

San Diego Unified Port District

Class Code: B243-CN0321

### CLASS SPECIFICATION

#### Accountant

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

#### GENERAL PURPOSE

Under general supervision, performs professional accounting duties in the analysis, preparation and maintenance of financial records and reports for various Port accounts and funds; ~~and performs related duties as assigned.~~ assists with the preparation of the annual audit, single audit, and performs a variety of responsibilities that require application of accounting principles, standards and practices; researches and provides significant assistance in developing and improving financial, accounting, and other systems, and processes; and performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

Accountant is the working level class in the professional accounting class series. Incumbents analyze and maintain a variety of accounting and financial records and systems, including the general ledger and fixed assets.

Accountant is distinguished from Lead Accounting Technician in that incumbents in the former class are required to understand and apply professional accounting theories, understand generally accepted accounting principles, terms and practices in the preparation and evaluation of financial records, transactions and reports. Work involves independent judgment and requires a thorough knowledge of accounting principles and practices as applied in a proprietary fund accounting, as well as substantial familiarity with District financial management practices, policies, and procedures.

~~Accountant is further distinguished from Accounting Supervisor in that an incumbent in the latter class is responsible for supervising the performance of assigned Senior aAccountants, Accountants, and accounting support staff, and the activities and operations of ~~an accounting unit~~ the Finance Operations area.~~

#### 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. Reviews, analyzes, balances and/or reconciles assigned general ledger accounts and other accounting transactions, requiring the interpretation and application of professional accounting theories, principles and practices; identifies and resolves problems.

2. Performs other responsible accounting functions related to general ledger maintenance and month-end and year-end closing; identifies and researches issues, errors and problems and develops and provides recommendations to ensure issues are fully resolved; as necessary, coordinates with IT staff on system issues and problems; monitors preparation of, prepares, performs and reviews a wide range of journal entries, including reclassification and correcting entries; sets up new account and other codes in the system.
3. Reviews, analyzes, balances and/or reconciles assigned general ledger accounts and other accounting transactions, requiring the interpretation and application of professional accounting theories, principles and practices; identifies and resolves problems.
- ~~2-4.~~ Provides guidance and direction to District employees regarding the proper coding of accounting transactions and reviews and correct any improper coding of documents received.
- ~~3-5.~~ Maintains and reviews fixed asset and other related accounts; prepares journal entries for the acquisition and disposal of fixed assets; determines whether fixed asset items should be capitalized and the appropriate depreciation period; maintains database of fixed assets; periodically reconciles fixed asset schedules to general ledger; coordinates and assists in the Port's annual fixed asset inventory.
- ~~4-6.~~ Develops, reviews, analyzes, evaluates, updates, generates and/or distributes specialized accounting records, reports and spreadsheets; compiles, calculates and analyzes highly technical data and information from a variety of sources; reviews, verifies and audits reports and supporting documentation, including authorizations; identifies discrepancies, resolves issues and/or notifies appropriate sources and ensures that issues are resolved; distributes reports to internal and external sources in a timely manner.
- ~~5-7.~~ Assists in monitoring grant funded projects; verifies accuracy of financial information and cost charges to grant funded projects, including correct coding and account reasonableness; updates and maintains files and spreadsheets regarding current project budgets and schedules; monitors and updates budgets to reflect funding changes; reviews grant requests for compliance; as appropriate and within levels of authority, bills and closes out grant projects.
8. Provides professional assistance and expertise in the Port's month-end and year-end closing and audit processes; reviews various month-end reports during closing process, identifies errors and mitigates risk of system errors; performs calculations and prepares assigned month-end and year-end journal entries and general ledger account reconciliations; drafts, reviews and analyzes audit workpapers; performs financial and other analyses; prepares and provides Prepared-By-Client list items that were requested by auditors, and responds to the inquiries from the auditors~~-requested by auditors.~~
- ~~6-9.~~ Reviews AR and AP controlling accounts against the sub-ledger accounts to ensure the payments were applied to correct invoices; reconciles customer accounts with billings and cash receipt, reversing incorrect billings and reapplying the payments; reconciles vendor accounts with payments against invoices, reviewing W-9 against the vendor files for IRS 1099 reporting and State of California reporting requirements, EDD requirement, and issue calendar year-end 1099 forms to taxpayers

10. Provides accurate and timely information and assistance to customers; researches and handles inquiries from customers on a wide array of complex, technical matters related to areas of responsibility; identifies weaknesses in process and procedures and recommends course of action for improvement; trains accounting support staff on accounting systems, policies and procedures and provides lead work direction for the operations staff, as appropriate.
11. 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 recommendations to improve productivity and effectiveness; compiles materials, researches problems and complaints and responds to requests for information.
12. Be the primary departmental support person in using the automated department system (SAP) by troubleshooting end-user problems, documenting business processes, making business process recommendations and is the primary liaison to the Business Information & Technology Services Department. May participate in the SAP Super User program.
13. Works with Business Systems Analysts and Applications Developers during the design, development and testing of departmental system improvements and government mandated reporting requirement upgrades.
- ~~7-~~14. Ensures business processes and test procedures are defined, documented, and implemented to conduct basic internal training of business processes for end-users.

#### OTHER DUTIES

1. May serve as Senior Accountant~~Accounting Supervisor~~ in that individual's absence.
- ~~4-~~2. May participate in planning, developing, implementing and monitoring of a departmental budget; performs in-depth revenue, expenditure and other analyses; monitors, tracks and analyzes actual performance against budget; identifies potential issues and formulates recommendations to management; drafts and/or analyzes budget proposals, requests and other related documents, including budget amendments; performs financial analyses and statistical computations for various financial models, feasibility studies and cost allocations.

