

**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 |
|--------|----------|-------------------------------|
| 1 | 9213 | Airfield Safety Officer |
| 2 | 9221 | Airport Operations Supervisor |

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
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

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: ~~Airport Safety Officer~~ Aviation Security Analyst
Job Code: 9212

DEFINITION

Under general supervision, the 9212 Aviation Security Analyst monitors, observes, inspects and evaluates airport ~~performs airfield patrol and inspection duties of airfield and other facilities to~~ ensure safe and secure ~~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

Class 9212 Aviation Security Analyst is distinguished from Class 9213 Airfield Safety Officer by the latter's responsibility for performing airfield patrol and inspection. ~~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.~~ Class 9212 Aviation Security Analyst is further ~~Positions in this class are distinguished from Class 9220 Airport~~ 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.

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.~~
- ~~6. Controls and enforces Airport regulations (i.e., noise abatement regulations, proper identification displays) and gives out admonishments for violations.~~

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- ~~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. Monitors and conducts surveillance to ensure compliance with Transportation Security Administration (TSA) and Airport Regulations; reviews and exports video for safety and security incidents. 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. Inspects Airport and tenant facilities, access controls, barriers, fences, and lighting for compliance with safety and security regulations; 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 requests personnel for proper Airport identification media.
3. Responds to and investigates security breaches and violations; conducts interviews; recommends corrective action; ~~pre~~prepare and files appropriate reports; ~~and~~ conducts follow-up inspections; ~~makes assessments of modifications completed.~~ 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 of facilities and airfield; ~~responds to and investigates~~ and communicates security calls and access control alarms and other security anomalies; monitors the procedures and operations of air

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Title: ~~Airport Safety Officer~~ Aviation Security Analyst
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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 ~~to ensure compliance with the Airport Security Program (ASP); provides proper security materials and conducts briefings to appropriate entities~~ stakeholders.

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

~~78. Provides the Airport staff and aviation and non-aviation tenants~~ community with regulatory information, updates, and provides training and guidance.; attends briefings for updates and shares information; trains new employees.

~~89. Responds to and assists in all security emergencies and crises such as Explosive Device threats, air piracy and terrorism.;~~ provides law enforcement agencies with security related information, data, and video.

~~910. Prepares~~ detailed informational and operational reports related to safety/security incidents, injuries, and accidents.

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.~~

KNOWLEDGE, SKILLS, AND ABILITIES

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

~~Ability and Skill to: Write~~ 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; ~~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, multitask, and prioritize varied demands; apply first aid and CPR; ~~move barriers during construction activities;~~ 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.

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Title: ~~Airport Safety Officer~~ Aviation Security Analyst
Job Code: 9212

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's license prior to employment,
~~Possession of or ability to obtain a valid Airport driving permit 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 (or equivalent 60 semester or 90 quarter units) 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 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 Airport Operations Aviation Security Operations Supervisor

From: Entrance Examination

ORIGINATION DATE: 1962

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

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Title: ~~Airport Safety Officer~~ Aviation Security Analyst
Job Code: 9212

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
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Title: Airport Aviation Security Operations Supervisor
Job Code: 9220

DEFINITION

Under general direction, the 9220 Aviation Security Operations Supervisor supervises Aviation Security Analysts ~~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 Class 9220 Airport 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 Airport Safety Officer Aviation Security Analyst in that the former supervises the latter, 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. 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.

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.~~

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Title: Airport Aviation Security Operations Supervisor
Job Code: 9220

- ~~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 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. Supervises staff and oversees the daily operations of a 24/7 section.

2. Develops and implements comprehensive aviation security plans to support Airport and air carrier operations; monitors security ensures plans are in to ensure 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, and other regulatory documentation.

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

3. Executes security Regulatory Eenforcement and Compliance Evaluation Program; ensures compliance monitors 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.

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Title: Airport Aviation Security Operations Supervisor
Job Code: 9220

4. Develops and implements all aspects of aviation security training; ~~conducts security operations, procedures, regulations and systems training~~ **and provides information and guidance** for aviation and non-aviation tenants in accordance with Airport **rules and regulations** 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 **all certification and audits** of all security providers; ~~conducts initial certification and subsequent audits of airport tenants carriers and aviation service companies, including contract security providers.~~
6. Develops, implements, and documents ~~special systems~~ operations, procedural guides, and performance requirements for ~~special systems~~ **such as** Access Control System (ACS), **and** Closed Circuit television (CCTV) ~~and Checked Baggage Inspection System (CBIS).~~
7. Plans, develops, implements and coordinates **Manages** security architecture and security systems **and access** for new as well as existing Airport and tenant facilities **and users**; ~~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. ~~8.~~ Performs detailed analysis, evaluations and assessments of and ~~m~~ **M**akes recommendations for improvement **ing in** aviation security programs, plans, procedures, and measures associated with Airport Aviation and non-aviation tenant operations; **reviews and makes recommendations for** ~~C~~ **capital improvement** ~~P~~ **project requests.**
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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Airport and Airfield Operations or Airport and Aviation Security Operations, including a working knowledge of **applicable rules and regulations, codes, laws, etc.**; 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 **Transportation** 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 **aviation** terminology **and phraseology**;

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Title: Airport Aviation Security Operations Supervisor
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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). **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** of construction activities on the 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 **in various methods** via telephone, in person, and by two-way radio under stressful conditions; exercise good judgment **when making decisions, such as considering risks and alternatives prior to making a decision;** and solve problems **quickly, multitask, and prioritize varied demands;** think and respond expeditiously; ability to communicate effectively and **establish good working relationships** clearly; **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** 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 **Aviation Security Officer 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's license prior to employment.
Possession of or ability to obtain a valid Airport driving permit prior to employment.

Substitution:

CITY AND COUNTY OF SAN FRANCISCO
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Title: ~~Airport~~ Aviation Security Operations Supervisor
Job Code: 9220

Possession of an Associate's degree from an accredited college or university with a major in Aviation Management or a related field (or equivalent 60 semester or 90 quarter units) 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.

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 Airport ~~Aviation Security Officer~~ Analyst

ORIGINATION DATE:

AMENDED DATE: 12/16/05; 3/1/12; 7/xx/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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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)

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**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/XX/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

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**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
DEPARTMENT OF HUMAN RESOURCES**

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

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 9213 Airfield Safety Officer

ORIGINATION DATE: 11/XX/18

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN