

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: November 20, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 18 FY 18/19 (copy attached).**

Pursuant to completion of discussion with SEIU regarding this classification action, the classification actions contained in the above referenced notice became effective November 19, 2018.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Director
Human Resources

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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
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: 18
Fiscal Year: 2018/2019
Posted Date: 10/31/2018
Reposted Date: N/A

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

Item #	Job Code	Title
1	9212	Aviation Security Analyst
2	9220	Aviation Security Operations Supervisor

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

Item #	Job Code	Title	Salary	Bargaining Unit
1	9213	Airfield Safety Officer	\$88,270 - \$107,302	24
2	9221	Airport Operations Supervisor	\$106,002 - \$128,804	27

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.

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Aviation Security Analyst
Job Code: 9212**

DEFINITION

Under general supervision, the 9212 Aviation Security Analyst monitors, observes, inspects and evaluates airport facilities to ensure safe and secure operating conditions for enforcement of the Airport Security Program and ensure compliance with Federal, Airport and Transportation Security Regulations.

DISTINGUISHING FEATURES

Class 9212 Aviation Security Analyst is distinguished from Class 9213 Airfield Safety Officer by the latter's responsibility for performing airfield patrol and inspection. Class 9212 Aviation Security Analyst is further distinguished from Class 9220 Aviation Security Operations Supervisor in that the latter is responsible for immediate supervision of employees in the former class.

SUPERVISION EXERCISED

None

EXAMPLES OF 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. Monitors and conducts surveillance to ensure compliance with Transportation Security Administration (TSA) and Airport Regulations; reviews and exports video for safety and security incidents.
2. Inspects Airport and tenant facilities, access controls, barriers, fences, and lighting for compliance with safety and security regulations; enforces proper procedures for Airport's Access Control System to prevent unauthorized and/or unescorted access to the Air Operations Area (AOA), requests for proper Airport identification.
3. Responds to and investigates security breaches and violations; conducts interviews; recommends corrective action; prepares and files appropriate reports; conducts follow-up inspections; validates area/asset conditions have been restored to safe and secure conditions.
4. Issues citations/admonishments for safety and security violations; maintains and updates admonishment database.
5. Conducts routine and special-emphasis security checks throughout the airport; investigates and communicates access control alarms and other security anomalies; monitors the procedures and operations of air carriers and tenants including prohibited items in and out of the sterile area.
6. Oversees security operations for construction projects, special events and other special security operations; provides proper security materials and conducts briefings to appropriate stakeholders.

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

**Title: Aviation Security Analyst
Job Code: 9212**

7. Provides the Airport community with regulatory information, updates, and provides training and guidance; attends briefings for updates and shares information; trains new employees.
8. Responds to all security emergencies; provides law enforcement agencies with security related information, data, and video.
9. Prepares detailed informational and operational reports related to safety/security incidents, injuries, and accidents.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Airport and aviation security operations & security principles, methods, practices and equipment; Federal Aviation Administration; Transportation Security Regulations (TSR); aviation terminology and phraseology.

Ability and Skill to: Prepare 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; solve problems quickly, multitask, and prioritize varied demands; read maps, diagrams, and airfield plans; communicate written information in a clear, concise, and understandable manner; situational and spatial awareness; exercise good judgment when making decisions; think critically and analyze output; use a computer and other technology, software, and hardware; and obtain and maintain valid Airport driving privileges.

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:

Two (2) years of safety and/or security operations experience at an airport, airbase, airline, military base, or an emergency communications dispatch center, of which six (6) months must include recent aviation security experience.

License and Certification:

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

Substitution:

Possession of an Associate's degree from an accredited college or university with a major in Aviation Management or a related field may substitute for one (1) year of the required safety and/or security operations experience only.

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 safety and/or security operations experience only.

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

**Title: Aviation Security Analyst
Job Code: 9212**

Completion of a six (6) month program equivalent to the City and County of San Francisco's Airfield or Aviation Security Training Program may substitute for the required six (6) months of recent aviation security experience.

SUPPLEMENTAL INFORMATION

Nature of work involves working under stressful physical and emotional conditions, including adverse weather, exposure to radioactive materials, high noise levels and rotating shifts.

