Position Classification Flysheet for
Air Traffic Assistance Series, GS-2154

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SERIES DEFINITION

This series includes positions that involve the performance of work in support of air traffic control functions. Positions in this series require a knowledge of and skill in applying air traffic control procedures, but do not require knowledge of aircraft separation standards or the ability to provide preflight or in-flight safety or weather briefings.

This supersedes the series coverage standard for this series published in May 1983 (TS-69).

SERIES COVERAGE

This series includes positions in air traffic control centers and terminals involved in processing data concerning air traffic movement, performing duties related to training developmental air traffic controllers, and performing other duties requiring equivalent knowledge and skills. In terminal facilities, air traffic assistants deliver departure clearances to pilots, relay flight progress strips to proper control sector(s), initiate requests for clearances from centers and relay them to the controller when the computer is inoperative, and perform a variety of other similar duties. In center facilities, air traffic assistants monitor flight data and review it for erroneous or incomplete information, collect and distribute flight plan data to appropriate controller positions, operate computer equipment providing a simulated air traffic environment in connection with the training of developmental air traffic controllers, and perform a variety of other similar duties. Also included in this series are other types of air traffic control expediting and/or support positions which require a knowledge of air traffic control procedures, but are not properly excluded from this series.

EXCLUSIONS

1.   Positions concerned with (a) control of air traffic requiring a knowledge of aircraft separation standards and control techniques; (b) preflight and in-flight assistance to aircraft requiring a knowledge of the information pilots need to conduct safe flights; and (c) development, coordination and management of air traffic control programs are classified in the Air Traffic Control Series, GS-2152.

2   Positions concerned with developing, administering, or enforcing regulations and standards concerning civil aviation safety, including: (a) the airworthiness of aircraft systems; (b) the competence of pilots, mechanics and other aviation personnel; and, (c) safety aspects of aviation facilities, equipment and procedures are classified in the Aviation Safety Series, GS-1825.

3.   Positions concerned with air traffic control planning, research and development, or other work in the National Airspace System when the performance of the work requires professional knowledge of engineering, a physical science, medicine or other recognized professional field are classified in an appropriate professional series.

4.   Positions concerned primarily with aircraft assignment, scheduling, or load planning work are classified in the Dispatching Series, GS-2151.

5.   Positions concerned with communications work which does not require application of the laws, rules, regulations and procedures governing the movement of air traffic are classified in the General Communications Series, GS-0392 or in other appropriate series depending upon the type of communications equipment used and the primary qualifications required.

6.   Positions that primarily require knowledge of information technology principles, concepts, and methods; e.g., data storage, software applications, and networking, are classified in the Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200.

AUTHORIZED TITLES

Air Traffic Assistant is the authorized title for nonsupervisory positions in this series. *Supervisory Air Traffic Assistant* is the title for positions which meet the criteria in the General Schedule Supervisory Guide. *Lead Air Traffic Assistant* is the title for positions which meet the criteria in the General Schedule Leader Grade Evaluation Guide.

GRADING POSITIONS

Evaluate nonsupervisory positions using standards which include grade level criteria for similar kinds of one-grade interval work, e.g., Telecommunications Processing Series, GS-0390. See also, the instructions for selecting grade level criteria in the Introduction to the Position Classification Standards. Evaluate supervisory positions by the criteria in the General Schedule Supervisory Guide. Evaluate lead positions using the criteria in the General Schedule Leader Grade Evaluation Guide.