

San Diego Unified Port District

Class Code: B907-UE~~16~~18

CLASS SPECIFICATION
Department Manager, Development Services

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

GENERAL PURPOSE

Under general direction, ~~supervises the work of professional, technical and administrative staff and oversees~~ from the Director, Development Services, manages, coordinates and directs multiple aspects of the District's short-range term planning programs, District and tenant project review and design review, business operations, budget administration, and contract management; within two core competencies: Current Planning and Project Review and Mapping Services (operating unit). Under the Port code, Board of Port Commissioner Policies, and Administrative Procedures, and ~~acts as a complement and substitute for the Principal, Development Services; facilitates the resolution of issues between key stakeholders; monitors and ensures~~ other District guidelines, oversees, manages and advances a multi-disciplinary team of professionals and on-call consultants in conducting tenant and District project review compliance, including design review, parking, signage, landscaping and sustainability guidelines, and preparing mapping and survey exhibits; and current planning including entitlement, regulatory, and discretionary compliance with District policies, the California Environmental Quality Act (CEQA), the Port Master Plan, and California Coastal Act, and other applicable laws. Supervises, directs, and evaluates the work of a team of professional, technical, and administrative staff including Architects, Project Review Associates, Planners, Staff Assistants, Administrative Assistants, on-call consultants, Interns and Student Workers. Monitors compliance with applicable laws and requirements of ~~regulatory agencies and the District policies;~~ District policies. Organizes, integrates, and administers the department's operations and service delivery. Facilitates the resolution of regulatory and processing issues between key internal and external stakeholders. ~~Represents the District; and~~ within the development community and with other agencies. Ensures integration with other District departments. ~~a~~ Acts as a liaison in ~~high-level~~ District-wide interactions related to development and environmental compliance for discretionary actions. Develops, implements, and monitors standards and procedures to control quality, efficiency, and transparency of process. Prepares, manages and monitors departmental expense budgets, and performs ~~other~~ related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Department Manager, Development Services is a management level position working under the ~~Principal, Development Services (Principal).~~ Director, Development Services and assists that position with fiscal, administrative, and human resource management responsibilities, including program planning and budget management. The ~~Incumbent~~ incumbent is responsible for leading ~~the Development Services~~ departmental ~~division or section and~~ operating unit and manages

the professional and technical staff within that unit. The class is responsible for implementing and executing ~~departmental~~District operational goals and objectives, which include organization-wide strategic initiatives for processing District and tenant development applications, coordinating with key external stakeholders and regulatory agencies, and reviewing discretionary actions made by the District Board and other departments. Responsibilities require independent judgment on issues that are complex, controversial, prescriptive, and interpretive, ~~and evaluative~~ in nature. Responsibilities and assignments require a thorough understanding of ~~District and department policies,~~the development services function within a public agency, public policy, the planning and project review disciplines, key regulatory documents and agencies governing development on tidelands and submerged lands, general development practices and procedures, and involve significant accountability and concepts, the entitlement process and jurisdictional functions and limitations, a general understanding of other District department disciplines and District policies, practices, and procedures, and high-level decision making. ~~The Incumbent plans and formulates detailed division plans and budgets, directs and manages the development of annual work programs and objectives, and monitors and ensures compliance with all applicable laws and regulations. and accountability.~~ The ~~Incumbent~~incumbent is assigned highly complex and specialized responsibilities requiring advanced professional-level knowledge of the goals, objectives, and technical requirements of ~~planning.~~ the District and department.

The Department Manager, Development Services is distinguished from other management and supervisory classes in that ~~Incumbents~~incumbents serve as ~~a top finance, budget and division manager for the department to~~managers of operating units that carry out significant department and District programs, policies, and responsibilities, and ~~may serve~~serve as a substitute for the ~~Principal~~Director, Development Services in that individual's absence.

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. Directs, plans, organizes, supervises and evaluates ~~key strategic initiatives of the Development Services section within the department;~~work of an operating unit; with subordinate senior-level staff, develops, analyzes, implements and monitors work plans to achieve the ~~department~~department's mission, goals, and performance measures; contributes to budget development and monitors operational and program performance against the department's budget; ~~leads business operations, short-range planning, and regulatory compliance, and~~ develops and implements schedules, work processes, systems, and procedures to achieve the District and department's annual goals, objectives, and performance measures consistent with the District's quality and customer-service expectations; manages the entitlement process for District and tenant ~~project review for the District~~development; develops and ~~implement~~implements plans, policies, systems, and procedures applicable to ~~Development Services~~operating unit responsibilities.

2. ~~Directs~~Plans, organizes, directs, analyzes, and evaluates the performance of ~~department division staff~~assigned professional and technical senior-level and junior-level staff in an operating unit; establishes performance requirements for ~~department divisions and staff and professional~~an operating unit and personnel development targets; regularly monitors performance and provides coaching for performance improvement and development; prepares performance evaluations and reviews individual evaluations with staff; recommends merit increases and other rewards to recognize performance; recommends disciplinary action to address performance deficiencies, in accordance with the District's ~~human resources~~Personnel Rules and Regulations, policies, and labor contract provisions: (as applicable).
3. Provides day-to-day leadership, direction ~~and support program manager,~~ and works with ~~department~~ staff to develop and retain highly competent, service-oriented staff through selection, training, and day-to-day management that supports the District's and department's strategic plan, mission, objectives, and service expectations; oversees and administers ongoing department training; provides leadership and participates in programs and activities that promote workplace diversity and a positive ~~environment for~~ employee relations environment.
4. Develops, implements, and administers comprehensive programs, policies, guidelines, and procedures related to the day-to-day management of the District's development services process; continuously evaluates and improves the District's service delivery process.
5. Manages complex, highly visible, sensitive, and/or controversial projects and programs; analyzes planning issues and determines project priorities/schedules; manages project resources to completion.
6. Monitors national, statewide, and regional developments in areas of responsibility; monitors proposed state and federal law, regulations, and court decisions for their impact on District regulatory and entitlement practices and operations; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of the District's needs and requirements in all areas of development services; recommends appropriate actions and implements programs.
7. Participates in the District's short- and long-range planning process for development services' facilities requirements.
8. Prepares a wide range of reports and workflow analysis pertaining to the status of development projects and workload.
9. Assists in the preparation and implementation of fee recovery programs.
10. Represents the department with other departments and governing board.
- 4.11. Serves as a District representative and acts as a liaison in interactions with other industry and governmental agencies, tenants, District member and neighboring cities, professional organizations, community groups, and elected officials on District strategic initiatives and departmental issues; plans, organizes, facilitates and manages planning

activities with other governmental agencies; ~~and~~ serves as the District's representative on local, regional, and national associations of interest to the District's mission; participates in meetings, conferences, conventions, and other professional forums to keep abreast of regional/national development trends, planning, and emerging strategies.

~~5.12.~~ Plans, develops, analyzes, and conducts program outreach and promotional activities for ~~departmental~~District programs; develops and/or directs creative and content development of information, outreach, and educational materials; directs ~~department division operating unit~~ staff to plan, organize, and implement effective public relations goals and strategies; oversees staff presentations to elected officials, other public governing bodies, tenants and community, neighborhood, and business ~~and school~~ groups; ~~plans initiatives to encourage public participation in departmental programs.~~

~~6.~~ Leads, develops, writes, analyzes, reviews, and presents a variety of technical and professional reports, documents, correspondence, and records related to ~~departmental~~complex development services programs; drafts correspondence to District tenants, other District departments, elected officials, and state and federal regulatory agencies; drafts Board ~~of District Commissioners~~ agenda items and memos; oversees maintenance of accurate and complete ~~records.~~

~~Additionally, the Incumbent may also be responsible for overseeing one or more of the following specialized departmental division areas:~~

~~7. Implements the District Master Plan with respect to short range planning; plans and manages activities and processes to obtain approval of Coastal Development Permits and project-specific District Master Plan Amendments by the Board of District Commissioners and certification by the California Coastal Commission; manages and supervises the preparation of and develops analyses and makes recommendations regarding short range planning matters and related efforts.~~

~~8.13.~~ Directs ~~and monitors reviews of District and tenant development projects to ensure compliance with California Environmental Quality Act, California Coastal Act (Coastal Act), Environmental and other relevant federal, state and local laws, regulations, codes and District policies and procedures; identifies issues and resolves or facilitates appropriate resolution; manages and oversees issuance of coastal development permits consistent with~~services records; and prepares and makes presentations to the ~~Coastal Act, San Diego Unified Port Act~~Board and the ~~District Master Plan~~public.

~~9.14.~~ Develops and administers consultant ~~contracts~~agreements; oversees senior-level staff coordination and management of consultant agreements; negotiates; ~~drafts contract agreement~~ language; may awards or recommends awarding of ~~contracts, agreements and~~ selecting appropriate consultants; monitors and evaluates ~~contract agreement~~ compliance, including ~~contract agreement~~ invoices; assesses, identifies, and facilitates ~~complete~~ resolution of ~~non-compliance~~District-consultant issues.

15. Oversees the preparation of new and amended policies and ordinances to facilitate the essential functions of the department; and ensures conformance to District guiding documents and regulations through appropriate enforcement strategies.

