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)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Former Title</th>
<th>New Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9247</td>
<td>Airport Emergency Planning Coordinator</td>
<td>Airport Emergency Management Coordinator</td>
</tr>
</tbody>
</table>

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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


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
Title: Airport Emergency Planning 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, the Federal Aviation Administration and emergency relief, non-governmental organizations in coordinating emergency procedures and exercises 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

This single position classification is located in the Methods and Procedures Section of the Airport Operations Division. The incumbent, reporting to the Assistant Deputy Director of Operations, is responsible for developing, testing and evaluating procedures for maximum preparedness to respond to any emergency or disaster at the San Francisco International Airport. The incumbent must be available on call on a 24-hour basis.

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 management, division personnel and local emergency planners in the development of plans to respond to emergencies or disasters at the Airport; formulates emergency mobilization procedures to utilize Airport, local law enforcement, and public and private safety resources in the event of emergencies or disasters; 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. Designs and conducts emergency exercises and drills in order to train and rehearse Airport and airlines personnel, tenants and emergency relief organizations in Airport requirements in a wide variety of disaster contingencies.

3. Prepares and directs the preparation and publishing of exercise orders and procedural manuals for the conduct of each exercise and drill; ensures updated disaster plans.
Title: Airport Emergency Planning Management Coordinator  
Job Code: 9247

4. Evaluates exercises and actual emergency response results with participants and management in order to improve future Airport response procedures; implements procedural changes in exercises and drills to incorporate improvements.

5. As assigned, represents Airport management in coordination of Airport emergency and disaster management plans with the Federal Aviation Administration, law enforcement agencies, Customs, airlines and other tenants, and emergency relief organizations.

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 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

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

Considerable 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; think and act quickly in emergency situations make appropriate, effective, and quick decisions in a wide variety of matters under stressful conditions; communicate effectively including oral presentations and written communications; speak and write effectively; use software for word processing, databases, and spreadsheets; perform efficiently under conditions of severe stress; 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*
Title: Airport Emergency Planning Management Coordinator
Job Code: 9247

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

PROMOTIVE LINES
To:

From:

ORIGINATION DATE: 03/06/1989

AMENDED DATE: 08/XX/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