

**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:** 15  
**Fiscal Year:** 2016/2017  
**Posted Date:** 10/18/2016  
**Reposted Date:** N/A

**ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached.)**

Item #	Job Code	Title
1	1160	Executive Assistant to the Airport Director

**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](mailto: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 Victor H Vallejo, Clerk, at (415) 557-4894 or by email at [Victor.h.Vallejo@sfgov.org](mailto:Victor.h.Vallejo@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>.

**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 Operations  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Christopher Colandene, SFERS  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
E-File

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

**Title: Executive Assistant to the Airport Director  
Job Code: 1160**

**INTRODUCTION**

Under administrative direction, performs diverse administrative and secretarial duties in support of the Airport Director. The incumbent assists the Airport Director in planning, coordinating, and conducting sensitive and/or confidential programs and activities directly related to the San Francisco International Airport; is responsible for work organization and administrative details of the Airport Director's daily activities; and performs related duties as required.

**DISTINGUISHING FEATURES**

This single-position classification is distinguished by the extensive knowledge of the policies, practices, and operations of the Office of the Director required to perform the duties of the position and by the confidential relationship with the Airport Director that ensures the Airport Director is fully informed on critical and confidential matters. Work performed is often at the incumbent's own initiative and is confidential and/or complex in nature, involving the handling of sensitive information and contacts requiring considerable discretion, judgment, diplomacy and tact. The incumbent is primarily responsible for the provision of liaison assistance to the Airport Director in sensitive and confidential within the department, other city agencies, airports, and local, state, and federal agencies.

**SUPERVISION EXERCISED**

Supervises secretarial and/or clerical positions within the Office of the Director.

**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 and tracks the implementation of the Director's Executive Directives and policies.
2. Oversees and administers entire Airport administrative support function. Coordinates, evaluates, and establishes performance standards of administrative support staff for the entire Airport.
3. Develops, monitors, and coordinates annual budget for the Airport Director's Office.
4. Creates memoranda and letters. Reviews finished reports, memoranda, and other written materials for completeness, accuracy, format, proper English usage, and compliance with policies and procedures.
5. Coordinates with the Board of Supervisors, City Attorney's Office, and the Controller's Office and other agencies in exchange of information and/or the preparation of resolutions, ordinances and related documents.
6. Researches, evaluates and makes recommendations on sensitive or confidential matters and courses of action to the Airport Director.

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7. Initiates and maintains files including those of a confidential nature.
8. Participates as a member of the Senior Executive Management team and supports the Airport Director during Senior Executive Management meetings.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Modern office procedures, equipment, practices, and techniques; proper punctuation, spelling, and grammatical usage and a broad vocabulary covering common administrative terminology; office management and office/record systems; and administrative practices and principles.

Ability and Skill to: Organize, coordinate, and review the work of an executive office; assume responsibility and use judgment in representing, reflecting and carrying out program goals and mission of executive/managers in situations requiring tact, diplomacy and poise; organize and handle administrative details independently; compose letters, memoranda, and reports; establish and maintain harmonious working relations with the general public and other employees.

**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:

High School diploma or equivalent (GED or High School Proficiency Examination)

Experience:

Six (6) years of administrative assistance experience to an Executive.

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 10/XX/16

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

**Title: Executive Assistant to the Airport Director  
Job Code: 1160**

**AMENDED DATE:**

**REASON FOR AMENDMENT**

*To accurately reflect the current tasks, knowledge, skills & abilities,  
and minimum qualifications.*

**BUSINESS UNIT(S):**

COMMN