



Office of Human Resources
Airport Security Operations Associate - CX3589
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General Statement of Duties

Performs intermediate level work coordinating and implementing program design to ensure compliance with the Airport Security Program under Transportation Security Regulation (TSR) Part 1542 and other applicable federal regulations. Prepares comprehensive security reports describing the progress towards goals and objectives and the overall accomplishments of security compliance programs.

Distinguishing Characteristics

The Airport Security Operations Associate performs work designing, coordinating and implementing security program design to ensure compliance with the Airport Security Program under Transportation Security Regulation (TSR) Part 1542 and other applicable federal regulations. The Airport Security Operations Associate is distinguished from the Contract Compliance Coordinator that manages contract compliance and performance requirements that include prevailing industry practice for similar goods and services and evaluates overall vendor performance. This classification is also distinguished from the Aviation Security Technician who performs support 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.

Essential Duties

Coordinates and implements programs designed to ensure compliance with the Airport Security Program under Transportation Security Regulation (TSR) Part 1542 and other applicable federal regulations. Prepares comprehensive security reports describing the progress towards goals and objectives and the overall accomplishments of Compliance Programs.

Serves as a subject area matter expert in knowledge of Transportation Security Regulations and the Airport Security Program and ensures airport compliance with each. Assist leaders in developing strategies and plans to address identified issues, and briefs supervisors on concerns and issues by providing information required for decision making.

Establishes and implements program objectives; develops modified work plans; implements security regulations and requirements in accordance with TSR Part 1542; sets priorities; and ensures functional areas operate in conformance with the airport security

Ensures airport-wide compliance with local, state, and federal regulations and laws through audits of applicable stakeholders and programs. Educates various stakeholders on airport security compliance programs.

Tracks security program metrics and reports tracking trends and patterns to ensure compliance with regulations and requirements. Evaluates the technical significance of collected data and needed corrective action and recommends remedial action. Identifies operational inefficiencies and opportunities to improve service delivery to stakeholders.

By position, performs authorized signatory training and associated duties for airport access media and credentialing; performs new company setup and all Transportation Security Administration (TSA) mandated regulations for new company participants and sponsors as outlined in the Denver Municipal Airport System Rules and Regulations; conducts audits of the authorized signatory and new company participant and sponsorship programs as mandated in Transportation Security Regulation (TSR) Part 1542; serves as an alternate hearing officer and manages violation notice correspondence and reconciliation as outlined in the airport's violation notice program.

Conducts regular audits of all security guard posts and contract invoices, including contract incentives; initiates City requests to contractors and tracks responses in accordance to contractual requirements; ensures current security procedures and practices performed by contractor are in accordance to Transportation Security Regulation (TSR) Part 1542 and the Airport Security Program; analyzes data, performs observations, conducts audits, and updates security guard contract procedures; and, assists the program administrator with special projects, including the annual aviation security exercise as required by TSR Part 1542 and comprehensive audits conducted by the TSA.

Conducts regulatory and compliance audits associated with concessionaires, including prohibited item inspection audits, security tamper-evident bag (STEB) audits, and public advisory audits; performs tenant space inspections prior to new concessions opening to the general public; conduct general badge and sterile area badge audits to ensure compliance with TSR Part 1542; facilitate piggyback testing on all freight elevators to ensure compliance with Denver Municipal Airport Rules and Regulations; compiles, analyzes, and tracks key performance indicators related to compliance related TSA mandated security inspections.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the mayor.

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

Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decisiveness – Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

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

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of planning, coordination, and execution of business functions.

Skill in developing an independent vision, investment, or course of action to achieve the organization's goals.

Knowledge in various types of audits, including contractual, physical, and digital methods.

Create a business plan, analyze financial implications, review the impact on operational processes, and communicate the vision effectively.

Skill in writing instructions for maintaining compliance with Federal, state and local regulations.

Level of Supervision Exercised

By position, performs lead work.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience coordinating and performing technical security duties on a variety of issues as needed in retail, food and beverage, commercial property, car rental, parking and ground transportation businesses, airline affairs, or a related industry.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education for all classifications.

Licensure & Certification

By position requires a valid Driver's License at the time of application.
Licenses and certifications must be kept current as a condition of employment.

Working Environment

Handles emergency or crisis situations.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0 - 10 lbs.)

Physical Demands

Hearing/Talking: Perceiving and comprehending nature and direction of sounds/ability to communicate ideas.
Lifting: Moving objects weighing no more than 10pounds from one level to another.
Oral Comprehension: Ability to discern the meaning of oral speech.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Standing/Walking: Moving from area to area and public contact.

Talking: Communicating ideas or exchanging information.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Walking: Ability to move or traverse from one location to another.
Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check
Employment Verification
Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-16
FLSA Code: N
Established Date: 3/15/2026
Established By: AOF
Revised Date:
Revised By:
Class History: New classification.