#### QUALIFICATIONS

##### —Knowledge of:

1. Generally accepted accounting pPrinciples, practices, procedures, and terminology of general accounting, including financial statement preparation and methods of financial control and reporting.
- ~~4-~~2. Principles and practices of cost and fixed asset accounting and GAAP and GASB accounting standards and requirements.
3. Cost accounting methods and procedures.

4. The District's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting data.

5. Advanced principles of mathematics.

6. Auditing principles and practices.

2.7. Principles and practices of sound business communication

3.8. Laws and regulations relating to the financial administration of public agencies, such as Internal Revenue Services, State of California, and other government agencies mandated requirements.

4.9. Auditing principles and practices.

5.10. Usage of ~~Operations and uses~~ of standard spreadsheet, word processing, and presentation software.

6.11. The Port's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting data.

**Ability to:**

~~1. Operate a computer and spreadsheet software.~~

2.1. Verify the accuracy of financial data and information.

3.2. Understand, interpret, apply and explain applicable laws, policies and procedures.

4.3. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.

5.4. Ensure proper authorization and documentation for disbursements.

6.5. Analyze, post, balance and reconcile complex financial data and accounts.

7.6. Make accurate calculations.

8.7. Prepare clear, concise and complete financial documents, working papers, statements and reports.

9.8. Collect, obtain, evaluate and interpret technical and specialized financial information correctly and explain information accurately and precisely to customers.

10.9. Maintain confidentiality of Port documents and records.

11.10. Establish and maintain effective working relationships with those encountered in the course of work.

12.11. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.

## MINIMUM REQUIREMENTS

### Education, Training and Experience:

Graduation from a four-year college or university with a major in accounting or a closely related field; and two years of increasingly responsible accounting. Time served as a District Intern counts towards the years of experience.

### Licenses; Certificates; Special Requirements:

Working knowledge of SAP desired but not required.

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.

## 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~~ 2021-x

Dated: ~~June 10, 2014~~ November 9, 2021

San Diego Unified Port District

Class Code: B950-UE21

### **CLASS SPECIFICATION**

#### **Labor Relations Analyst**

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

#### **GENERAL PURPOSE**

Under general supervision, performs responsible administrative, financial, statistical and other management analyses in support of the District's human resource labor relations' contracts and administration, policy development and administration, classification, labor negotiations, the Salary Ordinance and the District's grievance and disciplinary procedures; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

A Labor Relations Analyst performs responsible analytical work in support of labor relations' functions such as negotiations, labor relations' contracts, the Salary Ordinance and the District's grievance and disciplinary procedures. Assigned projects may include statistical analysis, research, policy and procedure development or other areas specific to the assignment.

A Labor Relations Analyst is distinguished from other Analysts in that an incumbent in the latter class manages a section and has overall accountability for work programs, functions, budget and 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. Plans, organizes and conducts administrative, management and program analysis studies relating to labor relations; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares reports of study conclusions; assists in implementing policies and procedures; drafts reports, recommended policy change documents and presentation materials for management.
2. Collects and analyzes data for use in formulating negotiations proposals and developing bargaining positions; researches recommendations regarding employee relations procedures, grievances, disciplinary actions and contract application and interpretation; assists in the resolution of disputes through a variety of resolution vehicles; serves as a member of the labor management committee and negotiation team.
3. Evaluates the total cost of wages, benefits, leaves, and other programs during negotiations or grievances.

4. Prepares correspondence and reports on District labor relations matters to the Director of Human Resources, and/or other designated management representative.
5. Participates in researching and drafting new and revised Rules and Regulations, policies and procedures; confers with and interprets policies, procedures and regulations to District management, staff and the public.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Techniques for analyzing and resolving employee grievances arising out of the application and/or interpretation of collective agreements, policies and procedures covering working conditions and employer-employee relations.
2. Federal, state and local laws and regulations applicable to the administration of employee relations practices.
3. Research methods and data analysis techniques.
4. Principles and practices of sound business communications.
5. Trends in human resource program development.
6. District Personnel Rules and Regulations, policies and labor contract provisions.

### **Ability to:**

1. Conduct research, evaluate data and develop sound, appropriate findings and conclusions.
2. Understand, interpret, explain and apply District Personnel Rules and Regulations, Memoranda of Understanding, policies and procedures
3. Understand and apply local, state and federal legislation in a variety of circumstances and cases objectively and dispassionately.
4. Read and understand Labor relations principles and practices, including court decisions, PERB decisions, regulations, and standards regarding collective bargaining and labor relations activities.
5. Exercise sound judgment and initiative within established guidelines.
6. Represent the department and the District effectively in meetings with groups and individuals.
7. Prepare clear, concise and accurate reports, correspondence, proposals, analytical studies and other written materials.
8. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.

9. Establish and maintain effective working relationships with managers, supervisors, union representatives, representatives of other governmental agencies, applicants, complainants and others encountered in the course of the work.

## **MINIMUM REQUIREMENTS**

### **Education, Training and Experience:**

Graduation from a four-year college or university with major coursework in public or business administration, human resource management or a related field and two years of experience performing related work. Relevant experience can be substituted year for year for education. Time served as a District Intern counts towards the years of experience.

