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Specifications for the Class:

AIRPORT CERTIFICATION, SECURITY & SAFETY SPECIALIST  
(AIR CERT, SECURITY & SAF SPCLT)

**CLASS DISTINGUISHERS**

The sole position in this class is responsible for developing plans, programs and standards to ensure that all airport facilities and operations under the jurisdiction of the State Department of Transportation are in compliance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) directives, rules, and regulations applicable to airport certification, security and safety; and conducting studies, evaluations and inspections of airport facilities and operations to identify and correct deficiencies.

The position works independently under the supervision of the Airports Operations Officer, in accordance with applicable general administrative guidelines and policies and laws, rules and regulations relating to the airports program.

The position has no line authority, but develops recommendations and issues instructions through the Airports Operations Officer. Immediate responsibility for implementing and maintaining FAA certification, security, and safety measures rests with the respective airport managers.

Extensive personal contacts are maintained within the agency and with representatives from other agencies, including the Federal government, other State departments, the counties and the private sector. The nature of these contacts requires thorough program knowledge and considerable resourcefulness and problem-solving skills in dealing with complex issues, diverse interests and viewpoints.

The position in this class provides technical staff support to the Airport Operations Officer in evaluating airport facilities and operations in the following areas:

Airport Certification - Airport certification requirements are contained in the FAA rules and specify certain minimum conditions which must be met and maintained, such as the condition of runways and ramp areas, facilities and surrounding areas, including approach and takeoff paths; crash-fire capability, including equipment, response time and training; documentation requirements, including records of accidents and incidents; maintenance of grounds and facilities; training of operations personnel; and the accuracy, uniformity and operational feasibility of standardized operations manuals for FAA certification, security and safety.

Airport Security - Airports are required to adopt, implement, and maintain a security program approved by the TSA. TSA rules describe security program requirements, such as the establishment of secured areas, air operations areas, security identification display areas, and access control systems; fingerprint-based criminal history record checks of specified individuals; training of individuals performing security-related functions; qualifications of law enforcement support personnel; and maintenance of records.

Airport security rules and regulations are enforced by private security agencies contracted by the Airports Division. The position in this class prepares preliminary specifications and contract terms and represents the Airports Administrator in the administration and execution of the terms of the security services contracts.

Airport Safety - Airport facilities and operations must comply with the Hawaii Occupational Safety and Health Law and other applicable Federal and county laws and requirements relating to safety. The position in this class inspects and evaluates facilities and operations and prepares recommendations to the airport managers and the Airports Operations Officer to achieve and maintain compliance.

**Examples of Duties:** *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Reviews, inspects and evaluates airport facilities, operations, policies and procedures and operations throughout the State airports system to ensure continued compliance with FAA and TSA directives and regulations relating to airport certification, security, and safety.
2. Identifies deficiencies and makes recommendations to airport managers and the Airports Operations Manager for the correction of deficiencies.
3. Reviews, prepares and makes recommendations for amendments to the Hawaii Administrative Rules to ensure the safe and convenient access and use of public air travel facilities.
4. Drafts and develops uniform measures, and makes recommendations regarding the ways, means and cost estimates for achieving compliance.
5. Coordinates requests for exemptions from governing FAA and TSA regulations, as necessary, and develops and recommends programs and policies to reduce or eliminate the need for exemptions.
6. Provides guidance to the district airports, as necessary, in the preparation and submission of standardized airport certification manuals.

