

San Diego Unified Port District

Class Code: D410-CN~~21~~22**CLASS SPECIFICATION**
Administrative Assistant II

FLSA Status: Non-Exempt
EEOC Job Category: Office and Clerical
Classified: Yes
Union Representation: Unrepresented

GENERAL PURPOSE

Under general supervision, performs a wide variety of responsible and specialized office clerical and administrative support functions, ranging from moderately difficult to complex; interacts with internal customers, vendors and other individuals; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant II is the third level in the office clerical and administrative support class series. Incumbents independently perform diverse, difficult and specialized clerical and administrative support functions requiring a good knowledge of District and departmental policies and procedures applicable to their assigned areas of responsibility. Assigned work requires the use of judgment in selecting appropriate procedures, conducting transactions with other departments, customers, vendors and the public and solving non-routine problems based on knowledge gained through experience.

Administrative Assistant II is distinguished from Senior Administrative Assistant in that incumbents in the latter class are responsible for supervising the activities and staff working in District administrative offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Types, composes, formats, reviews, proofreads, edits and routes correspondence, memoranda, lists, charts, contracts, reports, agreements, amendments, agenda sheets, forms, fliers, bulletins, RFP's, RFQ's and other documents ranging from routine to complex; types from drafts, notes, dictation or brief oral instructions, using word processing software; proofreads and checks typed and other materials for accuracy, completeness and compliance with District and department standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; develops, revises and maintains master documents, templates, bulletins, legal updates from previously written material and forms and maintains and enters a variety of data in databases and spreadsheets; copies and scans documents for internal and external distribution; sends and receives faxes; assigns document numbers; routes documents for signature; compiles mailing lists.

2. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; greets and directs visitors; reviews, determines the priority and routes incoming correspondence.
3. Compiles, prints and distributes agendas, information packets, consultant agreements and related information and materials for Board review; publishes and posts agendas and legal notices in District building and on website; attends Board meetings and prepares and distributes preliminary minutes; finalizes resolutions and ordinances and ensures correct number sequence; tracks and maintains files of resolutions and ordinances; tracks and maintains audio-cassette indexes and ensures proper filing and storage; operates technical equipment at Board meetings and assists staff with presentation materials; coordinates proper meeting set-up for Board meetings.
4. Prepares technical worksheets, tables and computations; establishes, manages, maintains and updates confidential, subject, project, and specialized office databases, indexes and files; files documents; conducts research, including pulling files, conducting internet searches and photocopying information; organizes and archives files and library items; assists staff in locating files and records.
5. Researches and assembles information from a variety of sources for the preparation of records and reports; makes arithmetic or statistical calculations.
6. Coordinates, arranges and confirms meetings for department staff; arranges for meeting setup and refreshments; attends meetings, takes notes and types minutes; maintains department calendar; may maintain a department manager's calendar and schedule appointments and meetings.
7. Prepares travel and training requests; coordinates making training, travel and other arrangements for conferences and business trips; compiles expense reports; processes payments for registration, reimbursements and cash advances.
8. Assists in preparation of the department's annual budget by compiling figures for non-personnel budget and inputting budget data; tracks and reconciles expenditures against budget; processes purchase orders, direct payments, requisitions and pay requests; prepares bills for payment; reviews and processes vendor invoices and refunds.
9. Distributes RFP's and RFQ's to respondents; prepares registration forms, signage and handouts; notifies panel of representatives to attend; reserves conference rooms; tapes and prepares transcripts of conferences; attends pre-bid and bid openings and conferences and maintains bidder and contractor databases; schedules pre-construction meetings; prepares project contract specifications; prepares bid packages and corresponding forms; gets specifications documented and distributed; prepares labels for specifications; documents all incoming and outgoing documents; routes project submittals and other documents; assists with project and contract close-outs.

10. Assists staff by developing forms and procedures, preparing memoranda and correspondence, maintaining and updating databases and files, tracking projects and obtaining status to monitor progress, processing and logging projects and plans, generating reports and developing materials for presentations and workshops.
11. Reviews, processes and submits department time cards; records and tracks absence requests and posts on department calendar; inputs schedule information for department staff; maintains employee attendance records; calculates leave time; logs and proofreads absence requests and time cards; checks invoices for consultant contracts and prepares expenses spreadsheets; distributes paychecks to staff.
12. Attends to a variety of office administrative details; maintains inventory and orders office and training supplies; processes work orders; may maintain division petty cash fund and process petty cash reimbursements; maintains office equipment by keeping maintenance contracts current, performing minor repairs and requesting repairs as needed; keeps reference documents up to date.

OTHER DUTIES

1. Incumbents in this classification may be assigned the following SAP duties and responsibilities: test and document business process changes to SAP; train and assist new SAP users including creating training material and delivering one on one or classroom training; work with Business Systems Analysts to troubleshoot and resolve problems.
2. Incumbents in this classification may be assigned the following Customer Relations Management (CRM) call attendant duties and responsibilities: receive complaints, inquiries and service requests from the public; elicits information from callers and documents and evaluates complaints; inputs customer complaint, inquiries and service request information into the customer relations management system; receive workflow generated from CRM requiring possible action, research, distribution to appropriate department staff member, or further customer contact.
3. Provides guidance to other administrative support staff on agenda and report preparation, District methods and practices and techniques and uses of word processing, graphics, database and other software programs; may assist in preparing department administrative policies and procedures.
4. May provide lead work direction and guidance to other clerical staff; provides backup for administrative support staff.
5. Serves on and attends District and department committees and meetings; prepares agendas and meeting minutes and notes; keeps committee members notified of information.
6. Updates department intranet/internet web pages.
7. Updates and maintains the Port Master Plan; edits tables and charts, text, symbols, graphics and digital maps; incorporates amendments; proofreads; makes camera-ready for printing and distribution.

8. Tracks employee, vehicle, escalator and non-employee accidents and property damage; compiles accident charts; files non-employee accident and property damage reports.
9. Processes applications for rental of cruise ship terminal and B Street pier; maintains Embarcadero activities schedule; provides information on size, availability, capacity, cost and policies; collects fees; issues terminal passes, back gate key cards and cargo handling permits.
10. Completes various surveys as needed.

QUALIFICATIONS

Knowledge of:

1. Office administrative and management practices and procedures, including basic District budgeting, payroll, travel/training, record keeping, filing and purchasing practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. Computer equipment and advanced uses of word processing, spreadsheet, graphics, database and other software standard to the District.
4. District Board agenda preparation guidelines and formats.
5. Basic research techniques, methods and procedures.

Ability to:

1. Operate computer and word processing software and other standard office equipment.
2. Organize work, set priorities and exercise sound independent judgment within areas of responsibility.
3. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies, including interpreting and making sound decisions on applicable legal documents.
4. Organize, research and maintain general, specialized and/or confidential files.
5. Communicate clearly and effectively orally and in writing.
6. Prepare clear, accurate and concise correspondence, records and reports.
7. Maintain highly sensitive and confidential information.
8. Use effective customer service skills and etiquette.
9. Coordinate and facilitate meetings and special events.

10. Establish and maintain highly effective working relationships with managers, supervisors, staff, customers, the public and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and four years of increasingly responsible office administrative experience; or graduation from a four-year college or university with major course work in business, public administration or a closely related field; and two years of increasingly responsible office administrative experience. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

California Department of Motor Vehicle (DMV) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and driver license status on a periodic basis to the District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions may be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitations in job duties if no reasonable accommodations can be made.

If assigned to perform work at any of the District's maritime facilities you must be able to pass a background check in accordance with current Federal and State requirements.

~~If assigned to perform work at any of the District's Harbor Police facilities you must be able to pass a background investigation that includes, but is not limited to a polygraph examination.~~ If assigned to perform work at any Harbor Police facility, you must be able to pass a background check to include a police records check, employment history, credit history, education history, polygraph examination, neighborhood check and reference check.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Dated: ~~June 10, 2014~~ June 14, 2022

San Diego Unified Port District

Class Code: D411-UN~~21~~22**CLASS SPECIFICATION**
Administrative Assistant II

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EEOC Job Category: Office and Clerical
Classified: No
Union Representation: Unrepresented

GENERAL PURPOSE

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DISTINGUISHING CHARACTERISTICS

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ESSENTIAL DUTIES AND RESPONSIBILITIES

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2. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; greets and directs visitors; reviews, determines the priority and routes incoming correspondence.
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4. Prepares technical worksheets, tables and computations; establishes, manages, maintains and updates confidential, subject, project, and specialized office databases, indexes and files; files documents; conducts research, including pulling files, conducting internet searches and photocopying information; organizes and archives files and library items; assists staff in locating files and records.
5. Researches and assembles information from a variety of sources for the preparation of records and reports; makes arithmetic or statistical calculations.
6. Coordinates, arranges and confirms meetings for department staff; arranges for meeting setup and refreshments; attends meetings, takes notes and types minutes; maintains department calendar; may maintain a department manager's calendar and schedule appointments and meetings.
7. Prepares travel and training requests; coordinates making training, travel and other arrangements for conferences and business trips; compiles expense reports; processes payments for registration, reimbursements and cash advances.
8. Assists in preparation of the department's annual budget by compiling figures for non-personnel budget and inputting budget data; tracks and reconciles expenditures against budget; processes purchase orders, direct payments, requisitions and pay requests; prepares bills for payment; reviews and processes vendor invoices and refunds.
9. Distributes RFP's and RFQ's to respondents; prepares registration forms, signage and handouts; notifies panel of representatives to attend; reserves conference rooms; tapes and prepares transcripts of conferences; attends pre-bid and bid openings and conferences and maintains bidder and contractor databases; schedules pre-construction meetings; prepares project contract specifications; prepares bid packages and corresponding forms; gets specifications documented and distributed; prepares labels for specifications; documents all incoming and outgoing documents; routes project submittals and other documents; assists with project and contract close-outs.

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OTHER DUTIES

1. Incumbents in this classification may be assigned the following SAP duties and responsibilities: test and document business process changes to SAP; train and assist new SAP users including creating training material and delivering one on one or classroom training; work with Business Systems Analysts to troubleshoot and resolve problems.
2. Incumbents in this classification may be assigned the following Customer Relations Management (CRM) call attendant duties and responsibilities: receive complaints, inquiries and service requests from the public; elicits information from callers and documents and evaluates complaints; inputs customer complaint, inquiries and service request information into the customer relations management system; receive workflow generated from CRM requiring possible action, research, distribution to appropriate department staff member, or further customer contact.
3. Provides guidance to other administrative support staff on agenda and report preparation, District methods and practices and techniques and uses of word processing, graphics, database and other software programs; may assist in preparing department administrative policies and procedures.
4. May provide lead work direction and guidance to other clerical staff; provides backup for administrative support staff.
5. Serves on and attends District and department committees and meetings; prepares agendas and meeting minutes and notes; keeps committee members notified of information.
6. Updates department intranet/internet web pages.
7. Updates and maintains the Port Master Plan; edits tables and charts, text, symbols, graphics and digital maps; incorporates amendments; proofreads; makes camera-ready for printing and distribution.

