

TITLE: **AIRPORT OPERATIONS SPECIALIST I - II**

DEFINITION: Under general supervision, performs administrative, technical and professional duties pertaining to Airport Operations and/or Airport Public Affairs.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the classification

Grade Level II - Performs the most complex duties in the divisions of Public Affairs and/or Operations. In addition, may have supervisory responsibilities.

EXAMPLES OF DUTIES:

- Ensures compliance with federal, state, county and local laws and regulations pertaining to airport operations and noise management;
- Responds to aircraft or other emergencies and assists in evaluation, development, and communication of airport emergency practices, procedures, operations and policies;
- Serves as Airport liaison with tenants, City departments, FAA/TSA staff, other agencies, contractors, and community on airport operations, noise and other issues;
- Effectively train employees and tenants on airport procedures;
- Coordinates special projects, events and programs;
- Assists with airfield, terminal and facilities inspections;
- Conducts, coordinates and maintains various Airport programs;
- Collects, reviews, analyzes and ensures the accuracy of community noise data;
- Investigates and initiates appropriate action regarding violation of the City's Airport Noise Compatibility ordinance;
- Produces Airport related literature and promotional materials, technical publications and directories;

- May assist in the supervising of employees;
- Utilize SharePoint management system;
- Assist with wildlife hazard management plan;
- Oversees an access control office in compliance with 49 CFR 1542.207-1542.211;
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field (proof required)*

AND

- Two years of paid, full-time equivalent experience in airport operations, noise abatement, airport security, and/or access control
- Additional paid, full-time equivalent experience in airport operations, airline operations, noise management, or airport security, and/or access control offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal and state regulations pertaining to airport operations, airport security and/or noise management.
- Knowledge of Code 14 of Federal Aviation Regulation 139 (FAR139), Federal
- Aviation Regulation Part 150 (FAR150) or Part 161 (FAR161), 49 Code of Federal
- Regulation 1542 (49 CFR 1542) or California Code of Regulations, Title 21, sections 5000 – 5090. (Copies of Codes for DA)
- Ability to use a personal computer including word processing Microsoft
- Office software;

- Ability to pass the airfield operations written and practical driving examinations as required prior to completion of probation;
- Ability to comprehend written technical material;
- Ability to effectively communicate verbally and in writing;
- Ability to pass a Transportation Security Administration (TSA) mandated background check and maintain security clearance as required by federal law.

Willingness to work irregular hours, weekends, evenings and holidays.

A valid motor vehicle operator's license is required.

HISTORY:

Title changed from Noise Control Specialist I/II: 06/10/98

Noise Control Specialist I/II class established: 7/1/78;

Revised: 04/30/02

Approval/Adoption Dates: 06/19/02

Revised: 11/30/2020

Approval/Adoption Date: 12/16/2020

Civil Service: 12/16/2020



Date: December 16, 2020
To: Civil Service Commission
From: Jami Kerr-Jenkins, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION–
AIRPORT OPERATIONS SPECIALIST**

Correspondence has been received from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval and adoption for the revised classification specification of Airport Operations Specialist I-II. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- The classification of Airport Operations Specialist is exclusive to the Airport.
- The Airport Operations Specialist performs administrative, technical and professional duties pertaining to Airport Operations and/or Airport Public Affairs.
- The classification specification of Airport Operations Specialist I-II was adopted June 19, 2002.
- The proposed changes to the Airport Operations Specialist I-II are as follows:
 - **Example of Duties:** Updated with the current range of duties and responsibilities in conjunction with industry standards and as stated on past job bulletins. Removed outdated references and added comprehensive descriptions. The additional duty of “Assist with wildlife hazard management plan” was added.
 - **Minimum Qualifications:** Updated the requirements with more specific language to include:
 - Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field (proof required)* AND Two years of paid, full-time equivalent experience in airport operations, noise abatement, airport security, and/or access control.

- Additional paid, full-time equivalent experience in airport operations, airline operations, noise management, or airport security, and/or access control offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.
- **Knowledge, Skills and Abilities:** Slight changes were made to the wording of the statements to make them more concise and reflect the current codes and regulations. The following statements were revised:
 - “Knowledge of federal and state regulations pertaining to airport, field operation, and noise abatement” revised to “Knowledge of federal and state regulations pertaining to airport operations, airport security and/or noise management.”
 - Added “Knowledge of Code 14 of Federal Aviation Regulation 139 (FAR139), Federal Aviation Regulation Part 150 (FAR150) or Part 161 (FAR161), 49 Code of Federal Regulation 1542 (49 CFR 1542) or California Code of Regulations, Title 21, sections 5000 – 5090. (Copies of Codes for DA).”
 - Added “.....as required prior to completion of probation” to “Ability to pass the airfield operations written and practical driving examinations.”
 - Removed “relating to airport operations and noise abatement” from “Ability to comprehend written technical material.”
 - Removed “orally” from “ability to effectively communicate verbally and in writing.
 - Added “Transportation Security Administration (TSA) and maintain security clearance as required by federal law.” to “Ability to pass a mandated background check.”
 - “Ability to learn a variety of computers and computer programs” revised to “Ability to use a personal computer including word processing Microsoft Office software.”

