AGENDA REPORT

Ordinance Creation of Airport Operations Specialist I and Airport Operations Specialist II Classifications **Finance & Administration**

MEETING DATE: 5/14/2015

AMOUNT: N/A
Operating Expense

PARTIES INVOLVED: N/A

SUBMITTED BY: Sara Lee, Chief Financial Officer

APPROVED BY: J. Christopher Lytle, Executive Director

ACTION TYPE: Ordinance

EXECUTIVE SUMMARY

Staff requests that the Board of Port Commissioners ("Board") approve the creation of two new classifications: Airport Operations Specialist I ("AOS I") and Airport Operations Specialist II ("AOS II"). These new classifications will staff the Aviation Airside Operations Department and the Aviation Security Department and will perform daily airside inspections, gate management, terminal operations, parking and ground transportation, general aviation, aircraft basing, aviation security, ID badge/access control programs, as well as other airside and landside functions in support of the Oakland International Airport ("OAK") maintaining compliance with Federal Aviation Administration ("FAA") regulation Part 139, Section 139.303.

BACKGROUND

In December 2014, the Port of Oakland ("Port") began meeting and conferring with Service Employees International Union Local 1021 ("SEIU") with regards to the creation of the AOS I and AOS II classifications as key components to reorganizing the Aviation Airside, Aviation Security and Aviation Ground Transportation departments. The reorganization was designed to achieve an optimal classification structure and to provide professional growth opportunities to staff. The creation of the AOS I and AOS II classifications were the key components of the meetings with SEIU as well as the primary elements of the reorganization.

In April 2015, the Port and SEIU reached an agreement on the creation of the AOS I and AOS II classifications and mutually agreed on the scope and responsibility for each classification.

The framework of the AOS I and AOS II classifications is based on integrating five existing classifications[1] into two generalist classes that can be utilized throughout Airport Operations and Aviation Security. This agreement was achieved through collaboration and partnership with representatives from SEIU Local 1021.

ANALYSIS

The Aviation Airside Operations Department ("Airside") is the central control of OAK. Airside's primary role is to ensure OAK maintains compliance with FAA Part 139, Section 139.303 and the requirements cited in the Airport Certification Manual ("ACM")/ Airport Security Program ("ASP"). The Airside organizational hierarchy is comprised of four core levels, Operations Manager, Operations Superintendents, Operations Supervisors and Operations Specialists, all of which maintain a 24/7 schedule to ensure OAK is compliant with FAA regulations and operational at all times. The existing Airport Operations Specialist classification is a legacy classification that originated with performance of fire safety and fueling functions at OAK which are now, in the case of fire-related duties, performed by the Oakland Fire Department, and in the case of fueling functions, is fulfilled by employees contracted directly by airlines. However, over the years, the duties and responsibilities of the legacy Airport Operations Specialist classification have evolved into two primary functions: life safety/access control/surveillance system monitoring and airfield compliance. In addition to the legacy Airport Operations Specialist classification, Airside has a Telephone Operator classification which is primarily responsible for emergency notification distribution, terminal paging, and response to public inquiries via telephone. As the Aviation Division evaluated its staffing and organizational needs, the leadership team determined that reorganizing the classification structure for Airside, Security and Ground Transportation & Parking Operations was necessary to realize the optimal performance of existing and prospective staff.

The AOS I is the entry level classification of the new Airport Operations Specialist series. The AOS I will support the compliance, enforcement and customer service related functions essential to the 24hr operation of OAK. The primary focus of the AOS I classification will be life safety access control/surveillance system monitoring, airport badge issuance/monitoring and compliance, as well as passenger/customer response. The classifications that will integrate into the AOS I classification include the Airport Security/ID Specialist and Telephone Operator. Overall, the AOS I will support the compliance and enforcement of FAA and TSA regulations and the ACM/ASP. Additionally, the AOS I will provide real-time monitoring of mission critical systems that are required to ensure the safety and security of the Airport. Depending on OAK's needs, incumbents in the AOS I classification will have the ability to be rotated between various assignments in Aviation Security or Aviation Airside Operations.