8. Tracks employee, vehicle, escalator and non-employee accidents and property damage; compiles accident charts; files non-employee accident and property damage reports.
9. Processes applications for rental of cruise ship terminal and B Street pier; maintains Embarcadero activities schedule; provides information on size, availability, capacity, cost and policies; collects fees; issues terminal passes, back gate key cards and cargo handling permits.
10. Completes various surveys as needed.

QUALIFICATIONS

Knowledge of:

1. Office administrative and management practices and procedures, including basic District budgeting, payroll, travel/training, record keeping, filing and purchasing practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. Computer equipment and advanced uses of word processing, spreadsheet, graphics, database and other software standard to the District.
4. District Board agenda preparation guidelines and formats.
5. Basic research techniques, methods and procedures.

Ability to:

1. Operate computer and word processing software and other standard office equipment.
2. Organize work, set priorities and exercise sound independent judgment within areas of responsibility.
3. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies, including interpreting and making sound decisions on applicable legal documents.
4. Organize, research and maintain general, specialized and/or confidential files.
5. Communicate clearly and effectively orally and in writing.
6. Prepare clear, accurate and concise correspondence, records and reports.
7. Maintain highly sensitive and confidential information.
8. Use effective customer service skills and etiquette.
9. Coordinate and facilitate meetings and special events.

10. Establish and maintain highly effective working relationships with managers, supervisors, staff, customers, the public and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and four years of increasingly responsible office administrative experience; or graduation from a four-year college or university with major course work in business, public administration or a closely related field; and two years of increasingly responsible office administrative experience. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

California Department of Motor Vehicle (DMV) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and driver license status on a periodic basis to the District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions may be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitations in job duties if no reasonable accommodations can be made.

If assigned to perform work at any of the District's maritime facilities you must be able to pass a background check in accordance with current Federal and State requirements.

~~If assigned to perform work at any of the District's Harbor Police facilities you must be able to pass a background investigation that includes, but is not limited to a polygraph examination.~~ If assigned to perform work at any Harbor Police facility, you must be able to pass a background check to include a police records check, employment history, credit history, education history, polygraph examination, neighborhood check and reference check.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual

basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2014-130~~ 2022-x

Dated: ~~June 10, 2014~~ June 14, 2022

San Diego Unified Port District

Class Code: D430-UN~~16~~22

CLASS SPECIFICATION

Assistant to Vice President

FLSA Status: Non-Exempt
 EEOC Job Category: Office and Clerical
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under general supervision, serves as primary assistant to an Vice President or Assistant Vice President and performs a wide variety of difficult, sensitive and confidential administrative support functions; serves as liaison with internal and external District customers and stakeholders; may provide work direction to other administrative support staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class provide complex, diverse and confidential administrative support services to Vice President and Assistant Vice Presidents, often in a highly sensitive and rapidly changing environment involving the Board of Port Commissioners, elected officials, business and community leaders and the media.

Assistant to Vice President is distinguished from Executive Assistant II in that incumbents in the former class perform a variety of difficult, sensitive and confidential support services for a Vice President or Assistant Vice President, requiring a high degree of independent judgment and a thorough knowledge of District functions, policies and procedures. Incumbents in this class operate in an environment characterized by involvement in broad District-wide issues and interaction with top executives, elected officials, key District customers and stakeholders and the media on complex and sensitive matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Serves as primary assistant to an Vice President or Assistant Vice President; represents the executive in interactions with internal and external District customers and stakeholders.
2. Performs a wide variety of administrative duties to support the work of the executive, including but not limited to: preparing office budgets and monitoring budget expenditures, reviewing and preparing requests for payment, drafting Requests for Proposals, placing and mailing out RFP's, maintaining RFP database, scheduling interviews for RFP interview panels and conducting research and assembling and summarizing information from a variety of sources for special projects and reports.

3. Reviews, proofreads and edits agenda items for board meetings; maintains files for agenda materials; provides information to department heads and managers on pending board matters, draft legislation, District projects and assignments and a variety of other matters; follows-up and tracks action items for the executive; provides information to legislative consultants to assist them with scheduling meetings or appointments with legislative delegation.
4. Maintains the Vice President's calendar; coordinates, arranges and confirms meetings; arranges for meeting setup and refreshments; attends board and other meetings, takes notes and transcribes minutes; screens requests for appointments; coordinates and arranges special receptions, luncheons, tours and briefings for special groups and individuals.
5. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority and routes incoming correspondence.
6. Prepares technical worksheets, tables and computations; establishes and maintains databases for a variety of purposes.
7. Types and/or drafts memoranda, correspondence, reports, agreements, presentations, overheads, forms and other documents from drafts, notes, dictation or brief oral instructions, using word processing software; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; sends and receives faxes.
8. Prepares travel and training requests; coordinates making travel and other arrangements for conferences and business trips; compiles expense reports.
9. Attends to a variety of office administrative details such as establishing, organizing and maintaining confidential, subject and tickler files; ordering supplies.
10. Performs special project assignments as directed.

OTHER DUTIES

1. Provides work guidance and training to other administrative support staff on District methods and practices.
2. Assists and provides backup to other administrative support staff in the executive's office.

QUALIFICATIONS

Knowledge of:

1. District organization, functions, operations, ordinances, rules, policies and procedures.

2. Basic functions of public agencies, including the role and responsibilities of a public governing board and rules and regulations for the conduct of public meetings.
3. The San Diego Unified Port District Act and other laws, regulations and policies governing the administration of a public agency in the State of California applicable to assigned areas of work.
4. Office administrative and management practices and procedures.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Advanced uses of word processing, spreadsheet, graphics and other business management software standard to the District.
7. Budgeting, recordkeeping, filing and purchasing practices and procedures.

Ability to:

1. Plan, organize and carry out the daily activities and administrative functions of an Vice President's or Assistant Vice President's office in a sensitive, highly visible and dynamic political and organizational environment, requiring management of multiple and rapidly changing priorities.
2. Take and transcribe dictation and/or type accurately at a speed necessary to meet the requirements of the position.
3. Analyze difficult and sensitive problems and situations, evaluate alternatives and make sound, appropriate recommendations and decisions.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Understand and apply laws, codes, regulations, rules and policies applicable to areas of responsibility.
6. Organize, research and maintain office filing systems and document management databases.
7. Make a wide variety of logistical arrangements independently or from brief instructions.
8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise correspondence, records, reports and other documents.
10. Maintain highly sensitive and confidential information.
11. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.

12. Establish and maintain highly effective working relationships with Commissioners, District executives, elected and appointed officials of other governmental agencies, staff, community and business leaders, customers, the media, the public and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent, and five years of increasingly responsible administrative support or executive secretarial experience. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

If assigned to Harbor Police, must successfully pass a complete background investigation to include a police records check, fingerprint check, employment history, education history, and reference check.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2016—135~~2022 – x

Dated: ~~September 8, 2016~~June 14, 2022

San Diego Unified Port District

Class Code: B860-UE~~21~~22**CLASS SPECIFICATION**
Crime Intelligence Analyst

FLSA Status: Exempt
EEOC Job Category: Professionals
Classified: No
Union Representation: Unrepresented

GENERAL PURPOSE

Under general direction, performs crime and intelligence analysis to support strategic, operational, tactical, and administrative functions of the Harbor Police Department. Provides accurate and timely crime and intelligence information and analysis in support of patrol operations, criminal investigations, crime prevention, Homeland Security functions, and administration. Prepares and presents information to Harbor Police Department management and officers, as well as to other District management and stakeholders.

DISTINGUISHING CHARACTERISTICS

The Crime and Intelligence Analyst is characterized by the responsibility for analyzing criminal intelligence information and other crime related data in order to project trends, create linkages, and to recommend strategic plans to Harbor Police Department staff and management, and to assist Harbor Police Department decision makers. The incumbent is responsible for conducting assignments with minimal task or work structure and without close supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Develops and maintains the capability to internally measure and forecast long-term public safety related activity, as well as the capability of analyzing this activity for the purpose of contributing to problem solving, intervention, and crime reduction efforts.
2. Provides timely and accurate analysis and briefings of current events in order to improve situational awareness among decision makers.
3. Supports general police activities by providing information and analysis on police resources and on police actions and their consequences, including manpower and resource allocation, redistricting, and requests of a political nature.
4. Analyzes intelligence information and open-source resources related to terrorism and other organized crime groups in order to provide threat-based analysis of terrorist groups and/or organized criminal groups.
5. Supports specific police activities by reviewing current intelligence and providing information and analysis to operational leaders, in order to improve awareness, timeliness, and decision-making.
6. Prepares threat assessments on upcoming major events.
7. Develops contacts and positive working relationships within the law enforcement, intelligence, and homeland security communities, as well as with the general public and private sectors.

8. Prepares and deliver customer-specific presentations.
9. Develops and maintains the department's capability to internally identify emergent crime patterns and series. Analyzes these tactical activities and contributes to intervention efforts, as well as supports the investigative functions of the Harbor Police Department.
10. Provides critical front-line intelligence support to investigative and operational personnel.
11. Extracts essential information and analysis from investigations, intelligence products, databases, and digital evidence, and synthesizes the information into actionable reports.
12. Keeps Harbor Police Department personnel informed of potential and actual hazards, crime statistics, and officer safety issues.
13. Researches, compiles, analyzes, and interprets statistical data from a variety of sources, such as offense and arrest reports, census reports, etc.
14. Provides forecasts and interpretations of future crime statistics. Identifies and recommends methods to develop agency tactics, strategies, and long-range plans for crime control and prevention.
15. Provides training to department personnel on the practice and purpose of crime and intelligence analysis and present information to the Harbor Police Department, the District, the Board of Port Commissioners, and public forums.
16. Creates and maintains programs which will collect, collate, analyze and disseminate crime activity data, including frequency, geographic factors, victims, targets, suspect descriptors, chronological information, suspect vehicle descriptions, modus operandi factors, potential and actual police hazards, and physical evidence information.
17. Assists in reviewing and processing requests related to digital evidence.
18. Assists with the submission and tracking of criminal cases.

OTHER DUTIES

1. Acts as a liaison with other law enforcement personnel within the department or with other agencies.
2. Ability to obtain Secret level security clearance.
3. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of strategic, operational, tactical, and administrative crime and intelligence analysis.
2. Methods and techniques used in researching, compiling, sorting, evaluating, and analyzing statistical, theoretical, and factual criminal and offender information.
3. Computer operations including proficiency in Windows, Microsoft Office Suite, G.I.S. mapping, and other geographical systems.
4. Research and analyze information and problems in order prepare reports and recommendations.

5. Data processing and computer-based systems capabilities as they relate to gathering, retrieving, storing, and manipulating data.
6. Principles of data collection, collation, analysis, and dissemination.
7. Current trends and advances in the analysis of public safety-related issues.
8. Knowledge of the information needs and objectives of police officers, police department management, District staff, the public, and other users of statistical crime data.