- “Willingness to work irregular hours, weekends, evenings, and holidays, as needed” revised to “Willingness to work irregular hours, overtime, weekends, evenings, and holidays.”
- Staff has also completed its meet and confer obligation on November 18, 2020 with the International Association of Machinists and Aerospace Workers (IAMAW) union regarding the proposed changes.

The Airport Department, Human Resources Department and the International Association of Machinists and Aerospace Workers (IAMAW) Representatives, have been informed that this request is on today’s agenda and representatives from the Airport and Human Resources Department will be present to respond to any questions from the Civil Service Commission.

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EXAMPLES OF DUTIES:

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- Coordinates special projects, events and programs;
- Assists with airfield, terminal and facilities inspections;
- Conducts, coordinates and maintains various Airport programs;
- Collects, reviews, analyzes and ensures the accuracy of community noise data;
- Investigates and initiates appropriate action regarding violation of the City's Airport Noise Compatibility ordinance;
- Produces Airport related literature and promotional materials, technical publications and directories;

- May assist in the supervising of employees;
- Utilize SharePoint management system;
- Assist with wildlife hazard management plan;
- Oversees an access control office in compliance with 49 CFR 1542.207-1542.211;
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field (proof required)*

AND

- Two years of paid, full-time equivalent experience in airport operations, noise abatement, airport security, and/or access control
- Additional paid, full-time equivalent experience in airport operations, airline operations, noise management, or airport security, and/or access control offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis

KNOWLEDGE, SKILLS, AND ABILITIES:

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- Regulation 1542 (49 CFR 1542) or California Code of Regulations, Title 21, sections 5000 – 5090. (Copies of Codes for DA)
- Ability to use a personal computer including word processing Microsoft
- Office software;

- Ability to pass the airfield operations written and practical driving examinations as required prior to completion of probation;
- Ability to comprehend written technical material;
- Ability to effectively communicate verbally and in writing;
- Ability to pass a Transportation Security Administration (TSA) mandated background check and maintain security clearance as required by federal law.

Willingness to work irregular hours, weekends, evenings and holidays.

A valid motor vehicle operator's license is required.

HISTORY:

Title changed from Noise Control Specialist I/II: 06/10/98

Noise Control Specialist I/II class established: 7/1/78;

Revised: 04/30/02

Approval/Adoption Dates: 06/19/02

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- Assist with wildlife hazard management plan;
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- Performs other duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field (proof required)*

AND

- Two years of paid, full-time equivalent experience in airport operations, noise abatement, airport security, and/or access control
- Additional paid, full-time equivalent experience in airport operations, airline operations, noise management, or airport security, and/or access control offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal and state regulations pertaining to airport operations, airport security and/or noise management;
- Knowledge of Code 14 of Federal Aviation Regulation 139 (FAR139), Federal Aviation Regulation Part 150 (FAR150) or Part 161 (FAR161), 49 Code of Federal Regulation 1542 (49 CFR 1542) or California Code of Regulations, Title 21, sections 5000 – 5090;
- Ability to use a personal computer including word processing Microsoft Office software;

- Ability to pass the airfield operations written and practical driving examinations as required prior to completion of probation;
- Ability to comprehend written technical material;
- Ability to effectively communicate verbally and in writing;
- Ability to pass a Transportation Security Administration (TSA) mandated background check and maintain security clearance as required by federal law.

Willingness to work irregular hours, weekends, evenings and holidays.

A valid motor vehicle operator's license is required.

HISTORY:

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TITLE: AIRPORT OPERATIONS SPECIALIST I - II

DEFINITION: Under general supervision, performs administrative, technical and professional duties pertaining to Airport Operations and/or Airport Public Affairs.

REPORTS TO:- ~~Airport Public Affairs Officer or Superintendent-Airport Operations~~

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the classification

Grade Level II - Performs the most complex duties in the divisions of Public Affairs and/or Operations. In addition, may have supervisory responsibilities.

EXAMPLES OF DUTIES:

- Ensures compliance with federal, state, county and local laws and regulations pertaining to airport operations and noise management;
- Responds to aircraft or other emergencies and assists in evaluation, development, and communication of airport emergency practices, procedures, operations and policies;
- Serves as Airport liaison with tenants, City departments, FAA/TSA staff, other agencies, contractors, and community on airport operations, noise and other issues;
- Effectively train employees and tenants on airport procedures;
- Coordinates special projects, events and programs;
- Assists with airfield, terminal and facilities inspections;
- Conducts, coordinates and maintains various Airport programs;
- Collects, reviews, analyzes and ensures the accuracy of community noise data;
- Investigates and initiates appropriate action regarding violation of the City's Airport Noise Compatibility ordinance;
- Produces Airport related literature and promotional materials, technical publications and directories;

- May assist in the supervising of employees;
- Utilize SharePoint management system;
- Assist with wildlife hazard management plan;
- Oversees an access control office in compliance with 49 CFR 1542.207-1542.211;
- Performs other duties as required.