Additionally, the incumbent is responsible for overseeing one or more of the following specialized operating units:

16. Project Review and Mapping Services - Manages an operating unit with the primary responsibility for preparing and providing leases, easements and other exhibits for real estate agreements including plat maps and legal descriptions; maintain records of submitted District and tenant project plans; performs District and tenant project review and approval ~~of District and tenant development projects to ensure compliance with Board policies including Board Policy No. 357;~~ conforms District and tenant lease requirements, and relevant federal, state and local laws, regulations, codes and District policies and procedures; identifies issues and resolves or facilitates appropriate resolution with project applicants and submittals to standards; coordinates with other District departments; ~~coordinates with and other governmental/public agencies to facilitate and resolve permitting and jurisdictional issues; and maintains an awareness of and incorporates training regarding asset management developments and best practices, including regulatory requirements; and establishes and maintains standards for federal and state environmental laws, ADA requirements and District stormwater collection policies~~project and design review; develops and recommends revisions and improvements to department ~~project approval~~administration guidelines and pertinent District policies and procedures including Board Policy No. 357; manages other District projects as needed; and administers the department budget including managing associated staff as needed.

~~40.~~17. Current Planning - Manages an operating unit with the primary responsibility to oversee preparation and processing of CEQA documents for District and tenant projects; prepares environmental review language for Board of Port Commissioner agendas; prepares and processes CEQA and Coastal Act determinations for District and tenant projects; prepares and processes Coastal Development Permits for Board review; coordinates project reviews and information as needed with the California Coastal Commission staff; coordinates as needed with Planning & Green Port to ensure consistency with the Port Master Plan; prepares and processes Port Master Plan Amendments (except those which are processed by Planning & Green Port for comprehensive Port Master Plan updates and location-specific planning initiatives); and coordinates with other District departments and other public agencies; develops and recommends revisions and improvements to department administration guidelines and pertinent District policies and procedures including Board Policy No. ~~355 and~~ 357; manages other District projects as needed; and administers the department budget including managing associated staff as needed.

OTHER DUTIES

1. Acts as ~~Principal~~Director, Development Services in that individual's absence and as assigned ~~by the Assistant Vice President.~~

2. Serves as a member of the Real Estate & Development ~~Department's~~ Services Division's Leadership Group.
3. Participates in regional, state, and national industry and professional meetings and conferences to maintain a current understanding of trends and technology related to District operations, particularly in areas of assigned accountability.
4. Develops, reports and analyzes on the costs, benefits and financial impacts of regulatory, policy and administrative recommendations, initiatives and proposals for management review.
5. Recommends cost savings, efficiency, and process improvements for the department, division, and District-wide, as needed.
6. Works to align, integrate and support new District business lines such as parking, advertising, innovation, aquaculture, and other Board or executive approved programs.

QUALIFICATIONS

Knowledge of:

1. Advances Theory, principles, practices, ~~concepts~~ and techniques used in developing and executing of development services within the public agency context, including current and advanced planning, design review, building services and inspections, code enforcement, economic development, and related development service functions and public policy.
2. Application and interrelationships among applicable federal, state and local laws, codes, general case law, and regulations governing the administration, ~~budget and~~ of development on public tidelands and submerged lands in the California Coastal Zone, including applicable regulatory agencies and pertinent issues related to the environment, public access, and scenic and coastal resources.
3. Advanced program and project management methods, tools, and techniques in the field of development services, including applicable financial ~~planning,~~ and legal principles.
- ~~4.4. Principles and practices of public administration, including budgeting, purchasing, contracting, and the maintenance of public records.~~
- ~~1. Theories, advanced principles, laws, practices and techniques related to land use, urban and environmental planning, and business operations.~~
- ~~2. Expert advisor to the Principal regarding department business practices, division functions and emerging trends and issues.~~
- ~~3. Advanced research methods and analysis techniques.~~
5. Advanced Working knowledge and ability to oversee a multi-disciplinary team engaged in architectural design review, civic engineering, landscaping, sustainability, construction

management, and other public waterfront developments, and the organization and functions of the Board and appointed commissions.

6. Brown Act and other laws and regulations governing the conduct of public meetings, the Permit Streamlining Act, and the Public Records Act.

~~2.7.~~ The District's Personnel Rules and Regulations, applicable collective bargaining agreements, principles and practices of ~~effective human resource management~~, and supervision, including goal development, personnel management, and work planning/organization.

8. Principles and practices of complex project and use compliance with the Public Trust Doctrine, CEQA, and the California Coastal Act.

~~3.9.~~ Principles and practices of ~~effective business communications~~ land use, physical structure design, demographic, environmental, social/economic concepts, and code enforcement.

~~4. District Personnel Rules and Regulations, policies and labor contract provisions.~~

10. Principles and practices of ~~strategic and long-term business~~ sound communication within a public agency; terminology, symbols, methods, and techniques used in planning, and the preparation of planning exhibits, documents, and recommendations.

~~4.11.~~ Computer capabilities applicable to functional responsibilities and use of cloud-based project tracking, reporting, and measuring benchmarks such as Smartsheet, Skysite, or Accela.

Ability to:

~~1. Plan, organize, manage and direct a variety of complex work programs, financial functions and operations programs and activities.~~

~~2. Manage multiple projects and programs that implement the department work plan, vision and goals.~~

~~3. Analyze, ~~evaluate~~ and make sound recommendations on complex ~~financial data~~ project development, use, and ~~department operations.~~~~

~~1. Define complex administrative issues, ~~perform difficult and complex analysis and research, evaluate alternatives and develop sound conclusions and recommendations.~~~~

~~4. Understand and apply District, local, state, and federal policies, laws and regulations and court decisions applicable to areas of responsibility.~~

~~2.~~ Apply creativity and flexibility in problem solving to ~~Plan, organize, assign, and evaluate the work of department professional, technical, and administrative staff.~~

~~2.3.~~ Prepare and present complex and/or sensitive ~~issues and problems~~ matters to the Board and the general public in a cogent, clear, and professional manner.

- ~~3.4.~~ Present proposals and recommendations clearly, and logically ~~and persuasively~~ in public meetings.
- ~~5.~~ ~~Represent the~~ Understand and apply District ~~and department effectively on a variety of issues; negotiate effectively on behalf of the District.~~
- ~~4.5.~~ ~~Develop and implement appropriate~~ policy and procedures ~~and controls.~~ ~~Prepare clear, concise and comprehensive projects, assignments, reports, correspondence, studies, policy and other written materials.~~ governing development services.
6. Plan, organize, and complete projects efficiently in accordance with time, budget, and quality requirements.
7. Collect, evaluate, and interpret appropriate and applicable data, either in narrative or statistical form.
8. Work cooperatively and consultatively as a primary team leader to ensure agreement and consensus.
9. Negotiate expectations, facilitate open communication, and mediate disputes among internal and external stakeholders.
10. Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
11. Analyze complex planning, design and development issues and problems, evaluate alternative solutions, and develop sound conclusions, recommendations, and courses of action.
12. Understand and apply laws, regulations, ordinances, and policies applicable to assigned development services functions.
13. Manage, direct, and evaluate the work of designated staff and consultants.
14. Evaluate management practices and recommend effective courses of action.
15. Communicate effectively, clearly and with tact and diplomacy, orally and in writing.
16. Ensure the proper processing and maintenance of all required administrative files and records.
- ~~5.17.~~ Exercise sound, expert independent judgment and ~~political acumen~~ initiative within general policy guidelines.
- ~~6.18.~~ Exercise tact and diplomacy in dealing with difficult, highly sensitive, and complex situations, and confidential issues ~~and situations~~.
- ~~7.19.~~ Establish and maintain effective working relationships ~~providing leadership and direction with~~ with all levels of ~~District~~ management, ~~employees, the public,~~ staff, other government officials, vendors, developers, tenants, ~~contractors, suppliers, businesses, agencies, labor unions and others~~ consultants, employees, and the public.

~~Provides~~Provide expertise, guidance, and assistance to the ~~Principal, department staff,~~Assistant Vice President, Real Estate & Development Services; Director, Development Services; division and department staff; Executive Leadership Group; Board of District Commissioners; and others.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in ~~land-use planning, public or business administration, public policy,~~ urban ~~planning, or~~ environmental planning, ~~city~~ or regional planning, law or a law-related degree, ~~public or business administration, environmental, biological, physical, or chemical science, public policy,~~ or a closely related field; and a minimum of five years of progressively responsible experience involving implementation of related professional programs of similar complexity and scope in ~~public or private or public~~ agencies ~~and management and administrative experience in development services,~~ at least two years of which were ~~at a supervisory level in a project or program management and/or supervisory capacity.~~ Experience ~~in~~at a public agency is preferred. ~~Time served as a District Intern counts towards the years~~A Master's degree is preferred and may qualify for one year of experience, progressively responsible experience (not project/program management or supervisory 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) ~~P~~pull ~~N~~notice ~~S~~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 ~~D~~driver ~~L~~icense 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 will 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, the incumbent must be able to pass a background check in accordance with current Federal and State requirements.~~

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 #: ~~2016-94~~[2018-x](#)

Dated: ~~June 16, 2016~~[June 12, 2018](#)