### **Licenses; Certificates; Special Requirements:**

A current, valid California Class C driver license may be required at time of appointment and, if required, be 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 San Diego Unified Port 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 limitation in job duties if reasonable 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 #: 2021 - x

Dated: November 9, 2021



San Diego Unified Port District

Class Code: F697-CNR21

**CLASS SPECIFICATION**  
**Landscape Supervisor**

FLSA Status: Exempt  
EEOC Job Category: Craft Worker  
Classified: Yes  
Union Representation: Represented

**GENERAL PURPOSE**

Under general direction, the incumbent is responsible to plan, direct, supervise and coordinate the activities and operations of Park Greenscapes & Bayscapes (PG&B) department and staff; assist with the design, development, maintenance, and inspection of the District's parks, grounds, hardscapes, landscapes and beaches; provide highly responsible and complex staff assistance in support of the mission of the Guest Experiences Department.

**DISTINGUISHING CHARACTERISTICS**

This is a first-level supervisory class, planning and supervising the activities of skilled, semi-skilled and unskilled workers. Incumbents specialize in park, landscape, hardscape, irrigation management, urban forest management and related systems maintenance.

**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. Oversees turf and irrigation management, tree care, including pruning, deadwooding, plant diagnosis, tree removals and other evaluations.
2. Supervises the management of irrigation systems, including but is not limited to maintenance, repair, design, construction and installation. Optimizes CalSense technology inclusive of using app-controlled monitoring and management.
3. Plans, develops, supervises, evaluates, and inspects a variety of improvements, renovations, and repair projects, which includes landscaping, irrigation, and other related projects.
4. Develops annual maintenance schedule by month by park; identifying key periods for turf aerification, fertilizing and dethatching, shrub trimming, plant pruning, irrigation audits and seasonal replantings.
5. Develops, implements, and administers water conservation program, including tracking water usage; manages irrigation water use for parks, beaches, and hardscapes; evaluates and inspects irrigation systems and prescribes corrective measures, replacements and improvements.

6. Develops and administers the urban forest management program for parks, beaches, and hardscapes; performs inspections and evaluates health and safety of District trees; evaluates, determines and prescribes corrective actions. Supervises and coordinates tree trimming, removal, spraying, and planting operations. Ensures that a digital inventory of trees by location is maintained within GIS.
7. Develops and administers service agreements of external vendors for maintenance work; evaluates agreement compliance, coordinates schedules with events; negotiates informal agreements, renewals, and amendments to agreements.
8. Serves as business lead for any competitive bids or RFP's that are issued for landscape maintenance services. Participates in any presentations (ELG, BPC, etc) of new contracts resulting from competition.
9. Confers with other departments regarding plans and specifications for the maintenance of District parks, grounds, hardscapes and landscapes; reviews plans and specifications for completeness, accuracy and compliance with District standards and specifications.
10. Confers with other departments regarding plans and specifications for any new District parks and/or landscaping projects. Provides input into design efforts that optimize maintenance efficiency.
11. Inspects work in progress and at completion to ensure compliance with plans, specifications and District standards and policies; inspects work performed by District personnel and contractors.
12. Develops and monitors assigned operational budgets; monitors expenditures and prepares related budget reports; forecasts, purchases, and payments.
13. Participates in the preparation of operating budget recommendations, authorizes the purchase of materials, and monitors work activities and expenditures to control costs.
14. Responsible for carrying out the District's safety program; ensures subordinates follow safety policy in work methods and procedures; enforces safety precautions while working in dangerous situations; and educates personnel on rules, regulations, safe working habits and potential hazards presented by their work environment.
15. Ensures proper labor relations and conditions of employment are maintained.
16. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with District policies and labor contract agreements.

17. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the District's mission and objectives.
18. Maintains, with Lead assistance, a documented "punch list" by park of short-term improvement opportunities (i.e. overgrown weeds, brown grass, mulch replacement, etc.) Ensures that "punch list" items are addressed in an expeditious manner.
19. Provides technical assistance to staff.
20. Interfaces with customers to ensure PG&B operations meet District and department customer service standards; resolves customer complaints and issues; and develops and maintains a customer network.
21. Inspects tools, equipment and machinery to ensure proper and safe operating conditions.
22. Participates in the preparation of budget recommendations; authorizes the purchase of materials and monitors work activities and expenditures to control costs.
23. Develops, reviews and updates written maintenance procedures, instructions and schedules.
24. Evaluate operational needs and formulates short- and long-range plans to meet needs in all areas of responsibility, such as upkeep of the parks, grounds, and irrigation systems maintenance.
25. Participates in the development of operation and support strategies to meet unit objectives; participates in the development and implementation of preventative and predictive maintenance standards and schedules.
26. Ensures the timely completion of preventive and predictive maintenance programs.
27. Checks and/or prepares work orders, records and reports; prepares cost estimates for assigned projects; and estimates time, material and equipment for assigned projects.
28. Operates vehicles to travel to various District locations.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Supervisory principles.
2. Applicable federal, state, and local laws, rules, regulations, and codes.
3. Modern methods, materials, equipment and tools used in the planting, cultivating, propagating, fertilizing and trimming of trees, shrubs, flowers and lawns.
4. Characteristics, diseases and pests of plants, trees and grasses.
5. Safe pest control and eradication methods and chemicals.
6. Landscape materials common to the local area.

7. Irrigation water management principles and practices.
8. Budgeting principles.
9. Public administration principles and practices.
10. Risk management principles.
11. Management principles and practices in assigned area of responsibility.
12. Public relations principles and techniques.
13. Contract development principles and administration techniques.
14. Project management techniques.

