

# SONOMA COUNTY CIVIL SERVICE COMMISSION AGENDA

Mark Walsh, First District  
Anthony Withington, Second District  
Jerry Dunn, Third District  
Patricia Sabo, Fourth District  
John Hadzess, Fifth District

Janell Crane, Interim HR Director  
Spencer Keywood, Deputy HR Director  
Yuka Kamiishi, Executive Assistant

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**Thursday, June 1, 2023  
3:30 PM**

**HR Large Training Room/Virtual**  
575 Administration Drive 117C  
Santa Rosa, CA 95403

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Members of the public can watch, listen, or join the meeting using one of the three following methods:

1. JOIN IN PERSON:

Human Resources Large Training Room  
575 Administration Drive, Suite 117C, Santa Rosa, CA 95403  
Limited seating is available for public participants.

2. JOIN VIRTUALLY VIA ZOOM:

Participate by computer, tablet, or smartphone application. Go to:  
<https://sonomacounty.zoom.us/j/97378842654?pwd=UFMyWHIDMzhEL3pj eDd5djNhZ1pJUT09>  
Webinar ID: 973 7884 2654  
Passcode: 176761

3. JOIN IN ZOOM BY TELEPHONE:

Dial +1 669 900 9128  
Webinar ID: 973 7884 2654  
Passcode: 176761

Please note the meeting may be recorded for transcription purposes.

**ACCOMMODATION REQUEST:** If you need an accommodation or an alternative format to assist you in observing and commenting on this meeting, please contact the Commission Secretary at (707) 565-6195 or by email [yuka.kamiishi@sonoma-county.org](mailto:yuka.kamiishi@sonoma-county.org) within 72 hours of the meeting to ensure arrangements for accommodation.

## **CIVIL SERVICE COMMISSION AGENDA**

**June 1, 2023**

**PUBLIC COMMENT:** Any member of the public may address the Commission on a matter listed on the agenda. Available time for comments is determined by the Chair based on agenda scheduling demands and total number of speakers. One public comment is allowed per person. Please follow instructions below.

**Public Comment Prior to the Commission Meeting – via Email:** Submit public comment by email to the Commission Secretary at [yuka.kamiishi@sonoma-county.org](mailto:yuka.kamiishi@sonoma-county.org) within 72 hours of the meeting to ensure the commissioners have time to review. Please provide your name, the agenda items on which you wish to speak, and your comment in the email. These comments will be emailed to all Civil Service Commission members.

**Public Comment During the Commission Meeting – In Person:** Commenters are requested to come forward to the podium when recognized by the Commission Chair. Please state your name and limit your comments to the agenda or report item under discussion. Available time for comments is determined by the Commission Chair based on agenda scheduling demands and total number of speakers.

**Public Comment During the Commission Meeting – Using Zoom:** Members of the public who join the Zoom meeting, either through the Zoom app or by calling in, will be able to provide live public comment when the Chair opens the public hearing for your item of interest. Please locate the raise hand feature in the app, press the Alt & Y keys together on your keyboard, or press \*9 to raise and lower your hand when calling in. Your name, or phone number if you call in, will be announced when it is your turn to speak.

### **MATERIALS:**

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Human Resources office at below location during normal business hours.

County of Sonoma Human Resources  
575 Administration Drive, Suite 116B  
Santa Rosa, CA 95403

**3:30 P.M. CALL TO ORDER**

**I. Call to Order**

**II. Approval of Minutes from May 18, 2023**

**III. Director's Report**

**IV. Public Comment**

Any member of the public may address the Commission on a matter not listed on the agenda but within the subject matter jurisdiction of the Commission. Please state your name and who you represent, if applicable. Comments may be limited to 3 minutes, or as determined at the discretion of the Chair. Under State Law, matters presented during public appearances cannot be discussed or acted upon by the Civil Service Commissioners.