San Diego Unified Port District

Class Code: A2068-UE18

CLASS SPECIFICATION
Director, Environmental Conservation

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

GENERAL PURPOSE

Under policy direction, plans, assigns, monitors, coordinates, evaluates, directs and manages the activities of a multi-disciplinary staff engaged in a variety of ocean, coastal and environmental programs. Programs and work projects include supervising the work of professional, technical and administrative staff and directing multiple aspects of the District's, environmental conservation and blue economy related programs, consisting of ensuring District compliance with all applicable environmental laws and regulations and requirements of regulatory agencies and the District policies. Leads endangered species management; directs and oversees mitigation banking; supports ocean planning; manages District natural resources program; coordinates with the US Navy on bay-wide natural resources issues; oversees environmental education; facilitates board committees including the Environmental Advisory Committee and Wildlife Advisory Group; supports implementation and evaluation of large-scale blue economy projects; proactively interacts with consultants, tenants, resource agencies, and negotiates permit conditions with key regulatory agencies and stakeholders on environmental and blue economy matters. Directs and monitors environmental review of District and tenant projects; business operations, budget administration, and contract management; provides expert professional assistance and guidance to District officials and managers District environmental programs, master plan amendments, capital improvement and major maintenance programs, economic development, and business operations; facilitates the resolution of issues between key stakeholders; acts as a complement and substitute for Assistant Vice President or other supervisory role for Planning & Green Port, department or teams, as assigned; represents the District in high-level interactions with community, tenants, business and professional organizations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Director, Environmental Conservation is a department management level position responsible for directing, planning, assigning, monitoring, coordinating and evaluating the work of professional and technical staff in environmental conservation and may be responsible for other Planning & Green Port departments or teams, as assigned. The incumbent is responsible for leading and implementing and executing environmental conservation operational goals and objectives and coordinating with other departments. Responsibilities and assignments require a thorough understanding of District and department policies, practices and procedures, and involve significant accountability and high-level decision making. Responsibilities require independent judgment on issues that are complex, interpretive, and evaluative in nature. Responsibilities and assignments require a thorough understanding of District and department

policies, practices and procedures, and involve significant accountability and high-level decision making. The incumbent plans and formulates detailed department plans and budgets, directs and manages the development of annual work programs and objectives, and monitors and ensures compliance with all applicable laws and regulations. The incumbent is assigned highly complex and specialized responsibilities requiring advanced professional-level knowledge of the goals, objectives and technical requirements of environmental conservation and related blue economy programs like aquaculture and blue technology. Responsibilities are broad in scope, requiring strategic vision and thinking and allowing for a high degree of policy, program and administrative discretion, and are evaluated in terms of overall effectiveness of the department's plans, policies and services.

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. Leads, plans, organizes, controls, directs, integrates and evaluates the work of the department; with subordinate managers and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve division and District mission, strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District's strategic plan and key strategic initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District-wide core values, guiding principles, goals and priorities.
3. Supervises, provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's vision, mission, core values, guiding principles, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, directs, manages, coordinates, evaluates and oversees the department; coordinates programs and projects with other District staff and local officials; formulates and directs detailed program plans and budgets; develops and recommends environmental and related blue economy program policies and operating administrative procedures; oversees development of annual work programs and calendars; plans, organizes and implements department work activities to meet established environmental and related blue economy program goals and objectives; analyzes alternative work methods and makes changes where appropriate; monitors and ensures program compliance with all applicable laws and regulations; oversees tracking of program expenditures.
5. Directs and reviews environmental work and special studies; directs environmental survey activities and efforts associated with natural resources, mitigation banking, environmental

education, capital improvement and major maintenance programs, and related blue economy programs like aquaculture and blue technology; review District and tenant environmental developments; oversees, directs and participates in the compilation and analyses of data and findings, and develops and recommends courses of action.

6. Plans, implements and manages complex environmental and related blue economy, projects and programs; plans, directs and oversees environmental reviews of District and tenant development projects; directs and monitors review activities to ensure project compliance with all relevant federal, state and local laws, regulations, codes and District policies and procedures.
7. Ensures program activities are in compliance with regulatory requirements and are coordinated with pertinent outside agencies and environmental action groups; provides guidance to staff on appropriate levels of coordination; develops program partnerships with external agencies and organizations; directs the creation of formal agreements for multi-state agency efforts; directs and monitors review activities to ensure projects' compliance with all relevant federal, state and local laws, regulations, codes and District policies and procedures.
8. Directs, oversees development of, develops, reviews and approves a variety of reports, documents and correspondence related such as technical reports, including findings and recommendations regarding environmental projects, agenda sheets, and environmental documentation for District and tenant projects; oversees the compilation of environmental data and reviews data to ensure accuracy and completeness; oversees or participates in reviewing, assessing and commenting on consultant and other pertinent reports and documents related to development or environmental impacts; oversees or participates in developing presentation materials and presents projects and studies to the Board of Port Commissioners and other appropriate sources.
9. Provides environmental expertise, consultation, information and technical assistance to other departments, tenants, agencies and the District Board; responds to a variety of environmental inquiries from representatives of different District departments or tenants and develops recommendations for addressing environmental issues; applies laws, regulations, rules, policies, processes and procedures related to areas of responsibility; responds to requests for information regarding program activities or requirements; represents the department and the District in meetings with internal and external agencies.
10. Works with in-house staff to plan, organize and implement effective public and media relations goals and strategies for environmental issues; plans and directs initiatives to encourage public participation in environmental programs.
11. Develops and manages consultant contracts; oversees the work of consultants to ensure contract terms are met; approves consultant invoices.
12. Issues correspondence to other District departments and state and federal regulatory agencies; drafts Board agenda items; ensures the maintenance of accurate and complete environmental records.

13. Plans, implements and manages complex environmental projects and programs; plans, directs and monitors activities to ensure projects' compliance with all relevant federal, state and local laws, regulations, codes and District policies and procedures.
14. Develops and recommends revisions and improvements to department guidelines and pertinent District policies and procedures; keeps abreast of and incorporates training regarding national/international developments in environmental programs and policy.
15. Conveys and receives information regarding environmental issues; enhances District and public awareness of the District's growth, planning and environmental challenges and plans; addresses civic and business groups and other organizations regarding the District's initiatives; meets with community representatives and plans, organizes and facilitates meetings and activities with citizen committees and commissions.
16. Participates in regional, state and national industry and professional meetings and conferences to maintain a current understanding of trends and technology related to District operations, particularly in areas of assigned accountability.

QUALIFICATIONS

Knowledge of:

1. Advanced project management methods, tools and techniques.
2. Principles, practices and methods of program, administrative and organizational analysis.
3. Principles and practices of organizational planning and management.
4. Principles and practices of public administration, including budgeting, purchasing, contracting and maintenance of public records.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Principles and practices of sound business communication.
7. Computer capabilities applicable to functional responsibilities.
8. Principles and practices of effective management and supervision.
9. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, direct, manage, organize, review and evaluate the District's environmental conservation and related blue economy programs.
2. Provide technical assistance and staff leadership on all aspects of the department's functions.
3. Analyze and make sound recommendations on complex management and administrative issues.
4. Understand and apply local, state and federal policy, law, regulation and court decisions,

as well as District policies and procedures, applicable to areas of responsibility.

5. Define and communicate program goals to all stakeholders clearly, succinctly and persuasively.
6. Prepare clear and concise program plans and documents, reports of work performed and other written materials.
7. Represent the District effectively on a variety of complex issues.
8. Develop and implement appropriate department procedures and controls.
9. Negotiate effectively on behalf of the District.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain highly effective working relationships with those encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in environmental sciences, natural resources management, or a closely related field; and a minimum of ten years of progressively responsible experience involving implementation of related professional programs of similar complexity and scope in private or public agencies, and at least four years of which were at a supervisory level. 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 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.

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 – x

Dated: June 12, 2018

San Diego Unified Port District

Class Code: B942-UE18

CLASS SPECIFICATION Enterprise Architect

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

GENERAL PURPOSE

The Enterprise Architect (EA) plays a critical role in the development of the District's technology strategy. The EA will be responsible for working with leadership and subject matter experts to build a holistic view of the District's business strategy, processes, and technology. The EA will need to operate across all functions of IT in order to drive commonality and successfully implement the architecture strategy. This includes software, hardware/networking, security, governance, PMO, service desk, and service operations.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for architecting broad, comprehensive information and communications systems and technology programs and services for the District, including applications, networking (voice and data) communications, data management and centralized technical support services. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution. The EA will be responsible for managing consults and potential staff in the future.

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. Provides alignment of IT strategy and planning with the District's business objectives and goals.
2. Monitors industry hardware and software trends in areas of particular relevance to District operations; evaluates the uses of emerging technology in meeting long-term District business, operating and security strategies.
3. Optimization of technology management through an understanding of business needs, technology capabilities, and IT frameworks such as ITIL.
4. Promote the shared infrastructure and application model to reduce costs and improve support of IT systems.
5. Identify employee knowledge and skills that are required for new technology in the design phase.
6. Develops and reviews reports of findings, alternatives and recommendations involving a broad range of complex technology and information system support issues; makes presentations to District management and others on technology projects; monitors

developments related to information technology and evaluates their impact on District operations and programs; recommends policy and procedural improvements.

7. Maintains relationships with IT Managers of other ports and similar agencies to stay abreast of technology developments and trends in port operations and security systems; prepares and reviews statistical reports, technical publications, memorandums of record, agendas and agenda sheets and miscellaneous correspondence; directs the maintenance of department files and records.

