

POSTING IS REQUIRED

Classification Notice No. 1347

To: Agency Heads and Employees
From: Christopher M.A. Lujan, Interim Director
Date: August 2, 2011
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Aviation Security Technician (613-A).

CSA is recommending the creation of the class of Aviation Security Technician to replace the current generic class of Operations Assistant for employees in the Security section of Denver International Airport (DIA). The new class is more accurate in describing the work of the positions and establishes better education and experience criteria for recruitment and selection. It will help streamline the recruitment process. Aviation Security Technicians are responsible for the systems that process and track access control devices, vehicle access permits for the airfield and over 50,000 employee access badges at DIA. Their work requires current knowledge of Transportation Security Administration (TSA) policies and regulations and the Airport Security Program.

NEW CLASS

<u>Job Code</u>	<u>Classification Title:</u>	<u>Pay Grade & Range</u>
CA2449	Aviation Security Technician	613-A (\$35,912 - \$52,419)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday August 18, 2011 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Tuesday, August 16, 2011**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday August 16, 2011**.



Career Service Authority
Aviation Security Technician

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GENERAL STATEMENT OF CLASS DUTIES

Performs paraprofessional level work administering aviation security processes and systems at Denver International Airport such as individual ID badge approval, vehicle-access permitting, and access-control devices. Ensures compliance with Airport Security Program, local and federal regulations, and Transportation Security Administration (TSA) directives.

DISTINGUISHING CHARACTERISTICS

This is a one-of-a-kind class.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs leadwork.

ESSENTIAL DUTIES

Processes and tracks criminal history checks, security threat assessments, and immigration status for prospective badge holders from the city, airlines, vendors, contractors, tenants and ground transportation companies.

Verifies information submitted by individuals, companies and Authorizing Agents. Ensures information submitted is in compliance with all local and federal regulations, TSA directives, and the Airport Security Program. Ensures all information collected is handled following Sensitive Security Information (SSI) and Protected Personal Information (PPI) protocols.

Assigns and verifies access control privileges for individual badge holders. Establishes and maintains company profiles to establish access rights according to job duties, company function, Airport Security Program and TSA regulations.

Keeps current on all changes to local and federal regulations, Airport Security Program and TSA security directives.

Communicates with applicant for additional information as necessary. Contacts appropriate local, state, or federal officials for further information as necessary.

Processes requests for and issues permits for vehicles in the restricted area for airlines, tenants, vendors, contractors and city employees according to requirements of the Airport Security Program and airport rules and regulations. Ensures insurance and deposit requirements are met as necessary.

Processes requests for and issues specialized access codes, keys, etc. for access control devices at specialized access points depending on company need. Programs new devices or reprograms existing devices as needed.

Assists security information technology staff in troubleshooting access control software and hardware.

Keeps police, fire, paramedics and other life safety personnel informed of changes in access codes.

Processes deposits and refunds for badges, vehicle permits, copies of the Airport Security Program, and keys.

Provides specialized service to some organizations such as renewal of badges and transferring fingerprints.

Assists in the initial and renewing Authorizing Agent renewal process and training.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Integrity/Honesty – Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Arithmetic/Mathematical Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Reasoning – Discovers or selects rules, principles, or relationships between facts and other information.

Applies Technology to Tasks – Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

Technical Competence – Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

Reading – Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation and spelling.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information and messages in writing.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Organizational Awareness – Knows how social, political, organizational and technological systems work and operates effectively within them. This includes the policies, procedures, rules and regulations of the work of the organization.

Manages and Organizes Information – Identifies a need; gathers, organizes and maintains information; determines its importance and accuracy and communicates it by a variety of methods.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Perceptual Speed – Sees detail in words, numbers, pictures and graphs quickly and accurately.

Listening – Receives, attends to, interprets and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern and politeness to others; relates well to different people from varied backgrounds and different situations.

Knowledge of all local and federal regulations, TSA directives, and the Airport Security Program sufficient to be able to maintain compliance.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.
Handling: seizing, holding, grasping, or otherwise working with hands.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Eye/hand/foot coordination: performing work through using two or more.
Near Visual Acuity: ability to see clearly at 20 inches or less.
Walking: moving about on foot.
Driving: ability to drive and maneuver around aircraft and ground support equipment.

Working Environment:

Subject to many interruptions.
Subject to varying and unpredictable situations.
Working outside and/or operating vehicles.

Education Requirement:

Graduation from high school or possession of a GED certificate

Experience Requirement:

Three years of specialized clerical experience processing requests for airport identification badges or three years of clerical experience using knowledge of aviation specific regulations, database access and TSA regulations.

Education/Experience Equivalency:

Additional appropriate education may be substituted for two years of the minimum experience requirement.

Licensure and/or Certification:

By position, requires possession of a valid driver's license at the time of application.
License must be kept current as a condition of employment.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: xx/xx/2011

ESTABLISHED BY: Steve Adkison

REVISED DATE:

REVISED BY:

CLASS HISTORY

This is a new proposed class that would replace the classification of Operations Assistant in the Security section of Denver International Airport.