**V. Agenda Items**

**A. Assistant Airport Manager – Transportation and Public Works/  
Sonoma County Public Infrastructure Department –  
Classification Specification Revision Study**

Colleen Goetz, Human Resources Analyst III

**Recommendation:** Approve the revised Assistant Manager classification specification

**VI. Reports**

**VII. Appeals**

**VIII. Other Scheduling Matters**

**IX. Commissioners Closed Session**

**X. Reconvene from Closed Session**

**XI. Commissioners Open Session**

**XII. Adjourn**

**CIVIL SERVICE COMMISSION AGENDA**

**June 1, 2023**

The next Civil Service Commission meeting will be **Thursday, June 15, 2023** at 3:30 p.m., in the HR Large Training Room at 575 Administration Drive, Suite 117C, Santa Rosa, CA 95403. The Agenda deadline for this meeting is 2:00 p.m., Friday, June 9, 2023.



**REPORT TO THE CIVIL SERVICE COMMISSION  
CLASSIFICATION SPECIFICATION REVISION STUDY**

<b>Job Classification Titles:</b>	Assistant Airport Manager
<b>Department/Division:</b>	Transportation and Public Works/Sonoma County Public Infrastructure, Airport
<b>Positions Report to:</b>	Airport Manager
<b>Bargaining Units:</b>	SCAMC-50
<b>Study Requested by:</b>	The Department
<b>Recommendation:</b>	
Approve the revised Assistant Airport Manager classification specification.	
<b>Request:</b>	
<p>The Transportation and Public Works/Sonoma County Public Infrastructure (SPI) Department requested that the Human Resources Department revise the Assistant Airport Manager classification specification to allow for incumbents to complete airport-specific training as part of the position’s probationary period and reflect the use of drones in the operation of the airport.</p> <p>The request asserted that the current requirement for applicants to possess airport-specific rescue and firefighting training prior to hire was the reason that recruitment efforts have been unsuccessful. They also noted that the on-the-job training currently provided by the department would allow ample time for incumbents to obtain certifications and licensure within a year of hire. After meeting with SPI management to discuss the requested revisions, and other edits to bring the specification to modern standards, HR accepted the study request and initiated the analysis of the classification.</p>	
<b>Background, Analysis, and Findings:</b>	
<p><u>Airport-Specific Rescue and Firefighting Training</u></p> <p>On behalf of the department, Human Resources (HR) opened an Assistant Airport Manager recruitment from December 13, 2022, to January 13, 2023, resulting in the department identifying two qualified candidates. However, during the pre-employment process, the department found that neither of the candidates possessed the required certifications, which they had indicated in their application materials that they possessed. Therefore, the department was unable to hire either candidate or fill the position. This resulted in Human Resources conducting a new recruitment, which remains open on a continuous/until filled basis. As with the prior recruitment, HR continues to receive a large amount of</p>	

interest in the position; however, while most applicants meet the education and experience requirements of the position, most have not completed the required trainings.

Currently, the classification's minimum qualification pathway normally includes:

- Graduation from an accredited college or university with a degree in business administration, public administration, or a closely related field and
- Four years of increasingly responsible experience in airport operations, including at least one year in a management or supervisory capacity, and
- Must have successfully completed Aircraft Rescue and Firefighting Training, Live Fire, Emergency First Aide Training including CPR, and Defibrillator training

HR reviewed the position's typical responsibilities, certification requirements, and the current Federal Aviation Administration (FAA's) Code of Federal Regulations Part 139.319 training requirements for airport personnel performing aircraft rescue and firefighting duties. HR found that the requirement to have completed the airport-specific rescue and firefighting training prior to hiring into an airport management position is a unique specialization and certification is not required upon hire by county, state, and/or federal regulations for airport management-level positions. To meet the airport-specific rescue and firefighting training and certification requirements prior to assigning rescue and firefighting responsibilities to airport personnel, the department pays for and sends incumbents to a certified aircraft rescue and firefighting school to obtain certification or complete the recurrent instruction that is required in order to maintain the certification.