OTHER DUTIES

1. Represents the District on technical advisory committees.
2. Prepares and reviews statistical reports, technical publications, memorandums of record, agendas and agenda sheets and miscellaneous correspondence; manages the maintenance of department files and records.
3. Monitors trends and developments in information technology; consults with vendors and other sources on industry and product direction, functionality and capabilities.
4. Shares technical expertise with departments and IT staff as needed for operational issues outside the scope of projects.
5. May act for the Chief Technology Officer in his or her absence.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of information technology management, including applications design, hardware and software options for business and operations applications and the cost-benefit of systems alternatives.
2. Solid architectural principles of Enterprise IT systems and how to plan, diagram, and communicate those principles to executive level leadership.
3. Principles and practices of data management and administration.
4. Methods and techniques of project management as applied to information systems development and installation.
5. Principles, methods and techniques applicable to long-range and strategic technology planning.
6. District operations and functions and associated information systems and technology issues.
7. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
8. Research methods and statistical analysis techniques.
9. Organization and functions of a public board.

10. Principles and practices of effective management and supervision.
11. District Personnel Rules and Regulations and labor contract provisions.

Ability to:

1. Plan, organize, integrate and manage a comprehensive technology program, including systems development, administration and computer/ network operations programs and services.
2. Identify information management issues and opportunities, analyze problems and alternatives and develop sound conclusions and recommendations.
3. Develop policies and procedures to guide secure and professional use of District information technology assets.
4. Assess user department technology requirements, set priorities and allocate resources to most effectively meet needs in a timely manner.
5. Evaluate programs and make recommendations for improvement.
6. Evaluate complex technology and strategies and make sound, prudent recommendations that maximize return on investment.
7. Understand and apply District, state, and federal policy, law, regulation and court decisions applicable to areas of responsibility.
8. Present proposals and recommendations clearly and logically in public meetings.
9. Represent the District effectively in meetings on a variety of technology issues.
10. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
11. Exercise sound, expert independent judgment within general policy guidelines.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
13. Establish and maintain effective working relationships with all levels of District management, other governmental officials, employees, vendors, the public and others encountered in the course of work.
14. Formulate new techniques and strategies for a more efficient operation and transition existing infrastructure to newer technologies.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in management information systems, computer science, business administration, or a closely related field; and at least

ten years of progressively responsible information systems experience at least four years of which were in a management capacity and at least three years of which involved complex project management. Experience in a governmental setting 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 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.

An additional background check may be required to work at the San Diego County Regional Airport District (SDCRAA).

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 – x

Dated: June 12, 2018

San Diego Unified Port District

Class Code: B940-UE18

CLASS SPECIFICATION
Human Resources Business Partner

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

GENERAL PURPOSE

Under general supervision, serves as a consultant to department leadership on Human Resources (HR) and organizational issues as both a change agent and employee champion through providing strategic support in all areas of human resources such as employee relations, talent acquisition, performance management and HR compliance; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Human Resources Business Partner is distinguished from Human Resources Analyst in that incumbents in the former class perform more complex, advanced journey-level human resources management support in multiple function areas. Actively supports discussions and works with District managers and supervisors of the departments served to enhance best practices for all HR related functions in the organization including, but not limited to, recruitment and selection, position classification, compensation analysis, employee and labor relations, training, and benefits.

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. Establishes and develops a dialogue and relationship with department managers to understand the key resource issues and associated requirements to meet both current and future organizational challenges.
2. Analyzes the impact of forecasted strategic workforce plans, conducts scenario planning, and performs gap analysis to arrive at data metrics and recommendations that influence workforce plans.
3. Provides coaching, facilitation, team development, whole systems analysis and process reengineering services in consultation with executive leaders and senior managers to implement organization improvement initiatives and assure alignment with the organization's strategic plans.
4. Plans and conducts employee recruitment and selection activities for assigned job classes; confers with hiring authorities on job demands and appropriate requirements; develops and conducts outreach recruitment programs to obtain qualified candidates;

creates advertisements, supplemental applications and other recruitment materials; conducts job analyses to identify essential job functions and associated knowledge, skills and abilities; develops and administers job-related selection procedures, including but not limited to resume/application reviews, evaluations of training and experience, interviews and assessment techniques; briefs and sits on interview panels; schedules physical exams and drug/alcohol screening; conducts background and reference checks; analyzes test results; ensures that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines; makes job offers to successful candidates; responds to applicant and candidate questions and concerns; prepares documentation and maintains files.

5. Advises managers, supervisors and employees on a variety of employment and employee relation issues, including performance management, discipline and policy/rule interpretation; researches and develops data and analyses regarding employee relations issues and cases; consults with employees and their representatives and assists in the resolution of routine grievances, disputes and contract interpretations.
6. Monitors salary structure, balances staffing needs with cost controls, and help to ensure that District policies, procedures, and programs are in alignment with the organization's overall strategic objectives.
7. Understands the HR needs of each business area supported and partners with department managers to identify their HR service requirements and supports business change efforts.
8. Provides input on HR strategy and translate this into implementation plans within supported business areas, leading and facilitating the HR agenda items for designated business areas.
9. Provides and interprets reports on staffing, retention, attrition, and other necessary data to department leadership; recommend programs and/or enhancements as necessary.
10. Conducts effective, thorough, and objective investigations; prepares findings and recommendations, as appropriate.
11. Assists with District-wide budget process by managing positions and class specification changes.

OTHER DUTIES

1. Incumbents in this classification may utilize a recruiting system to create requisitions, screen resumes (auto scoring), set up oral and performance exams, create and refer eligibility lists, send out applicant notices, grant access to hiring managers, and perform various tasks as detailed in the recruitment life cycle.
2. Performs individual employee counseling; coordinates exiting processes and conducts employee exit interviews.
3. May explain, interpret, and counsel employees regarding employee benefit plan coverage, eligibility for benefits and claims procedure.

4. May explain disability benefits and types of leaves to employees.
5. Performs a variety of special research and analysis projects.
6. Participates in developing and conducting training programs for managers and supervisors on a variety of human resources issues.
7. Manages and resolves complex employee relations issues.
8. Analyzes trends and metrics to develop solutions, programs and policies.
9. Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partners with the legal department as needed/required.
10. Provides guidance and input on department restructures, workforce planning and succession planning.
11. Provide advice and consultation on highly complex and sensitive employee relations, performance management, ethical, and disciplinary matters.
12. Leads and facilitates multi-disciplinary initiatives to identify, recommend and enact human resource solutions that support the District's commitment to workforce equity and in alignment with organizational business strategy.
13. Provides HR Policy guidance and interpretation
14. Incumbents in this classification may be assigned duties and responsibilities in benefits analysis and administration.
15. Maintains confidential files and records.

QUALIFICATIONS

Knowledge of:

1. Theory, principals, practices and techniques of public personnel administration, including recruitment, testing and selection, equal employment opportunity, employee relations, classification and job analysis/evaluation, compensation and benefits administration and performance planning and appraisal.
2. Basic labor relations principles and practices, including contract administration and interpretation.
3. Federal, state and local laws and regulations applicable to the administration of human resource programs and employee relations practices.
4. Excellent skills in working effectively and sensitively with individuals from diverse cultural backgrounds and perspectives to build mutual respect, fairness and equality.

5. Ability to communicate in both written and spoken formats to a variety of audiences, in clear, persuasive, and appropriate to the topic and situation, manner.
6. District Personnel Rules and Regulations, policies and labor contract provisions.
7. Trends in human resource programs and the area labor market.

Ability to:

1. Analyze complex problems, evaluate alternatives and make sound, appropriate recommendations.
2. Understand and apply District Personnel Rules and Regulations, policies and procedures and applicable local, state and federal legislation in a variety of circumstances and cases objectively and dispassionately.
3. Exercise sound independent judgement and initiative within established guidelines.
4. Assess department resource needs and design cost effective programs and approaches to meet needs.
5. Present proposals and recommendations clearly, logically and persuasively.
6. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
7. Establish and maintain highly effective working relationships with managers, supervisors, employees, vendors and others encountered in the course of the work.
8. Represent the department and the District effectively in meetings with managers, supervisors, employees, union representatives and others on a variety of issues.
9. Prepare clear, concise and accurate reports, correspondence, analytical studies and other written materials.
10. Organize, set priorities and exercise sound independent judgement within areas of assigned responsibility.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with major coursework in public or business administration, human resources, psychology or a related field and five years of increasingly responsible human resource management experience **or** graduation from high school or G.E.D. equivalent; and seven years of increasingly responsible human resource management experience. Experience in a governmental setting 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 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.

