

Senior People Projects Business Partner

1244 Human Resources Analyst

Working at SFO

San Francisco International Airport (SFO), an enterprise department of the City and County of San Francisco (CCSF), has approximately 1,700 CCSF employees and strives to be a [diverse, equitable, and inclusive employer](#). Our core values are **Safety and Security, Teamwork, Excellence, Care, and Equity**. Visit www.flysfo.com



People Projects Business Partner

You will be part of PPD's People Projects team and be responsible for providing professional and technical human resources consultation and services, such as hiring, classification review, corrective action guidance and performance management to support the development of SFO's Airport Integrated Operations Center (AIOC), while supporting other SFO divisions as needed. You will also support various PPD projects and initiatives that aim to create an exceptional employee experience for all SFO employees.

Your Impact:

- Conduct People Projects recruitments to support hiring and staffing for SFO's AIOC and for other SFO divisions as needed, and provide consultation to hiring managers on best hiring practices.
- Conduct salary analyses and ensure pay equity within SFO and in accordance with provisions in the applicable Memorandum of Understanding.
- Support the implementation of various people-related projects, such as electronic performance appraisals, 360 Feedback Assessments, and hiring process enhancements by meeting with stakeholders, analyzing feedback, and recommending improvements.
- Conduct classification and compensation reviews and studies by analyzing information to amend, establish, or reestablish classifications used by SFO, including working with the different stakeholders involved.
- Respond to complex questions and information requests from departmental representatives, managers, employees, labor unions, and applicants by researching and interpreting SFO and CCSF policies, and any applicable Memoranda of Understanding.
- Serve as a business partner for the AIOC in complex human resources related matters, including questions on hiring practices, performance management, development of new policies and procedures, etc.
- Professionally and courteously engage with various internal and external SFO stakeholders, including employees and managers from other divisions, SFO's labor partners, and consultants to support SFO and PPD projects and initiatives.

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- Conduct job analyses by gathering and analyzing data to determine important/essential duties and position allocation criteria; and interview employees and supervisors to elicit and/or clarify job information and organizational relationships.
- Perform other functions outlined in the [1244](#) job classification.

What you'll bring to SFO:

- Experience working in a unionized environment with the ability to professionally and courteously collaborate with labor partners.
- Experience working on civil service and merit-based exams and recruitments, including using Applicant Tracking Systems and PeopleSoft applications.
- Proficient using Microsoft Office applications (Word, Excel, Access, Visio and Outlook).
- Excellent organizational skills, detailed oriented, and strong critical thinking and analytical skills.
- Ability to work independently and as a team member Strong communication and customer service skills that exemplify SFO's Core Values.

Location: San Francisco International Airport – People, Performance & Development Office – People Projects Team

Working Hours: Full-time, 40 hours per week, Monday – Friday, 8 a.m. - 5 p.m.

Note: A hybrid work schedule is available with onsite core days.

Transportation Security Administration (TSA) Security Clearance

Candidates for employment with the San Francisco Airport Commission are required to undergo a criminal history record check, including FBI fingerprints, and Security Threat Assessment in order to determine eligibility for security clearance and may be required to undergo drug/alcohol screening. Failure to obtain and maintain security clearance may be a basis for termination from employment with the Airport Commission.