



DATE: September 15, 2016
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT: Revised Job Description for Airport Operations Specialist

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Airport Operations Specialist to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. Furthermore, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Airport Operations Specialist job description was revised to update the title, definition, distinguishing characteristics, essential duties, job related and essential qualifications, experience and education, and to align the format to the current City standards. The changes to the job description are intended to update the duties and required knowledge of the Airport Operations Specialist to current standards within the industry and also to attract more qualified candidates to this current vacant position, to establish a career trajectory for the incumbent, and to focus on succession planning and retention.

The changes to the job description are as follows:

Replace title "Noise Abatement Analyst" with "Airport Operations Specialist"

Definition Section

Replaced: "...the Noise Abatement Analyst..." with "...this position..."

Added: "This position also monitors the safe, efficient operation of the airport in compliance with local, state, and federal regulations."

Distinguishing Characteristics Section

Added: "...and airport operations."

Essential Duties Section

Added:

- “Monitors the airside and landside areas of the airport as required ensuring compliance with city, state and federal regulations.”
- “Inspects all airport areas, including hangers, runways, and fuel storage areas for compliance with airport and Federal Aviation Administration safety regulations.”
- “Documents observed conditions through a daily log and incident reports.”
- “Reports observed violations of airport rules and regulations to the Airport Operations Supervisor.”
- “Promptly reports emergency conditions to the Airport Operations Supervisor, and calls first responders in the event of life/safety issues.”
- “Issues Notices to Airmen (NOTAMs) as required.”
- “Conducts airfield driver safety training classes.”
- “Performs administrative duties as assigned.”
- “Performs...” in front of “clerical duties including answering the phone, typing, file maintenance and word processing.”
- “Performs related work as necessary.”

Removed: “Other duties as assigned.”

Job Related and Essential Qualifications Section

Knowledge of:

Replaced: “Principals...” with “Principles...”

Removed: “Knowledge of...”

Ability to:

Removed:

- “...and Operations...”
- “...System (ANOMS) flight data logging equipment.”

Added:

- “...and...”
- “...Equipment...”

Experience and Education Section

Experience:

Removed: “Two years”

Added:

- “One (1) year...”
- “..and airport operations...”

Licenses and Certificates:

Added: “Possession of a Federal Aviation Administration (FAA) Private Pilot Certificate is desirable but not required.”

FISCAL IMPACT

There is no economic impact as a result of changes to the job description. The classification is in the approved salary plan, and there is no recommended change to salary.

Prepared by: Azin Gervin, Human Resources Analyst II

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager