

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
AEV2463

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use					

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Associate Administrator for Aviation Safety	EV	0340	1		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Associate Administrator for Aviation Safety	EV	0340	1		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of Transportation

a. First Subdivision
Federal Aviation Administration

b. Second Subdivision
Office of the Administrator

c. Third Subdivision
Assoc. Adm. for Aviation Safety, AVS-1

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
Marion C. Blakely
Administrator

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature: *M. Blakely* Date: 8/2/05

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action
Kristine Daniel
Human Resources Specialist

Signature: *Kristine Daniel* Date: 8/5/05

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
FAA EXECUTIVE. ASSTSTS THE ADMINISTRATOR IN DIRECTING, COORDINATING, CONTROLLING, AND ENSURING ADEQUACY OF AVIATION SAFETY PROGRAMS, GOALS, AND PRIORITIES.

25. Description of Major Duties and Responsibilities (See Attached)

I. POSITION SUMMARY

The Associate Administrator for Aviation Safety exercises line authority over the regional aircraft certification, flight standards, and aerospace medicine divisions; advises and assists the Administrator in directing, coordinating, controlling, and ensuring the adequacy of substantive aspects of FAA rulemaking actions relating to the safety of flight, the certification and competence of airmen, air carriers, and air agencies; the certification and airworthiness of aircraft; plans and programs covering FAA rotorcraft activities; aircraft and airmen registry; physical fitness of airmen and other persons associated with safety in flight; airmen medical certification systems, aviation medical research, designated aviation medical examiner system, aeromedical education, medical accident investigations, NTSB accident and incident investigation, NTSB recommendations, reporting programs for accidents and incidents, and NTSB accident and inquiry hearings. In the discharge of these responsibilities, the Associate Administrator exercises executive direction over the following elements of FAA:

1. Aircraft Certification Service
2. Flight Standards Service
3. Office of Rulemaking
4. Office of Accident Investigation
5. Office of Aerospace Medicine
6. Office of Quality & Integration
7. Air Traffic Safety Oversight Service

II. PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Maintains close and continuous contact with representatives of Congress, national military establishment, other Federal agencies, State and local governments, the aviation industry, and the general public, as well as various other domestic and foreign public and private aviation organizations. Presents and defends DOT/FAA positions with respect to Aviation Safety and programs and policies.
2. Manages and provides executive leadership, program goals, objectives, and emphasis to the agency's regulatory and certification programs.
3. Reviews and evaluates program performance for the purpose of keeping the Administrator informed concerning how effectively program goals are being met and for recommending action to correct deficiencies and improve program performance.
4. Responsible for the creation and maintenance of an atmosphere, which promotes positive human relations and open communications between employees and their supervisors. Responsible for ensuring that employees can effectively contribute to the accomplishment of FAA goals and objectives. Ensures employees are given a real and continuing opportunity to influence their work environment and are able to participate in discussions related to the methods of work accomplishments.

5. Relates Equal Employment Opportunity (EEO) concepts to overall supervisory/managerial responsibilities. Implements those Equal Employment Opportunity Plan items for which supervisors/managers have assigned responsibilities. Demonstrates ability to treat all employees in a fair and equitable manner without regard to race, color, sex, sexual orientation, religion, national origin, age, physical handicap, or mental handicap. Maintains currency with regard to supervisory/managerial requirements for Equal Employment Opportunity Plans, discrimination complaints, and special EEO program efforts where applicable (e.g., Developmental programs and other special emphasis programs). Provides input to the identification and resolution of EEO problems and cooperates with EEO officials on matters pertaining to problems and complaints of discrimination.

6. Responsible for the efficient management and safeguarding of resources and ensures internal controls meet agency standards.

7. The Associate Administrator for Aviation Safety may participate in Headquarters' Flight programs in order to maintain the most current knowledge and actual experience about the latest National Airspace System procedures, flight operations, aircraft instrument and displays, and operating conditions in the National Airspace System.

III. SUPERVISION AND GUIDANCE RECEIVED

The incumbent serves under the executive direction of the Administrator. Because of the nature of the assigned duties and responsibilities, review of the incumbent's work is made only in terms of broad program effectiveness and accomplishments.