



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: February 7, 2017

TO: Mayor and Councilmembers

FROM: Airport Department

SUBJECT: Reclassification Of Administrative Specialist Position In The Airport Department

RECOMMENDATION:

That Council adopt, by reading of title only, A Resolution of the Council of the City Of Santa Barbara Amending Resolution No. 16-045, The Position And Salary Control Resolution For Fiscal Year 2017, Affecting the Airport Department, Effective November 26, 2016.

DISCUSSION:

The Airport Department requested that Human Resources conduct an analysis to determine the appropriate classification of the Administrative Specialist in the Certification and Operations Division of the Airport. This is a classification that currently supports the areas of Airport Operations, Airport Security Badging Office, Notice of Violation (NOV) processing, and Ground Transportation Permitting.

The Administrative Specialist assigned to the Department's Certification and Operations Division is responsible for supporting both training and compliance for the Airport Security Badging Office Trusted Agent personnel. All Airport users and employees with access to secured areas of the Airport (Airline Terminal and airfield) are required by Transportation Security Administration regulations to have a background check, finger prints, and training in order to access the secured areas. This position supports the day-to-day operation of the Badging Office, as well as two federally required annual audit of all badges (approximately 1,400). Should a badge holder fail to follow procedures, then this position also issues a Notice of Violation to the individual and tracks the resolution and mitigation of each NOV.

In addition, the Administrative Specialist is responsible for coordinating the permitting, applications, and record keeping for the Airport Ground Transportation Program, as well as providing the Division manager high level administrative support on special projects, surveys and information sourcing.

The Badging Office and the NOV duties were at one point assigned to Airport Operations Specialists who are required to have a higher level of knowledge and skill related to airport operations and security issues. In 2014, the current Administrative Specialist position was created to support the growing demands on the Airport Operations Specialists. Federal Regulations from both the Transportation Security Administration (TSA) and the Federal Aviation Administration (FAA) continue to expand and develop, requiring more of Airport Operations staff time. As a result of this increased oversight by TSA and FAA, the job responsibilities of this position have developed and grown over the years. The Certification and Operations Division now has a better understanding of the most efficient use of this position. The position now functions with a greater level of knowledge and skill in airport operations and security. This Administrative Specialist position frequently explains the how and why of the Airport's federally required processes to tenant managers, customers, pilots, and contractors. The position provides technical and process information to TSA upon request and assists TSA directly during inspections providing information on audits, records, and procedures.

Human Resources completed its analysis and determined that this Administrative Specialist position is performing the responsibilities of a higher level classification. Staff recommends this position be reclassified to a new classification of Airport Operations Technician in order to more accurately reflect the level of duties and responsibilities performed.

Therefore, staff recommends a new classification of Airport Operations Technician be created and that the Administrative Specialist position (current salary range \$1,663.70 - \$2,022.23 biweekly) be reclassified to Airport Operations Technician (new salary range \$1,792.46 - \$2,178.74 biweekly). The reclassification will be effective retroactive to November 26, 2016.

BUDGET/FINANCIAL INFORMATION:

No additional appropriations are needed, as the increased cost can be absorbed into the existing Airport Department Fiscal Year 2017 budget.

PREPARED BY: Tracy Lincoln, Airport Operations Manager

SUBMITTED BY: Hazel Johns, Airport Director

APPROVED BY: City Administrator's Office