



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: May 31, 2012

Re: **Notice of Proposed Classification Actions –Final Notice No. 46 FY 2011/2012 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective May 30, 2012.

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 – Employee Relations Unit  
DHR – Class and Comp Unit  
DHR – Recruitment and Assessment Unit  
DHR – Support Services  
Micki Callahan, DHR  
Anita Sanchez, CSC  
Linda Cosico, DHR  
Maria Newport, SFERS  
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:** 46  
**Fiscal Year:** 2011/2012  
**Posted Date:** 05/22/2012  
**Reposted Date:** N/A

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

<b>Item #</b>	<b>Job Code</b>	<b>Title</b>
1	5264	Title Airport Noise Abatement Specialist
2	5271	Title Senior Airport Noise Abatement Specialist

**For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at [Christina.Penland@sfgov.org](mailto:Christina.Penland@sfgov.org).**

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 effected parties.

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 – Employee Relations Unit  
DHR – Class and Comp Unit  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Airport Noise Abatement Specialist  
Job Code: 5264**

**INTRODUCTION**

Under supervision, the Airport Noise Abatement Specialist is responsible for the daily operation and maintenance of the Airport's noise monitoring system, flight tracking system and responding to citizen's concerns. The essential functions of this class include: monitoring aircraft noise and airlines' compliance with FAA, State and Airport noise regulations; troubleshooting and maintaining remote noise monitoring sites and flight tracking equipment; retrieving and correlating data from the Airport's various noise monitoring sites; compiling data into standardized format; responding to and investigating citizens' complaints; may attend community meetings to assist in and/or make presentations regarding noise abatement issues; maintaining inventory of spare parts for the systems.

**DISTINGUISHING FEATURES**

Class 5264 is the journey level in the Noise Abatement class series. Positions at this level perform technical operational duties in the operation and maintenance of the Airport noise and flight tracking systems. This class is distinguished from the Senior Noise Abatement Specialist in that the latter performs more complex technical abatement duties and serves as lead specialist in team or special projects.

**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. Operates the Airport's noise monitoring and flight tracking equipment, retrieves and correlates data through the use of customized computer software programs and utilities including routine operation, backing up and archiving data, daily checking the status of the systems, e.g., time, disk capacity, error messages, etc.
2. Troubleshoots & maintains remote noise monitoring sites and flight tracking equipment (e.g., circuit cards; microphones) including identifying defective components, and calibrating and replacing components. Troubleshoots and maintains noise and flight tracking computer components (e.g., printers, modems). Transport and/or retrieves data equipment between the Noise Monitoring Office and storage room to and from remote sites.
3. Monitors aircraft noise, flight operations (including test programs) and other pertinent aviation factors and procedures in the Airport Noise Office utilizing voice logging, noise monitoring, flight tracking, aircraft radios, and other equipment. Monitors Noise Abatement equipment in the field and at private residences through the use of portable noise monitors, hand held receiving radios, cellular phones, and binoculars.
4. Maintains records and logs of spare parts, calibrations, maintenance history, data storage; writes form reports.

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5. Analyzes and evaluates data in monthly airline reports for compliance with Airport noise regulations.
6. Maintains and operates Noise Monitoring Van including fueling, cleaning interior, arranging cleaning of exterior, and maintaining inventory of contents.
7. May attend community meetings to assist in and/or make presentations regarding noise abatement issues.
8. Responds to and addresses calls relating to Airport/Airplane noise complaints from the community.
9. Performs related duties and responsibilities as assigned.

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

Knowledge of: Federal Aviation Regulations, State and Local noise abatement laws and regulations; aircraft performance including noise characteristics; general airport operations and the principles of aviation; acoustics, including frequency response, decibel levels and sound transmission; the principles and procedures of Air Traffic Control Communications, (i.e. translating flight strip data, weather data and interpretation of flight tracks); aviation weather patterns and their effect on airport operations locally and worldwide; modern computer systems and applications related to noise monitoring mitigation (e.g. flight tracking systems, spreadsheets, databases and word processing, and the set up and connection of noise monitoring hardware.)

Ability to: anticipate and identify problems associated with noise and flight tracking systems and develop and make recommendations for solutions; analyze, summarize and compose a variety of noise monitoring and abatement reports for the Airport and State, and Federal agencies; orally communicate effectively and persuasively with staff, airport management, members of the public and government officials; demonstrate sensitivity and concern to the public in regard to noise complaints in the community.

**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:

One (1) year of aviation experience, such as working with flight tracking equipment, radar, airport traffic patterns, flight paths, aircraft flight procedures or applying airspace rules, safety procedures, navigation techniques and aviation regulations, six (6) months of which must have included noise

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abatement responsibilities..

Substitution:

A baccalaureate degree from an accredited college or university in Aviation, Aeronautical Operations or a related field can substitute for the six (6) months of noise abatement experience.

Additional experience as described above may be substituted for the required degree on a year-for-year basis, up to a maximum of two (2) years. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year; OR

Possession of a Commercial Pilot's license may substitute for the one (1) year of required experience; OR

Possession of a Professional Air Traffic Controller certificate may substitute for the one (1) year of required experience.

**LICENSE AND CERTIFICATION**

Possession of or ability to obtain and maintain a Class C driver's license by the time of appointment.