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 – x

Dated: June 12, 2018

San Diego Unified Port District

Class Code: B892-~~UE16~~UE18

CLASS SPECIFICATION
Manager, Citizen & Customer Intelligence

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

GENERAL PURPOSE

~~Under policy direction, this~~ This position is responsible for managing all ~~listening and learning market research efforts associated with “the people, marketing and communications campaign analytics and recaps, and database development to gain a better understanding of the port”, including our 1.6M citizens,~~ District’s customers, guests and other key stakeholders. ~~and drive a positive return on investment.~~ Insights and intelligence provided by ~~Primary Market~~ primary market research and ~~Secondary Data Mining~~ secondary data mining and analytics will assist in the development of new business development, value creation in user experience engagement and satisfaction, and will support the District’s marketing strategy and execution. ~~The purpose of this position is to develop deep citizen and customer insights that lead to overall innovation, commercial strategy tracking and associated tactics.~~ reporting of District marketing and communications campaigns, budget management, as well as assisting with customer database development and assisting with the District’s Baywide Signage Plan. The Manager will be central in determining how to measure ~~innovation~~ campaign results with specific and measurable metrics across the organization and within ~~Enterprise Strategy and Innovation (ES&I), the District’s Marketing & Communications Department.~~ This position will primarily interact with external organizations, Vice President’s & Directors & other leaders ~~stakeholders~~ within the District; will be responsible for enabling collaboration across ~~the enterprise departments.~~ Additionally, the position is responsible for ~~communicating and promoting the~~ collaborating with others internally to communicate and promote the District’s story ~~of success.~~

DISTINGUISHING CHARACTERISTICS

With direction and oversight from the Director of ~~ES&I~~ Marketing & Communications, this single position class is responsible for developing a data driven citizen/customer intelligence competency, building a data management system, discovering, designing and delivering insights to improve District experiences, driving key transformation initiatives, reporting on the success of ~~innovation initiatives~~ marketing and communications initiatives, developing and assisting with a Baywide Signage Plan and supporting the District’s innovative approach. This position will work collaboratively across the organization to establish and manage standards and provide guidance. on how to measure and track results of campaigns. ~~Individuals~~ The incumbent must will need to possess a strong background of analytical thinking capabilities, metrics driven performance programs, leadership capabilities and have the ability to drive collaboration while inspiring others to think differently. This individual will also promote the “storytelling” of the District’s innovation success with data.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by the person~~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. Builds strategic partnerships with key internal and external stakeholders and thought leaders to activate the District's vision of delivering new solutions for our ~~1.6M~~8M citizens, customers, and guests. ~~Identifies, manages~~Identifies, manages and ~~cultivates~~cultivates existing and new relationships with thought leaders, corporate innovation partners, key strategic stakeholders to learn, promote, secure and expand ~~ES&I~~the District's capabilities and knowledge.
2. Be responsible for and manages the ~~Primary Market Research~~primary market research and ~~Secondary Data Mining~~secondary data mining and ~~Analytics~~analytics ~~that will~~to create a new ~~platform~~platforms of ~~Citizen~~citizen and ~~Customer Intelligence~~customer intelligence at the District.
3. Brings market leading techniques, e.g. Big Data, to the ~~ES&I team~~District and challenges the team to find new and deeper "insights" that lead to value creation.
4. Works with IT and other internal departments to develop a customer database that allows the District to maintain superior customer service and communications with external stakeholders.
- 4.5. Manages all primary market research activities.- Responsibilities include identifying and managing external business partnerships, study design, creating stimuli (screeners, discussion guides, etc.) executing on study design and providing market and ~~C&C~~citizen and customer insights to influence and drive corporate, divisional, and business strategy and execution. Manages any contract(s) with third party research vendor(s).
6. ~~Identifies~~Identify and ~~recommends~~recommend opportunities with data driven rationale for ~~Business Development~~business development consideration through routine market and commercial analysis and situation updating.
- 5.7. Tracks and reports on campaign results for marketing and communications initiatives and provides recommendations for improvements and adjustments to campaigns based on the data.
- 6.8. Responsible for secondary data collection and analytics, including commercial trends, source of business, value creation opportunities, C&Ccitizen and customer involvement and engagement metrics and results. Ensures disciplined approach to executing and supporting data management; including discovering and defining data sources, best in class data analytic techniques and data storage solutions.
9. PreparesAssists with the development and management of a comprehensive Baywide Signage Plan that creates a consistent signage package across the District that is on brand. Works with internal and external stakeholders on the development and execution of the plan.

~~7.10.~~ Prepares progress reports and presentations for ~~ES&I~~Marketing & Communications Department to share status and outcomes with the organization, and supports those presentations personally as needed. ~~Identifies~~Identifies areas for collaboration and transformative change to help support a culture of innovation at the District.

~~8.11.~~ Oversees ~~a portion of the group~~Marketing & Communications Department budget and directs funds to external vendors.

~~9.12.~~ Directly and indirectly directs and assigns work to others through a matrix environment.

OTHER DUTIES

1. ~~Represents~~Represents the District on professional and community boards and committees; ~~engages~~engages in innovation and data/metrics driven discussions and presentations that advance the ~~enterprise's~~District's long-term interests.

QUALIFICATIONS

Knowledge of:

1. Consulting, research, innovation, data management and analysis, product or project management in a service or solutions environment; and have experience setting up and/or refining a function and managing/tracking organizational change initiatives. Heavy research, data management and metrics orientation to business is critical.
2. Internal communications and have the skills to message progress against a business change or strategy.
3. Marketing and communications analytics, including gross impressions and web analytics.

Ability to:

1. ~~How to handle~~Handle internal and external resources and service provider in a highly visible ~~situation or environment~~.
2. Build and drive communications to support a new innovative culture. Set key communication and innovation objectives that are clear, measurable and concise for the District and ~~the ES&I team~~Marketing & Communications Department.
3. Build commitment among stakeholders by using “their” language and inspiring them.
4. Design and implement the right behaviors for change throughout the organization.
5. Provide effective and inspiring leadership to the ~~ES&I~~Marketing & Communications Department's strategic planning ~~and innovation~~ team (strategic leadership).
6. Identify internal communications needs of ~~ES&I~~ the Marketing & Communications Department on an ongoing basis, including topics, audiences, messages and channels.
7. Research and vet new opportunities that advance the story of ~~innovation at~~ the District.

8. Develop and share points of view on new insights, innovation/design approaches and technologies across the ~~enterprise~~[District](#).
9. Manage multiple tasks, build communications campaigns, be an influential leader and presenter and manage organizational change.
10. Illustrate clear authority and leadership capabilities and support the District's culture of innovation at the highest levels.
11. Build strong strategic relationships with key stakeholders to develop data driven intelligence/insights, innovation, design and culture capabilities to support a new way working and collaborating at the District.
12. Simultaneously manage multiple challenging activities.
13. Work collaboratively across the organization to drive a culture of innovation and ~~ES&I's~~ [the Marketing & Communications Department's](#) strategic goals and vision.
14. District personnel policies and labor contract provisions.
15. Understand, ~~interpret, explain~~ and apply applicable District policy and procedures.
16. Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, or a closely related field; and 5 to 7 years of progressively responsible management consulting or data management firm, or closely related field, at least five of which were in a supervisory or program management capacity. MBA 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 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.

~~If assigned to perform work at any of the District's maritime facilities, the incumbent 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.

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~~2018—x

Dated: ~~September 8, 2016~~June 12, 2018

San Diego Unified Port District

Class Code: B626-UE1812

CLASS SPECIFICATION**Port Security Manager~~Facility Security Coordinator~~**

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,~~implements, revises and maintains the facility security plans for the marine cargo terminals and cruise ship terminal;~~ 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 ~~C~~company and ~~V~~vessel ~~S~~security ~~O~~fficers. ~~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. ~~Develops and implements programs which emphasize prevention, readiness, response, recovery and business continuity in the planning, execution and monitoring phases and in the overall program management, thus enhancing the overall safety and security of the Tidelands and critical District infrastructure. Also c~~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~~Facility Security Coordinator~~ has primary responsibility and overall accountability for District-wide physical security planning and implementation and overall responsibility for~~coordinating~~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 ~~Port~~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 ~~Port~~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 ~~Port~~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) ~~is~~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 ~~Captain of the Port (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 ~~are recorded and reported~~ 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, ~~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~~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.

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

~~State requirements. In addition, if assigned to perform work at any of the District's Harbor Police facilities, you must be able to pass a background investigation.~~

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.

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~~2018 - x

Dated: ~~June 10, 2014~~June 12, 2018

San Diego Unified Port District

Class Code: B938-UE18

CLASS SPECIFICATION
Principal, Economics and Policy

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

GENERAL PURPOSE

Under general direction of a Director or Assistant Vice President, supervises the work of professional and technical staff and oversees multiple aspects of the District's economic and policy initiatives, including but not limited to: long-range transportation and maritime planning, energy rates and conservation, economic impact reports, policy, environmental protection, business operations, budget administration, contract management, and other administrative responsibilities; acts as a complement and substitute for a Director or Assistant Vice President; facilitates the resolution of issues between key stakeholders; monitors and ensures compliance with applicable laws and regulations of regulatory agencies and District policies, represents the District; and acts as a liaison in high-level interactions, and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Principal, Economics & Policy is a management level position working under a Director or Assistant Vice President. The incumbent is responsible for leading a team and implementing and executing team-level or department-level operational goals and objectives. Responsibilities require independent judgment on issues that are complex, interpretive, and evaluative in nature. Responsibilities and assignments require a thorough understanding of District and department policies, practices and procedures, and involve significant accountability and high-level decision making. The incumbent plans and formulates detailed work plans and budgets, directs and manages the development of annual work programs and objectives, and monitors and ensures compliance with all applicable laws and regulations. The incumbent is assigned highly complex and specialized responsibilities requiring advanced professional-level knowledge of the goals, objectives and technical requirements of maritime policy and economics, utility rate setting and/or tariff setting, economic impact assessments and transportation planning.