Ability to:

1. Understand and apply relevant District, state and federal laws, regulations and policies.
2. Gather, manage, and appropriately disseminate sensitive information to a wide variety of groups.
3. Analyze and evaluate a variety of data and make logical, defensible conclusions and/or recommendations based on that data.
4. Prepare clear, concise, and comprehensive reports, graphs, charts, tables, maps, and other written and/or illustrative material for presentation of data and information.
5. Apply logic and sound judgment in assessing and predicting characteristics of criminal groups or operations using data obtained from varied sources.
6. Operate a personal computer and standard business software.
7. Present information clearly, logically and persuasively.
8. Communicate effectively orally and in writing.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Maintain confidentiality of sensitive information.
11. Establish and maintain effective working relationships with managers, supervisors, officers, customers, the public and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from an accredited college or university with a bachelor's degree that includes courses in statistics, quantitative methods, criminal justice, or other related areas; and two (2) years of relevant hands-on experience in researching, analyzing and interpreting data in law enforcement or other relevant work experience. Additional law enforcement/analytical experience may be substituted for the degree requirement on a year-for-year basis. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

California Department of Motor Vehicle (DMV) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides

information on the incumbent's driving record and driver license status on a periodic basis to the District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

~~This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions may be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitations in job duties if no reasonable accommodations can be made.~~

~~Must successfully pass a complete background investigation to include a police records check, employment history, credit history, education history, neighborhood check and reference check.~~

Must successfully pass a complete background investigation to include a police records check, employment history, credit history, education history, polygraph examination, neighborhood check and reference check.

Must successfully pass a pre-employment physical examination and drug screen.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2014-130~~ 2022-x

Dated: ~~June 10, 2014~~ June 14, 2022

San Diego Unified Port District

Class Code: D421-CN~~R03~~22

CLASS SPECIFICATION

Distribution and Storage Technician I

FLSA Status: Non-Exempt
 EEOC Job Category: Technicians
 Classified: Yes
 Union Representation: ~~Un~~Represented

GENERAL PURPOSE

Under general supervision, performs a variety of shipping, receiving, inspection, warehouse and distribution activities in the Port's centralized warehouse or satellite warehouses; enters related data into the Port's financial management database and completes and maintains appropriate forms, records, reports and other documentation to ensure accurate accounting of public property; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Distribution and Storage Technician I is the entry level in the warehouse operations and materiel support class series. Incumbents perform a variety of warehouse and distribution activities, including: inspecting incoming shipments; storing, shelving and rotating items; inventorying assigned stock; pulling requested items from stock; receiving and storing excess property; and operating vehicles to deliver orders to Port or other designated sites.

Distribution and Storage Technician I is distinguished from Distribution and Storage Technician II in that an incumbent in the latter class performs more complex and responsible inventory management, receipt management, and property disposal management functions and exercises greater independent judgment in the operation of field receiving and satellite warehousing activities in support of the District's overall materials management program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Ensures that incoming and outgoing shipments meet Port requirements and quality and safety standards; receives and inspects equipment, supplies and materials and reconciles shipments to purchase orders specifications, packing slips, invoices or other documents; identifies, reports and processes problem orders according to established procedures, such as reporting damage, overages and shortages to appropriate sources and following-through to ensure problems are appropriately addressed; according to established procedures, packs, labels, seals, weighs, insures, processes and distributes outgoing shipments; as directed, tracks, follows-up on and expedites past due purchase orders.
2. Operates a forklift, pallet jack, carts, hand trucks, drum lifts and conveyers to load, unload and move items in a warehouse; checks in and labels items for storage in assigned stock locations; within established policies and procedures, assigns numbers to and tags newly

received fixed assets or minor property items; stocks and arranges shelves and rotates stock as needed; as directed, performs and reports stock location changes; participates in periodic inventories, including blind count cycle, spot, annual, velocity and special category inventories; locates, pulls and issues requested supplies, equipment and other materials to accurately and efficiently fill requisitions and orders; maintains warehouses and storage yards in a safe, clean, orderly condition and follows safety and sanitation policies and procedures; inspects equipment to ensure maintenance and safety.

3. As assigned and in a timely and safe manner, delivers and picks-up assigned items, including materials, equipment, supplies and furniture, to and from Port sites or vendor locations; operates a delivery vehicle and related delivery equipment and tools; marks and labels items for delivery; completes delivery manifests; performs daily inspection of vehicle and promptly notifies supervisor of any problems; maintains vehicle cleanliness; follows and makes recommendations for changes to delivery routes and schedules.
4. In compliance with Federal, state and local laws and regulations and Port policies and procedures, properly receives, inspects, handles, stores, distributes and, as directed, disposes of a variety of hazardous materials purchased or used by the Port.
5. In compliance with established procedures and pertinent regulations, receives, stows, and maintains inventory of excess property; collects, receives and displays excess property; as directed, coordinates the delivery of reutilized excess property; as directed and within established policies and procedures, prepares surplus property for movement to sale; as directed and within established policies and procedures, disposes of property by scrapping or other means of destruction.
6. Receives unclaimed personal property from the Harbor Police Department lost and found; creates database lists of unclaimed personal property for final disposition action; as directed and within established policies and procedures, prepares unclaimed personal property for sale or disposal.
7. As directed, organizes, completes, maintains, and updates related records, files, lists, logs, forms and other documentation in all areas outlined above, including, but not limited to: receipt reports and records; return goods recording; recording and reporting of excess property sold or otherwise disposed of; fixed asset and minor property tagging reporting; damage, shortage, and overage reports; damaged goods claims; delivery manifests; shipping documents and bills of lading for outbound shipments; hazardous materials records and reports.
8. As directed, enters and retrieves a variety of data in the SAP financial management database to account for public property and inventories; utilizes related software programs, including those associated with shipping, receiving, storage and distribution, to ensure efficient and effective operations; makes digital images of stock inventory items, damaged freight, and other items as directed for inclusion in records, reports, or catalogs.

QUALIFICATIONS

Knowledge of:

1. Packaging, shipping, receiving, quality assurance inspection, storing, delivery and inventory control and physical inventory practices, procedures, methods and techniques.
2. Basic warehouse work practices and safety, security, health and sanitation procedures relevant to the storage and distribution of materials, supplies and other items purchased and stored by the Port.
3. Practices and procedures for handling hazardous materials purchased and stored by the Port.
4. Practices, procedures, methods and techniques to appropriately dispose of excess items owned by the Port.
5. Basic math.
6. Traffic and safety laws and safe driving techniques.
7. Proper lifting techniques.
8. Material and supply identification and classification methods and procedures.

Ability to:

1. Operate warehouse equipment and vehicles, including a delivery truck, forklift, carts, hand trucks, drum lifts, conveyers and pallet jack.
2. Inspect incoming shipments and compare to purchase orders.
3. Complete and maintain records and forms related to warehouse operations.
4. Perform heavy physical labor and properly lift, carry and move objects.
5. Take physical inventory accurately and efficiently.
6. Follow written and oral rules, regulations, policies, procedures and instructions.
7. Operate a computer and other standard office equipment.
8. Read and understand maps and delivery directions.
9. Observe legal and defensive driving practices.
10. Establish and maintain effective working relationships with those encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

High school diploma or G.E.D equivalent and two years full-time experience performing a wide variety of increasingly responsible tasks in a supply storeroom, warehouse, production plant or distribution center environment. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

A current Forklift Certificate of Completion from an OSHA-approved training center is required at time of application and must be maintained at all times thereafter in order to operate a forklift in the performance of work for the District.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2014-130~~2022 - x

Dated: ~~June 10, 2014~~June 12, 2022

San Diego Unified Port District

Class Code: D441-CN~~R08~~22

CLASS SPECIFICATION
Distribution and Storage Technician II

FLSA Status: Non-Exempt
 EEOC Job Category: Technicians
 Classified: Yes
 Union Representation: ~~Un~~Represented

GENERAL PURPOSE

Under general supervision, performs a variety of shipping, receiving, inspection, warehouse and distribution activities in the Port's centralized warehouse or satellite warehouses; enters related data into the Port's financial management database and completes and maintains appropriate forms, records, reports and other documentation to ensure accurate accounting of public property; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Distribution and Storage Technician II is the second level in the warehouse operations and materiel support class series. Incumbents perform a variety of warehouse and distribution activities, including: inspecting incoming shipments; coordinating field inspection and receipt of off-site delivered equipment or furnishings; storing, shelving and rotating of stocked items; inventorying assigned stock; reconciling discrepancies in inventory counts; maintaining shelf-life stock records and material; auditing stock issue and receipt records; maintaining files of Material Safety Data Sheets for stocked inventory; pulling requested items from stock; working independently in satellite warehouses or storerooms; coordinating the collection and reutilization of excess property; coordinating the transfer of declared surplus property to auction or disposal sites as appropriate; performing follow-up actions on open purchase orders for stock; auditing completed distribution and delivery records; operating vehicles to deliver orders to Port or other designated sites.

Distribution and Storage Technician II is distinguished from Distribution and Storage Technician I in that an incumbent in the former class performs more complex and difficult tasks related to records keeping associated with inventory, material handling equipment operations, excess and surplus property collection and disposal, and hazardous materials controls. The incumbent is expected to use greater independence in thinking and judgment, and is expected to be capable of leading and monitoring other warehouse staff in field and central warehouse operations in the absence of regularly assigned supervisory staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Ensures that incoming and outgoing shipments meet Port requirements and quality and safety standards; receives and inspects equipment, supplies and materials and reconciles shipments to purchase orders specifications, packing slips, invoices or other documents; identifies, reports and processes problem orders according to established procedures; prepares records of freight damage or losses; files and tracks freight damage or loss claims records with carriers or freight lines in accordance with DOT and ICC regulations; maintains transportation management files to resolve freight claims; files reports of overages and shortages with vendors, contractors, and District Finance staff; tracks and manages overage and shortage claims to resolution by credit memo or order fulfillment; records overage and shortage resolutions to SAP and provides appropriate adjustment records to District Finance staff; maintains records of outgoing freight shipments, return goods, or other outbound material movements; according to established procedures, packs, labels, seals, weighs, insures, processes and distributes outgoing shipments; creates listings of and coordinates, tracking, follows-up, and expediting of past due purchase orders for warehouse stock.
2. Performs routine and regular inspections of material handling equipment to ensure safe and proper operating conditions are maintained; performs routine and regular inspections of racking and storage systems to ensure that they are in a safe condition and are stowed properly to ensure staff safety; maintains records of inspections of material handling equipment, warehouse storage systems, warehouse and facility safety inspections and fire inspections, and related reports.
3. Operates a forklift, pallet jack, carts, hand trucks, drum lifts and conveyers to load, unload and move items in a warehouse; checks in, receives and labels items and assigns storage location for received goods to be placed in stock; within established policies and procedures, assigns numbers to and tags fixed assets or minor property items; stocks and arranges shelves and rotates stock as needed; independently performs and reports stock location changes as needed; participates in periodic inventories, including blind count cycle, spot, annual, velocity and special category inventories; locates, pulls and issues requested supplies, equipment and other materials to accurately and efficiently fill requisitions and orders; maintains warehouse in a safe, clean, orderly condition and follows safety and sanitation policies and procedures.
4. As assigned and in a timely and safe manner, delivers and picks-up assigned items, including materials, equipment, supplies and furniture, to and from Port sites or vendor locations; operates delivery vehicles and related delivery equipment and tools; marks and labels items for delivery; completes delivery manifest; performs daily inspections of delivery vehicles and takes corrective actions to promptly resolve maintenance discrepancies; maintains vehicle inspection records and reports; develops, updates and follows delivery routes and schedules; audits completed delivery manifests and delivery tickets against delivery schedules; maintains records of deliveries for tracking purposes; performs distribution tracking for internal customers, purchasing analysts, and department management.