**Ability to:**

1. Monitor and evaluate employees.
2. Prioritize and assign work.
3. Effectively communicate in a concise manner both verbally and in written form.
4. Read and interpret blueprints, sketches and construction drawings.
5. Use computers and related software applications.
6. Develop and administer budgets.
7. Develop story-based PowerPoint recommendations summarizing complex landscaping issues into easily understood recommendations
8. Compose comprehensive reports and written documents.
9. Develop and administer maintenance service agreements.
10. Manage projects.
11. Coordinate the development and management of programs related to assigned area of responsibility.
12. Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations and goals.
13. Coordinate activities with other divisions and/or contractors.
14. Develop and implement policies and procedures.
15. Prepare cost estimates.
16. Work on-call/standby, shifts, nights, weekends and holidays.

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

Graduation from high school or GED equivalent; and four years of journey-level experience in landscape maintenance, at least two years of which were in a lead or supervisory capacity or graduation from a four-year college or university with a major in business management, business or public administration, or closely related field and two years of experience in landscape maintenance, at least one year of which was in a lead or supervisory capacity. Time served as a District Intern counts towards the years of experience.

**Licenses; Certificates; Special Requirements:**

Willingness and ability to obtain the following:

- Arborist Certification by the International Society of Arboriculture
- Pest Control Advisor License and/or Qualified Applicator's Certification

Completion of a certificate or degree program in landscape design, horticulture, turf management, or business is preferred.

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.

**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 #: 2021 – x

Dated: November 9, 2021

San Diego Unified Port District

Class Code: F696-CNR21

**CLASS SPECIFICATION**  
**Landscape Technician I**

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

**GENERAL PURPOSE**

Under direct supervision, performs a variety of skilled and semi-skilled duties in the care and maintenance of the District's parks, landscaped areas and related facilities; installs, maintains and repairs irrigation systems; operates a variety of grounds maintenance equipment, such as mowers, tractors, edgers, chainsaws and others; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Landscape Technician I is an entry-level class. Initially under close supervision, incumbents learn and perform a variety of duties in the care and maintenance of landscaped areas.

**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. Mows, trims, edges, fertilizes and aerates turf areas; weeds, prunes, mulches, fertilizes, irrigates and applies pesticides to plants, shrubs, trees, bare areas and other port property.
2. Operates a variety of hand and power tools, such as mowers, edgers, blowers, hedge trimmers, line trimmers, chain saws, rakes, shovels, hoes, brooms, and other maintenance tools.
3. Operates a variety of light duty motorized equipment, such as gang mowers and edgers, in the maintenance of parks, athletic fields, lawns, street medians and other landscaped areas; drives pickup trucks with trailer and other motorized vehicles and equipment; operates tractor-drawn equipment, such as flail mowers.
4. Performs preventive maintenance to equipment and tools and makes minor adjustments and repairs; reports the need for major repairs and maintenance.
5. Under direct supervision performs a variety of semi-skilled and skilled work in the installation, repair and maintenance of irrigation systems for landscaped areas, including valves and electronic timing devices; inspects and services irrigation systems to ensure safe and proper operation; digs trenches and ditches; performs semi-skilled plumbing maintenance work; performs semi-skilled electrical maintenance and repairs.
6. Cleans and maintains landscaped areas, paved areas, athletic fields, paths and walks; picks up litter and organic debris from landscaped areas, parking lots and athletic fields.

7. Under direct supervision prepares soil for planting; installs plants, shrubs and trees.
8. Corrects, addresses and reports hazardous conditions.
9. Performs a variety of maintenance tasks, including storm drain maintenance during inclement weather.

#### **OTHER DUTIES**

1. Responds to questions or complaints from the public.
2. May review safety practices with others as needed.
3. Under supervision, prepares and mixes chemicals to sprays trees, shrubs, bare areas, hardscape, rights of way and turf for weeds and pests.
4. Prepares basic records including daily worksheets, equipment inspection reports, accident reports and maintenance requests.
5. Reports graffiti on district owned facilities, structures, and private property.
6. Operates vehicles to travel to various District locations.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Basic grounds maintenance procedures including mowing, edging, raking and weeding.
2. Safe work procedures in the operation of hand and power tools and equipment.
3. Cultivating, fertilizing, watering and spraying flowers, trees and shrubs.
4. Herbicides and other chemicals used in grounds maintenance.
5. Operation and maintenance of hand and power tools and equipment used in landscape maintenance.
6. Knowledge of some methods and materials used in controlling pests, insects and weeds.
7. Basic maintenance and repair of irrigation systems.
8. Basic data entry applicable to assigned work responsibilities.

##### **Ability to:**

1. Perform semi-skilled grounds maintenance duties on landscape, turf, playground areas, hardscapes and athletic fields.
2. Utilize independent judgment in performing grounds maintenance activities.
3. Mow, edge, blow, irrigate, weed, fertilize and cultivate lawns, flowerbeds, athletic fields, other landscaped and hardscaped areas.
4. Operate and repair sprinkler systems.

5. Mix and apply chemicals to control and eradicate weeds, insects and other landscape pests.
6. Perform heavy physical labor to include lifting, walking and working in all outdoor conditions.
7. Operate a variety of power and hand tools and light motorized equipment including tractors, turf mowers, utility trucks, edgers and line trimmers.
8. Understand and clearly follow all oral and written directions.
9. Maintain routine records.
10. Work cooperatively with other sections, departments, divisions or agencies.

## **MINIMUM REQUIREMENTS**

### **Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; and one year of full-time landscape maintenance, gardening or groundskeeping experience or one year of ROP agriculture program training. 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 first aid and CPR certification will be required within the first 90 days of employment and must be maintained throughout District employment.

If assigned to perform work at any of the District's maritime facilities, you must be able to pass a background check for a TWIC card in accordance with current Federal and State requirements within 30 days of 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.

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

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.