- ~~Helps ensure compliance with federal, state, county and local laws and regulations pertaining to airport operations and noise abatement;~~
- ~~Collects, reviews, and analyzes community noise data, Environmental Impact Reports, and other information relating to proposed or existing noise sources, both public and private;~~
- ~~Investigates and initiates appropriate action regarding violation of the City's airport noise compatibility ordinance and may provide documentation on behalf of the City;~~
- ~~Ensures accuracy of the noise budget mandated under the noise ordinance;~~
- ~~Responds to aircraft or other emergencies and assists in evaluation, development, and communication of airport emergency practices, procedures, operations and policies;~~
- ~~Serves as a liaison for the airport with airport tenants, FAA tower staff, U.S. Customs, contractors, other City staff, and the community on noise and other issues;~~
- ~~Coordinates and assists with special projects, events and programs, requiring knowledge of FAA requirements and procedures;~~
- ~~Assists with airfield inspections, prior permission requests, and other field duties as required;~~
- ~~Resolves problems, evaluates procedures, makes recommendations;~~
- ~~Helps ensure safety and efficiency in the use of airport facilities and services;~~
- ~~Helps ensure that all inspection logs, incident reports and activity logs are completed and follow-up actions implemented;~~
- ~~Represents the airport at community events, tradeshow, and national and regional committee meetings;~~
- ~~Produces aviation-related literature and promotional materials, aviation technical publications and directories;~~
- ~~Assists with preparation and monitoring of the budget;~~
- ~~May operate and maintain the City's Airport Noise and Operations Monitoring System (ANOMS);~~
- ~~May ensure accurate noise matching procedures and implementation;~~
- ~~May prepare reports and make presentations as needed for the Airport Advisory Commission, General Aviation Noise Committee, homeowner group meetings, community events, etc.~~

- ~~• May respond to emergencies, newsworthy events and media inquiries in the absence of the Airport Public Affairs Officer;~~
- ~~• May assist in evaluating, coordinating, and instructing staff training and development;~~
- ~~• May assign, direct, and review the work of subordinate personnel;~~
- ~~• May supervise the noise abatement section of the Airport Operations;~~
- ~~• Assist with wildlife hazard management systems;~~
- ~~• Performs other duties as required.~~

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field (proof required)*

AND

Two years of paid, full-time equivalent experience in airport operations, noise abatement, airport security, and/or access control

OR

- Six years of Additional paid, full-time equivalent experience in airport operations, airline operations, noise management, or airport security, and/or access control offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.
- ~~- Graduation from an accredited college or university, with a bachelor's degree in the field of aviation management; or~~
- ~~- Graduation from an accredited college or university, with a bachelor's degree in a field other than aviation management and two years experience in airport operations; or~~
- ~~- Airport operations experience offering specific and substantial preparation for the duties of the position, of no less than four years;~~

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal and state regulations pertaining to airport operations, airport security and/or noise management.~~field operation and noise abatement;~~
- Knowledge of Code 14 of Federal Aviation Regulation 139 (FAR139), Federal Aviation Regulation Part 150 (FAR150) or Part 161 (FAR161), 49 Code of Federal Regulation 1542 (49 CFR 1542) or California Code of Regulations, Title 21, sections 5000 – 5090.
- Ability to ~~extensively~~ use a personal computer including word processing Microsoft Office software;

- ~~Ability to deal tactfully and effectively with the public~~
- Ability to pass the airfield operations written and practical driving examinations as required prior to completion of probation;
- Ability to comprehend written technical material ~~relating to airport operations and noise abatement~~;
- Ability to effectively communicate ~~orally~~ verbally and in writing;
- Ability to pass a Transportation Security Administration (TSA) mandated background check and maintain security clearance as required by federal law.

Willingness to work irregular hours, weekends, evenings and holidays, ~~as needed~~;

A valid motor vehicle operator's license is required.

HISTORY:

Title changed from Noise Control Specialist I/II: 06/10/98

Noise Control Specialist I/II class established: 7/1/78;

Revised: 04/30/02

Approval/Adoption Dates: 06/19/02

Date: December 9, 2020

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – AIRPORT OPERATIONS
SPECIALIST**

Attached for your consideration is an update to the Airport Operations Specialist Classification Specification. The Airport department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize language. The Example of Duties was revised to reflect the current duties of the classification and the Minimum Qualifications were made more specific with a detailed clarification of the requirements. Additionally, Knowledge, Skills and Abilities were updated to reflect current codes and regulations.

Human Resources staff worked with Civil Service and the Airport department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Airport Operations Specialist classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

FV:KC:VK

Attachments

Airport Operations Specialist Classification Specification.

cc: Dana Anderson, Acting Deputy Human Resources Director
Khristina Coston, Human Resources Officer