PROMOTIVE LINES

To: 9220 Aviation Security Operations Supervisor

ORIGINATION DATE: 1962

AMENDED DATE: 2/3/1992; 7/28/00; 6/28/02; 03/01/12; 11/19/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN

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

**Title: Aviation Security Operations Supervisor
Job Code: 9220**

DEFINITION

Under general direction, the 9220 Aviation Security Operations Supervisor supervises Aviation Security Analysts and is responsible for developing, implementing, managing and/or evaluating projects related to one or more components of the Aviation Security Program.

DISTINGUISHING FEATURES

Class 9220 Aviation Security Operations Supervisor is distinguished from Class 9221 Airport Operations Supervisor by the latter's responsibility for supervising the safe, secure and efficient operation of the Air Operations Area and related areas. Class 9220 Aviation Security Operations Supervisor is further distinguished from Class 9212 Aviation Security Analyst in that the former supervises the latter.

SUPERVISION EXERCISED

Supervises subordinate staff.

EXAMPLES OF 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. Supervises staff and oversees the daily operations of a 24/7 section.
2. Develops and implements comprehensive aviation security plans to support Airport operations; monitors security plans to ensure compliance with Transportation Security Regulations (TSR), emergency amendments, Airport Security Program, security bulletins, information circulars, and other regulatory documentation.
3. Executes security regulatory enforcement and compliance evaluation program; monitors and enforces proper procedures for controlling access to restricted areas.
4. Develops and implements all aspects of aviation security training and provides information and guidance for aviation and non-aviation tenants in accordance with Airport rules and regulations
5. Manages and coordinates Quality Standards Program (QSP) concerning all certification and audits of all security providers, airport tenants, and aviation service companies.
6. Develops, implements, and documents operations, procedural guides, and performance requirements for special systems such as Access Control System (ACS) and Closed Circuit television (CCTV).
7. Manages security architecture systems and access for Airport and tenant facilities and users.
8. Makes recommendations for improvements in aviation security programs, plans, procedures, and measures associated with Airport Aviation and non-aviation tenant operations; reviews and makes recommendations for capital improvement project requests.

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

**Title: Aviation Security Operations Supervisor
Job Code: 9220**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Airport and Aviation Security Operations, including a working knowledge of applicable rules and regulations, codes, laws, etc.; principles and procedures involved in compliance enforcement and management of Airport and Transportation Security Regulations; principles and procedures of airport and air operations, aviation terminology and phraseology; physical security systems and controls.

Ability or Skill to: Think critically and analyze output from various security technologies to effectively investigate security incidents and comply with Transportation Security Regulations (TSR); interpret construction blueprints for security systems placement on airport property; apply supervisory techniques to coordinate activities and personnel engaged in Security Operations; receive and convey information in various methods; exercise good judgment when making decisions, such as considering risks and alternatives prior to making a decision; solve problems quickly, multitask, and prioritize varied demands; communicate effectively and establish good working relationships; work effectively with multiple government agencies, airport tenants and community; communicate written information in a clear, concise and understandable manner; use a computer and other technology, software and hardware; work under stressful, physical and emotional conditions; situation and spatial awareness; and obtain and maintain valid Airport driving privileges.

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 Aviation Security Analyst in the City and County of San Francisco, of which one (1) year must include recent aviation security experience.

License and Certification:

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

Substitution:

Possession of an Associate's degree from an accredited college or university with a major in Aviation Management or a related field may substitute for one (1) year of the required safety and/or security operations experience only.

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

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

**Title: Aviation Security Operations Supervisor
Job Code: 9220**

Completion of a six (6) month program equivalent to the City and County of San Francisco's Airfield or Aviation Security Training Program may substitute for six (6) months of the required recent aviation security experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 9212 Aviation Security Analyst

ORIGINATION DATE:

AMENDED DATE: 12/16/05; 3/1/12; 11/19/18

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN

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

**Title: Airfield Safety Officer
Job Code: 9213**

DEFINITION

Under general supervision, the Airfield Safety Officer performs patrol and inspection duties of airfield and other facilities and conducts investigations for the enforcement of the Airport Security Program and to ensure compliance with Federal, Airport and Transportation Security Regulations.

