

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

Position Code

1. DEPTALTER43Y

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 DEPARTMENTAL ANALYST-E	10. Division Airports
5. Working Title (What the agency calls the position) Aircraft and Uncrewed aerial system (UAS) Registration Program Analyst	11. Section Aviation Services
6. Name and Position Code Description of Direct Supervisor VACANT; AVIATION MANAGER-3	12. Unit Air Transport
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 / M-F 7:30-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the aircraft and uncrewed aerial system (UAS) registration program analyst for the State of Michigan and the internal flight coordinator for the Michigan Department of Transportation (MDOT) Aeronautics Air Transport Unit.

This position ensures licensing and registration compliance via announced and unannounced field checks as well as collaboration between interoffice staff, Michigan Department of Treasury and Federal Aviation Administration (FAA) personnel and databases. Provides guidance of the Aeronautics Code to aircraft and UAS owners, develops policy and procedure recommendations for administering licensing and registration programs for existing and emerging aviation technology and infrastructure. Coordinates with other state offices, personnel, and program developers to administer renewal processes to ensure they meet customer needs.

This position also serves as the flight coordinator by scheduling pilots and aircraft as needed by approved entities as well as administering aviation safety & security compliance of the Air Transport Unit resources and locations. This position maintains unit data including regulatory, financial, and legislative reporting requirements.

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 the aircraft and UAS registration program analyst, responsible for the aircraft and UAS registration, annual renewals, claims of exemptions, and late fee assessments of all aircraft based in Michigan as a requirement of the Aeronautics Code, Act 327 of 1945.

Individual tasks related to the duty:

- Researches, collects, consolidates, analyzes, and maintains aircraft registration program data necessary to meet program reporting and evaluation requirements including registration data analysis and financial transaction oversight.
- Reviews and analyzes policies to enhance administration of statewide aircraft and UAS registration activities via utilization and maintenance of various software applications and databases. Analyzes renewal needs through an understanding of the Michigan Aeronautics Code, Act 327 of 1945, Act 436 of 2016 and the FAA regulations regarding 14 CFR Part 47 and 48, Part 107 and Title 49, 44809.
- Researches and provides guidance on existing and proposed state and federal laws as they relate to aircraft and UAS registration. Recommends programs and procedures in response to changing or emerging rules, technology, and initiatives.
- Analyzes and develops departmental strategies to address the economic, operational and organizational implications of existing and proposed aircraft and UAS registration policies and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness.
- Serves as organizational liaison for aircraft registration activities which include collaboration with external vendors, interoffice staff, Michigan Department of Treasury and FAA personnel to verify timely and accurate information related to aircraft and UAS registration status, delivery and compliance.
- Proposes, develops and prepares policy manuals, operations manuals and supporting instructions for aircraft registration, dealer licensing, flight school licensing, hospital heliport/helistop and vertiport licensing processes and procedures.
- Analyzes, researches, and resolves complaints, recommends/determines requests for exemptions, late fee assessments, software issues, and other issues that involve interpretation of the Michigan Aeronautics Code or FAA regulations.
- Maintains the department's computer-based systems including the aircraft database and researches and provides recommendations for programming changes and design modifications.
- Ensures licensing and registration compliance via announced and unannounced field checks as well as collaboration between interoffice staff, Michigan Department of Treasury and FAA personnel and databases.

Duty 2

General Summary:

Percentage: 15

Serves in a flight coordination role by scheduling pilots and aircraft as needed by approved entities.

Individual tasks related to the duty:

- Obtains proposed flight requests and details, including confidential and sensitive communication with the executive security detail, departmental executive management assistants and senior officials throughout state government, on a state-wide basis for 24/7 on demand air transport fleet.
- Using both Air Transport Unit and operational procedures, determines appropriate airport at users' destination and proper aircraft required to suit travel parameters and meet customer needs, taking into account requirements pertaining to passenger/loading, destination(s), travel date(s), and desired departure/arrival times; calculates and provides estimated trip costs, coordinates flight and maintenance inspection schedules and crew availability.
- Maintains state scheduling software, MySky (or other designated program(s)), performs updates, system maintenance, maintains currency records and trains other staff members in its use.

Duty 3

General Summary:

Percentage: 10

Administers aviation safety & security compliance of Air Transport Unit resources and locations.

Individual tasks related to the duty:

- Oversees compliance for the department security program with FAA, TSA and Homeland Security including training staff on procedures and requirements of airport security and approving/validating airport issued security badges for department personnel.

