



Memorandum

To: Kate Sheehan
Director

Thru: Keith Murry 
Class Studies Supervisor

From: Pat Morrissey 
Human Resource Consultant

Date: February 13, 2020

Subject: Aircraft Pilots Study

Study Summarization and Results:

In response to ongoing recruitment and retention issues, the Department of Public Safety (DPS) initiated a request to study the work and compensation of the Aircraft Pilot I-II job classes and establish a separate class series of pilots that appropriately reflects and compensates the distinct mission, working environment and flight conditions, and applied knowledge and skills necessary to operate the agency's fleet of fixed wing and helicopter aircraft.

This was a comprehensive study, involving the update and submission of position descriptions (PDs) and interviews with incumbents and/or identified subject matter experts, and whose formal objectives were:

1. Conduct a comprehensive review of the work of all positions with significant assessment of any distinctions based on the categories, classes, and/or predominant missions of the aircraft operated;
2. Revise and/or develop class concepts and minimum qualifications (MQs) as appropriate; and,
3. Conduct a thorough alignment, including assessment and consideration of readily available market compensation data, to ensure all classes are aligned appropriately.

Job and salary analyses, including review and consideration of market compensation data, supported the following actions for the Aircraft Pilot classes in the PL07 job family:

Class Code	Class Title	Grade	SOC	Action
PL0711	Old: Aircraft Pilot I New: Aircraft Pilot	Old: 16 New: 22	Old: 53-2011 New: 53-2012	<ul style="list-style-type: none">Abolish job class
PL0712	Old: Aircraft Pilot II New: Aircraft Pilot	Old: 19 New: 22	Old: 53-2011 New: 53-2012	<ul style="list-style-type: none">RetitleRange Change
Old: PD0581 New: PL0715	Old: Aircraft Supervisor New: Aviation Program Manager	Old: 20 New: 24	Old: 53-2011 New: 53-2012	<ul style="list-style-type: none">Class code changeRetitleRange change

All study actions regarding Aircraft Pilot and Aviation Program Manager positions are effective **February 16, 2020**. Correspondence on the allocation of this study position is being distributed through the OPD system.

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