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Class Specifications  
for the Class:

AIRPORTS OPERATIONS OFFICER

**Distinguishing Characteristics:**

This class reflects the work of the staff officer responsible for planning, coordinating, and directing the activities of the statewide airport operations program which includes airport security, safety and certification, crash fire rescue for all airports and facilities under the jurisdiction of the Airports Division; development of passenger, cargo and combination air routes and the promotion of general aviation throughout the State; and computerized information management. Staff services and support include such activities as conducting studies, evaluations and inspections of facilities and operations for compliance with Federal Aviation Administration (FAA) certification and applicable airport security and safety regulations and standards; providing division-wide program coordination and technical guidance and direction in crash fire rescue activities including the development of training programs; providing justification to encourage the U.S. Department of Transportation to seriously consider Hawaii's interests in bilateral aviation negotiation between the U.S. and other countries; developing, promoting and directing general aviation activities and operations; and planning, organizing, coordinating, and directing the development, implementation, operation and maintenance of computer-based information systems for the division.

The sole position in this class provides and sets the broad direction and objectives for the Airports Operations Office and oversees and coordinates the staff services and support which are administered through several subordinate program officers and specialists, who serve as experts in their respective program areas.

The position in this class is the principal staff officer to the Airports Administrator on matters relating to the statewide airport operations program and represents the Administrator in these matters as directed. The work is performed under general supervision, within the framework of applicable laws, rules, regulations, policies and procedures.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements*

*does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans, coordinates, monitors, and directs the statewide airport operations program activities; develops, implements and periodically updates a coordinated statewide airport operations plan consistent with overall Airport Division's policies and procedures; establishes objectives that impart direction, purpose and coherence to airport operations as a whole, and develops unified strategies to achieve these objectives; coordinates the operational activities at all airports from a statewide perspective to ensure uniform approach in achieving the common objectives of the division; develops and ensures the soundness, clarity and understandability of statewide airport operational policies, procedures and guidelines including those that address disaster situations, emergencies, bomb/terrorist threats, public demonstrations, and strike plans that will ensure the health and safety of the public, employees and users of the airports; participates as a management advisor in meetings with staff officers and officials, where program policies are initiated; identifies operational problems, designs strategies for improvement, puts these strategies into practice, and monitors performance to ensure that improvements continue to work; oversees and/or designs, develops and conducts special studies on operational problems to provide advice and evaluations of the probable effects of alternative solutions, and recommends the optimum solution from among the competing alternatives; reviews and provides comments and recommendations on plans for new facilities as they relate to airport operations; provides varied technical advice and assistance to the Airports District Managers, and develops memoranda or directives that address problems and require corrective actions, and issue, as necessary, for supervisor's signature to ensure that airport operations in all the operating districts are based on a substructure of good organization, effective procedures and sound management systems; monitors on-going operational activities at all airports to ensure proper compliance with pertinent rules, regulations, policies, procedures, and guidelines; inspects the individual airports from the standpoint of adequacy, efficiency, and effectiveness of operations; identifies and advises line operations concerning opportunities for improving day-to-day operating methods, workflow, and physical layouts, and as necessary, develops operational policies and procedures for supervisor's approval to implement such improvements; as directed, represents the Airports Administrator on matters relating to the statewide airport operations program with the

Airports District Managers, airport tenants, governmental representatives, consultants, and others.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Principles and practices of airport operations which involved accommodating regularly scheduled commercial aircraft; airport security and safety practices; aviation practices and terminology; State and county laws, federal rules and regulations relating to airport operations; techniques of research, analysis, and problem solving; and principles and practices of supervision and management.

Ability to: Plan, coordinate, monitor, and direct staff services for the statewide airport operations program; apply the principles and practices of airport operation, security, and safety to a statewide program; develop policies and procedures; organize, assign, and supervise the work of others; apply the principles and practices of management, including budgeting; establish and maintain effective working relations with district managers, governmental representatives, airport tenants, and others; speak clearly, audibly and influentially with managers, administrators, government representatives, employees, and the general public in groups or individually; and write concise and clear correspondence, memoranda, policies and procedures.

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This is an amendment to the specification for the class AIRPORTS OPERATIONS OFFICER approved on November 13, 1992. The amendment reflects the responsibilities of the position cited by the Conference of Personnel Directors in its report dated May 12, 1994.

Effective Date: 11/13/92

DATE APPROVED: 11/13/92

/s/ Ann K. Kon  
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Department of Personnel Services