



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

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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 Assistant 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 Assistant is exclusive to the Airport.
- The Airport Operations Assistant performs field operation duties on specified shifts required to maintain airfield/terminal building area safety, security, and noise ordinance standards.
- The classification specification of Airport Operations Assistant I-II was adopted October 11, 1995.
- The proposed changes to the Airport Operations Assistant 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 Removed outdated references and added comprehensive descriptions.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 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 and Education.
    - Experience in airport operations, airline operations, or noise abatement, offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year- for- year basis.

December 16, 2020  
Page 2

- **Knowledge, Skills and Abilities:** Slight changes were made to the wording of the statements to make them more concise. The following statements were revised:
  - “Ability to write legibly and accurately” revised to “Ability to effectively communicate both orally and in writing.”
  - “Ability to learn a variety of computers and computer programs” revised to “Ability to use a personal computer including word processing Microsoft Office software.”
  - Added “Must 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” revised to “Willingness to work irregular hours, overtime, weekends, evenings, and holidays.”
  - Proof of a valid motor vehicles operator's license by close of filing. (A current DMV driving record must be submitted to the hiring department at time of selection review) revised to “A valid motor vehicle operator's license.”
  
- 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 Departments will be present to respond to any questions from the Civil Service Commission.

Date: December 2, 2020

To: Civil Service Commission

From: Dana Anderson, Acting Deputy Director of Human Resources



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

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Attached for your consideration is an update to the Airport Operations Assistant 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. The requirements for education, training and recent experience in airport management or airfield operations was changed to a 1) Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field and 2) Education and experience in airport operations, airline operations, or noise abatement, offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year- for- year basis.

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 Assistant 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 Assistant Classification Specification.

cc:

Fred Verdugo, Acting Director Human Resources  
Khristina Coston, Human Resources Officer

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

**DEFINITION:** Under supervision, performs field operation duties on specified shifts required to maintain airfield/terminal building area safety, security, and noise ordinance standards.

**DISTINGUISHING CHARACTERISTICS:**

- |                |                                                                                                                                                                                                                                                                                                                   |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grade Level I  | Airport Operations Assistant I performs airfield, terminal building and parking lots/ structure inspections; performs public affair responsibilities such as visitor escort and customer service duties; monitors aircraft traffic for noise abatement purposes; acts as assigned during emergency response.      |
| Grade Level II | Airport Operations Assistant II may perform duties as above, but in addition performs the more complex duties of the class; assists in the monitoring of airfield operations and investigation of procedure violations; assists in enforcement of the City's Noise Control Ordinance; completes special projects. |

**EXAMPLES OF DUTIES:**

- Performs field operations duties on specified shifts required to maintain airport area safety, security, and airport noise ordinance standards;
- Performs FAR Part 139 or CFR Part 1542 inspections to maintain FAA Airport Operating Certificate;
- Responds to incidents and emergencies; assists with various Airport activities and events such as airfield and tenant construction projects, filming, and special aircraft operations to ensure compliance with FAA, TSA and airport regulations;
- Observes, reports, and assists in correcting safety hazards;
- Performs maintenance of the Airport noise monitoring systems;
- Assists in wildlife hazard management plan;
- Maintains records for FAA compliance;
- Investigates noise violations;
- Utilize multiple hardware and software FAA applications;
- May operate a vehicle;
- May interact with customers, airport tenants, and regulatory agencies;
- 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.
- Education and experience in airport operations, airline operations, or noise abatement, 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:**

- Ability to pass the airfield operations driving examination.
- Ability to effectively communicate both orally and in writing.
- Ability to use a personal computer including word processing Microsoft Office software;
- Ability to comprehend written technical material relating to airport operations and noise control.
- Ability to follow verbal and written instructions.
- 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, overtime, weekends, evenings, and holidays,.

A valid motor vehicle operator's license

**HISTORY:**

Established 09/95

Approval/Adoption Dates: 10/11/95 - Human Resources Department

10/11/95 - Civil Service Commission

Revised 11/30/2020