The AOS II is the journey level classification of the new Airport Operations Specialist series. The AOS II may perform lead duties over incumbents in the AOS I classification as well as other lower level classifications. The AOS II will be focused on airside inspections, gate management, terminal operations, parking and ground transportation, general aviation, aircraft basing, aviation security, ID badge/access control programs, as well as other airside

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[1] The five existing classifications include: Airport Security / ID Specialist, Telephone Operator, Airport Ground Transportation and Parking Operations Specialist, Senior Telephone Operator, Senior Airport / ID Specialist.

and landside functions. The AOS II incumbents may be required to rotate between various assignments as needed. The ability to rotate provides the Aviation Division with increased staffing and organizational flexibility.

The creation of the AOS I and AOS II classifications will not only provide for a more flexible organizational structure but will also provide professional growth and upward mobility opportunities for existing staff. As opposed to a singular, narrowly focused classification, we have created two generalist classifications that have duties and responsibilities that include operations, security and ground transportation. The rotation of incumbents through assignments will cultivate a more knowledgeable and experienced team. To ensure that existing employees successfully transition into the new classifications, Aviation management has developed a robust and comprehensive training plan that includes a combination of classroom, on-the-job, self-study, and practical training opportunities. It is anticipated that the incumbents in the existing classifications will be fully trained to perform the expanded array of functions under the new AOS I and AOS II classifications as well as to prepare for future promotional opportunities at OAK.

BUDGET & STAFFING

The creation of the Airport Operations Specialist I and Airport Operations Specialist II classifications will not have any budget or staffing impact.

MARITIME AVIATION PROJECT LABOR AGREEMENT (MAPLA)

The matters contained in this Agenda Report do not fall within the scope of the Port of Oakland Maritime and Aviation Project Labor Agreement (MAPLA) and the provisions of the MAPLA do not apply.

STRATEGIC PLAN

The action described herein would help the Port achieve the following goals and objectives in the Port's Strategic Plan:
- Goal H: Develop And Maintain A High Performing Workforce.
- Goal I: Align the Port's Workforce, Organizational Structure and Personnel Management Practices for Optimal Performance of the Port.

LIVING WAGE

Living wage requirements, in accordance with the Port's Rules and Regulations for the Implementation and Enforcement of the Port of Oakland Living Wage Requirements (the "Living Wage Regulations"), do not apply because the requested action is not an agreement, contract, lease, or request to provide financial assistance within the meaning of the Living Wage Regulations.

ENVIRONMENTAL

The request to create two (2) new classifications of Airport Operations I and Airport Operations Specialist II was reviewed in accordance with the requirements of the California Environmental Quality Act (CEQA), and the Port CEQA Guidelines. Administrative activities, including personnel-related actions, are not projects pursuant to CEQA Guidelines Sections 15060(c)(3) and 15378(b)(2), so no environmental review is required.

GENERAL PLAN

This action does not change the use of any existing facility, make alterations to an existing facility, or create a new facility; therefore, a General Plan conformity determination pursuant to Section 727 of the City of Oakland Charter is not required.

OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)/ PROFESSIONAL LIABILITY INSURANCE PROGRAM (PLIP)

The Owner Controlled Insurance Program (OCIP) and Professional Liability Insurance Program (PLIP) do not apply to the matters addressed by this Agenda Report as they are not capital improvement construction or design projects.

OPTIONS

- Approve the creation of the Airport Operations Specialist I and Airport Operations Specialist II classifications.
- Do not approve the creation of the Airport Operations Specialist I and Airport Operations Specialist II classifications.

RECOMMENDATION

- Staff recommends that the Board approve the creation of the Airport Operations Specialist I and Airport Operations Specialist II classifications.