



NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY THE HUMAN RESOURCES DIRECTOR

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

ALLOCATE THE FOLLOWING POSITION(S):

Notice No: 31
Fiscal Year: 2008/2009
Posting Date: 6/24/2009

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	AIR	1	0933 Manager V \$4,397.00 B \$5,612.00	0933 Manager V \$4,397.00 B \$5,612.00

Working Title: *Airport Small Business Development Manager*

Reporting relationships of subject position(s): **MCCP File Number: 27-013**

Reports To: 0955 *Deputy Director V*

Supervises: 1 1823 *Senior Administrative Analyst*
1 1446 *Secretary II*

Other Job Codes Considered:

Position Summary:

This position manages the San Francisco International Airport's Small Business Affairs Office and oversees all aspects of the Airport's Small and Disadvantaged Business Programs with a primary goal of developing business opportunities and specific bidding requirements to attract qualified businesses and bidders in areas of construction, professional services and concessions. This includes outreach, certification, goal setting, policy and program development, compliance, and development and administration of support services for local businesses.

Additionally, this position serves as a liaison to the Human Rights Commission for compliance with the local provisions of Administrative Code sections 14B (contracting) and 12D (equal benefits), and is responsible for ensuring contractor compliance with federal FAA/FHWY regulations and requirements. This position also coordinates and manages data collection and analysis of contract information and small business participation for the Citywide Diversity Tracking System (DTIS).

The position works closely with Contracts Administration, Revenue Development and Management, Aviation Management and other operating divisions requiring contracting services relating to small business and equal benefits requirements.

The position is also be responsible for developing, recommending and implementing policy and program innovations to maximize small business participation at the Airport, and will work closely with Department staff, other City agencies and with the contracting community to develop and implement such innovations.

The position also serves on various committees to initiate the development or revision of City and State contracting procedures dealing with the development and support of small and disadvantaged businesses. Committees include the Airport Minority Advisory Committee, California Unified Certification Program - Executive Committee and Citywide Surety Bond & Loan Advisory Committee. The position is responsible for speaking at local and national conferences on Small/Disadvantaged/Minority Business Enterprise (SBE/D/M) issues impacting airports, often advising and meeting with external Airport Disadvantaged Business Enterprise (DBE) program managers, commissioners and civil rights officers on effective program procedures and practices for designing and implementing airport DBE programs.

Supervision of the day-to-day operations of staff to ensure on-going outreach and compliance activities. Additionally, the position is responsible for contracts negotiations and managing the coordination of various compliance issues and activities affecting the Airport with the Human Rights Commission (HRC) on-site staff.

This position requires excellent skills to work independently in providing high-level administrative support, planning and advice on long-range and short-range plans for small and disadvantaged business participation for contracting across all divisional lines within the Airport and to provide a balanced perspective under occasionally controversial and contested situations. It involves working with high-level professionals, monitoring programs and their budgets varying from \$250,000 to over \$15 million, and significant financial consequences of decision-making. This position is responsible for 40% Local Business Enterprise (LBE) contracts for concessions, generating revenue for the Airport

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933.

Request to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 4th floor, 1 South Van Ness or from DHR's website at: http://www.sfgov.org/site/sfdhr_page.asp?id=102488

Appeal procedures for affected employees, the Municipal Executives' Association and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO are in accordance with separate agreements.

cc: All Employee Organizations
All Departmental Personnel Officers
Regina Tharayil, MTA
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Carmela Villasica, HRD

Linda Cosico, HRD
Tinhha Luong, PPSD

Chistina Fong, HRD
MSS Team Leaders
HRD Support Services

MSS File
MCCP File