**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 #: 2021 – x

Dated: November 9, 2021

San Diego Unified Port District

Class Code: F666-CNR~~03~~21

**CLASS SPECIFICATION**  
**~~Gardener~~Landscape Technician II**

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

**GENERAL PURPOSE**

Under general supervision, performs a variety of skilled ~~landscape and semi-skilled~~ duties in the care and maintenance of the District's parks, landscaped areas and related facilities; installs, maintains and repairs irrigation systems; operates a variety of grounds maintenance equipment, such as mowers, tractors, line trimmers, ~~water trucks~~, edgers, chainsaws and others; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

~~Gardener~~ Landscape Technician II is an ~~skilled journey-level~~entry-level class in this series. ~~Initially u~~Under general~~close~~ supervision, incumbents perform the full range of duties ~~learn and perform a variety of duties~~ in the care and maintenance of landscaped areas, hardscaped areas and other port facilities. This class differs from the Landscape Technician I in the skill level required. Incumbents are expected to work independently and participate in the mentoring, training and supervision of Landscape Technician I 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. Mows, trims, edges, fertilizes, aerates ~~and waters~~ turf~~landscaped~~ areas; weeds, prunes, mulches, ~~feeds~~, fertilizes, irrigates and applies pesticides to plants, shrubs, ~~and~~ trees, bare areas and other port properties.
2. Operates a variety of hand and power tools, such as mowers, edgers, blowers, hedge trimmers, line trimmers~~weed eaters~~, chain saws, rakes, shovels, hoes, brooms, and other maintenance tools.
3. Operates a variety of light duty motorized equipment, such as gang mowers and edgers, in the maintenance of parks, athletic fields, lawns, street medians and other landscaped areas; drives pickup trucks with trailers and other motorized vehicles and equipment; operates tractor-drawn equipment, such as flail mowers.
4. Performs preventive maintenance to equipment and tools and makes minor adjustments and repairs; reports the need for major repairs and maintenance.
5. Performs a variety of ~~semi-skilled and~~ skilled work in the installation, repair and maintenance of irrigation systems for landscaped areas, including valves, main lines, lateral lines, quick

couplers and electronic timing devices; inspects and services irrigation systems to ensure safe and proper operation; including proper run time and seasonal adjustments, digs trenches and ditches; performs semi-skilled plumbing maintenance work; plans and sketches the layout of new sprinkler systems; performs semi-skilled electrical maintenance and repairs.

6. Cleans and maintains landscaped areas, paved areas, athletic fields, paths and walks; picks up litter, garbage and organic debris from landscaped areas and athletic fields.
7. Prepares soil for planting; installs plants, ~~transplants seedlings~~, shrubs and trees.
8. Corrects, addresses, reports ~~or reports~~ hazardous conditions and creates or establishes safety perimeter as needed on port tidelands.
- ~~9.~~ Performs a variety of maintenance tasks, including storm drain maintenance during inclement weather.
- ~~10.9.~~ Lines athletic playing fields.
- ~~11.10.~~ Responsible for accurately marking out and contacting dig alert for any underground work within port jurisdiction.

#### **OTHER DUTIES**

1. Responds to questions or complaints from the public.
2. Participates in the ~~May~~ training ing and instructing ing of others in landscaping procedures ~~activities~~ and safety practices.
3. Under supervision, prepares chemicals and sprays trees, shrubs, ~~bushes~~ and turf for pests.
- ~~4.~~ Prepares basic records including daily worksheets, equipment inspection reports, accident reports and maintenance requests.
- ~~5.4.~~ Traps and disposes of rodents.
- ~~6.5.~~ Reports ~~moves~~ graffiti ~~from on~~ District-owned structures and facilities and private property.
6. Operates vehicles to travel to various District locations.
7. As needed assisting Lead Technician with Coordinating monitoring and inspecting the landscape maintenance and construction work being performed through either contracts with private landscaping firms or district staff.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Basic grounds maintenance procedures including mowing, edging, raking and weeding.
2. Safe work procedures in the operation of hand and power tools and equipment.

3. Cultivating, fertilizing, watering and spraying flowers, trees and shrubs.
4. Herbicides and other chemicals used in grounds maintenance.
5. Operation and maintenance of hand and power tools and equipment used in landscape maintenance.
6. Methods and materials used in controlling pests, insects and weeds.
7. Maintenance and repair of irrigation systems.
8. Computer applications applicable to assigned work responsibilities.

**Ability to:**

1. Perform semi-skilled grounds maintenance duties including prioritizing and scheduling work on landscaped, turf and playground areas and athletic fields.
2. Utilize independent judgment in performing grounds maintenance activities independently.
3. Mow, edge, water, weed, fertilize and cultivate lawns, flowerbeds, athletic fields and other landscaped areas.
4. Maintain and repair sprinkler systems.
5. Mix and apply specialized chemicals to control and eradicate weeds, insects and other pests.
6. Perform heavy physical labor to include lifting objects, walking and working in all outdoor conditions ~~weighing up to 90 lbs.~~
7. Operate a variety of power and hand tools and light motorized equipment including lawn tractors, ~~power~~Turf mowers, utility trucks, edgers and line trimmers~~weed eaters~~.
8. Understand and follow oral and written directions.
9. Maintain routine records.
- ~~10.~~ Work cooperatively with others and -
10. c Coordinate work assignments with other sections, departments, divisions or agencies.
11. Act as Lead Landscape Technician in managing a landscaping crew on a short term basis

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; and ~~two~~one years of full-time landscape maintenance, gardening or groundskeeping experience or one year of ROP agriculture program training. 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 valid first aid and CPR certification ~~will~~<sup>may</sup> be required within the first 90 days and ~~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.

