

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. AVIAALTEA01R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Aeronautics
4. Civil Service Position Code Description AVIATION ANALYST-E	10. Division
5. Working Title (What the agency calls the position) Aviation Analyst	11. Section Transport and Safety
6. Name and Position Code Description of Direct Supervisor HOOSE, HILARY J; AVIATION MANAGER-3	12. Unit Aviation Safety and Data Analysis
7. Name and Position Code Description of Second Level Supervisor ROUVELIN, JEAN-THIERRY; AVIATION MANAGER-4	13. Work Location (City and Address)/Hours of Work 2700 Port Lansing Rd, Lansing, MI 48906 / M-F, 8:00am-5:00pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as an aviation inspector conducting inspections of aeronautical facilities including, but not limited to, airports, heliports, and flight schools utilizing basic field instruments and unmanned aerial system (UAS) data for analysis. Prepares inspection reports to send to aeronautical facilities. Performs pre-flight and post-flight planning, and operate UAS at Michigan airports.

This position is required to possess a valid driver's license to perform field inspections of aeronautical facilities for state licensing standards and to ensure adherence to federal standards by utilizing field instruments and UAS analysis.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 65

Serves as aviation inspector for airports, heliports, and flight school inspections.

This duty requires possession of a valid driver's license to perform field inspections of aeronautical facilities for state licensing standards and to ensure adherence to federal standards by utilizing field instruments and UAS analysis.

Individual tasks related to the duty:

- Inspects airports, heliports, and flight schools for state licensing standards and ensures adherence to federal standards by utilizing field instruments and UAS analysis.
- Completes 5010 inspections to check for compliance, and updates airport information, services and facilities, based aircraft and operations and runway information.
- Inspects aircraft operating within the state to verify that they comply with state aircraft registration regulations.
- Provides assistance and advice to airport managers and sponsors relative to state airport standards.
- Confers with airport and local governmental officials relative to compliance with state and federal laws and regulations relating to approach maintenance, approach clearing, runway marking, and other airport-related matters.
- When applicable, submit a request to obtain a UAS scan of an airport if the inspection requires a higher level of accuracy due to complicating factors.
- Provides information, analysis, and expertise to project management, project support, and other areas of the office from an aviation analyst perspective.
- Performs pre-flight and post-flight planning for UAS operations.
- Acts as PIC for UAS operations at Michigan airports to gather data for inspection support.

Duty 2

General Summary:

Percentage: 25

Prepares inspection reports to communicate findings to airport management, airport sponsors, and Office staff.

Individual tasks related to the duty:

- Creates pre-inspection packets for use at airport inspections.
- Reviews UAS analysis for penetrations to the state licensing standards.
- Prepares inspection reports and disseminates inspection findings to office staff and airport management.
- Issues provisional licenses to airports that do not meet State Licensing Standards.
- Receives, reviews and tracks Corrective Action Plans for facilities on provisional license.
- Submits and tracks electronic notification to the Federal Aviation Administration's (FAA) Airport Data Information Portal for Airport Data updates.

Duty 3

General Summary:

Percentage: 5

Supports safety and education outreach to the aviation community in Michigan.

Individual tasks related to the duty:

- Recommends safety and education presentations and seminars based on inspection findings.
- Creates, compiles, and edits material for various accident prevention, training, and technical guidance publications.
- Assists in coordinating and making presentations.
- Provides assistance and advice to airport managers and sponsors.

Duty 4

General Summary:

Percentage: 5

Other Duties as Assigned.

Individual tasks related to the duty:

- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Determines adherence of airports to licensing standards; responds to public inquiries; promotes aviation safety and education. The state aviation community, communities surrounding airports, and the flying public are affected by the decisions taken.

17. Describe the types of decisions that require the supervisor's review.

When responding to questions on office policy. When decisions would establish new policies/precedents for the Department or Office, or if a potential for negative public reaction exists. When decisions are required that are not covered under provisions of the aeronautics code, rules, or office procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Position requires travel by state aircraft. Extensive work in vicinity of aircraft operations. Ability to perform inspections, which may include over and under aircraft. Ability to work outside in all types of weather. Ability to travel statewide with occasional overnight stays. Position may require availability outside normal working hours based on operational needs. This position requires a valid driver's license.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position serves as an aviation inspector conducting inspections of aeronautical facilities including, but not limited to, airports, heliports, and flight schools utilizing basic field instruments and unmanned aerial system (UAS) data for analysis. Prepares inspection reports to send to aeronautical facilities. Performs pre-flight and post-flight planning, and operate UAS at Michigan airports.

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24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is the licensing and code enforcement of flight schools, airports, airport staff, aircraft dealers, annual aircraft licensing, and aviation product sales. The work area is also responsible for the aviation safety and education program and providing the services statewide. This position conducts licensing and code enforcement inspections as well as promotes aviation safety and education through meetings, seminars, and publications.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

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.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Airport operations.
- Aviation safety requirements and enforcement.

Ability to:

- Communicate effectively.
- Operate a computer.
- Direct and coordinate programs.
- Interpret rules and regulations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required and must be maintained throughout employment. .

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

LOGAN BRISTOL

7/21/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date