DISTINGUISHING FEATURES

Class 9213 Airfield Safety Officer is distinguished from Class 9212 Aviation Security Analyst by the latter's responsibility for enforcing security measures and ensuring regulatory compliance for airside operations. Class 9213 Airfield Safety Officer is further distinguished from Class 9221 Airport Operations Supervisor in that the latter is responsible for immediate supervision of employees in the former class.

SUPERVISION EXERCISED

None

EXAMPLES OF 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. Inspects and evaluates airfield facilities, such as; runways, taxiways, safety areas, paved & non-paved surfaces, lighting, signage, markings, security related assets (i.e., fences/gates, navigational aids) and other aeronautical facilities for conformance with safety and security regulations.
2. Closes and reopens airfield facilities, including runways, taxiways, ramps, aircraft gate positions, and security related assets (i.e., fences and gates) dependent upon safe and secure conditions.
3. Monitors and directs the movement of vehicles, persons, and equipment on the airfield, and provides escort and safety/security support to ensure safe and efficient operations.
4. Notifies aeronautical users through various communication channels; monitors multiple radios to ensure safety and security of any changes in airfield conditions.
5. Verifies compliance with assigned aircraft parking space to ensure maximum utilization of facilities.
6. Enforces Airport regulations and issues citations/admonishments for violations; enters and/or submits citations in database.
7. Responds to security breaches, violations, and all emergencies; acts as first responders to all incidents or accidents on the airfield/ramp area, and, as required, administers first aid. Maintains emergency equipment and supplies to be used to respond to any Airport incidents or accidents; sets up and operates the Mobile Command Post.
8. Investigates all airfield incidents and accidents, and identifies potential contributing factors for airfield safety and security; recommends corrective action, including facility repairs/

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**Title: Airfield Safety Officer
Job Code: 9213**

upgrades, and/or new or improved procedures and policies.

9. Identifies proper placement and storage of hazardous materials on the airfield; maintains and coordinates removal of ground handling equipment; participates in safety risk assessments; compiles hazard data into Safety Management System (SMS) reports.
10. Prepares detailed informational and operational reports related to safety/security incidents, injuries, and accidents. Attends briefings for updates and shares information.
11. Conducts wildlife surveys and performs wildlife management and eradication duties, including habitat control, harassment and depredation.
12. Develops and administers training programs, standard operating procedures, and other related programs; presents to groups and provides operations related training to airline tenants, service companies or other aeronautical or non-aeronautical users.
13. Monitors and coordinates maintenance and construction work sites on the airfield to ensure safety and security; implements and adjusts maintenance and construction site closures based on operational conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: Airfield and Airport Safety & Security principles, methods, practices and equipment; Federal Aviation Administration Rules and Regulations (FAR); Transportation Security Regulations (TSR); aviation terminology and phraseology.

Ability and Skill to: Write operational and investigative reports; read and comprehend Federal Aviation Administration (FAA), Transportation Security Administration (TSA) regulations, State and Local codes, maps, diagrams, and airfield plans; communicate effectively and establish good working relationships; solve problems quickly, multitask, and prioritize varied demands; communicate written information in a clear, concise, and understandable manner; situational and spatial awareness; exercise good judgment when making a decision such as considering risks and alternatives prior to making a decision; think critically and analyze output from various security technologies to effectively investigate security incidents and comply with Transportation Security Regulations (TSR); use a computer and other technology software and hardware; interpret and apply airfield safety construction and maintenance plans; apply first aid and CPR; identify types and characteristics of aircraft; use firearms to wildlife hazard management; and obtain and maintain a valid Non-movement and Movement Area Operator credential.

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)

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

**Title: Airfield Safety Officer
Job Code: 9213**

Experience:

Two (2) years of safety and/or security operations experience at an airport, airbase, airline, or military base performing safety, security and inspection duties, of which six (6) months must include recent airfield operations experience.

License and Certification:

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

Substitution:

Possession of an Associate's degree from an accredited college or university with a major in Aviation Management or a related field may substitute for one (1) year of the required safety and/or security operations experience only.

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 safety and/or security operations experience only.