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

~~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~~

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 for a TWIC card in accordance with current Federal and State requirements within 30 days of employment.

#### **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~~2021 – x

Dated: ~~June 10, 2014~~November 9, 2021

San Diego Unified Port District

Class Code: F654-CNR~~03~~21

**CLASS SPECIFICATION**  
**Lead Landscape Technician~~Gardener~~**

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

**GENERAL PURPOSE**

Under general supervision, plans, schedules, inspects and supervises the work of crews engaged in landscaping ~~gardening~~ and grounds maintenance duties on District-owned parks, roadways, beaches, athletic fields, wildlife preserves and other landscaped areas; coordinates, monitors and inspects the work of contractors engaged in the construction and maintenance of District-owned parks and landscaped areas; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level and lead worker class in the District's Landscape Technician~~Gardener~~ series. Incumbents are responsible for the planning, scheduling and ~~coordinating~~coordinating work and activities of one or several crews assigned to a specific geographic area within the District's jurisdiction.

**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, schedules, inspects, coordinates, supervises and evaluates the work of crews engaged in construction, maintenance and repair of parks, wildlife preserves, beaches, roadway landscaping, athletic fields, gardens, and other landscaped areas.
2. Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the section.
3. Prepares budgetary estimates of staff, equipment and materials required for projected activities.
4. Provides technical assistance to staff.
5. Coordinates, monitors and inspects the landscape maintenance and construction work being performed through contracts with private landscaping firms; inspects completed landscape projects to ensure work has been performed in accordance with plans, specifications and contracts.
- ~~6.~~ Assists ~~engineerings and others~~ departments in the development of plans, specifications and contracts for landscape maintenance and construction problems.
- ~~6-7.~~ Provides technical assistance and advice to staff and other District sections and departments.

~~7.8.~~ Inspects and evaluates work being performed; identifies problem areas and inspects and directs remedial actions to be taken.

~~8.9.~~ Participates in the selection and work evaluation of assigned staff.

10. Participates in the preparation of budget recommendations; authorizes the purchase of materials and monitors work activities and expenditures to control costs.

~~9. Prepares budget requests for landscaping projects and purchases materials.~~

~~10.11.~~ Researches new operational techniques, methods and equipment and recommends their application.

~~11.12.~~ Ensures that landscaping activities are carried out in a safe manner; requisitions necessary plants, supplies, materials and equipment to ensure an adequate inventory.

13. Participates in the District's weed abatement program.

~~12.14.~~ Participates in the development and implementation of preventive and predictive maintenance standards and schedules.

~~13.15.~~ Supervises and participates in the work of crews engaged in the installation, repair and maintenance of irrigation systems.

~~14.16.~~ Provides for and documents staff training and development.

~~15.17.~~ Prepares or reviews and maintains a wide variety of written reports and records, including periodic progress reports, accident reports, maintenance requests and requisitions.

~~16.18.~~ Responds to questions, concerns or complaints from internal entities, ~~the~~ public and users of District facilities.

~~17.19.~~ Operates vehicles and trailers to travel to various District locations.

~~18.20.~~ Participates in the District's safety program; follows safety practices in work methods and procedures; ensures proper safety procedures while working in dangerous situations; educates assigned personnel on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.

21. Provides guidance, direction and participates in the work of skilled and semi-skilled personnel assigned to any and all landscaping ~~section~~ activities.

22. Schedules and coordinates activities with other departments and divisions.

~~19.~~ Responds to emergency situations as necessary.

23.

~~20.24. 25.~~ Attends meetings on behalf of Guest Experiences with other departments, entities and District staff.

## QUALIFICATIONS

Knowledge of:

1. Methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground covers, plants, shrubs, hedges and trees.
2. Principles and practices of effective employee supervision, including training, work evaluation and discipline.
3. Principles, methods and equipment used in landscape cultivation and maintenance.
4. Safety practices and procedures relating to the work.
5. Common garden pests and disease, and the methods for eradication.
6. Soil characteristics and treatment procedures.
7. Turf management methods, practices and techniques.
- ~~7-8.~~ Irrigation systems inclusive of common maintenance methods, programming practices and techniques.
- ~~8-9.~~ Computer applications applicable to assigned work responsibilities.

**Ability to:**

1. Plan, organize, supervise, assign, inspect and evaluate the work of others.
2. Motivate and evaluate staff and provide for their training and development.
3. Analyze complex landscaping problems, evaluate alternatives and recommend or adopt effective courses of action.
4. Develop and implement work standards.
5. Prepare clear and concise records, reports, and other written materials.
6. Exercise independent judgment and initiative within established guidelines.
7. Establish and maintain effective working relationships with those encountered in the course of the work.
8. Coordinate work assignments with other sections, departments, divisions or agencies.
- ~~9.~~ Perform heavy physical labor to include lifting objects, walking and working in all outdoor conditions. ~~weighing up to 90 lbs.~~
9. Fill in for Supervisor duties as needed.

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; and three years of journey-level experience in landscape maintenance with progressively responsible experience. - 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 valid first aid and CPR certification ~~will~~<sup>may</sup> be required within the first 90 days and, ~~if required~~, must be maintained throughout District employment.

Qualified Applicator License /Certificate Qal/Qac will be required in the first year and 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.

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

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 for a TWIC card in accordance with current Federal and State requirements within 30 days of employment.

