

CAS Analyst

Reports to: Chief Inspector
Division: Everts Air Cargo

Department: Inspections
Station: FAI

Job Summary:

The CAS Analyst is responsible for collecting; analyzing and documenting audit/evaluation data to identify trends and determine the effectiveness of and/or compliance with company policies, procedures, and all applicable Federal Aviation Regulations.

Essential Functions:

1. Assist with IEP and CAS plan development and scheduling.
2. Assist in developing effective audit/evaluation tools.
3. Make adequate preparation for audit/evaluation duties.
4. Conduct audits/evaluations as assigned.
5. Analyze all IEP and CAS data for completeness and accuracy.
6. Maintain and input IEP and CAS data as required.
7. Track suspense dates and open concerns, findings and observations.
8. Identify positive and negative trends associated with all collected audit/evaluation data.
9. Analyze and provide accurate data to the Chief Inspector for the CAS presentation.

Additional Responsibilities:

Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

Security

1. Maintain employee vigilance and report all security concerns.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Physical ability to sit for extended periods of time.
3. Requires the ability to be sedentary for extended periods of time.
4. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

Qualifications:

1. Requires a highly organized, detail oriented, self-motivated person that is comfortable with frequent changes.
2. Requires demonstrated technical expertise, sound judgment, effective audit/evaluation skills, and the ability to promote positive interaction with and between company personnel and management.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____ Date _____

Employee Printed Name _____