- Works with Capital Region International Airport regarding security compliance and serves as the Authorized Signatory for airport issued security badges; develops, implements and maintains an accountability system to issue and track facility keys; and performs annual badge and key audits.
- Interfaces with a myriad of federal agencies to operate in high security, high density and international airspace. Facilitates international flights, as well as serves as a liaison with TSA security regarding sensitive waiver for flight operations into Regan National Airport which requires gathering, submitting and protecting passengers' personal information.

Duty 4

General Summary:

Percentage: 5

Maintains unit data including regulatory, financial, and legislative reporting requirements.

Individual tasks related to the duty:

- Prepares, closes-out and reconciles all flight logs for cost and billing purposes. Maintains proper records of all completed flights including but not limited to flight times, pilot duty hours, pilot currency, flight logs and costs associated with flights conducted by and for Air Transport unit. Tracks and manages records, assuring proper entry of requested user information, destinations, passenger manifests, aircraft flight time and pilot duty hours into computer scheduling software.
- Completes the complex Legislative reporting requirement which requires approval from the Michigan Aeronautics Commission Director and Department Executives.
- Manages transfer of completed logs to the Office's Fiscal Coordination Unit for inter-accounting these charges.

Duty 5

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.

Considerable independent judgement and requires minimal, informal supervision. Makes decisions about aircraft registration as to appropriate charges and resolving disputes with aircraft owners. Determines registration compliance within the Michigan Aeronautics Code. When an aircraft has an unscheduled or emergency maintenance problem (at base or away), decides how best to serve passengers and proceed as soon as possible. May involve changing aircraft and/or pilots, sending maintenance personnel if away, and/or leasing a replacement aircraft.

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

When decisions would establish new policies/precedents for the department/office, or if potential for negative public reactions exists. When decisions are not within their range of expertise. When situations are not addressed in departmental, state aviation, and/or FAA regulations.

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.

Frequent interruptions due to telephone calls, walk-ins to register aircraft. Remaining in a stationary position for extended periods of time using a computer. Position is demanding—holds a high degree of responsibility and is often stressful. Aircraft and pilot scheduling is a very complex and exacting procedure that frequently requires prioritizing and/or coordinating diverse, complicated or overlapping user schedules/deadlines. Nights and weekends are often interrupted due to problems, questions, or scheduling changes/requests that occur after normal working hours. Tact and discretion are essential when dealing with confidential and sensitive information pertaining to the Governor's flight scheduling. Occasional travel by car or state aircraft. Must maintain a high level of confidentiality. Must be able to ride in small state aircraft. Position may require availability outside normal working hours based on operational needs.

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 the aircraft and uncrewed aerial system (UAS) registration program analyst for the State of Michigan and the internal flight dispatcher for the Michigan Department of Transportation (MDOT) Aeronautics Air Transport Unit.

This position ensures licensing and registration compliance via announced and unannounced field checks as well as collaboration between interoffice staff, Michigan Department of Treasury and Federal Aviation Administration (FAA) personnel and databases. Provides guidance of the Aeronautics Code to aircraft and UAS owners, develops policy and procedure recommendations for administering licensing and registration programs for existing and emerging aviation technology and infrastructure. Coordinates with other state offices, personnel, and program developers to administer renewal processes to ensure they meet customer needs.

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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?

This position is part of the Aviation Services Section of the Office of Aeronautics. The aviation-related duties that the Section is responsible for include: Oversight duties for Registration of all Aircraft and UAS in the State of Michigan, and oversight of MDOT Air Transport Unit. This work area provides safe, efficient, and effective transportation in state aircraft for authorized Executive Office, legislature, judiciary, and other state agency personnel. It also provides proper maintenance of state-owned aircraft. This position serves as the aircraft and uncrewed aerial system (UAS) registration program analyst for the State of Michigan and the internal flight dispatcher for the Michigan Department of Transportation (MDOT) Aeronautics Air Transport Unit.

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:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

Departmental Analyst (Departmental Trainee) 9

Education –

Educational level typically acquired through completion of high school.

Experience –

Four years of experience as an advanced 9-level worker in an ECP Group One classification

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

OR

Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution-College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of databases, including Microsoft Excel and Access. Working knowledge of other applications including Word, Outlook, and Adobe Acrobat and PowerPoint. Ability to communicate and present effectively. Knowledge of state and federal aviation regulations, airport operations and airport security requirements, aviation terminology are preferred. Ability to work independently with minimal supervision. Frequent interruptions require a person who is tactful and diplomatic in dealing with people. Ability to maintain records and prepare reports and correspondence related to the work.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is preferred.

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	8/10/2026
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