5. In compliance with Federal, state and local laws and regulations and Port policies and procedures, properly receives, inspects, handles, stores, distributes and, as directed, disposes of a variety of hazardous materials purchased or used by the Port. Oversees the collection and distribution of Material Safety Data Sheets for newly received hazardous materials; updates and maintains the central library of Material Safety Data Sheets for stocked materials.
6. In compliance with established procedures and pertinent regulations, receives, catalogs, controls inventory of, maintains and appropriately disposes of excess property, via reutilization, sale, scrap or disposal; surveys and inspects, coordinates and schedules movement of, collects, receives and displays excess property; develops and distributes excess property catalog; coordinates reutilization of excess property; compiles information and develops surplus declaration agenda sheet and other related reports and records; within established policies and procedures, prepares surplus property for sale and organizes appropriate sale of items; within established policies and procedures, disposes of property.
7. Plans and coordinates the movement of declared surplus property with the District's contract auctioneer; completes all forms and records actions necessary to complete the transfer of vehicles and motive equipment to the auctioneer; completes and submits records necessary to release the District of liability for sold vehicles and equipment; compiles and reports sales of District property to Finance to relieve accounts.
8. Audits reports of sales of surplus property by the District's contract auctioneer; reports results of sales to Finance; records sales of property to appropriate databases; receives and transmits proceeds of sales from the District's contract auctioneer; makes recommendations regarding disposal of unsold or scrapped property to department management.
9. Receives unclaimed personal property from the Cruise Ship Terminal and from the Harbor Police Department; creates database lists of unclaimed personal property for final disposition action; within established policies and procedures, prepares and coordinates sale or disposal of unclaimed personal property through contract auctioneer or by other means as deemed most advantageous to the District by department management.
10. Organizes, completes, develops, maintains, reviews and updates related records, files, lists, logs, forms and other documentation in all areas outlined above, including, but not limited to: receipt reports and records; return goods recording; recording and reporting of excess property sold or otherwise disposed of; fixed asset and minor property tagging reporting; damage, shortage, and overage reports; damaged goods claims; delivery manifests; shipping documents and bills of lading for outbound shipments; hazardous materials records and reports and records of harbor police equipment issued to officers; enters and retrieves a variety of data in the financial management database to account for public property; utilizes related software programs, including those associated with shipping, receiving, storage and distribution, to ensure efficient and effective operations; makes digital images of damaged freight and catalogs.
11. May plan, organize, supervise and evaluate the day-to-day work of assigned personnel.

QUALIFICATIONS

Knowledge of:

1. Packaging, shipping, receiving, quality assurance inspection, storing, delivery and inventory control and physical inventory practices, procedures, methods and techniques.
2. Advanced warehouse work practices and safety, security, health and sanitation procedures relevant to the storage and distribution of materials, supplies and other items purchased and stored by the Port.
3. Practices and procedures for handling hazardous materials purchased and stored by the Port.
4. Federal and State requirements for the collection and management of Material Safety Data Sheets and other material related documents.
5. Practices, procedures, methods and techniques to appropriately dispose of excess items owned by the Port.
6. Basic math.
7. Computerized recordkeeping practices related to inventory control and management, property disposal management, transportation and freight management and basic accounting practices.
8. Traffic and safety laws and safe driving techniques.
9. Materiel handling equipment safety, operations and inspection.
10. Proper lifting techniques.
11. Material and supply identification and classification methods and procedures.
12. Principles of effective personnel supervision in an industrial working environment.
13. Property disposal requirements and operations related to public property accounting.

Ability to:

1. Operate warehouse equipment and vehicles, including a delivery truck, forklift, carts, hand trucks, drum lifts, conveyers and pallet jack.
2. Inspect incoming shipments and compare to purchase orders.
3. Complete and maintain records and forms related to warehouse operations.
4. Perform heavy physical labor and properly lift, carry and move objects.
5. Take physical inventory accurately and efficiently.
6. Follow written and oral rules, regulations, policies, procedures and instructions.

7. Operate a computer and other standard office equipment.
8. Read and understand maps and delivery directions.
9. Observe legal and defensive driving practices.
10. Establish and maintain effective working relationships with those encountered in the course of work.
11. Review and audit record keeping input work for accuracy, completeness and timeliness in an inventory management environment.
12. Plan and estimate storage capacities and requirements.
13. Train and monitor work performance of less experienced or junior staff.

MINIMUM REQUIREMENTS

Education, Training and Experience:

High school diploma or G.E.D equivalent and four years full-time experience performing a wide variety of increasingly responsible tasks in a warehouse, production plant or distribution center environment. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

A current Forklift Certificate of Completion from an OSHA-approved training center is required at time of application and must be maintained at all times thereafter in order to operate a forklift in the performance of work for the District.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2014-130~~[2022 - x](#)

Dated: ~~June 10, 2014~~[June 12, 2022](#)

San Diego Unified Port District**Class Code: F954-CNR22**

CLASS SPECIFICATION
Facilities Maintenance Technician

FLSA Status: Non-Exempt
EEOC Job Category: Operatives
Classified: Yes
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, performs a variety of routine maintenance functions for District facilities; ensures that facilities are available for use and consistently maintained in a safe and clean condition. Tasks may include supporting the following areas of responsibility: carpentry, painting, plumbing, and electrical. Operates a variety of maintenance and cleaning tools and equipment; performs related work as required.

DISTINGUISHING CHARACTERISTICS

Facilities Maintenance Technician is a journey-level classification in the General Services Department responsible for performing a variety of routine semi-skilled maintenance tasks for District facilities while providing excellent customer service in a friendly, professional manner. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies. Work is reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Performs a variety of minor semi-skilled maintenance for District facilities with the assistance and direction of journey-level trades including, but not limited to electricians, HVAC technicians, carpenters, painters, maintenance mechanics, plumbers, locksmiths, Fleet Maintenance Technicians, and Maintenance Workers.
2. Coordinates and assists with journey-level craft and trade personnel, including to electricians, HVAC technicians, carpenters, painters, maintenance mechanics, plumbers, locksmiths, Fleet Maintenance Technicians, and Maintenance Workers.
3. Assembles, repairs, maintains, and moves furniture, such as desks, cabinets, tables, chairs, shelves, and related fittings and fixtures. Hang and install pictures, signs, and other items on facility workspaces as needed.
4. Conducts routine inspections and maintenance of roof, interior and exterior lighting, heating, electrical, and air conditioning equipment; replaces filters; identifies and reports more complex maintenance needs to supervisor.

5. Responds to customer requests via a work order system.
6. Responds to inquiries and complaints from customers and the public in a courteous manner; reviews work in progress or upon completion.
7. Works with contractors to coordinate District facility repairs and maintenance services.
8. Inspects facilities and grounds for safety and security; identifies and reports hazardous conditions and facility maintenance needs to supervisor.
9. Estimates personnel, equipment, and material requirements for assigned jobs.
10. Performs light custodial tasks and conducts required facility custodial work in absence of custodial crews.
11. Participates in the evaluation of the work of custodial personnel.
12. Ensures cleanliness of and sets up meeting rooms for prescribed use.
13. Follows safe working practices and makes appropriate use of related safety equipment as required.
14. Distributes drinking water bottles to departmental areas.
15. Assists with pest control measures.
16. Responds to emergency situations as necessary.
17. Performs all of the duties of the Maintenance Worker I/II class as needed.
18. Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
19. Maintains records and logs of daily activities.
20. Assists with District special events, as needed.
21. Operates vehicles to travel to various District locations.
22. Performs related duties, as assigned.

QUALIFICATIONS

Knowledge of:

1. Methods, practices, techniques used in the operation, repair, and maintenance of facilities and equipment.
2. Methods, tools and equipment used in custodial work.
3. Operation and maintenance of a wide variety of hand tools, power tools, and equipment common to facility maintenance including carpenter, painter, electrician, plumber, and custodial work.

4. Proper mixing and dilution of cleansers, disinfectants, and stripping agents and maintain required safety data sheets.
5. Safety practices pertaining to the work.
6. Principles and practices for providing high level of customer service.
7. Computer applications applicable to assigned work responsibilities.

Ability to:

1. Perform semi-skilled facility maintenance.
2. Operate and maintain a variety of hand and power tools and equipment common to facility maintenance.
3. Understand and follow oral and written instructions.
4. Perform heavy physical labor to include lifting objects weighing up to ninety (90) pounds.
5. Exercise independent judgment and initiative within established guidelines and without close supervision.
6. Independently organize work, set priorities, meet deadlines, and follow up on assignments.
7. Prepare and maintain a variety of basic written records and reports.
8. Establish and maintain effective working relationships with those encountered in the course of the work.
9. Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
10. Identify and implement effective courses of action to complete assigned work with other sections, divisions, and departments.

OTHER

This position may report directly to the assigned work location.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and two years of full-time experience in the use of hand and power tools, equipment and machinery associated with facility maintenance or any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

A valid first aid and CPR certification may be required and, if required, must be maintained throughout District employment.

The District reserves the right to change or add to any of the stated licensing requirements at any time, as required by law, regulation or business necessity.

If assigned to perform work at any of the District's maritime facilities you must be able to pass a background check in accordance with current Federal and State requirements.

Employees may be required to: serve on an on-call or stand-by basis; work on assigned shifts, on weekends and work overtime.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2022 – x

Dated: June 14, 2022

San Diego Unified Port District

Class Code: B623-UE0522

**CLASS SPECIFICATION
Facility Security Officer**

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Classified: No
Union Representation: Unrepresented

GENERAL PURPOSE

Under general direction, develops, implements, revises and maintains the facility security plans for the marine cargo terminals and cruise ship terminal; maintains liaison with the Captain of the Port (COTP) and Company and Vessel Security Officers; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Facility Security Officer has primary responsibility and overall accountability for coordinating the facility security plans developed per the Code of Federal Regulations (CFR), Title 33, Part 105, to ensure the application of security measures designed to protect the port's maritime facilities and the servicing vessels or those vessels interfacing with the facilities, their cargoes, and persons on board at the respective Maritime Security levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Ensures that Facility Security Assessments (FSA) is conducted at each facility as required.
2. Ensures development and implementation of a Facility Security Plan (FSP) for each facility.
3. Ensures an annual audit is conducted and updates each FSA and FSP accordingly.
4. Ensures that each FSP is exercised per CFR Title 33, Part 105.220
5. Ensures that regular security inspections of each facility are conducted; develops and utilizes checklists to facilitate inspections and reporting of irregularities.
6. Ensures the security awareness and vigilance of all facility personnel through training and proper supervision.
7. Ensures adequate training of personnel performing security duties.
8. Ensures that occurrences that threaten the security of the facility are recorded and reported to the Assistant Vice President, Operations and the Harbor Police or appropriate security/law enforcement organizations.