7. Evaluates and makes recommendations to the Airports Operations Officer on the technical accuracy, uniformity and operational feasibility of the manuals.
8. Prepares contract specifications for the bidding, execution and administration of the airport security services.
9. Coordinates the implementation of the security program with appropriate federal, State and county law enforcement agencies as necessary.
10. Inspects and evaluates airport facilities for compliance with the Hawaii Occupational Safety and Health law and other federal and county regulations and laws relating to safety.
11. Provides further assistance to each Airport District through the Health and Safety Program Guides.
12. Reviews and maintains a reporting system of all accidents.
13. Reviews and evaluates accident investigation reports for adequacy, and conducts additional or supplemental accident investigations as necessary.
14. Conducts division safety meetings.
15. Performs statistical tests on accident data to determine important trends, including accident frequency and severity.
16. Provides periodic accident reports to the Airports Operations Officer and to the insurance carrier's representatives, together with recommendations to eliminate or minimize accident-producing conditions.
17. Prepares and coordinates the implementation of the Hawaii State and Regional Disaster Airlift Plan.
18. Serves as principal liaison between the Division and the disaster preparedness agencies of federal, State, and county governments, including Civil Defense, Civil Air Patrol, health, Red Cross and military agencies, to optimize the disaster preparedness posture of the Airports Division and provide for mutual assistance in the event of a disaster.

**KNOWLEDGE AND ABILITIES REQUIRED:** The knowledge and abilities required in order to effectively perform the key duties for this class are indicated in the following table.

*“P” indicates prerequisite knowledge and abilities, which must be brought to the job.  
“A” indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.*

<b>KNOWLEDGE OF:</b>		
1.	Principles, practices, procedures, and recognized standards of airport and security operations.	P/A
2.	FAA and TSA directives, rules and regulations relating to airport certification, security, and safety.	P/A
3.	Occupational safety and health laws and other applicable federal, State and county laws and regulations relating to safety.	P/A
4.	Occupational safety and health hazards; safety inspection and industrial accident investigation procedures; and measures which can be taken to alleviate or eliminate safety and health hazards.	P/A
5.	Basic research and evaluation techniques.	P
6.	Report writing.	P
<b>ABILITY TO:</b>		
1.	Evaluate, develop, coordinate and facilitate implementation of airport certification, security, and safety programs.	A
2.	Conduct analyses of operations and facilities.	P
3.	Identify problem areas and recommend corrective action.	P
4.	Read and understand complex written materials such as State and federal laws, rules, regulations, and directives.	P
4.	Prepare clear and concise reports.	P
5.	Make effective oral and written presentations to groups and individuals.	P
6.	Establish and maintain effective working relationships.	P

**MINIMUM QUALIFICATION REQUIREMENTS**

**Basic Education Requirements:**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience:

General Experience: One and one-half (1-1/2) years of responsible professional work experience. Progressively responsible professional work which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Specialized Experience: Two and one-half (2-1/2) years of responsible professional work experience in one or any combination of the following areas:

1. Professional work experience in the field of airport operations which included the analysis and evaluation of operations and facilities to ensure compliance with pertinent State and county laws, and federal rules and regulations relating to airport certification, security, and safety.
2. Professional work experience which involved managing or supervising a security program. Such experience must have included the development of policies and procedures; evaluation of security operations to identify deficiencies; and implementation of corrective actions.
3. Professional work experience in a safety program with responsibility for on-site inspection of facilities and operations for safety hazards. Such experience must have included the development of policies and procedures; evaluation of operations to identify safety hazards; and implementation of

appropriate measures and procedures to alleviate or eliminate unsafe conditions.

**Substitution Allowed:**

1. A master's degree from an accredited college or university may be substituted for all of the General Experience.
2. A master's degree from an accredited college or university with a major in safety, industrial or environmental engineering, or a closely related major which provided the applicant with knowledge of industrial safety and health principles and practices meets the General Experience requirement and may be substituted for one (1) year of the Specialized Experience.
3. A master's degree from an accredited college or university with a major in aviation/aeronautics management or administration, or a closely related major which provided the applicant with knowledge of airport operations principles meets the General Experience Requirement and may be substituted for one (1) year of the Specialized Experience.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**License Required:**

Applicants must possess a valid license to drive in the State of Hawaii.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

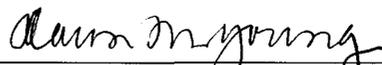
**Physical and Medical Requirements:**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the class specification and the minimum qualification specifications for the class AIRPORT CERTIFICATION, SECURITY & SAFETY SPECIALIST (AIR CERT, SECURITY & SAF SPCLT), which were approved on November 30, 1984

DATE APPROVED: 11/21/11

  
for BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development