Moreover, the classification's current education and experience requirements support that an applicant meeting those qualifications could reasonably possess a preponderance of the classification's required knowledge and abilities, which include knowledge of the principles and techniques of airport management and administration, effective supervision and training, fiscal management and budgetary control; federal, state, regional, and local regulations pertaining to airport ground operations; and the methods, policies, and procedures related to efficient airport operation. Thus, HR concurred with the department that the airport-specific rescue and firefighting qualifications could reasonably be obtained during the classification's yearlong probationary period, further supporting the need to revise the minimum qualifications to remove the barrier to employment.

#### Unmanned Aerial Vehicles aka Drones

As part of a larger department initiative to improve County infrastructure, the Airport has instituted the use of drones to assist in the inspection and operation of the Airport. The Airport uses them to conduct pavement condition surveys and hangar roof inspections, provide project image and video documentation, and support other operational needs as identified. To fly drones in airspace controlled by the air traffic control tower, drone pilots must be FAA Part 107 licensed. Also, SPI indicated that licensed drone pilot skills are beneficial for compliance with Transportation Security Administration's (TSA's) recommendations that the Airport include an unmanned aerial system response plan in its emergency action plan.

In a review of the specification, HR found that it needed to be updated to include the performance of airport infrastructure inspections conducted by drone and the related FAA license-to-operate-requirement. SPI also confirmed that the required training to operate a drone is provided on the job, the cost of licensure is paid for by the department, and the FAA Part 107 drone license could reasonably be

obtained during the classification's one-year probationary period. The specification's typical duties, abilities, and minimum qualifications have been updated to reflect the use of drones and the FAA's license-to-operate-requirement.

Specification Modernization

HR and SPI also reviewed and revised the specification to bring the language to modern standards which included reordering the certification requirements to further clarify the additional qualification section and ensuring the certifying bodies/organizations are accurately titled.

**Recommendation:**

Approve the revised Assistant Airport Manager classification specification.

<b>Report Prepared By:</b>	Colleen Goetz, Recruitment & Classification Analyst
<b>Report Approved By:</b>	Spencer Keywood, Recruitment & Classification Manager
<b>Date:</b>	05/10/2023

## ASSISTANT AIRPORT MANAGER

### Definition

Under general direction of the Airport Manager, assists in the planning, organization, and direction of staff and activities associated with the operation, maintenance, and development of the Sonoma County Airport; coordinates communications, information, and personnel to assure Airport compliance with established requirements; and performs related work as required.

### Distinguishing Characteristics

This is a ~~single-position~~ [single-position](#) management classification assigned to the Sonoma County Airport. The Assistant Airport Manager is distinguished from the Airport Manager in that the latter is responsible for the overall management and decision-making of the County Airport, and for the formulation and development of policies and programs, while the Assistant Airport Manager is primarily responsible for the day-to-day administrative and management functions associated with [the](#) operation of the Airport including human resource management, environmental, safety, and compliance. This classification is distinguished from the Airport Operations Supervisor in that this position performs administrative and managerial functions relating to ~~the~~ daily operations, while the Operations Supervisor is a working supervisor, responsible for assigning, reviewing, and coordinating the work of a crew of Airport Operations Specialists performing semi-skilled work maintaining airport facilities, grounds, and equipment and enforcing airport rules and regulations.

### Typical Functions

Plans, organizes, and directs day-to-day work activities associated with airside and landside operations in accordance with federal, state, and local laws, codes, regulations, ordinances, policies, and procedures.

Coordinates Airport programs, resources, operations, and activities to assure the safety and ~~well~~ [being](#) [well-being](#) of airport customers and users, ensuring compliance with Federal Aviation [Administration \(FAA\)](#) Regulations Part 139 certification requirements and Airport Certification Manual; directs related security operations; coordinates, implements, and oversees maintenance program to assure facilities are maintained in a safe, clean, and orderly condition.

Trains and evaluates the performance and professional development of assigned staff; interviews and selects employees, and recommends reassignment, termination, and disciplinary actions; assigns employee duties and reviews work to assure compliance with established guidelines, requirements, and procedures; develops, directs, and participates in staff training.

Ensures daily compliance with Airport security regulations, acts as alternate Airport Security Coordinator, and maintains [the](#) Airport Security Program; inspects Airport grounds and buildings for



compliance with contracts, FAA regulations, and safety precautions; reviews accident and incident reports and conducts investigations as necessary.

Prepares, maintains, and processes administrative documents such as the Airport Certification Manual and Airport Emergency [Action Plan \(EAP\)](#); conducts studies and prepares reports.

Oversees and maintains Airport compliance with environmental regulations including Storm Water Pollution Prevention Program, hazardous materials handling, [and](#) maintenance of designated wetlands on Airport property; conducts water testing; drafts required reports for regulatory agencies; trains Airport tenants and staff on best management practices.

Reviews and assists in the preparation of annual division budget for operations, maintenance, and security including setting fees; assists with annual preparation of Airport Capital Improvement Program for FAA grant awards; participates in developing and implementing Airport operating policies and procedures; assists in overseeing the preparation and maintenance of records, contracts, and leases.

Assists in the planning, development, and implementation of Airport construction projects; coordinates with contractors, air traffic control tower personnel, and other government agencies; reads, draws, and interprets engineering and architectural drawings and sketches; explains work required of Airport contractors and Airport staff.

[Performs inspections of airport infrastructure systems for condition reporting, mapping, perimeter checks, project planning, and other facility inspections using Unmanned Aerial Vehicles \(UAVs\) and other related technology.](#)

Serves as [a](#) liaison and coordinates activities with airline representatives, fixed base operators, Airport tenants, Airport users, and County staff; represents the County Airport at public meetings, before community groups and other agencies as assigned; maintains good public relations and customer service standards with Airport tenants and visitors.

Acts for the Airport Manager in ~~that person's~~[their](#) absence.

### Knowledge and Abilities

**Knowledge of:** principles and techniques of airport management and administration; principles of techniques of effective supervision and training; principles and techniques of fiscal management and budgetary control; methods, policies, and procedures related to efficient airport operation; principles of Airport Wildlife Hazard Management; federal, state, regional, and local regulations pertaining to airport ground operations; aircraft servicing, safety precautions, fire control, first aid, and rescue techniques.

**Ability to:** Plan, organize, direct, and evaluate the work of others; effectively manage the day-to-day operation of an airport; analyze situations using good judgment and take effective action; react quickly, calmly, and effectively in emergency or stressful situations; develop and provide effective training; analyze airport operating procedures and policies; develop and implement revisions; communicate

effectively orally and in writing; understand and follow oral and written instructions; [use UAVs and other related technology](#); establish and maintain cooperative working relationships with others; work evenings, weekends, and holidays as required.

### Minimum Qualifications

**Education and Experience:** Any combination of training, education, and experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with a degree in business administration, public administration, or a closely related field and four years of increasingly responsible experience in airport operations, including at least one year in a management or supervisory capacity.

**Additional Qualifications:** [Incumbents must complete airport security coordination training and obtain certification as an Airport Security Coordinator within three months of hire.](#)

Incumbents in this classification must ~~have~~ successfully completed [the following trainings within twelve months of hire: Airport Specific training, Aircraft Rescue and Firefighting \(ARFF\) Training, Live Fire, and Emergency First Aide Training](#) including [cardiopulmonary resuscitation \(CPR\) and Automatic External Defibrillator \(AED\) training, Airport Security Coordination, Defibrillator Training, Live Fire training.](#) ~~Incumbents are required to maintain these certifications while in the position.~~

~~Incumbents must obtain certification as an Airport Security Coordinator within three months of hire.~~

[Within twelve months of hire, incumbents must obtain a FAA Part 107 drone license.](#)

[Incumbents are required to maintain these certifications and licensure while in the position.](#)

Possession of a Pilot's License or certification as an [American Association of Airport Executives \(AAAE\)](#) Airport Certified Employee [\(ACE\)](#) in [Airfield Operations](#) [or as an AA AE Certified Member \(CM\)](#) is highly desirable.

**Special Airport Requirement:** Incumbents are required to undergo additional FAA Background, and/or Criminal History Checks as determined by County, State, and Federal Regulations.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.