

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: March 5, 2012

Re: **Notice of Proposed Classification Actions –Final Notice No. 37 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 March 1, 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: 37
Fiscal Year: 2011/2012
Posted Date: 2/22/2011
Reposted Date: N/A

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

Item #	Job Code	Title
1	9212	Airport Security Officer
2	9220	Airport Operations Supervisor

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.

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

**Title: Airport Safety Officer
Job Code: 9212**

INTRODUCTION

Under general supervision, performs airfield patrol and inspection duties of airfield and other facilities to evaluate operating conditions for aircraft, to control airfield surface traffic and to secure tenant and other facilities. Performs surveillance, inspection and investigations for enforcement of the Airport Security Program (ASP) and ensure compliance with Federal, Airport and Transportation Security Regulations.

DISTINGUISHING FEATURES

This class is responsible for the enforcement of Airport, Federal, and Transportation Security Regulations; for assuring safe operating conditions on the airfield; and for securing all airport facilities. Positions in this class are distinguished from Class 9220 Airport Operations Supervisor in that the latter is responsible for immediate supervision of employees in the former class.

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.

When assigned to the Airfield:

1. Inspects and evaluates airfield facilities, including; runways, taxiways, safety areas, paved & non-paved surfaces, lighting, signage, markings, security related assets (i.e. fences/gates, navigational aides) and other aeronautical facilities for conformance with safety and security regulations.
2. Closes airfield facilities, including runways, taxiways, ramps, aircraft gate positions, and security related assets (i.e. fences and gates) when unsafe or un-secure operational conditions are discovered, or to accommodate scheduled and routine operations in those areas. Re-opens airfield facilities when inspection indicates that area/asset conditions have been restored to a safe and secure condition.
3. Monitors and directs the movement of vehicles, persons, and equipment on the airfield to insure safe and efficient operations. Provides escort and safety/security support during VIP operations and construction projects on the Airfield.
4. Notifies aeronautical users through various federal communication channels of any change in airfield conditions.
5. Records aircraft movements and assigns and verifies assignment of space to aircraft to assure maximum utilization of facilities.

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6. Controls and enforces Airport regulations (i.e., noise abatement regulations, proper identification displays) and gives out admonishments for violations.
7. Responds to and investigates all airfield incidents and accidents, including those involving injuries to people and, as required, administers first aid; identifies potential contributing factors and recommends corrective action, including facility repairs/upgrades, and /or new or improved procedures and policies.
8. Responds to all emergencies such as distressed or disabled aircraft, hazardous material spills, suspicious Items, bomb threats, and terrorist events.
9. Prepares detailed informational and operational reports related to safety/security incidents, injuries, and accidents.
10. Responsible for the proper placement and storage of hazardous materials transported as air cargo.
11. Assists in maintaining Operations emergency equipment and supplies to be used to respond to any Airport incidents or accidents.
12. Conducts wildlife surveys and performs wildlife management and eradication duties, including habitat control, harassment and depredation. Uses and maintains various firearms in the performance of these duties.
13. Develops training programs, standard operating procedures, and other related programs as directed by supervisor. May be required to speak in front of groups and/or provide operations related training to airline tenants, service companies or other aeronautical or non-aeronautical users.
14. May be assigned temporarily to the duties of an Operations Supervisory, as necessary.
15. Performs other duties as assigned by supervisor.

When assigned to Security:

1. Inspects and evaluates Airport and tenant facilities, access controls, barriers, fences and lighting for compliance with Airport and Transportation Security Regulations; suspends operations when unsecured conditions are discovered and reopens operations when inspection indicates unsecured conditions have been rectified.
2. Ensures compliance with and enforces proper procedures for Airport's Access Control System to prevent unauthorized and/or unescorted access to the Air Operations Area (AOA), challenging personnel for proper Airport identification media.
3. Responds to and investigates security breaches and violations; conducts interviews; recommends corrective action, prepares and files appropriate reports and conducts follow-up

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inspections; makes assessments of modifications completed.

4. Issues admonishments for safety and security violations; maintains and updates admonishment database.

5. Conducts routine and special-emphasis security checks of facilities and airfield, responds to and investigates security calls and access control alarms.

6. Oversees security operations for construction projects, special events and other special security operations to ensure compliance with the Airport Security Program (ASP); provides proper security materials and conducts briefings to appropriate entities.

7. Monitors the procedures and operations of air carriers and tenants with security responsibilities over Exclusive Areas as established by agreement with the Airport.

8. Provides Airport staff and aviation and non-aviation tenants with regulatory information and guidance.

9. Responds to and assists in all security emergencies and crises such as Explosive Device threats, air piracy and terrorism.

10. Prepares informational and operational reports.

11. Provides special administrative or management assistance to Assistant Airport Security Coordinator in support of the ASP.

12. Works within Security Operations Center (SOC) performing Closed-Circuit Television (CCTV) and access control system monitoring and surveillance ensuring compliance with Transportation Security Association (TSA) and Airport Regulations.

13. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Airfield and Airport Safety & Security principles, method, practices and equipment; Federal Aviation Administration Rules and Regulations.

Ability to: Write operational and investigative reports; read and comprehend Federal Aviation Administration (FAA) and TSA regulations and State and Local codes; communicate effectively and establish good working relationships; work under stressful physical and emotional conditions on a daily basis including adverse weather, exposure to radioactive materials, high noise levels and rotating shifts; solve problems quickly and prioritize varied demands.

Skill to: Apply first aid and CPR; move barriers during construction activities; read maps, diagrams, and airfield plans.

MINIMUM QUALIFICATIONS

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**Title: Airport Safety Officer
Job Code: 9212**

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:

Two (2) years safety or security operations experience at an airport, airbase, airline, military base or an emergency communications dispatch center.

Substitution:

Possession of an Associate's degree from an accredited college or university (or equivalent 60 semester or 90 quarter units) may substitute for one (1) year of the required experience; OR

Possession of a Bachelor's degree from an accredited college or university with a major in Aviation Management or a related field may substitute for the two (2) years of required experience.

LICENSE AND CERTIFICATION

Possession of or ability to obtain a valid California Class C driver's license prior to employment.

Possession of or ability to obtain a valid Airport driving permit prior to employment.

PROMOTIVE LINES

To: 9220 Airport Operations Supervisor

From: Entrance Examination

ORIGINATION DATE: 1962

AMENDED DATE: Amended: 6/28/02; Amended: 7/28/00; Amended: 2/3/92;
Amended: 03/01/2012

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.

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**Title: Airport Operations Supervisor
Job Code: 9220**

INTRODUCTION

Under general direction, supervises Airport Safety Officers engaged in duties that assure the safe, secure and efficient operation of the Air Operations Area and other airport facilities. Manages and administers the Airport Security Program.

When assigned to the Airfield Operation, an Airport Operations Supervisor supervises Airport Safety Officers in duties, which involve ensuring the safe, secure and efficient operation of the Air Operations Area and other airport facilities such as buildings, navigational aids and structures. These positions require the ability to determine priorities according to changing conditions, to analyze and resolve work problems and situations, and to institute quick, effective and responsible courses of action, and performs related duties as required.

When assigned to the Aviation Security Specialty, an Airport Operations Supervisor serves as a project manager and is responsible for developing, implementing, managing and/or evaluating projects related to one or more components of the Aviation Security Program (ASP), and performs related duties as required.

DISTINGUISHING FEATURES

The 9220 Airport Operations Supervisor is distinguished from Class 9212 Airport Safety Officer in that it supervises the former class during an assigned shift. The 9220 Airport Operations Supervisor is further distinguished from the higher level 9222 Airport Operations Coordinator in that it is supervised and directed by the higher level classes.

SUPERVISION EXERCISED:

Incumbents in this class supervise Airport Safety Officers in Airfield or Aviation Security involved in routine security checks, related duties of airport facilities and other related duties under Aviation Security Specialty.

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.

WHEN ASSIGNED AS AN AIRFIELD SUPERVISOR

1. Prioritizes and coordinates all airside activities with various Federal, State and local agencies (including FAA Control Tower) as well as other airport departments, tenants and agencies.
2. Coordinates the airside construction and maintenance with various airport departments, tenants and agencies.
3. Supervises and assigns Airport Safety Officers - Airfield Specialty work to facilitate the dynamic changing conditions on the Air Operations Area.
4. Responds in person, by phone or by radio to all airport emergencies involving airside activities. Contacts various airport personnel and agencies necessary to address and help

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facilitate various situations including: a) aircraft accidents, b) fires, c) bombings, d) hijackings, e) hazardous materials incidents, f) power failures and water main breaks, g) vehicle accidents, or other airfield side incident/emergencies.

5. Prepares reports. The reports include: a) Notice to Airmen (NOTAM)s, b) incident reports, c) surveys, d) taped telephone messages, e) daily shift reports, f) response to management request reports, g) performance evaluations, h) monthly reports, i) irregularity in tenant use reports.

6. Reviews Airfield Operations reports. The reports are reviewed for accuracy, content, grammar, and clarity, as they become permanent records. The reports are generated daily, weekly, monthly, shift by shift and per occurrence. The reports include: a) daily runway and taxiway reports, b) night time noise clearance center reports, c) lighting reports, d) field incidents, e) vehicle incidents, f) aircraft accidents, g) ramp inspections, h) admonishment reports, and i) security.

7. Develops, conducts and schedules training for Airport Safety Officers - Airfield Specialty. The training addresses all job areas related to Airport safety and security including the ASOs working relationships with other airport personnel, tenants, and contractors in specific programs.

8. Ensures that airport rules and regulations are enforced through the issuance of written and verbal admonishments.

9. Conducts basic investigation of noise complaints. Implements a cursory check of field conditions upon receipt of complaint through Communications Division and refers complaints received to the Noise Abatement Division for response.

