



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: September 14, 2015

Re: **Notice of Proposed Classification Actions –Final Notice No. 16 FY 15/16 (copy attached).**

Pursuant to completion of discussion with the Municipal Executives Association regarding this classification action, the classification action contained in the above referenced notice became effective September 14, 2015.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 16
Fiscal Year: 2015/2016
Posted Date: 08/13/2015
Reposted Date: 08/28/2015

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

Item #	Job Code	Former Title	New Title
1	9247	Airport Emergency Planning Coordinator	Airport Emergency Management Coordinator

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Airport Emergency Management Coordinator
Job Code: 9247**

INTRODUCTION

Under general direction, designs, plans and tests response procedures to ensure the effective mobilization of protective, safety, and relief services for the Airport in emergencies or disasters; conducts drills and exercises for responses to such emergencies as air crash, air turbulence, air piracy, bomb threats, active shooter, hazardous material spills, counter-terrorism, business operational interruptions, structural fire, and major natural disasters; serves as liaison to Airport staff, local, state, county, and federal agencies, airlines, tenants, and non-governmental organizations in coordinating emergency efforts throughout the emergency management cycle; continually seeks out best practices and technology to improve response and recovery; and performs related duties as required.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Coordinates with Airport sections and local emergency personnel to plan and design Airport emergency and business continuity response and plans; directs the mobilization of Airport resources, including personnel, in response to emergency contingencies; develops mitigation strategies and creates scenarios to re-establish operations in the event of business interruptions; reviews and evaluates business impact and risk assessment to recommend methods and procedures.
2. Develops, writes, and publishes operating manuals, technical reports, training materials, and operational support documents for internal applications and/or dissemination to other organizations; maintains business continuity planning tools and database.
3. Develops training curriculum and conducts emergency management and business continuity training for aviation and non-aviation tenants; serves as an advocate by promoting awareness of crisis management and business continuity program throughout the enterprise.
4. Serves as liaison with federal, state, and local agencies, airlines, tenants, and mutual aid partners to coordinate continuity and restoration plans, activities, and services; represents Airport management in emergency management and business interruption response; provides support and briefings to Emergency Response personnel as required.
5. Serves as Exercise Director to oversee and control all functions of major exercises; plans, designs, organizes, and executes internal and external exercises of all types; evaluates

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Airport Emergency Management Coordinator
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exercise and actual emergency response results to improve future response procedures; assists in analyzing and problem solving operational and administrative procedures.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Comprehensive knowledge of: the development and coordination of emergency planning; techniques for evaluating emergency response procedures; business continuity standards and best practices.

Ability to: identify the necessary responses to emergency situations at an airport and insure that appropriate plans have been prepared and tested to produce those responses; design, coordinate, conduct, and evaluate emergency drills and exercises; research and design contingency and continuity plans; manage, prioritize, and coordinate resources necessary for execution of contingency and continuity plans; make appropriate, effective, and quick decisions in a wide variety of matters under stressful conditions; communicate effectively including oral presentations and written communications; use software for word processing, databases, and spread sheets; prioritize and respond to varied demands from diverse sources; establish and maintain effective relationship with peers, supervisors, emergency agencies, airport tenants, and the public; work under stressful conditions on a regular basis and function effectively in emergency situations.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a baccalaureate degree from an accredited college or university.

Experience:

Three (3) years of emergency management and/or business continuity planning experience.

License and Certification:

Requires possession of a valid California driver's license.

Substitution:

One (1) year of airport or airline operations experience may substitute for the required experience as described above on a year for year basis up to two (2) years (2000 hours equal one year).

Additional qualifying full time work experience (2000 hours equal one year) as described above may substitute up to two (2) years of the required education. One (1) year of work experience equals to 30 semester units or 45 quarter units.

SUPPLEMENTAL INFORMATION

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Airport Emergency Management Coordinator
Job Code: 9247**

PROMOTIVE LINES

To:

From:

ORIGINATION DATE: 03/06/1989

AMENDED DATE: 09/14/2015

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN