor compliance (e.g., review contracts, plans, and proposals for compliance with contractor payments, complaint investigation, ensure prime contractor's compliance with contract details, collaborate with project manager and/or project leader regarding federal aid dollar disbursement, etc.); provide training on applicable laws and regulations; assist in the development and formulation of departmental positions on federal and state legislation; collect data, prepare reports, and maintain records for various aeronautical programs; and/or make presentations to community, state, and federal groups. Positions may fly departmental aircraft during aerial photographic missions, as needed. 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(s) 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 12, 2000, and announced in Bulletin CLR/SC-109, in order to describe positions located at the Department of Transportation which provide consultation services in the field of aviation. This classification replaces the Aviation Consultant 1 and 2 classification series which was created effective April 5, 1992, and abolished effective March 12, 2000 (see bulletins CC-320 and CLR/SC-109, respectively). This classification was created as part of the Department of Employment Relations' expansion of the broadband pay system. This classification was update September 7, 2014 and announced in bulletin OSER-0375-MRS/SC to add regulatory oversight and training to the functions of aviation consultants.

BAP/SKN
BAP/PCF
25040