**SUPPLEMENTAL INFORMATION**

Ability to climb and work in confined or awkward spaces to install and monitor equipment; strength to lift and maneuver materials and equipment weighing up to 50 lbs.

**PROMOTIVE LINES**

To: 5271 Senior Noise Abatement Specialist

From: Entrance Examination

**ORIGINATION DATE:**

**AMENDED DATE:**

9/27/00, 5/30/2012

**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 SFCCD SFMTA SFUSD

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

**Title: Senior Airport Noise Abatement Specialist  
Job Code: 5271**

**INTRODUCTION**

Under direction, the Senior Airport Noise Abatement Specialist performs lead function duties for the daily operation and maintenance of the Airport's noise monitoring and flight tracking systems and responds to community and citizen's concerns.

**DISTINGUISHING FEATURES**

The 5271 Senior Airport Noise Abatement Specialist is the advanced journey-level in the noise abatement specialist job class series. Class 5271 Senior Airport Noise Abatement Specialist is distinguished from class 5264 Airport Noise Abatement Specialist in that the former provides lead function duties to the 5264 Airport Noise Abatement Specialist, performs more complex technical functions and provides technical and administrative assistance to the Assistant Noise Abatement Officer. Class 5271 Senior Airport Noise Abatement Specialist is also distinguished from class 5267 Assistant Noise Abatement Officer in that the latter supervises the overall operations of the Noise Abatement office, develops programs, and assists in the coordination of public relations with environmental agencies and the surrounding communities.

**SUPERVISION EXERCISED**

May oversee and provide work direction for the Noise Abatement Specialists.

**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. Operates the Airport's noise monitoring and flight tracking equipment, retrieves and correlates data through the use of customized software programs and utilities on the computer including routine operation, backing up and archiving data, daily checking the status of the systems, e.g., time, disk capacity, error messages, etc.
2. Troubleshoots & maintains remote noise monitoring sites and flight tracking equipment (e.g., circuit cards; microphones) including identifying defective components, and calibrating and replacing components. Troubleshoots and maintains noise and flight tracking computer components (e.g., printers, modems) Transports and/or retrieves data and/or equipment between the Noise Monitoring Office and the Noise Monitoring storage room and to and from remote sites.
3. Monitors aircraft noise, flight operations (including test programs) and other pertinent aviation factors and procedures in the Airport Noise Office utilizing voice logging, noise monitoring, flight tracking, aircraft radios, and other equipment. Monitors Noise Abatement equipment in the field and at private residences through the use of portable noise monitors, hand held receiving radios, cellular phones, and binoculars.
4. Maintains records and logs of spare parts, calibrations, maintenance history, data storage;

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**Title: Senior Airport Noise Abatement Specialist  
Job Code: 5271**

writes form reports. This requires a knowledge of aviation terms.

5. Analyzes and evaluates data in monthly airline reports for compliance with Airport noise regulations.
6. Maintains and operates Noise Monitoring Van including fueling, cleaning interior, arranging cleaning of exterior, and maintaining inventory of contents.
7. May attend community meetings to assist in and/or make presentations regarding noise abatement issues.
8. Responds and addresses calls relating to Airport/Airplane noise complaints from the community.
9. Provides work direction for 5264 Noise Abatement Specialist in the daily operation, maintenance, troubleshooting and repair of the noise monitoring or flight tracking systems.
10. Performs related duties and responsibilities as assigned.

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

Knowledge of: Federal Aviation Regulations, State and Local noise abatement laws and regulations; aircraft performance including noise characteristics; general airport operations and the principles of aviation; acoustics, including frequency response, decibel levels and sound transmission; the principles and procedures of Air Traffic Control Communications, (i.e. translating flight strip data, weather data, radio communications correlation and interpretation of flight tracks); aviation weather patterns and their effect on airport operations locally and worldwide; the principles of electronics; modern computer systems and applications related to noise monitoring mitigation (e.g. flight tracking systems, spreadsheets, databases and word processing, and the set up and connection of noise monitoring hardware.)

Ability to: anticipate and identify problems associated with noise and flight tracking systems and develop and make recommendations for solutions; analyze data, summarize and compose a variety of noise monitoring and abatement reports for the Airport, State, and Federal agencies; orally communicate effectively and persuasively with staff, airport management, members of the public and government officials; demonstrate sensitivity and concern to the public in regard to noise complaints in the community.

**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.

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**Experience:**

Two (2) years of experience performing noise abatement duties including monitoring airline and aircraft noise compliance with FAA, State and Airport noise regulations, equivalent to those of class 5264 Airport Noise Abatement Specialist with the City and County of San Francisco.

**Substitution:**

Additional aviation experience, such as working with flight tracking equipment, radar, airport traffic patterns, flight paths, aircraft flight procedures or applying airspace rules, safety procedures, navigation techniques and aviation regulations, or in Airport noise abatement may be substituted for the required degree on a year-for-year basis, up to a maximum of two (2) years. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year.

**LICENSE AND CERTIFICATION**

Possession of or ability to obtain and maintain a Class C drivers' license by the time of appointment.

**SUPPLEMENTAL INFORMATION**

Ability to climb and work in confined or awkward spaces to install and monitor equipment; strength to lift and maneuver materials and equipment weighing up to 50 lbs.

**PROMOTIVE LINES**

From: 5264 Airport Noise Abatement Specialist

**ORIGINATION DATE:** 9/27/00

**AMENDED DATE:** 5/30/2012

**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