



Office of Human Resources  
Aviation Security Technician – CX2449  
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### General Statement of Duties

Performs support level work administering aviation security processes and systems at Denver International Airport such as individual ID badge approval, vehicle-access permitting, and access-control devices. Ensures compliance with Airport Security Program, local and federal regulations, and Transportation Security Administration (TSA) directives.

### Distinguishing Characteristics

This is a unique classification at DEN. This class monitors the compliance with all local and federal security regulations and responsible for processing and tracking all criminal history background checks related to access control privileges for airport badge holders and vehicle permitting for external organizations. This is distinguished from the Aviation Security Badging Agent Lead which performs lead work over the Aviation Security Badging Agent section at DEN.

### Essential Duties

Processes and tracks criminal history checks, security threat assessments, and employment authorization for prospective DEN airport badge holders from the city, airlines, vendors, contractors, tenants, and ground transportation companies.

Ensures the validity of all government issued documents and information submitted by individuals, companies and trained company authorizing signatories. Confirms information submitted is in compliance with all local and federal regulations, TSA directives, and the Airport Security Program. Ensures all information collected is handled following Sensitive Security Information (SSI) and Protected Personal Information (PPI) protocols.

Collaborates with Authorized Signatories providing notification of any disqualifying criminal activity associated to Rap Back notifications and current Airport ID badged employees. Takes quick action to remove Airport access from any employee with a disqualifying offense per 49 CFR Part 1542 and Denver Rules and Regulations Part 20.

Assigns and verifies access control privileges for individual badge holders. Establishes and maintains company profiles to establish access rights according to job duties, company function, Airport Security Program and TSA regulations.

Keeps current on all changes to local and federal regulations, Airport Security Program and TSA security directives.

Communicates with applicant for additional information as necessary. Collaborates with local, state, or federal authorities for further processing and vetting information as necessary.

Processes requests for and issues permits for vehicles in the restricted area for airlines, tenants, vendors, contractors and city employees according to requirements of the Airport Security Program and Denver airport rules and regulations (part 20). Serves as liaison between airport tenant and DEN airport legal and risk to ensure insurance and deposit requirements are met.

Processes requests for and issues specialized access codes, keys, etc. for access control devices at specialized access points depending on company need and in accordance with the airport security program and 49 CFR part 1542. Programs new devices or reprograms existing devices as needed.

Provides systems support to security information technology staff in troubleshooting access control software and hardware.

Keeps police, fire, paramedics and other life safety personnel informed of changes in access codes.

Records and documents fees associated to airport ID security badging, keys, and vehicle permits.

Provides specialized service to outside organizations such as renewal of badges and transferring fingerprints.

Assists in the initial and renewing Authorizing Agent renewal process and training.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Writing** – Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Accuracy** – Collects and enters personal identifiable information into the Identity Management System exactly as it appears on acceptable identification documents and employment authorization.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Customer Service** - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Problem Solving** - Defines the problem, generates solutions and implements/follows up with the customer.

**Teaching Others** - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

**Knowledge & Skills**

Knowledge of all local and federal regulations, TSA directives, and the Airport Security Program sufficient to be able to maintain compliance.

**Level of Supervision Exercised**

By position, performs lead work.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Three (3) years of experience working with access control or identity management database systems related to enforcement of TSA regulations and aviation specific regulations.

**Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to many interruptions.  
Subject to varying and unpredictable situations.  
Pressure due to multiple calls and inquiries.  
Working outside and/or operating vehicles.  
Subject to traffic, roadways, and pedestrians.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.  
Carrying: Transporting or moving an object.  
Crouching: Positioning body downward and forward.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: NE-13**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 9/8/2024**

**Revised By: SO**

**Class History: 12/06/21 – Changed experience to two year of specialized clerical experience processing requests and airport badging; 6/16/24 – Revised job duties and pay grade; 9/8/24 – Revised Job Family/Job Code.**