#### **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~~2021-x

Dated: ~~June 10, 2014~~November 9, 2021

San Diego Unified Port District

Class Code: D400-CN0321

### CLASS SPECIFICATION Police Records Assistant

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

#### GENERAL PURPOSE

Under general supervision, performs a variety of routine to moderately difficult duties in the processing, filing and release of police records; processes requests and subpoenas for records and documents in conformance with legal requirements and Harbor Police policies and procedures; and performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

Police Records Assistant is the entry-level class in the police records management class series. Incumbents participate in the processing, filing and release of police documents and records in accordance with legal requirements and Harbor Police policies and procedures.

Police Records Assistant is distinguished from Senior Police Records Assistant in that an incumbent in the latter class is responsible for providing lead supervision to staff involved in the management of Harbor Police records.

#### 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. 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, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; greets and directs visitors.
2. Receives, processes, researches and responds to requests and subpoenas for ~~copies of~~ police records; reviews requests to determine appropriateness of release; ~~pulls, copies and re-files documents~~; receives payments for record requests.
3. Processes various documents, including daily police and supervisor staffing reports, field interviews, notice to appear citations and corrections, courtesy notices, traffic warnings and parking violations; photocopies and distributes reports to various agencies; prepares and sends notices to obtain missing reports; prepares monthly reports for the Police Records Supervisor.
4. Receives and processes electronic and paper subpoenas and any discovery requests or orders by courts ~~appearance priority~~; retrieves police ~~reports~~ records and copies and attaches to court requests; maintains electronic logs of court requests in case logs ~~in the Watch~~

~~Commander's log book~~; notifies officers of court appearance dates and takes necessary steps for cancellations.

~~Provides mooring services to the public; manages the public dock; assigns dock or slip space; files docking permits; distributes anchorage applications and permits; renews permit documents; posts vessels that are in violation; summons Customs agents for vessels on the Customs dock; provides Dispatch with a daily printout of permitted vessels in anchorages; monitors the VHF radio and responds as necessary; manages and delivers funds to the Finance Department; receives telephone calls and provides customer service to the public.~~

- ~~5. Evaluate, access and issue T-shirt vendor permits to organizations recognized and licensed by the California State Board of Equalization as a non-profit organization.~~

#### **OTHER DUTIES**

1. Processes stored vehicle/vessel reports and boat/vehicle impound notifications; sends certified notices to owners; maintains logs of stored vehicle/vessel reports and impound notifications.
2. Attends to a variety of office administrative details; files and faxes documents; routes and distributes incoming correspondence.
3. Provides training to new officers and staff on network use and procedures for completing field interview reports.
4. Administers parking permits.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Procedures, practices, methods and techniques of records management.
2. Computer applications and capabilities for use in records management programs.
3. Standard office practices, procedures and equipment.
4. Correct English usage, including spelling, grammar and punctuation.

##### **Ability to:**

1. Operate a personal computer and other standard office equipment.
2. Organize work, set priorities and provide support to meet police records management needs.
3. Exercise sound, independent judgment within established procedures and guidelines.
4. Understand, interpret, explain and apply federal, state and local laws and regulations pertaining to the release and dissemination of police records and reports.
5. Learn and use federal, state and local computerized police records management systems utilized by the Harbor Police as required to carry out assigned responsibilities.
6. Understand and follow written and oral instructions.

7. Classify, index, process, file and retrieve a wide variety of materials under a comprehensive police records management system.
8. Prepare clear and accurate reports and other written correspondence.
9. 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 high school or G.E.D. equivalent; and one year of administrative experience involving the maintenance of detailed and complex records and legal documents, at least six months of which involved experience with a centralized records management program. Experience in public records management 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 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 Harbor Police facilities you must be able to pass a background investigation that includes, but is not limited to, a polygraph examination.

## **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~~ 2021 - x

Dated: ~~June 10, 2014~~ November 9, 2021

San Diego Unified Port District

Class Code: B245-CE1521

### **CLASS SPECIFICATION**

#### **Senior Accountant**

FLSA Status: Exempt  
 EEOC Job Category: Professionals  
 Classified: Yes  
 Union Representation: Unrepresented

#### **GENERAL PURPOSE**

Under general supervision, performs professional accounting duties ranging from moderate to considerable difficulty and complexity in the analysis, preparation and maintenance of financial records and reports for various District accounts and funds; performs detailed and specialized cost and project accounting functions; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

Senior Accountant is an advanced level class in the professional accounting class series. Incumbents analyze and maintain a variety of complex accounting and financial records and systems, including the general ledger and fixed assets. Senior Accountants perform technical accounting and cost analysis of moderate to considerable difficulty and complexity to provide accurate and timely accounting and financial reports to District management. Work involves independent judgment and requires a thorough knowledge of accounting principles and practices as applied in a proprietary fund accounting, as well as substantial familiarity with District financial management practices and procedures.

Senior Accountant is distinguished from Accountant in that incumbents in the former class are assigned higher level work requiring advanced professional knowledge in professional accounting theories, principles, terms and practices in the preparation and evaluation of financial records, transactions and reports and may serve as supervisor or team leader for a group of accountants and administrative 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. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets, prepares performance evaluations; regularly monitors performance and provides coaching for performance improvement and development.
2. Provides lead work direction, training and assistance to accounting staff and other to accomplish work objectives.
3. Reviews, analyzes, balances and/or reconciles assigned general ledger accounts and other accounting transactions, requiring the interpretation and application of professional accounting theories, principles and practices; identifies and resolves problems; General

ledger account reconciliations assigned to Senior Accountant will primarily include sensitive payroll-related withholding accounts and will have access to sensitive employee confidential information including benefits-related withholding information, wage garnishments, etc.