9. Ensures the maintenance of records according to the requirements of each FSP and CFR Title 33 105.225(b).
10. Ensures the preparation and submissions of reports required by each FSP.
11. Ensures the execution of any required Declaration of Security (DOS) with Vessel Masters or Vessel Security Officers (VSO).
12. Ensures that contract security firms and all security personnel operate in accordance with the approved FSPs.
13. Ensures that security equipment is properly maintained, operated, tested and calibrated.
14. Ensures the recording and reporting of attainment changes in MARSEC levels to the Captain of the Port (COTP).
15. Ensures VSOs receive assistance, when requested, in confirming the identity of visitors and service providers seeking to board the vessel through the maritime facility.
16. Ensures notification, as soon as possible, to law enforcement personnel and other emergency responders to permit a timely response to any suspicious activity, breach of security or transportation security incident.
17. Ensures that FSPs are submitted to the COTP for approval as well as informing the COTP of any plans to change the facility.
18. Ensures that all facility personnel are briefed of changes in security conditions at the facility.
19. Maintains all documentation pertaining to the security of each facility.
20. Prepares and maintains a variety of written records and reports.
21. Confers with and advises District staff and other agencies regarding assigned areas of responsibility.
22. Prepares annual budget estimates for non-personnel expenses required to carry out the FSPs.
23. May plan, organize, supervise and evaluate the work of assigned personnel.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques involved in the security of maritime cargo and cruise ship terminal facilities, including: Security organization; General vessel and facility operations and conditions; Vessel and facility security measures including the meaning and requirements of the different MARSEC levels.
2. Emergency preparedness, response, and contingency planning.
3. Security equipment and systems, and their operational limitations.

4. Methods of conducting audits, inspections, control and monitoring techniques.
5. Applicable international, federal, state and local laws, regulations, legislation, codes, recommendations and court decisions.
6. Responsibilities and functions of local, State, and Federal law enforcement agencies.
7. Security assessment methodology; and methods of facility security surveys and inspections.
8. Instruction techniques for security training and education, including security measures and procedures.
9. Current security threats and patterns.
10. Recognizing and detecting dangerous substances and devices.
11. Recognizing characteristics and behavioral patterns of persons who are likely to threaten security.
12. Techniques used to circumvent security measures.
13. Conducting physical searches and non-intrusive inspections.
14. Conducting security drills and exercises, including exercises with vessels.
15. Assessing security drills and exercising.

Ability to:

1. Handle sensitive security information and security related communications.
2. Understand, interpret, explain and apply District, local, state and federal laws, regulations, ordinances and policies applicable to maritime and marine terminal security.
3. Define issues, appraise situations, analyze problems, evaluate alternatives and develop sound, constructive, expert conclusions, recommendations and decisions.
4. Prepare Facility Security Plans and updates as appropriate.
5. Prepare clear, concise and comprehensive correspondence, reports, studies, statistical analysis and other written materials.
6. Develop and implement appropriate procedures and controls.
7. Establish and maintain collaborative effective working relationships with the COTP, tenants, customers, officials, all levels of Port management, other elected and appointed governmental officials, labor unions, consultants, contractors, developers, vendors, employees, media representatives and the public.
8. Exercise sound independent judgment within policy guidelines.
9. Respond calmly and effectively in emergency situations.

MINIMUM REQUIREMENTS

Training and Experience:

Graduation from a four-year college or university with a major in political science, international relations, homeland security, public or business administration or a closely related field; **and** four years of progressively responsible facility, port/seaport, maritime industry or homeland security experience **or** graduation from high school or G.E.D. equivalent; and eight years of progressively responsible facility, port/seaport, maritime industry or homeland security experience. At least two of the four years of experience must be in a supervisory or management capacity. Experience in a public/government agency is preferred. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

California Department of Motor Vehicle (DMV) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and driver license status on a periodic basis to the District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

Must successfully pass a complete background investigation to include a police records check, employment history, credit history, education history, polygraph examination, neighborhood check and reference check. Additionally, must be able to qualify for a Transportation Worker Identification Credential in accordance with current Federal and State requirements.

~~If assigned to perform work at any of the District's maritime facilities you must be able to pass a background check in accordance with current Federal and State requirements.~~

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2014-130~~2022 - x

Dated: ~~June 10, 2014~~June 14, 2022

San Diego Unified Port District**Class Code: B285-UE0522**

CLASS SPECIFICATION
Homeland Security Program Manager

FLSA Status:	Exempt
EEOC Job Category:	Officials and Administrator
Classified:	No
Union Representation:	Unrepresented

GENERAL PURPOSE

Under general direction, this position is responsible for developing, overseeing, coordinating, directing, implementing and leading a comprehensive and integrated Homeland Security program for the San Diego Unified Port District (District), in partnership with organizational and regional stakeholders. Ensures organizational wide compliance with Port, local, state and federal regulations, mandates and policies regarding Port/Seaport security and related Homeland Security strategies, tactics and plans. Develops and implements program, which emphasize prevention, readiness, response, recovery and business continuity in its planning, execution and monitoring phases; and in its overall program management; thus enhancing the overall safety and security of the Tidelands and critical District infrastructure. Also coordinates and directs the work of teams engaged in developing, testing, evaluating and implementing small- and large-scale Homeland Security programs or projects; and plans, measures, evaluates and monitors program performance against stated project goals and objectives to ensure optimum program results and impacts. Responsibilities also include developing, implementing, testing and updating Emergency and Business Continuity plans and procedures for the Port, in preparation for and in response to emergencies and disasters; and leading efforts to build overall program support and participation among internal and external stakeholders. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Homeland Security Program Manager position is the lead position responsible for planning, coordinating, managing and leading teams of internal staff and outside resources engaged in developing, testing, evaluating and implementing small- and large-scale Homeland Security (and Port/Seaport Security) programs or projects to conform with established board, local, state and federal regulations, mandates and policies. The incumbent serves as the Port's designated liaison with local, state, federal, business and other entities or interests relating to Homeland Security or Port/Seaport Security matters. As such, the incumbent will be responsible for pursuing relevant grant funds and provides comprehensive review, development, implementation, testing and monitoring of strategies, plans, policies, procedures and presentations associated with the Port's overarching regional Port/Seaport Security and Homeland Security Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Serves as the primary coordinator, leader and control point for the District's Homeland (and Port/Seaport) Security programs to reflect Port, local, state and federal regulations, mandates laws and policies.
2. Manages the coordination, planning, development, implementation and evaluation of board policy and executive direction on Homeland (and Port/Seaport) Security into operational plans, programs and projects, that distinguish the Port, as a leader in the safe and secure transportation of people, goods and cargo through the Seaport, while also enhancing the overall safety and security of the port tidelands and critical infrastructures.
3. Plans, organizes, controls, integrates and evaluates the work of internal staff, consultants and contractors assigned as program or project staff; develops, implements and monitors project plans and budgets to achieve planned project goals and performance standards and criteria; develops and monitors performance against the project budget; and plans, prioritizes, monitors and controls business, technical, fiscal and administrative functions relevant to program or project success.
4. Leads and works with program and project staff to develop and retain a high performance, service-oriented work environment that supports the Port's Mission, Vision, Values and Strategy, including established service expectations; and also leads and participates in programs and activities that promote workplace diversity, constructive culture and positive labor-management relations.
5. Provides performance evaluation feedback to the supervisors of team members and recommends compensation and other rewards to recognize performance of assigned staff; recommends disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the Port's Human Resources Rules and Regulations, policies and labor contract provisions.
6. Evaluates the efficiency and effectiveness of program activities; makes or recommends program modifications; monitors conformance with program and project budget and other requirements; prepares narrative and statistical program performance reports and recommendations; and makes public or staff presentations as appropriate.
7. Coordinates and integrates program services, activities and schedules with other divisions and departments ensuring role clarification and responsibilities are identified appropriate to the tasks; develops overall program partnerships with external agencies and organizations; and makes public presentations of Port plans, policies and positions relating to an overarching regional approach to Port/Seaport security.
8. Partners, collaborates and coordinates with all internal/external stakeholders, including but not limited to, Information Technology, Harbor Police, Maritime's Facility Security Officer, Strategic Planning Services, Engineering, Audit/Risk, Grants Administration; and Port

tenants, U. S. Coast Guard, U. S. Navy, U. S. Customs, FBI, TSA, City of San Diego, County of San Diego, SDCRAA, Chamber of Commerce and other local, state and federal stakeholders to ensure integrated, interoperable, cooperative, aligned, regional and model approaches are considered and implemented.

9. Assists Port staff and tenants in resolving Homeland (and Port/Seaport) Security issues; and ensures that District and Port tenants comply with District, federal, state or local laws, mandates and regulations involving Homeland (and Port/Seaport) Security compliance.
10. Pursues appropriate Homeland (and Port/Seaport) Security grants and other sources of public or private funds to support the Port's ongoing program priorities, mandates, goals and strategy requirements.
11. Presents Homeland Security program updates, as appropriate, before the Board of Port Commissioners, Executive Leadership Group and other internal or external stakeholders for planning, decision making, stakeholder input and for informational purposes.
12. Ensures overall Homeland (and Port/Seaport) Security program alignment with the Port's established Mission, Vision, Values and Strategy for continuous business success, public benefit and organizational survival.

OTHER DUTIES

1. Reviews and makes recommendations on construction plans and schedules to ensure compliance with the Port's overall Homeland (and Port/Seaport) Security program.
2. Maintains records, documentation and files required by law, regulation or Port policy.

QUALIFICATIONS

Knowledge of:

1. MTSA, U. S. Coast Guard, TSA, ATSA, FAA and DHS regulations, mandates and advisory circulars applicable to Maritime, Port/Seaport, Aviation and Homeland Security.
2. Other federal, state, local and board policy, laws, regulations and requirements applicable to areas of responsibility.
3. Operation and uses of specialized systems and equipment required for access control, checkpoint screening, explosive detection, baggage identification, personnel verification and control.
4. Investigative and intelligence gathering methods and techniques applicable to areas of responsibility.
5. Basic principles and practices of Port/Seaport operations and securing of critical infrastructures.

6. Principles and practices of global logistics, ocean carrier, Coast Guard, Merchant Marine, Navy or Customs Service relating to Port/Seaport environments.
7. Strategies, plans and tactics to plan, develop, coordinate, implement, monitor and lead Homeland (and Port/Seaport) security initiatives, projects and programs.
8. Principles and practices of financial management and public administration including budgeting, contracting, purchasing, procurement and government protocol.
9. Principles and practices of effective business, organizational and people communications; and collaborative/consultative management.
10. Principles and practices of effective leadership, management, supervision and modeling of constructive cultural practices.
11. Principles, practices, methods and techniques of modern strategic management, implementation planning, execution and monitoring.
12. Port's Human Resources Rules and Regulations; and policy to support effective labor and management cooperation and teamwork.

Ability to:

1. Plan, organize, manage, implement, monitor and direct a comprehensive and model homeland security and port/seaport security program strategy to ensure compliance with Port, local, state and federal policy, laws, regulations and mandates.
2. Understand, interpret, explain and apply Port, local, state and federal laws, regulations, ordinances and policies applicable to program and project area of responsibility.
3. Define issues, appraise situations, analyze problems, evaluate alternatives and develop sound, constructive, expert conclusions, recommendations and decisions.
4. Collect, understand, interpret, evaluate, apply and report on relevant data and analysis.
5. Coordinate program and project activities with multiple internal and external stakeholders in an effective and efficient manner that facilitates input, teamwork, partnership, collaboration, responsiveness and joint action.
6. Prepare clear, concise, comprehensive, readable reports, correspondence, statistical analysis and other written materials.
7. Exercise tact, diplomacy and consideration in addressing sensitive, complex and confidential personnel and security issues, concerns and situations.
8. Safeguard confidential and sensitive information pertinent to leading an effective homeland security function based on "need to know" information sharing and security.
9. Respond calmly and effectively in emergency situations.

