



EXAMINATION OPEN TO THE PUBLIC

AIRPORT OPERATIONS ASSISTANT SPECIALIST

ANNUAL \$69,891
SALARY: \$89,888

SALARY
GROUP: AR 26

APPLICATION CLOSING
DATE: MARCH 6, 2012

EXAM
NO: 120320CFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation, Bureau of Aeronautics this class is accountable for independently performing a full range of tasks in coordinating the operational activities at Bradley International Airport on an assigned shift.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 6, 2012**:

GENERAL EXPERIENCE: Six years' experience in aeronautical operations activities of an airport or a scheduled airline.

SPECIAL EXPERIENCE: Two years of the General Experience must have involved responsibility for the implementation of airport policies and procedures relating directly to Airside Operations and Airport Certification.

SUBSTITUTIONS ALLOWED: (1) College training in aviation management or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in aviation management or a closely related field may be substituted for one additional year of the General Experience.

WORKING CONDITION: Incumbents in this class may be exposed to moderately disagreeable conditions on occasion such as weather conditions and loud noise.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of fixed base airline or airport operations; knowledge of state and federal laws, statutes and regulations pertaining to aircraft operations and airport administration; knowledge of airport administration, airport maintenance and equipment and office management; some knowledge of meteorology; interpersonal skills; oral and written communication skills; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:** (1) **Completed Application Form (CT-HR-12)**
(2) **Supplemental Examination Material (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Airport Operations Assistant Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Airport Operations Assistant Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience implementing airport operational activities, policies and procedures to ensure compliance with Federal and State regulations. Be specific as to the size of the airport and the operational activities with user airlines, TSA, FAA, fixed base operations, airport tenants and vendor leases. Describe the nature and purpose of these activities and the policies and procedures you implemented. Also, detail any experience in the operational activities of an airline including the size of the airline and your responsibilities for managing, developing and/or implementing operational policies and procedures. (2) Experience inspecting airport and/or airline operations for compliance with safety and maintenance standards. Include your experience in the areas of observation and notification of runway conditions; snow and ice removal, and emergency service response. Describe your exact role in these areas and to whom you reported the results of these findings. (3) Experience complying with FAR parts 139, 107, 77 and 49 CFR 1540, 1542 and 1544. Be specific as to your responsibilities developing the required manuals and plans associated with these Federal regulations and your accountability for coordinating these activities and ensuring their successful implementation. (4) Oral and written communications experience. Please be specific in describing your communications experience including establishing internal and external contacts with those who impact program activities; serving on boards or taskforces with other agencies, public and private groups involved in airport operations; Also include any experience serving as a liaison between airlines, Federal Aviation Administration and/or airport tenants and lessees. Include the nature of these contacts and your role. Provide information on types of reports written, purpose of them and who distributed to. Detail experience preparing recommendations, changes or procedures. Include the nature, purpose and outcome of these recommendations. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by March 6, 2012.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by April 25, 2012.** (8) A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.