4. Provides guidance and direction to District employees regarding the proper coding of accounting transactions; and assures proper coding of documents received.
5. Performs complex and technical accounting work in the maintenance of records of revenues, expenditures, and special funds; prepares analyses, spreadsheets, schedules, journal entries, and reconciliations to produce accurate financial reports and footnotes; monitors and prepares periodic reports on special funds; reviews accounting transactions prepared by other staff.
6. Performs other responsible accounting functions related to general ledger maintenance and month-end and year-end closing; identifies and researches issues, errors and problems and develops and provides recommendations to ensure issues are fully resolved; as necessary, coordinates with IT staff on system issues and problems; monitors preparation of, prepares, approves and reviews a wide range of journal entries, including reclassification and correcting entries; sets up new account and other codes in the system.
7. Maintains and reviews fixed asset and other related accounts; prepares journal entries for the acquisition and disposal of fixed assets; determines whether fixed asset items should be capitalized and the appropriate depreciation period; maintains database of fixed assets; periodically reconciles fixed asset schedules to general ledger; coordinates and assists in the District's annual fixed asset inventory.
8. Generates reports and assists in preparation of monthly financial statements; conducts expenditure analyses; researches variances and discrepancies; prepares correcting journal entries.
9. Maintains cost and project accounting records and spreadsheets; calculates and ensure the accuracy of overhead and common cost allocations; prepares reports, closes out, and reconciles work-in-progress; performs project cost variance and other analyses; compiles project cost reports for departments and project managers.
10. Responsible for coordinating with auditors in compiling annual financial reports, including note disclosures regarding accounting standards, supporting schedules and working papers; trains accounting support staff on accounting systems, policies and procedures, and provides work guidance and direction, as appropriate; prepares training materials and handout; coordinates and conducts training presentations and one-on-one training. Develops, reviews, approves, analyzes, updates, generates and/or distributes specialized accounting records, reports and spreadsheets; compiles, calculates and analyzes highly technical data and information from a variety of sources; reviews, verifies and audits reports and supporting documentation, including authorizations; identifies discrepancies, resolves issues and/or notifies appropriate sources and ensures that issues are resolved; distributes reports to internal and external sources in a timely manner.

11. Provides accurate and timely information and assistance to customers; researches and handles inquiries from customers on a wide array of complex, technical matters related to areas of responsibility; identifies weaknesses in process and procedures and recommends course of action for improvement; trains accounting support staff on accounting systems, policies and procedures and provides lead work direction, as appropriate.

~~11.~~12. Serves as secondary back up for payroll and therefore maybe required to doing the bi-weekly payroll by alternating on a regular basis for training reinforcement. Additionally, this position will be expected to keep up to date on payroll-related processes, systems, and ability to resolve payroll-related issues. This responsibility would include access to employee confidential and sensitive information and may be required to process off-cycle payroll checks as needed.

~~12.~~13. Provide staff assistance on special projects, as assigned.

#### **OTHER DUTIES**

1. May serve as Accounting Supervisor in that individual's absence.

~~1.~~2. May serve as back up to the Senior Financial Analyst.

#### **QUALIFICATIONS**

##### **—Knowledge of:**

1. Principles, practices and terminology of general accounting, including financial statement preparation and methods of financial control and reporting.
2. Generally accepted accounting principles, practices, and procedures.
3. Methods and techniques of financial analysis, report research, and report preparation.
4. Advanced cost and project accounting methods and procedures.
5. Principles and practices of general accounting including financial statement preparation and methods of financial control and reporting.
6. Principles and practices of cost and fixed asset accounting and GAAP and GASB accounting standards and requirements.
7. Advanced principles of mathematics.
8. Laws and regulations relating to the financial administration of public agencies.
9. Auditing principles and practices.
10. Operations and uses of standard spreadsheet software.
11. The District's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting data.
12. Principles and practices of sound business communication.

~~12.~~13. Familiarity with payroll laws and regulations, including IRS and California state wage and withholding reporting requirements

**Ability to:**

1. Plan and direct assigned accounting functions.
2. Perform complex and advanced accounting work in the maintenance of financial records.
3. Prepare comprehensive and clear financial statements, reports, and fiscal reports.
4. Analyze, reconcile, and comprehend complex financial records, statements, and reports.
5. Prepare clear and concise written reports and make recommendations.
6. Operate computer and spreadsheet software.
7. Analyze and make sound recommendations on complex financial data and operations.
8. Plan and evaluate financial systems and practices and make sound recommendations for improvement.
9. Verify the accuracy of financial data and information.
10. Understand, ~~interpret,~~ and apply ~~and explain~~ applicable federal and state laws regulating District financial accounting, reporting, recordkeeping, policies, and procedures.
11. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
12. Develop and implement financial procedures and controls.
13. Perform complicated mathematical calculations and analyses.
14. Ensure proper authorization and documentation for disbursements.
15. Analyze, post, balance and reconcile complex financial data and accounts.
16. Make accurate calculations.
17. Prepare clear, concise and complete financial documents, working papers, statements, reports, and written materials.
18. Collect, obtain, evaluate and interpret technical and specialized financial information correctly and explain information accurately and precisely to customers.
19. Maintain confidentiality of District documents and records.
20. Establish and maintain effective working relationships with those encountered in the course of work.
21. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.

**MINIMUM REQUIREMENTS**



**Education, Training and Experience:**

Graduation from a four-year college or university with a major in accounting or a closely related field; and five years of increasingly responsible accounting. Previous supervisory experience is highly desirable. Time served as a District Intern counts towards the years of experience.

**Licenses; Certificates; Special Requirements:**

Certified Public Accountant is desired but not required.

Working knowledge of SAP is desired but not required.

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.

**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~~2021 - x

Dated: ~~June 11, 2015~~November 9, 2021