The Principal, Economics & Policy is distinguished from other management and supervisory classes in that incumbents serve as top finance, budget and administrative leaders for a team or department and require a high degree of administrative discretion to carry out significant department policies and 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. Leads, coordinates, directs, plans, manages, supervises, provides leadership, and evaluates key strategic initiatives of an assigned team, department or division; analyzes, implements and monitors work plans to achieve the District mission, goals and performance measures; monitors performance against a team's, department's, or division's budget; leads economic and initiatives and programs for the District; develops and implements plans, policies, systems and procedures applicable to team, department, or division responsibilities.
2. Directs, analyzes, and evaluates the performance of team, department, or division staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; prepares performance evaluations and reviews individual evaluations with staff; recommends merit increases and other rewards to recognize performance; recommends disciplinary action to address performance deficiencies, in accordance with the District's Personnel Rules and Regulations and labor contract provisions.
3. Provides leadership and support to team, department, or division staff and develops and retains highly competent, service-oriented staff through selection, training and day-to-day management in support of the District's mission, objectives and service expectations; oversees and administers ongoing team, department, or division training; provides leadership and participates in programs and activities that promote workplace diversity and a positive environment for employee relations.
4. Serves as a District representative and acts as a liaison in interactions with other industry and governmental agencies, tenants, District member cities, professional organizations, community groups and elected officials on program issues; plans, organizes, facilitates and manages planning activities with other governmental agencies; serves as District's representative on local, regional and national associations of interest to the District's mission; participates in meetings, conferences, conventions and other professional forums to keep abreast of regional/national economic and policy trends and emerging strategies for ports.
5. Directs, plans, develops, analyzes, and conducts program outreach and promotional activities for assigned programs; develops or directs development of information, outreach and educational materials; directs team, department, or division staff to plan, organize and implement effective public relations goals and strategies; oversees staff presentations to tenants and community, neighborhood, business and school groups; plans initiatives to encourage public participation in division programs.
6. Leads, develops, directs, writes, analyzes, reviews and presents a variety of technical and professional reports, documents, correspondence and records related to assigned programs; drafts correspondence to other District departments and state and federal

regulatory agencies; drafts Board of Port Commissioners agenda items and memos; oversees maintenance of accurate and complete records.

Additionally, the incumbent may also be responsible for overseeing one or more of the following specialized departmental division areas:

1. Analyzes and reports data that helps to explain and forecast economic and financial trends.
2. Makes recommendations on economic equations used in forecasting models and/or bank stress testing.
3. Uses knowledge of regional economies to assist in forecasting regional economic activity and helps produce regional economic reports.
4. Partners with various business groups (i.e. internal business intelligence and data analytic teams within the team and across the groups) to collaborate on projects. Delivers presentations on economic issues to internal and external audiences.
5. Directs, manages, develops, negotiates, and administers consultant contracts; drafts contract language; awards or recommends awarding of contracts, selecting appropriate consultants; monitors and evaluates contract compliance, including contract invoices. Assesses, identifies and facilitates economic reports that are necessary for grant applications.
6. Researches and identifies potential sources for, secures and administers grant and loan funding from governmental agencies, foundations and other funding sources. Maintains and grows existing and new business lines.
7. Leads departmental policy development and analysis involving transportation industry competition and antitrust issues; leads reviews of benefit-cost analyses for transportation infrastructure projects under departmental grant programs; leads the development of the analyses of economic impacts of transportation security measures; and, leads work that improves the quality of economic data and analytical methodologies available for transportation policymaking.

OTHER DUTIES

1. Acts as the Director or Assistant Vice President in that individual's absence.
2. Directs and manages program managers and other staff to assess and identify project/program needs and plans to verify project scope and expectations.

QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices, concepts and techniques used in developing and executing public administration, budget and financial planning, contracting and maintenance of public records.
2. Theories, advanced principles, laws, practices and statistical techniques related to use of economic tools/mathematical models for forecasting market trends.
3. Advanced policy, political, economic, and/or environmental issues influencing transportation planning program/project development and implementation.
4. Advanced research methods and analysis techniques.
5. Advanced principles and practices of effective human resource management and supervision.
6. Principles and practices of effective business communications.
7. District Personnel Rules and Regulations, policies and labor contract provisions.
8. Principles and practices of strategic and long-term business planning.

Ability to:

1. Plan, organize, manage and direct a variety of complex work programs, financial functions and operations programs and activities.
2. Manage multiple projects and programs that implement the division work plan, vision and goals.
3. Analyze, evaluate and make sound recommendations on complex financial data and department operations.
4. Define complex issues, perform difficult and complex analysis and research, evaluate alternatives and develop sound conclusions and recommendations.
5. Understand and apply District, local, state, and federal policies, laws and regulations and court decisions applicable to areas of responsibility.
6. Apply creativity and flexibility in problem solving to complex and/or sensitive issues and problems.
7. Present proposals and recommendations clearly, logically and persuasively in public meetings.
8. Represent the District and department effectively on a variety of issues; negotiate effectively on behalf of the District.
9. Develop and implement appropriate procedures and controls. Prepare clear, concise and comprehensive projects, assignments, reports, correspondence, studies, policy and other written materials.

10. Exercise sound, expert independent judgment and political acumen within general policy guidelines.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
12. Establish and maintain effective working relationships providing leadership and direction with all levels of District management, employees, the public, government officials, tenants, contractors, suppliers, businesses, agencies, labor unions and others.
13. Provides expertise, guidance and assistance to executives, senior staff, the Board of Port Commissioners, other staff, tenants and external customers.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public policy, government, or economics degree, or a closely related field; and a minimum of eight years of progressively responsible experience involving implementation of related professional programs of similar complexity and scope in private or public agencies.

Experience assessing, preparing, and presenting economic analyses of public policy alternatives to assist policy decision makers or equivalent decision makers as a regular and recurring part of employment.

Preferred experience independently developing, formulating, and guiding analyses of infrastructure investment and finance, industry structure and performance, or regulations and enforcement in transportation, safety, environment, trade, or related fields utilizing econometric, statistical, and economic models, methods, and techniques.

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 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.

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 – x

Dated: June 12, 2018

San Diego Unified Port District

Class Code: B282-UE~~17~~18

CLASS SPECIFICATION

Program Manager

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

GENERAL PURPOSE

Under general direction, plans, organizes, manages and participates in the work of teams engaged in developing, implementing, testing and evaluating large-scale programs or projects of significant District impact in terms of cost, service impact and visibility; plans and monitors performance against program goals and objectives and ensures program results; leads and participates in efforts to build program support and participation with internal and external program or project stakeholders; assists in planning and coordinating implementation of large scale projects or programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Program Manager is responsible for planning and managing teams of internal staff and outside resources engaged in implementing and evaluating large-scale programs or projects, with significant District importance, visibility and cost impact. Programs or projects typically entail substantial, multi-year resource commitments and significant staff involvement. Work requires program/project management expertise to integrate multiple interests and stakeholders in achieving successful program/project results. In-depth organization and process knowledge is frequently essential for ensuring program/project success. An incumbent also assists in planning and coordinating implementation of the District's strategic and business planning initiatives and processes.

Program Manager is distinguished from other project management positions that require knowledge and experience in engineering, planning, environmental, maritime or other similar disciplines.

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, controls, integrates and evaluates the work of internal staff, consultants and contractors assigned as program or project staff; develops, implements and monitors project plans to achieve planned project goals and performance standards and criteria; develops and monitors performance against the project budget; plans, prioritizes, monitors and controls business, technical, fiscal and administrative functions relevant to program or project success.
2. Plans, organizes, directs and evaluates the performance of internal project team members; establishes performance requirements and personal development targets applicable to

project requirements; regularly monitors performance and provides coaching for project performance improvement; provides performance evaluation feedback to team members' managers or 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 District's Personnel Rules and Regulations, policies and labor contract provisions.

3. Provides leadership and works with program/project staff to develop and retain 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. Manages a large-scale District-wide program or project; formulates overall program/project goals; researches, develops and implements program or project plans to meet goals and service objectives; develops, recommends and manages program budgets, features and metrics; develops and implements or recommends associated program policies and operating and administrative procedures; identifies and recommends solutions to program resource needs and requirements; develops a program or project work plan; plans, organizes, implements and evaluates work activities to meet established overall program or project goals and objectives; analyzes alternative methods or processes to meet program and service delivery goals, including conducting cost benefit and resource requirement analyses; ensures program compliance with all applicable District and outside agency requirements.
5. As project leader, defines project goals and objectives, convenes appropriate task forces and committees, develops agendas and facilitates meetings, develops and manages multi-year and annual work programs, negotiates, manages and expedites consultant contracts and monitors project status and progress; manages change control processes; leads and participates in the analysis and redesign of complex work processes associated with program/project requirements; conducts management reviews of progress against time lines and budgets and develops project reports and related materials; develops and prepares reports and presentations.
6. Evaluates the effectiveness of program activities and makes or recommends program modifications; monitors conformance with program/project budget and other requirements; prepares narrative and statistical program performance reports and recommendations.
7. Coordinates and integrates program services and activities with other divisions and departments; develops program partnerships, where applicable, with external agencies and organizations.
8. Represents the program and project team with senior management, project sponsor, consultants, contractors, stakeholders and the public.

Additionally, incumbents may also be responsible for overseeing one or more of the following specialized areas.

