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: 28
Fiscal Year: 2015/2016
Posted Date: 09/16/2015
Reposted Date: N/A

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

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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>9206</td>
<td>Airport Property Specialist 1</td>
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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
INTRODUCTION

Under direction, performs a variety of functions related to the Airport's property management and business development programs. The essential functions of the job class include: managing the various activities of concessions, airlines and aviation support companies related to the following properties- terminals, land, office buildings, cargo facilities, parking garages, warehouses, hangers and other properties; performing various tasks related to the leasing, rental and management of Airport lands, terminals, buildings and other public service outlets; utilizing various retail marketing data, analysis, and other research tools; preparing verbal and written reports and recommendations to management for achieving maximum revenues from the leasing and rental of Airport properties; preparing verbal and written reports and making recommendations regarding management of operating policies and practices to improve operating efficiencies; managing the outreach and competitive selection process for award of concession and passenger service contracts at the Airport.

DISTINGUISHING FEATURES

This class is distinguished from other Airport classes in that this class specializes in the management, leasing, and rental of airport properties and facilities.

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. Analyzes and evaluates property usage: participates in market surveys, research in real estate areas, aviation related studies, and feasibility studies resulting in recommendations to Airport management and Commission approval for contract and policies; performs rate analysis and prepares recommendations to assist in rental rate determination; prepares and presents plans and reports by extracting information from market surveys and appraisal reports; drafts administrative reports informing the Airport Commission of the status of items under consideration; works with other staff in preparing requests for proposals to develop property in order to ensure that current or future development conforms with city, state and federal guidelines and Commission policy; participates in the planning of facilities.

2. Negotiates non-concession related, non-competitive land and facility rental, contracts and renewals: including month-to-month permits and leases with potential tenants for rates, size and use of space, location, responsibility for repairs and maintenance and term of agreement.

3. Drafts and administers proposals of use, bid packages, leases, permits and other documents relative to concession opportunity sites: negotiates with prospective tenants in the development of bidding guidelines for the awarding of retail concession contracts, adhering to Commission
guidelines and standards in order to maximize potential income and minimize costly alterations to ensure that property is used for activities which conform with codes, policy and developmental strategy; prepares drafts for form and content before submission to management and the Airport's General Counsel; coordinates closely with legal counsel and other staff as appropriate in matters of lease preparation and litigation; prepares Commission packages for management review and approval.

4. Monitors current data based lease management system: including record-keeping procedures for rental of property; including updating property inventory, reports and manuals; administers commencement and expiration of leases, concession agreements and various space permits; updates lists of interested tenants; notifies tenants of adjustments in rental rates; oversees tenant location maps, exhibits or plans to reflect current status of assigned properties; coordinates internal notification regarding changes of tenancies and existing tenant operating parameter; reviews the status of insurance and bonds.

5. Manages and administers active agreements: for compliance with Airport policies, procedures and lease terms; inspects properties on a regular basis to ensure compliance with lease terms, Airport and life/safety practices; prepares and monitors maintenance work requests; contacts tenants regarding timely and correct payments and resolving delinquent payments; monitors tenant improvement programs for new and existing tenancies, including design review; manages transition of possession of leased premises.

6. Maintains and fosters landlord-tenant relationship: as primary contact with tenants, maintains regular communication with tenants; assists tenants through suggestions in merchandising, facility development, relocation or judicious business acumen to maximize Airport revenue and operating efficiencies.

7. Coordinates property activities: with governmental agencies on real estate and related activities such as easements, contracts, leases, permits and rights of ways; interacts with community organizations and Airport divisions, engineering and building inspection, police and others.

8. Responds to prospective tenants and public: regarding current structure, potential uses of property and other policy matters; recruits a wide selection of possible tenants while maintaining the desired physical plan, public convenience, safety, facility attractiveness and other conditions consistent with Airport goals and policies.

9. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGEs, SKILLS, AND ABILITIES

Knowledge of: Current market rates including land value, facility rates, and operating and maintenance costs; rental agreements and familiarity with legal terms related to property rental; property management procedures including proper inspection, maintenance, and repair of properties.

Ability and Skill to: Negotiate rental agreements; analyze market data and property trends; foster good public and human relations; discuss and resolve problems with tenants and the public;
prepare letters, reports, leases, etc. in a logical manner; orally present plans and reports to staff, commissioners, tenants, general public, and outside agencies.

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; AND

Experience: Two (2) years of experience in the areas appropriate to the assigned position. These areas may include but are not limited to: market research; evaluation of economic feasibility of leases; the management and leasing of commercial properties, retail properties, passenger services and advertising, food and beverage concessions, management and leasing OR-airport/aviation industry tenants, air passenger support services, airline operations, or air cargo operations management and leasing AND market research and evaluation of economic feasibility of leases.

License and Certification:

Substitution: additional experience may substitute for up to two (2) years of the required education on a year for year basis.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 1/7/80
AMENDED DATE: 1/8/90; 2/26/03
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