10. Performs annual, probational, and ad-hoc performance evaluations for 9212 Airport Safety Officers - Airfield Specialty; administers disciplinary action when necessary.

WHEN ASSIGNED AS AN AVIATION SECURITY SUPERVISOR

1. Develops and implements comprehensive aviation security plans to support Airport and air carrier operations; ensures plans are in compliance with Transportation Security Regulations (TSR) 49 CFR Part 1542/1540, emergency amendments (EA) and Airport Security Program (ASP); reviews and monitors EA's, security bulletins and information circulars.

2. Develops, amends and manages Cargo/Airfield Perimeter Facilities Aviation Security Program.

3. Executes Regulatory Enforcement and Compliance Evaluation Program; ensures compliance and enforces proper procedures for controlling access to restricted areas, challenging for proper Airport Identification media, and proper display of ID's, conducts detailed investigations and analysis of all security violations; conducts interviews and recommends corrective action; completes comprehensive reports and drafts initial responses to Federal Aviation Administration (FAA) Letters of Investigation (LOI); conducts follow-up evaluations.

4. Develops and implements all aspects of aviation security training; conducts security operations, procedures, regulations and systems training for aviation and non-aviation tenants in

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accordance with Airport security directives; provides regulatory, policy, and procedural information and guidance on ASP and FAR 107, 108, 129 and 191.

5. Manages and coordinates Quality Standards Program (QSP) concerning certification of all security providers; conducts initial certification and subsequent audits of air carriers and aviation service companies, including contract security providers.

6. Develops, implements, and documents special systems operations, procedural guides, and performance requirements for Access Control System (ACS), Closed Circuit television (CCTV) and Checked Baggage Inspection System (CBIS).

7. Plans, develops, implements and coordinates security architecture and security systems for new as well as existing Airport and tenant facilities; prepares Capital Improvement Project requests and follows budget approval process.

8. Develops, documents and amends security systems performance, architecture and equipment requirements for the Aviation Security Tenant Improvement Guide.

9. Develops plans, procedures, measures and initiatives for implementation in consonance with federal regulatory requirements; prepares a wide range of written materials from Airport Security Circulars, and Operation Guides to Security Directives and Airport Operations Bulletins.

10. Performs detailed analysis, evaluations and assessments of and makes recommendations for improving aviation security programs, plans, procedures, and measures associated with Airport Aviation and non-aviation tenant operations.

11. Conducts Periodic Security Evaluations (PSE) and Special Emphasis Assessments (SEA) as directed focused on ensuring compliance of FAA and Airport security regulations and guidelines comprehensively documented in the Airport Security Program.

12. Provides special administrative and management assistance at the Security Operations Control (SOC) station within the Airport Communications Center and to the Manager or Coordinator as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Airport and Airfield Operations or Airport and Aviation Security Operations, including a working knowledge of Federal Aviation Regulations Code and Laws FAR Parts 77, 107, 108, 109, 129, 139 and 191 and other applicable Federal Aviation Regulations, Codes and Laws; principles and procedures involved in compliance enforcement and management of Airport and Federal Civil Aviation Security Regulations for Category X (Large International) Airport for the development and implementation of comprehensive aviation security plans; principles and procedures of airport and air carrier operations, procedures and terminology; physical security systems and controls; airport law enforcement and laws of arrest; appropriate techniques and enhancements to counter terrorism.

Ability and skill to: Interpret and apply the 150 series information from the Regulations' Advisory Circuit (which concerns airport - planning, federal aid, surplus property, compliance, safety, design, construction and maintenance); interpret blueprints of construction activities on the

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airfield in order to plan for airfield safety and security; apply managerial and supervisory techniques to coordinate activities of Airport Safety Officers and other personnel engaged in Airfield or Aviation Security Operations; receive and convey information via telephone, in person, and by two-way radio under stressful conditions; exercise good judgment and solve problems; think and respond expeditiously; ability to communicate effectively and clearly; prepare quality written materials, administrative reports and correspondence.

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:

Four (4) years of safety and/or security operations experience at an airport, airbase, airline, military base or an emergency communications dispatch center performing safety, security and inspection duties equivalent in scope and level to class 9212 Airport Safety Officer in the City and County of San Francisco.

Substitution:

Possession of an Associate's degree from an accredited college or university (or equivalent 60 semester or 90 quarter units) may substitute for one (1) year of the required experience; OR

Possession of a Bachelor's degree from an accredited college or university in Aviation Management, or related field, may substitute for two (2) years of the required experience.

LICENSE AND CERTIFICATION

Possession of or ability to obtain a valid California Class C driver's license prior to employment.

Possession of or ability to obtain a valid Airport driving permit prior to employment.

PROMOTIVE LINES

From: 9212 Airport Security Officer

AMENDED DATE:

Amended: 12/16/05; Amended: 03/01/2012

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.