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Minimum Qualification Specifications  
for the Class:

AIRPORTS OPERATIONS OFFICER

**Basic Education/Experience Requirements:**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described below or any progressively responsible administrative, professional, or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in a four (4) year course of study leading to a bachelor's degree may be substituted for the education on a year-for-year basis.

**Experience Requirements:**

Specialized Experience: Four (4) years of professional work experience in the field of airport operations which involved substantive analytical and evaluative work in one or more of the major functional areas of terminal and flight services, security, certification, safety facilities management, aircraft rescue and firefighting, general aviation, or other closely related functional area.

Such work experience may have been performed in a line or staff capacity and must have demonstrated knowledge of the principles and practices of airport operations which involved accommodating and servicing regularly scheduled commercial aircraft and required knowledge of and responsibility for ensuring compliance with the pertinent State and county laws, and federal rules and regulations relating to airport operations; airport security and safety practices; and aviation practices, et al.

Supervisory or Staff Specialist Experience: Two (2) years of one or any combination of the following kinds of experience:

- A. Supervisory work experience which included  
(1) planning, organizing, scheduling, and directing the work of others performing professional work in the field of airport operations as described under Specialized Experience; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) training and developing of new employees;

and (5) evaluating their work performance and disciplining them when necessary.

- B. Professional work experience as a staff specialist in the field of airport operations as described under Specialized Experience. Experience must have involved activities such as, but not limited to, conducting studies, evaluating and making recommendations to management for the development or revision of standards, policies, procedures and guidelines; and identifying, analyzing and solving complex problems.

Supervisory Aptitude: Applicants who possess only Staff Specialist Experience as described above must also possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Administrative Aptitude: Applicants must possess Administrative Aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the areas of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; and success in trial assignments to managerial and/or administrative tasks.

**Substitutions Allowed:**

**Substitution of Supervisory or Staff Experience for Specialized Experience:**

Excess experience of the type and quality described in Supervisory or Staff Specialist Experience above may be substituted for Specialized Experience on a year-for-year basis.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the class AIRPORTS OPERATIONS OFFICER approved on November 13, 1992.

DATE APPROVED: 11/13/92

/s/ Ann K. Kon  
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Department of Personnel Services