9. Provides environmental expertise and technical assistance to other departments, tenants, agencies and organizations; responds to a variety of environmental inquiries from representatives of different District divisions/departments or tenants and provides recommendations, to address environmental land use or planning issues; applies laws, regulations, rules, policies, processes and procedures related to areas of responsibility for District management, staff, tenants and stakeholders; responds to requests for information regarding project activities or requirements; represents the District in meetings with internal and external agencies regarding project issues; conducts in-house training on assigned projects and regulatory processes.
10. Oversees and participates in performing environmental field investigations; conducts compliance work and special studies requiring technical expertise and knowledge in environmental land use, planning, maritime and sustainability disciplines; plans and organizes site environmental assessments and field investigations; plans and directs field sampling and other environmental survey activities and efforts associated with sustainability, natural resources, stormwater, watersheds, bay water and sediment quality, hazardous waste property inspections and clean-up/mitigation efforts, and their associated educational programs; plans and organizes the activities of field crews for District and tenant environmental compliance investigations; oversees and participates in the compilation and analyses of data and findings and recommends courses of action.
11. Oversees the preparation of and provides recommendations regarding the Port Master Plan and other related plans to obtain approval of Port Master Plan Amendments by the Board of Port Commissioners and certification by the California Coastal Commission for projects.
12. Participates in and monitors reviews of District and tenant development projects to ensure compliance with the California Environmental Quality Act (CEQA), coastal, environmental and other relevant federal, state and local laws, regulations, codes and District policies and procedures; oversees issuance of coastal development permits consistent with CEQA, Coastal Act, San Diego Unified Port District Act and the Port Master Plan.
13. Facilitates planning and environmental activities with other governmental agencies; serves as District's representative on local, regional and national associations of interest to the District's mission; participates in meetings, conferences, conventions and other professional forums to keep abreast of regional/national planning trends and emerging strategies for ports.
14. Leads and executes multiple complex District waterfront arts and activation projects, public policies, programs and strategies. Provides seasoned judgment, creativity and professional expertise in creative placemaking principles; manages arts and cultural programs; provides stewardship and care of art, historical objects and cultural assets; manages activation of District public parks and event facilities including community-organized event sponsorships and recreational initiatives; and evaluates, oversees and negotiates agreements for large-scale special events to provide financial and promotional return to the District and to support the bay-wide creative economy. Has a broad knowledge of local, state and federal laws, and demonstrates political acumen in dealing with a wide range of internal and external

stakeholders, government agencies and diverse assignments. Implements and facilitates District-wide creative placemaking events and activities that entail substantial, multi-year resource commitments and significant staff coordination, oversight and involvement. Responsibilities allow for broad discretion on issues that require professional analysis, and are complex, interpretive and evaluative in nature.

OTHER DUTIES

1. May act for the department director in that individual's absence.

QUALIFICATIONS

Knowledge of:

1. Project management methodologies and software.
2. Advanced principles, practices and methods of program, administrative and organizational analysis, including work flow analyses and business process reengineering.
3. Advanced principles, practices, tools and techniques of program/project planning and management, including change management and control.
4. Theory, principles and practices of strategic planning and long-term business and operation planning.
5. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
6. Principles, practices and methods of project budgeting and cost control.
7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
8. Principles, practices and techniques of group process facilitation and conflict resolution.
9. Principles and practices of sound business communication.
10. Principles and practices of effective management and supervision, particularly as applicable to project teams.
11. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Operate Project Management Software.
2. Plan, organize, manage and direct a variety of complex program functions and activities to achieve program/project goals, objectives, timelines and deliverables over a multi-year period.
3. Analyze difficult and complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.

4. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
5. Coordinate program/project activities with multiple stakeholders and facilitate development of consensus among diverse groups and individuals.
6. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
7. Understand and apply laws, regulations, ordinances and policies applicable to program/project responsibilities.
8. Understand, interpret and respond to internal and external customer needs and expectations.
9. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
10. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program/project stakeholders.
11. Negotiate effectively on behalf of the department and the District.
12. Ensure the maintenance of all required files, records and documentation.
13. Exercise expert independent judgment and initiative in the recognition and resolution of complex and difficult problems within established policy guidelines.
14. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
15. Establish and maintain effective working relationships with all levels of managers and staff, representatives of other agencies, consultants, contractors, the public and others encountered in the course of work.
16. Make public and stakeholder presentations on projects, District initiative, and policies.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, environmental or natural sciences, urban or regional planning, art or art history, or a closely related field; and at least five years of progressively responsible project management or program development, implementation and administration experience. 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 District business.

California Department of Motor Vehicle (DMV) ~~P~~pull ~~N~~notice ~~S~~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 ~~D~~driver ~~L~~icense 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 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 #: ~~2017-130~~2018-x

Dated: ~~September 12, 2017~~June 12, 2018

San Diego Unified Port District

Class Code: B209-UE~~17~~18

CLASS SPECIFICATION
Project Manager, Waterfront Arts & Activation

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

GENERAL PURPOSE

Under general direction, manages, coordinates, and oversees waterfront arts and activation projects for the San Diego Unified Port District (District); works with District staff, District tenants, stakeholders, artists, consultants, community partners, [event producers](#), and vendors to facilitate the [production and](#) integration of artwork, cultural activities, and community [and private](#) special events on the waterfront; implements the work outlined in District waterfront arts and activation policies; serves as liaison between District departments, staff, advisory committees, and ~~the public~~ [a variety of stakeholders and customers](#); and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Project Manager, Waterfront Arts & Activation is responsible for planning and executing multiple arts and activation projects and creative place-making initiatives; ~~;~~ [overseeing and, as needed, executing logistical arrangements and compliance with legal and professional requirements for the planning and permitting of District and stakeholder special events](#); and coordinating multi-disciplinary project teams to meet the department's vision, goals, strategies, and objectives. Projects typically entail substantial, multi-year resource commitments and significant staff and community involvement. Incumbents are responsible for administering contracts and facilitating the development of artwork projects, including developing detailed project and fiscal plans to ensure that work is completed and installed within budget and timelines; [and/or administering the execution, compliance, documentation and sponsorship of special events by the District and its customers in the community](#). Project Manager may supervise subordinate staff as assigned.

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. Manages, organizes and oversees multiple waterfront arts and activation projects, events and creative placemaking initiatives; continuously tracks projects to ensure they are completed on time and within budget; researches creative placemaking trends, land uses, park usage, and recommends sites and potential future projects; coordinates full life-cycle project meetings and resolves issues as they arise.
2. [Facilitates and manages the production of events that activate and enhance the access of the public and stakeholders to the recreational assets of the District including parks.](#)

piers and event facilities, ensuring timely completion of logistical and legal requirements and obligations by the District and its customers and stakeholders.

3. Provides support and assistance to the department's management team for current and future waterfront arts and activation projects; assists with developing, implementing and assessing business related public policies; organizes, coordinates and prepares information and materials for the public, media, and advisory committee meetings.
- ~~2.4.~~ Assists in the development of procedures related to the management and execution of waterfront arts and activation initiatives and projects.
- ~~3.5.~~ Prepares and disseminates requests for qualifications/proposals to announce opportunities; negotiates contractual obligations.
- ~~4.6.~~ Serves as liaison between District departments, staff and the public for current and future waterfront arts and activation projects; interfaces with member cities, community and civic leaders, and industry professionals.
- ~~5.7.~~ Assists in planning and coordinating multiple arts and cultural events to activate the waterfront.
- ~~6.8.~~ Manages the day-to-day maintenance, conservation, and care of artworks under the stewardship of the District.

OTHER DUTIES

1. Provides backup for team and interdepartmental members, as necessary.

QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices, tools and techniques of program/project planning and project management, including construction and installation management.
2. Local, state and federal regulatory/permitting requirements and processes related to the District's arts and activation activities and initiatives.
- ~~2.3.~~ Principles and practices of public administration, including purchasing, contracting and maintenance of public records and databases.
- ~~3.4.~~ Principles and practices of effective management and supervision, particularly as applicable to project teams.
- ~~4.5.~~ Contemporary trends and practices in the public art field including artists working in the public realm, and in collaboration with architects and urban planners.
- ~~5.6.~~ Local, national and international artists.
- ~~6.7.~~ Public policy approaches to arts and cultural programs.
- ~~7.8.~~ Current issues and initiatives around art on a local, regional and national basis.

~~8.9.~~ 9. Methods and techniques of community interface and public meeting organization.

~~9.10.~~ 10. Principles, practices and techniques of negotiation.

~~10.11.~~ 11. Principles and practices of sound business communications.

~~11.12.~~ 12. Working with contractors, sub-contractors, consultants and inspectors.