10. Establish and maintain effective, credible, responsive and respectful working relationships with District officials, all levels of staff; and also tenants, vendors, contractors and representatives of local, state and federal agencies, as well as, the private sector, media and members of the public.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in political science, international relations, homeland security, public or business administration or a closely related field; and at least five years of progressively responsible port/seaport, maritime industry or homeland security experience. At least two of the five years must be in a supervisory or management capacity. Experience in a public agency is preferred. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on Port business.

California Department of Motor Vehicle (DMV) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and driver license status on a periodic basis to the District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

FBI security clearance is required at date of hire.

A U. S. Department of Transportation security clearance at the "Secret" level must be attained within ~~twelve~~^{three} months of date of hire, if not attained prior to employment.

Must successfully pass a complete background investigation to include a police records check, fingerprint check, employment history, credit history, education history, polygraph examination, neighborhood check and reference check. Additionally, must be able to qualify for a Transportation Worker Identification Credential in accordance with current Federal and State requirements.

~~If assigned to perform work at any of the District's maritime facilities you must be able to pass a background check in accordance with current Federal and State requirements.~~

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2014-130~~2022 - x

Dated: ~~June 10, 2014~~ June 14, 2022

San Diego Unified Port District

Class Code: D466-CNR~~17~~22

CLASS SPECIFICATION
Lead Community Service Officer

FLSA Status: Non-Exempt
 EEOC Job Category: Service Worker
 Classified: Yes
 Union Representation: Represented

GENERAL PURPOSE

Under direction of the Community Services Officer Supervisor, plans, schedules and supervises the work of Community Service Officers engaged in the enforcement of parking regulations. Directs vehicle and pedestrian traffic within the District's jurisdiction. Enforces park, entertainer and vending regulations. Monitors marine terminal commercial truck traffic, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level and lead worker class in the District's non-sworn Community Service Officer series. Positions in this class perform journey-level work in the Harbor Police Department Community Service Section, performing traffic enforcement, parking control, enforcement of special event permits as well as act as a presence within the community. Assignments require considerable independent judgment and initiative.

Lead Community Service Officer is distinguished from Community Service Officer in that an incumbent in the former class is responsible for leading, training, evaluating and monitoring the day-to-day work performance of incumbents in the later class.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Supervises and evaluates the work of assigned staff; with staff, implements and monitors work plans to achieve unit mission, goals and performance measures; participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the District's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Approves the impounding of abandoned or illegally parked vehicles.

5. Provides on-the-job and in-service training for assigned personnel.
6. Coordinates the preparation of traffic and crowd-control plans for special events and cruise ship terminal activities.
7. Coordinates the section's activities with the Harbor Police Department and other law-enforcement agencies.
8. Plans and coordinates the section's activities with cruise ship terminal personnel.
9. Interprets and explains the District's policies, procedures and regulations to the public and other departments and agencies.
10. Plans and schedules personnel to meet high-demand requirements at the cruise ship terminal and for special events conducted within the District's jurisdiction.
11. Coordinates the enforcement of state, municipal and District laws and regulations in District parks, promenades and open space areas.
12. Coordinates the monitoring of commercial trucks in areas adjacent to District marine terminals to educate operators about state, municipal and District laws and guidelines related to the operation of commercial truck traffic.
13. Reviews and approves accident and incident reports submitted by Community Service Officers.
14. Compiles, prepares and maintains a variety of reports and records pertaining to the section's activities.
15. Investigates and resolves citizen complaints regarding the enforcement of parking, park permit, vendor and commercial truck route regulations.
16. Performs all of the Community Service Officer duties.

QUALIFICATIONS

Knowledge of:

1. Safety practices, safe work methods and safety regulations pertaining to the work.
2. State, municipal and District laws, ordinances and codes regulating vehicle parking and vehicles for hire.
3. Methods, practices and techniques of vehicular and pedestrian traffic control; safe and proper use of barricades, cones and other devices used in traffic control.
4. Effective parking-control practices and operations including the use of parking meters.
5. State, municipal and District regulations regarding the impounding of abandoned or illegally parked vehicles.

6. State, municipal and District laws, ordinances and codes regulating special events, park permits and general use of the District's parks, promenades and open spaces.
7. District park locations, capacity and a working knowledge of how the different agencies and regulations and codes impact the District's permit process.
8. State, municipal and District laws, ordinances, codes and guidelines regulating commercial truck operations.
9. San Diego County geography, roadways and major tourist attractions.
10. Microcomputer applications related to the work.
11. Principles and practices of effective supervision.
12. District Personnel Rules and Regulations, and labor contract provisions.

Ability to:

1. Plan, review and evaluate the work of others.
2. Motivate and evaluate staff and provide for their training and development.
3. Identify and implement effective courses of action to complete assigned work.
4. Exercise independent judgment and initiative within established guidelines.
5. Establish and maintain effective working relationships with those encountered in the course of the work.
6. Coordinate work assignments with other divisions, departments or agencies.
7. Prepare and maintain records and reports.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or GED equivalent; and two years experience performing traffic control and enforcement duties. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

[California Department of Motor Vehicle \(DMV\) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and driver license status on a periodic basis to the District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.](#)

Must successfully pass a complete background investigation to include a police records check, employment history, credit history, education history, polygraph examination, neighborhood check and reference check. Additionally, must be able to qualify for a Transportation Worker Identification Credential in accordance with current Federal and State requirements.

Must successfully pass a pre-employment physical examination, psychological examination, and drug screen.

~~If assigned to perform work at any of the District's maritime facilities you must be able to pass a background check in accordance with current Federal and State requirements.~~

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2017-098~~2022 - x

Dated: ~~June 20, 2017~~June 14, 2022

San Diego Unified Port District

Class Code: B954-UE22

CLASS SPECIFICATION **Legislative Policy Analyst**

FLSA Status: Exempt
 EEOC Job Category: Professionals
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under general supervision, works to advance the interests of the District with federal, state, and local government officials and regulatory agencies in support of District activities, functions, and programs; recommends action and assists in formulating and implementing policies and legislative or regulatory procedures. Responsible for interacting with a wide range of elected and appointed officials and their staff; researching and tracking federal, state, and local legislation and regulations; interpreting potential impacts, performing detailed analyses; and providing input and recommendations to District staff on a wide range of legislative, regulatory, community and intergovernmental public policy issues and proposals that could impact District operations, programs, or relevant issues. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Legislative Policy Analyst works independently and performs responsible analytical, legislative, and policy work in support of the District's mission, goals, and key projects. Assignments are typically related to discrete issue areas and legislative functions including letter writing, bill tracking, and stakeholder outreach. Incumbents are expected to act independently to develop required information and support to advance issues of importance. Legislative Policy Analyst exercises independent judgment in selecting approaches and techniques to develop sound recommendations based on legislative goals and the political and regulatory landscape.

Legislative Policy Analyst is distinguished from Legislative Policy Administrator in that incumbents in the latter class independently perform more difficult and varied analytical work, on assignments having a greater impact on District operations and programs and the exercise of greater independent judgment and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Demonstrates familiarity with local, state, and/or federal legislative processes; tracks proposed legislation, demonstrates political acumen and effective written and spoken communication skills, and can work effectively at all levels of the organization.
2. Plans, organizes, and analyzes legislation, regulation, and policy recommendations relating to assigned programs; identifies problems, obtains necessary information and data for analysis; analyzes alternatives and makes recommendations regarding an appropriate course of action; discusses findings with colleagues and managers; assists in implementing policies and procedures; drafts reports, white papers, presentations, speaking points related documents related to recommended legislative action, policy proposals, and activities or events of importance to the District.

3. Participates in planning, organizing, and carrying out the development, implementation, and administration of comprehensive District-wide legislative initiatives, including partnering with other departments, and conducting stakeholder and elected official outreach; integrates related program information to provide a comprehensive, accurate picture of District processes and potential regulatory or legislative impacts on port operations, efficiency, effectiveness, public safety, and customer or tenant satisfaction; collects, categorizes, analyzes and evaluates data to recommend solutions; benchmarks other public and private sector service programs and processes to propose incorporating best practices into legislation or policy positions that will improve port operations, protect the environment and public safety, and provide high-quality public service.
4. Coordinates and assists with implementation of department planning objectives; benchmarks other public and private sector strategic planning programs; suggests forecasts and project recommendations for department planning functions.
5. Provides technical assistance to department staff by conducting research, analyzing data, and drafting policy and procedure documents to address identified needs and issues; analyzes program and operational data and develops related legislative and policy recommendations for consideration; compiles materials, research problems, and responds to requests for information.
6. Drafts a wide variety of materials on assigned issues, including reports, procedures, memoranda, proposed policy changes, training tools, and other materials; identifies issues, obtains input and feedback, conducts research and analysis; prepares recommendations and a variety of other supporting materials.
7. May research District, local, state, and federal transportation, environmental, economic development, and homeland security regulations, mandates, laws, grants, and policies for District application.
8. Provides support for District lobbying trips including developing briefing materials, agendas and itineraries in conjunction with the District's lobbying team.

OTHER DUTIES

1. Performs a variety of department-specific program activities to accomplish work goals and objectives; may be assigned to lead special projects.
2. Attends and participates in internal and external working groups and committees.
3. Performs a variety of special projects as assigned.
4. May assist in screening and referring telephone calls; responds to routine legislative staff inquiries; provides informational materials and documents, may arrange site visits or office meetings with select staff.

QUALIFICATIONS

Knowledge of:

1. Local, state and/or federal legislative processes.
2. Principles, practices, and methods of administrative, organizational, economic, and procedural analysis.
3. Principles and practices of public administration, including stakeholder services and the maintenance of public records.

4. Principles and practices of sound business communication.
5. Uses and operations of computers and standard business software, including but not limited to word processing, spreadsheet, and presentation applications.

Ability to:

1. Track proposed legislation, demonstrate political acumen and effective written and spoken communication skills, and work effectively at all levels of the organization.
2. Analyze administrative, operational, procedural, and organizational problems, evaluate alternatives, and reach sound, logical, fact-based conclusions and recommendations.
3. Collect, evaluate, and interpret data, either in statistical or narrative form.
4. Analyze and apply relevant laws, regulations, ordinances, policies, and procedures.
5. Prepare clear, concise, and comprehensive reports, correspondence, and other documents appropriate to the audience.
6. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.
7. Maintain files, records, and documentation.
8. Exercise independent judgment and initiative within established guidelines.
9. Establish and maintain effective working relationships with District and department managers and staff, vendors, the public and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in political science, communications, or a closely related field, and five years of progressively responsible professional experience performing administrative, operational, budgetary, legislative, policy, and/or similar analyses. Experience in a public agency is preferred. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

California Department of Motor Vehicle (DMV) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and driver license status on a periodic basis to the District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2022 – x

Dated: June 14, 2022

San Diego Unified Port District

Class Code: D422-CN~~15~~22**CLASS SPECIFICATION**
Office Assistant

FLSA Status: Non-Exempt
EEOC Job Category: Office and Clerical
Classified: Yes
Union Representation: Unrepresented

GENERAL PURPOSE

Under supervision, performs a wide variety of routine to moderately difficult clerical support functions, including receptionist, data entry and records management duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Office Assistant is the entry level in the office clerical and administrative support class series. Incumbents perform a range of basic office clerical duties of varying levels of difficulty, requiring a general knowledge of office procedures and practices. Work assigned to incumbents requires the ability to learn and apply knowledge regarding the functions applicable to an area of assignment and the ability to solve problems of average difficulty.