Completion of a six (6) month program equivalent to the City and County of San Francisco's Airfield Operations Training Program may substitute for the required six (6) months of recent airfield operations experience.

SUPPLEMENTAL INFORMATION

Nature of work involves working under stressful physical and emotional conditions including adverse weather, exposure to radioactive materials, high noise levels and rotating shifts.

PROMOTIVE LINES

To: 9221 Airport Operations Supervisor

ORIGINATION DATE: 11/19/18

AMENDED DATE:

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN

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

**Title: Airport Operations Supervisor
Job Code: 9221**

DEFINITION

Under general direction, the 9221 Airport Operations Supervisor supervises Airfield Safety Officers in duties which involve ensuring the safe, secure and efficient operation of the Air Operations Area and other airport facilities.

DISTINGUISHING FEATURES

Class 9221 Airport Operations Supervisor is distinguished from Class 9220 Aviation Security Operations Supervisor by the latter's responsibility for supervising the security and regulatory compliance of airside operations. Class 9221 Airport Operations Supervisor is further distinguished from Class 9213 Airfield Safety Officer in that the former supervises the latter.

SUPERVISION EXERCISED

Supervises subordinate staff.

EXAMPLES OF 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. Supervises Airfield Safety Officers and other subordinate staff and oversees the daily operations of 24/7 section; Develops and administers training programs, standard operating procedures, and other related programs; prepares and maintains training syllabus and records for Airfield staff.
2. Coordinates all airside activities with various Federal, State and local agencies as well as other airport departments, tenants and agencies, including escorts and remote aircraft parking on the Airfield Operations Area.
3. Coordinates the airside construction and maintenance work with various airport departments, tenants and agencies.
4. Responds to all emergencies involving airport activities.
5. Prepares informational and operational reports related to safety/security incidents, injuries and accidents; issues Notice to Airmen (NOTAMs) to reflect changing airfield conditions and/or hazards to air traffic; participates in safety risk assessments.
6. Interprets and enforces Airport Rules and Federal Regulations; issues written and verbal admonishments/citations for violations; enters, reviews and approves information in database.
7. Conducts basic investigation of noise complaints and refers complaints received to the Noise Abatement Division.
8. Develops and administers training for wildlife management; oversees the wildlife hazard management program including habitat control, harassment, depredation and safe use of firearms.

KNOWLEDGE, SKILLS, AND ABILITIES

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

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

**Title: Airport Operations Supervisor
Job Code: 9221**

Advisory Circulars; Transportation Security Regulations (TSR); aviation terminology and phraseology; airport and air carrier operations.

Ability and Skill to: Read, comprehend and apply Federal Aviation Administration, Transportation Security Regulations, State and Local codes, maps, diagrams and airfield plans; interpret and apply airfield safety construction and maintenance plans and documents; apply supervisory techniques to coordinate activities and personnel; receive and convey information in various methods; exercise good judgement when making a decision; solve problems quickly, multitask, and prioritize varied demands; use a computer and other technology software and hardware; communicate written information in a clear, concise, and understandable manner; work under stressful, physical and emotional conditions; situational and spatial awareness; communicate effectively both orally and in writing; establish good working relationships; apply first aid and CPR; identify types and characteristics of aircraft; use firearms for wildlife hazard management; and obtain and maintain a valid Non-movement and Movement Area Operator credential.

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, or military base performing safety, security and inspection duties equivalent in scope and level to class 9213 Airfield Safety Officer in the City and County of San Francisco, of which one (1) year must include recent airfield operations experience.

License and Certification:

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

Substitution:

Possession of an Associate's degree from an accredited college or university with a major in Aviation Management or a related field may substitute for one (1) year of the required safety and/or security operations experience only.

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 safety and/or security operations experience only.

Completion of a six (6) month program equivalent to the City and County of San Francisco's Airfield Operations Training Program may substitute for six (6) months of the required recent airfield operations experience.

**CITY AND COUNTY OF SAN FRANCISCO
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**Title: Airport Operations Supervisor
Job Code: 9221**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 9213 Airfield Safety Officer

ORIGINATION DATE: 11/19/18

AMENDED DATE:

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN