



**Contra
Costa
County**

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: April 18, 2017

Subject: Establish the classification of Airport Safety Officer I, II, III, IV and Reclassify Lead Airport Ops Spec, Airport Ops Spec and Airport Ops Tech

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21841 to establish the following classifications: Airport Safety Officer I (9BWC) (represented), allocate it to the salary schedule at salary plan and grade TB5 1403 (\$3,553-\$4,318); reclassify one (1) Airport Operations Technician (9BWB) (represented) vacant position No. 1660 to Airport Safety Officer I (9BWC) (represented). Airport Safety Officer II (9BVC) (represented), allocate it to the salary schedule at salary plan and grade T25 1400 (\$4,113-\$4,999); reclassify one (1) Airport Operations Specialist (9BVB) (represented) vacant position No. 1672 to Airport Safety Officer II (9BVC) (represented). Airport Safety Officer III (9BTB) (represented), allocate it to the salary schedule at salary plan and grade T25 1401 (\$4,761-\$5,787); reclassify five (5) Airport Operations Specialist (9BVB) (represented) positions No. 1644, 1646, 1666, 1682, 1695, and the incumbents to Airport Safety Officer III (9BTB) (represented). Airport Safety Officer IV (9BNB) (represented), allocate it to the salary schedule at salary plan and grade T25 1402 (\$5,511-\$6,699); reclassify three (3) Lead Airport Operations Specialist (9BTA) (represented) positions No. 1645, 14392, 15258, and the incumbents to Airport Safety Officer IV (9BNB) (represented) in the Public Works Department.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/18/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 18, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Rolanda Hartfield, Deputy

Contact: Keith Freitas, (925)
681-4205

cc:

In accordance with Section 21.4 - Promotion via Reclassification Without Examination of the MOU between the County and TEAMSTERS, Local 856, the Union agrees with the above actions.

FISCAL IMPACT:

If this action is approved, there is an annual cost of approximately \$168,809 which will include pension costs of \$29,616. The cost would be funded 100% with Airport Enterprise Revenue.

BACKGROUND:

The Airports Division of Public Works is seeking approval to abandon the existing classification series for the Airport Operations staff: Airport Operations Technician, Airport Operations Specialist and Lead Airport Operations Specialist and replace it with the new Airport Safety Officer classification series. The reason for the request is two-fold: First, the existing classifications were developed in the 1980's and are not reflective of today's significantly increased regulatory standards and changes in aircraft rescue and firefighting (ARFF) training, certifications, and protocols; The Airport Safety Officer classifications play a critical role in maintaining the safety and security of the airfield at the Buchanan Field and Byron Airports in Contra Costa County. The most significant components of these classification's role are the airport operations, maintenance, security and aircraft rescue, and firefighting. The security and safety responsibilities of this job were heightened with the recent start of scheduled service by JetSuiteX to Burbank and Las Vegas. This new service has upgraded Buchanan Field to an active status commercial service airport. Secondly, the ability to attract and retain individuals in the existing classifications has been dismal over the last 7 years. Many candidates simply decline interviews or, if hired, consistently resign their positions after a few years for much higher paying opportunities at other local airports. High staff turnover has become a financial drain to the Airport Enterprise Fund because training costs are in excess of \$100,000 per employee in the first year of employment. The recommendation is to abandon the existing Airport Operations staff classifications and add a new four-level series titled Airport Safety Officer I, II, III, and IV. This new series will depict the existing industry standards for duties, functions, education, and professional experience necessary to perform all job functions in the current regulatory environment and also address compensation inequities associated with hiring and retention. All increased costs will be absorbed by the Airport Enterprise Fund.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Buchanan Field and Byron Airports will continue to be unable to attract and retain qualified staff with the necessary training, certifications and protocols.

ATTACHMENTS

P300 No. 21841

P300 No.21841-ATTACHMENT