Office Assistant is distinguished from Administrative Assistant I in that incumbents in the latter class perform more difficult and specialized clerical and office support functions, requiring greater familiarity with District functions, policies and procedures and the use of judgment and knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Types, formats, edits, revises, proofreads and prints notices, reports, correspondence, memoranda, transmittal sheets, routine contracts and other documents; types from rough notes, drafts and brief oral instructions.
2. Operates a computer and performs data entry in accordance with standard procedures and computer system requirements; verifies the accuracy of input data; updates computer records; generates reports and documents; assists in the preparation of monthly reports.
3. Sets up and maintains a variety of standard office and specialized records and files; prepares manual and computer logs and files.
4. Opens, time-stamps, logs and routes office mail; stuffs, sorts and prepares outgoing mail for pickup; retrieves, delivers and sends faxes; prepares overnight packages.

5. Answers, screens and refers telephone calls; takes telephone messages; assists customers at a public counter and/or by telephone; responds to routine customer questions and complaints; mails requested materials and documents; may act as office receptionist.
6. Copies, compiles and distributes documents and materials; scans pictures, maps and documents; transfers records onto microfilm.
7. Sorts, codes, cross-references, duplicates and files a wide variety of District records and documents; pulls files upon request; conducts file searches; makes new file folders; retrieves, duplicates and distributes copies of records; creates and maintains chronological files; maintains up-to-date file listings, indexes and cross-references; prepares labels for file cabinets and folders.
8. Monitors and maintains inventories of supplies and materials; orders office supplies and equipment; maintains office equipment and orders repairs as necessary; maintains purchasing, requisitions and work order files; organizes, prioritizes and processes requests for invoice payments; prepares and executes direct payments in accordance with District procedures.

OTHER DUTIES

1. Enters timesheet information for department employees in the District's payroll system; bridges completed pay period information to the payroll system.
2. Incumbents in this classification may be assigned the following Customer Relations Management (CRM) call attendant duties and responsibilities: receive complaints, inquiries and service requests from the public; elicits information from callers and documents and evaluates complaints; inputs customer complaint, inquiries and service request information into the customer relations management system; receive workflow generated from CRM requiring possible action, research, distribution to appropriate department staff member, or further customer contact.
3. Schedules and arranges meetings; posts and removes meeting notices in a timely fashion.
4. Sets up and maintains support services and supplies for instructional classroom.
5. Controls and maintains videotape rentals, purchase and lending library.
6. Operates standard office equipment and performs miscellaneous clerical and secretarial tasks.

QUALIFICATIONS

Knowledge of:

1. Standard office administration practices and procedures.
2. Correct English usage, including spelling, grammar and punctuation.
3. District and department rules, policies and procedures applicable to assigned areas of work.

4. Record keeping and filing practices and procedures.

Ability to:

1. Operate a computer and other standard office equipment.
2. Type accurately at a speed necessary to meet the requirements of the position.
3. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
4. Organize and maintain office and specialized files.
5. Communicate clearly and effectively orally and in writing.
6. Understand and follow written and oral instructions.
7. Prepare clear, accurate and concise records and reports.
8. Use tact, discretion and courtesy in dealing with customers.
9. Establish and maintain effective working relationships with District managers, employees and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent and one year of office, administrative or secretarial experience **or** Graduation from a four-year college or university with major course work in business, public administration or a closely related field;. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on district business.

[California Department of Motor Vehicle \(DMV\) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and driver license status on a periodic basis to the District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.](#)

If assigned to perform work at any of the District's maritime facilities you must be able to pass a background check in accordance with current Federal and State requirements.

[If assigned to perform work at a Harbor Police facility you must be able to pass a complete background check to include a police records check, fingerprint check, employment history, education history, and reference check.](#)

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2015-79~~2022 - x

Dated: ~~June 11, 2015~~June 14, 2022

San Diego Unified Port District

Class Code: D423-UN~~15~~22**CLASS SPECIFICATION**
Office Assistant

FLSA Status: Non-Exempt
EEOC Job Category: Office and Clerical
Classified: No
Union Representation: Unrepresented

GENERAL PURPOSE

Under supervision, performs a wide variety of routine to moderately difficult clerical support functions, including receptionist, data entry and records management duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Office Assistant is the entry level in the office clerical and administrative support class series. Incumbents perform a range of basic office clerical duties of varying levels of difficulty, requiring a general knowledge of office procedures and practices. Work assigned to incumbents requires the ability to learn and apply knowledge regarding the functions applicable to an area of assignment and the ability to solve problems of average difficulty.

Office Assistant is distinguished from Administrative Assistant I in that incumbents in the latter class perform more difficult and specialized clerical and office support functions, requiring greater familiarity with District functions, policies and procedures and the use of judgment and knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Types, formats, edits, revises, proofreads and prints notices, reports, correspondence, memoranda, transmittal sheets, routine contracts and other documents; types from rough notes, drafts and brief oral instructions.
2. Operates a computer and performs data entry in accordance with standard procedures and computer system requirements; verifies the accuracy of input data; updates computer records; generates reports and documents; assists in the preparation of monthly reports.
3. Sets up and maintains a variety of standard office and specialized records and files; prepares manual and computer logs and files.
4. Opens, time-stamps, logs and routes office mail; stuffs, sorts and prepares outgoing mail for pickup; retrieves, delivers and sends faxes; prepares overnight packages.

5. Answers, screens and refers telephone calls; takes telephone messages; assists customers at a public counter and/or by telephone; responds to routine customer questions and complaints; mails requested materials and documents; may act as office receptionist.
6. Copies, compiles and distributes documents and materials; scans pictures, maps and documents; transfers records onto microfilm.
7. Sorts, codes, cross-references, duplicates and files a wide variety of District records and documents; pulls files upon request; conducts file searches; makes new file folders; retrieves, duplicates and distributes copies of records; creates and maintains chronological files; maintains up-to-date file listings, indexes and cross-references; prepares labels for file cabinets and folders.
8. Monitors and maintains inventories of supplies and materials; orders office supplies and equipment; maintains office equipment and orders repairs as necessary; maintains purchasing, requisitions and work order files; organizes, prioritizes and processes requests for invoice payments; prepares and executes direct payments in accordance with District procedures.

OTHER DUTIES

1. Enters timesheet information for department employees in the District's payroll system; bridges completed pay period information to the payroll system.
2. Incumbents in this classification may be assigned the following Customer Relations Management (CRM) call attendant duties and responsibilities: receive complaints, inquiries and service requests from the public; elicits information from callers and documents and evaluates complaints; inputs customer complaint, inquiries and service request information into the customer relations management system; receive workflow generated from CRM requiring possible action, research, distribution to appropriate department staff member, or further customer contact.
3. Schedules and arranges meetings; posts and removes meeting notices in a timely fashion.
4. Sets up and maintains support services and supplies for instructional classroom.
5. Controls and maintains videotape rentals, purchase and lending library.
6. Operates standard office equipment and performs miscellaneous clerical and secretarial tasks.

QUALIFICATIONS

Knowledge of:

1. Standard office administration practices and procedures.
2. Correct English usage, including spelling, grammar and punctuation.
3. District and department rules, policies and procedures applicable to assigned areas of work.

4. Record keeping and filing practices and procedures.

Ability to:

1. Operate a computer and other standard office equipment.
2. Type accurately at a speed necessary to meet the requirements of the position.
3. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
4. Organize and maintain office and specialized files.
5. Communicate clearly and effectively orally and in writing.
6. Understand and follow written and oral instructions.
7. Prepare clear, accurate and concise records and reports.
8. Use tact, discretion and courtesy in dealing with customers.
9. Establish and maintain effective working relationships with District managers, employees and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent and one year of office administrative or secretarial experience **or** Graduation from a four-year college or university with major course work in business, public administration or a closely related field; Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

[California Department of Motor Vehicle \(DMV\) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and driver license status on a periodic basis to the District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.](#)

If assigned to perform work at any of the District's maritime facilities you must be able to pass a background check in accordance with current Federal and State requirements.

[If assigned to perform work at a Harbor Police facility you must be able to pass a complete background check to include a police records check, fingerprint check, employment history, education history, and reference check.](#)

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2015-79~~2022 - x

Dated: ~~June 11, 2015~~June 14, 2022

San Diego Unified Port District

Class Code: C330-UN~~16~~22

CLASS SPECIFICATION
Police Background Investigator (Part-Time)

FLSA Status: Non-Exempt
EEOC Job Category: Technicians
Classified: Yes
Union Representation: Unrepresented

GENERAL PURPOSE

Under general supervision, conducts and compiles professional background investigations for candidates under consideration for hire within the Harbor Police Department. The Police Background Investigator is a civilian position assigned to the Investigations-Intelligence Section of the Harbor Police Department.

DISTINGUISHING CHARACTERISTICS

General supervision is provided by the Investigations Sergeant. The incumbent is expected to have a thorough knowledge of the principles and practices associated with professional background checks and pre-employment inquiries. The Police Background Investigator exercises considerable independent judgment while performing the duties assigned to the position. Duties may include indirect supervision of technical or clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Review completed background interview forms, check for completeness, accuracy, inconsistencies, errors, omissions, and falsifications.
2. Obtain and review records from the Federal Bureau of Investigation, Department of Justice, and State and municipal law enforcement agencies to determine if the candidate was a witness, victim, suspect, or perpetrator of any crime.
3. Obtain and review arrest reports, witness statements, and other documents to determine if the candidate has the appropriate background to become a Harbor Police Department employee.
4. Obtain and review credit reports and evaluate financial responsibility.
5. Interview employers, co-workers, neighbors, law enforcement officials, military personnel, members of the candidate's family, and personal references.
6. Develop second and third level references and make additional inquiries to assist in determining credibility of statements.
7. Observe each person being interviewed for the presence or absence of physical indicators of truthfulness.

8. Prepare detailed and complete interview statements for each person being interviewed in order to allow a reviewer to draw reasonable and logical conclusions about the prospective candidate.
9. Prepare final background investigation package for presentation to Command Staff.
10. Organize all investigative material in accordance with established procedures.
11. Meet regularly with management and the candidate to keep them informed of the status of the investigation.
12. Prepare a detailed summary of adverse information based upon objective analysis and evaluation of a candidate's background and statements from others contacted during the course of the background investigation.
13. Measure the candidate's background against job dimensions set forth the by the California Commission on Peace Officer Standards and Training (POST).
14. Complete background packages for review and final recommendation.
15. Coordinate scheduling to ensure efficient use of time while traveling.

OTHER DUTIES

1. Represent the Department at job fairs and other recruiting activities.
2. Make presentations and educate groups concerning the hiring process including the background investigation process.
3. Serve as an evaluator on interview panels, assessment centers and other testing procedures.
4. Administer written exams and serve as a test proctor for a variety of testing processes.
5. Provide orientation to new police officers.
6. Coordinate equipment needs and locker assignment for new officers.
7. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Selection standards as set forth by POST.
2. Confidentiality laws and issues such as confidentiality of personnel records, requests for information on candidates from other departments, the public, or the media.
3. Rationales for confidentiality sufficient to ensure the integrity and personal privacy of candidate background investigation files and all other information contained therein.

4. Principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of investigation or investigation file documents.
5. Identify various technical specialists available to assist in an investigation and when to request such assistance.

Ability to:

1. Read, comprehend, and interpret detailed, complex written material.
2. Prepare clear, concise written reports.
3. Analyze complex ideas and information and present findings in a succinct understandable format, both verbally and in writing.
4. Simultaneously consider numerous facts, perceive patterns and relationships, and develop theories about past occurrences based on numerous small bits of information or evidence.
5. Access information through various computer systems.
6. Compare and interpret information, recognize and examine discrepancies, and draw logical conclusions.
7. Manage time sufficiently to prioritize and combine investigations to ensure timely completion.
8. Balance workload and handle several cases at a time.
9. Utilizes appropriate investigative techniques to capture an accurate image of the candidate's background.
10. Communicate and deal tactfully, persuasively, and effectively with coworkers, supervisors, management and the public.
11. Demonstrate cultural sensitivity through tact and courtesy when dealing with individuals from various social, cultural, racial, and economic backgrounds.
12. Work cooperatively as part of a team.
13. Remain calm and focused when interviewing distraught or uncooperative persons.
14. Demonstrate effective interpersonal skills required to discuss matters which are of a sensitive and sometimes of an inflammatory nature with candidates and others contacted during the course of the investigation.
15. Observe body language when interviewing individuals looking for signs of truthfulness and credibility.
16. Conduct interviews in a manner that places people at ease and encourages cooperation.
17. Keep interviews focused on the material to be covered.
18. Listen, in person and on the telephone, and pay close attention to what is being said.

19. Perceive when the person being interviewed has not understood the question, rephrase and clarify questions, and follow-up on unanswered questions or conflicting statements.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Two years of experience performing the work of a background investigator in a public safety environment, or two years experience performing the full range of duties of a Harbor Police Officer.

Licenses; Certificates; Special Requirements:

Specialized training in a P.O.S.T. approved background investigation school is highly desirable.

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

~~If assigned to perform work at any of the District's Harbor Police facilities you must be able to pass a background investigation that includes, but is not limited to a polygraph examination.~~

Must successfully pass a complete background investigation to include a police records check, employment history, credit history, education history, polygraph examination, neighborhood check and reference check.

Must successfully pass a pre-employment physical examination, psychological examination, and drug screen.

PHYSICAL AND MENTAL DEMANDS

The incumbent in this classification will be required to communicate verbally both in person and over the telephone. The work requires the Police Background Investigator to travel to conduct interviews and review documents, this makes airline travel and travel by vehicle a requirement of the job. Business travel may require the Police Background Investigator to be away from the office and out of the immediate area for up to five days or longer. Often the use of a rental vehicle will be required when conducting business outside of the area. The Investigator drives up to 4 to 6 hours, in a vehicle, with the ability to stop and take short breaks. When conducting a background, the Police Background Investigator may be required to make contacts with witnesses during off-business hours, including swing and graveyard shifts. When participating in meetings or performing work in the office the incumbent in this classification sits for extended periods of time with the ability to change positions at will. When reviewing documents the incumbent observes and compares information checking for completeness and consistency. The incumbent uses a personal computer to compile reports and correspondence.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2016—19~~2022—x

Dated: ~~February 9, 2016~~June 14, 2022

San Diego Unified Port District

Class Code: B626-UE~~18~~22**CLASS SPECIFICATION**
Port Security Manager

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Classified: No
Union Representation: Unrepresented

GENERAL PURPOSE

Under general direction, develops and implements projects and programs which emphasize physical security measures, crime prevention, and pedestrian/vehicular traffic flow. Additionally, focuses on readiness, response, recovery and business continuity in the planning, execution and monitoring phases of disaster preparedness and emergency management; thus enhancing the overall safety and security of the Tidelands and critical District infrastructure. Works closely with other District departments in the planning, development, and implementation of physical security measures, which contribute to reducing crime, increasing general safety, and improving pedestrian and vehicle traffic flow. Supervises and manages the Facility Security Officer. Oversees the development and management of the facility security plans for the marine cargo terminals and cruise ship terminal; maintains liaison with the Captain of the Port (COTP) and company and vessel security officers. Ensures organizational-wide compliance with District, local, state and federal regulations, mandates and policies regarding Port/Seaport security and related Homeland Security strategies, tactics and plans. Coordinates and directs the work of teams engaged in developing, testing, evaluating and implementing small- and large-scale Homeland Security programs or projects; and plans, measures, evaluates and monitors program performance against stated project goals and objectives to ensure optimum program results and impacts. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Port Security Manager has primary responsibility and overall accountability for District-wide physical security planning and implementation and overall responsibility for coordination of the facility security plans developed per the United States Code of Federal Regulations (CFR): to ensure the application of security measures designed to protect the District's maritime facilities and the servicing of vessels or those vessels interfacing with the facilities, their cargoes, and persons on board at the respective Maritime Security levels. As such, the incumbent will be responsible for pursuing relevant budget funds, grant funds and providing comprehensive review, development, implementation, testing and monitoring of strategies, plans, policies, procedures and presentations associated with the District's overarching regional Port/Seaport Security and Homeland Security Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Plans, organizes, integrates, evaluates, and provides liaison to internal staff, consultants and contractors assigned as program or project staff; develops, implements and monitors project plans and budgets to achieve planned project goals and performance standards and criteria; develops and monitors performance against the project budget; and plans, prioritizes, monitors and controls business, technical, fiscal and administrative functions relevant to program or project success.
2. Partners, collaborates and coordinates with all internal/external stakeholders, including, but not limited to: applicable District departments and District tenants, U.S. Coast Guard, U.S. Navy, U.S. Customs, FBI, TSA, City of San Diego, County of San Diego, San Diego County Regional Airport Authority, Chamber of Commerce and other local, state and federal stakeholders, to ensure integrated, interoperable, cooperative, aligned, regional and model approaches are considered and implemented.
3. Assists District staff and tenants in resolving Homeland (and Port/Seaport) Security issues; and ensures that District and tenants comply with District, federal, state or local laws, mandates and regulations involving Homeland (and Port/Seaport) Security compliance. Confers with and advises District staff and other agencies regarding assigned areas of responsibility.
4. Pursues appropriate Homeland (and Port/Seaport) Security grants and other sources of public or private funds to support the District's ongoing program priorities, mandates, goals and strategy requirements.
5. Ensures that Facility Security Assessments (FSA) are conducted at each facility as required; develops and utilizes checklists to facilitate inspections and reporting of irregularities.
6. Maintains all documentation pertaining to the security of each facility. Ensures development and implementation of a Facility Security Plan (FSP) for each facility. Also ensures that each FSP is exercised per CFR Title 33; records are properly maintained according to the requirements of each FSP and CFR Title 33 and that appropriate reports are prepared and submitted for each FSP. Responsible for ensuring that contract security firms and all security personnel operate in accordance with the approved FSPs and that FSPs are submitted to the COTP for approval as well as keeping the COTP informed of any plans to change the facility.
7. Ensures an annual audit is conducted and updates each FSA and FSP accordingly.
8. Develops and maintains an effective plan to ensure the security awareness and vigilance of all facility personnel through training and proper supervision; ensures adequate training of personnel performing security duties.
9. Responsible for ensuring prompt communication of occurrences that threaten the security of any District facility to Vice President, Public Safety/Chief of Harbor Police, all appropriate District personnel, facility personnel and, if applicable, appropriate security/law enforcement organizations. Ensures the recording and reporting of attainment changes in MARSEC levels to the COTP.

10. Ensures the execution of any required Declaration of Security (DOS) with Vessel Masters or Vessel Security Officers (VSO) and that VSOs receive assistance, when requested, in confirming the identity of visitors and service providers seeking to board the vessel through the maritime facility.
11. Ensures that security equipment is properly maintained, operated, tested and calibrated.
12. May plan, organize, supervise and evaluate the work of assigned personnel.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques involved in the security of maritime cargo and cruise ship terminal facilities, including: Security organization; General vessel and facility operations and conditions; Vessel and facility security measures including the meaning and requirements of the different MARSEC levels.
2. Emergency preparedness, response, and contingency planning.
3. Security equipment and systems, and their operational limitations.
4. Preparing and maintaining a variety of written records and reports; project management.
5. Developing and monitoring budgets; methods of conducting program audits, inspections, control and monitoring techniques.
6. Applicable international, federal, state and local laws, regulations, legislation, codes, recommendations and court decisions.
7. Responsibilities and functions of local, State, and Federal law enforcement agencies.
8. Security assessment methodology; and methods of facility security surveys and inspections.
9. Instruction techniques for security training and education, including security measures and procedures.
10. Current security threats and patterns.
11. Recognizing and detecting dangerous substances and devices.
12. Recognizing characteristics and behavioral patterns of persons who are likely to threaten security.
13. Techniques used to circumvent security measures.
14. Conducting physical searches and non-intrusive inspections.
15. Conducting security drills and exercises, including exercises with vessels.
16. Assessing security drills and exercising.

Ability to:

1. Handle sensitive security information and security related communications.

2. Understand and apply District, local, state and federal laws, regulations, ordinances and policies applicable to maritime and marine terminal security.
3. Define issues, appraise situations, analyze problems, evaluate alternatives and develop sound, constructive, expert conclusions, recommendations and decisions.
4. Prepare Facility Security Plans and updates as appropriate.
5. Prepare clear, concise and comprehensive correspondence, reports, studies, statistical analysis and other written materials.
6. Develop and implement appropriate procedures and controls.
7. Establish and maintain collaborative effective working relationships with the COTP, tenants, customers, officials, all levels of District management, other elected and appointed governmental officials, labor unions, consultants, contractors, developers, vendors, employees, media representatives and the public.
8. Exercise sound independent judgment within policy guidelines.
9. Respond calmly and effectively in emergency situations.

MINIMUM REQUIREMENTS

Training and Experience:

Graduation from a four-year college or university with a major in political science, international relations, homeland security, public or business administration or a closely related field; **and** four years of progressively responsible facility, port/seaport, maritime industry or homeland security experience **or** graduation from high school or G.E.D. equivalent; and eight years of progressively responsible facility, port/seaport, maritime industry or homeland security experience. At least two of the four years of experience must be in a supervisory or management capacity. Experience in a public/government agency is preferred. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

California Department of Motor Vehicle (DMV) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and driver license status on a periodic basis to the District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

[Must successfully pass a complete background investigation to include a police records check, fingerprint check, employment history, credit history, education history, polygraph examination, neighborhood check and reference check. Additionally, must be able to qualify for a Transportation Worker Identification Credential in accordance with current Federal and State requirements.](#)

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions may be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitations in job duties if no reasonable accommodations can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2018—117~~2022 – x

Dated: ~~June 12, 2018~~June 14, 2022