~~12. Local permitting processes.~~

Ability to:

1. Plan, manage, organize, oversee and coordinate a variety of projects and department functions simultaneously to achieve District goals, objectives, timelines and deliverables over a multi-year period.
2. Utilize project management software.
3. Understand and apply federal, state and District requirements regulating the use, placement and maintenance of artwork and special events on the waterfront.
4. Analyze and make knowledgeable recommendations on programs, projects, events, and creative placemaking strategies.
5. Understand, interpret, apply and explain District policies and practices.
6. Exercise sound ~~expert~~-independent judgment within policy guidelines.
7. Demonstrate tact and diplomacy in dealing with difficult or sensitive issues and situations.
8. Represent the District in negotiations with service providers and community partners or groups.
9. Communicate effectively, orally and in writing.
10. Present initiatives and projects logically and effectively in public meetings.
11. Prepare clear, concise, comprehensive and persuasive reports and other materials.
12. Establish highly effective working relationships with District management and staff, community representatives, stakeholders, developers, the public, and diverse service providers - artists, performers, contractors, and consultants.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in art, visual art, art history, business, planning, public administration, marketing or a closely related field; and three years of experience with managing projects and programs of similar scope, scale and program complexity; or graduation from high school or G.E.D. equivalent and six years of progressively responsible relevant experience with managing projects and programs of similar scope, scale and program complexity. A Master's Degree can be substituted for one

year of 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 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 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 #: ~~2017-130~~2018-x

Dated: ~~September 12, 2017~~June 12, 2018

San Diego Unified Port District

Class Code: B856-UE~~13~~18

CLASS SPECIFICATION Public Information Officer

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

GENERAL PURPOSE

Under direction, the Public Information Officer participates in developing and implementing over-all public, media, and community relations strategies and plans to meet San Diego Unified Port District (District) public relations goals and objectives; plans, organizes and executes assigned public relations, community outreach and/or media events; writes and oversees production of a wide variety of public relations materials, including the website and social media, oversees Communications team, and performs related duties as assigned

DISTINGUISHING CHARACTERISTICS

Public Information Officer is responsible for planning and executing assigned public relations, media relations and community outreach programs. Incumbents assist and participate in developing and implementing public and media relations strategies and plans to meet designated public relations goals and objectives. Incumbents plan, organize and execute assigned public relations, media relations, community outreach, special and/or media events and represent the District in a wide variety of public interactions. Incumbents are expected to gain detailed knowledge about the District functions, operations, history, staff, officials and other key information, to become increasingly knowledgeable of District-specific public relations procedures and practices and to carry out assignments in all areas of responsibility with significant autonomy and accountability.

Public Information Officer is distinguished from Principal Marketing/Public Relations Representative in that incumbents in the former class specialize in planning and administering public relations, community outreach and media relations project and program activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Plans, supervises, and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve departmental mission, goals and performance measures; supervises, and participates in developing plans, policies, systems and procedures applicable to department responsibilities; participates in development of the department's budget.
2. Plans, organizes, directs 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 disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District Personnel Rules and Regulations, policies and labor contract provisions.

3. Plans, organizes, manages, integrates and executes or oversees development and implementation of assigned marketing and special events; presents concepts, ideas and plans to stakeholders; selects, oversees and negotiates agreements with vendors that provide event services, equipment and supplies; directs and oversees event logistics, develops contingency plans and makes adjustments as necessary; makes determinations regarding publicizing and advertising events. Assists in developing and managing the implementation of community, public and media relations goals, objectives, plans, strategies, policies and standards; provides professional advice and assistance to senior management on communications, community relations and related matters; develops and recommends communications and community relations strategies and key messages in marketing and public relations efforts.
4. Represents the District or the department in a wide variety of high-visibility civic, community, tourism, cruise line and professional organizations and associations; communicates District activities and position on issues and activities; identifies and commits to appropriate action/follow-up on behalf of the District; works with District management to address issues and requests; as requested by civic or community organizations and others, makes public presentations, including speeches and audiovisual presentations or ensures that District is represented at events.
5. Provides expert professional guidance and support to senior management, District divisions and tenants on media issues and strategies; analyzes situations and provides strategic media advice regarding various activities and projects of the District and its tenants.
6. Authorizes media vehicles and expenditures for advertising; ~~directs~~assists with development of branding and advertising concepts and messages; directs, manages and oversees the work of the external ~~advertising and~~ public relations firms and develops, negotiates and administers applicable contracts.
7. 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.
8. Serves as official media spokesperson for the District and responds to public and media inquiries on a variety of issues in a timely manner; responds to or arranges for responses to media inquiries, ranging from the routine to sensitive and complex; researches issues and defines or proposes responses to promote a positive image of the District; gives media interviews; keeps senior leadership up-to-date on development of media inquiries.
9. Develops, proposes and takes proactive steps to inform the media and key contacts about the District; builds positive relationships with the media and other key contacts; identifies issues, projects and plans that can be used to build positive images with key public groups; develops concepts and story ideas; supervises or writes, edits, produces and distributes approved news releases, articles, speeches, and fact sheets; determines appropriate distribution and follows-up with sources as necessary; pitches events to media; serves as District contact for news releases and media advisories to provide additional information and

expertise; oversees activities of public relations firms and reviews news releases, media kit information and articles for accuracy; writes promotional and ~~advertising~~marketing copy.

10. Supervises and participates in the activities and operations of the Internet and Intranet web section along with all social media activity; works with managers from District departments to assess and identify project needs and plans and to verify project scope and expectations; oversees implementation of approved Internet and Intranet projects; reviews and approves site enhancements; edits content, as appropriate.
11. ~~Supervises~~Assists with the development, production and distribution of public relations and communications materials, including brochures, internal and external publications and promotional videos; creates concepts to meet District goals and objectives; writes or obtains content from a variety of sources and edits and revises; ~~supervises and monitors performance of graphic artists, printers and videographers to ensure timely and cost-effective development and production;~~ monitors and finds opportunities to increase distribution or visibility.
12. Provides professional communications, community services and outreach assistance, guidance and support to District officials and divisions; analyzes internal and/or public relations implications and provides strategic public relations advice on a variety of issues and projects; acts as speechwriter for Commissioners, including speaking points, speeches, proclamations and resolutions for public presentation; attends social, trade and civic functions to promote the District's services.
13. Serves as District representative in hosting dignitaries; plans, organizes and conducts special briefings and tours; determines appropriate speakers or individuals to represent District and schedules and organizes participation; selects appropriate gifts; develops and conducts formal presentations and responds to inquiries regarding a wide range of District operations, activities, history and design.
14. Plans, organizes and participates in the activities of the Speaker's Bureau; schedules presentations and arranges for speakers; drafts presentations for speakers; creates and delivers public presentations on behalf of the District to a wide range of community, civic, trade and other organizations.
- ~~15. Manage marketing and fee for service program of work, keep the program current and represent the best interest of the District.~~
- ~~16.~~15. Support District events with expertise and hands on expertise as needed.
- ~~17. Support and guides Waterfront Activation efforts as needed.~~

OTHER DUTIES

1. Plans, manages and directs the development and maintenance of the District's ~~website, marketing website; provides oversight, guidance and approval in the development, production and distribution of marketing, sales and presentation materials, including brochures and promotional videos.~~
- ~~2. Oversees development and implementation of corporate identity program.~~
- ~~3. Directs and oversees administration of financial assistance, fees for service and sponsorship agreements and programs.~~

- ~~4. Supervises the activities and operations of the park permitting section; ensures that all District guidelines are complied with in the issuance of park permits.~~
- 5.2. Assists in developing and administering the division budget; participates in budget review sessions and incorporates revisions; evaluates the need for changes in budgetary allocations during the fiscal year.
- 6.3. Represents the District or the department in a wide variety of internal committees, as well as high-visibility civic, community and professional organizations.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, concepts and techniques used in developing and executing marketing, media relations, public relations and community outreach plans, programs and strategies.
2. Advanced methods and techniques of issue and image management.
3. Advanced public speaking principles, practices, methods and techniques.
4. Principles and practices of strategic and long-term business planning.
5. Advanced methods and techniques for creating effective marketing, media and public relations materials.
6. Effective business communications and correct English usage.
7. Industry trends and media practices as they apply to developing and carrying out public relations, marketing and advertising programs.
8. District functions and operations and associated public relations, community relations, media relations and marketing issues.
9. Cruise ship and tourism industry trends, operations, sales and marketing.
10. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
11. Research methods and analysis techniques.
12. AAPA Guidelines.
13. Principles and practices of contract negotiation.
14. Practices, methods and techniques in large-scale event planning.
15. Basic web technologies, terminology and applications relevant to assigned responsibilities.
16. Principles and practices of effective management and supervision.
17. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, organize, direct and integrate the activities of a comprehensive marketing program to meet District goals and objectives.
2. Supervise programs and services directed to building and maintaining the District's image in the community and with key stakeholders.
3. Analyze and make sound recommendations on complex marketing, public relations, media relations, community outreach and public affairs issues and strategies.
4. Plan and direct a broad range of programs and services directed to promoting the District's identity and image in the community, with business and industry groups and other key stakeholders.
5. Develop concepts and design specific methods and techniques to improve internal and external communications.
6. Develop concepts and design specific methods and techniques to effectively advertise.
7. Generate interest and convey messages through the development of graphic treatments and persuasive writing.
8. Present information, proposals and recommendations clearly, logically and persuasively in public meetings.
9. Represent the District effectively in public settings and with media representatives on a variety of highly sensitive and complex issues.
10. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
11. Exercise sound, expert independent judgment and political acumen within general policy guidelines.
12. Exercise tact, diplomacy and discretion in dealing with highly sensitive and complex issues.

MINIMUM REQUIREMENTS**Education, Training and Experience:**

Graduation from a four-year college or university with a major in marketing, public relations, communications, business administration, or a closely related field; and at least four years of progressively responsible marketing, sales, public affairs, public information or closely related experience **or** graduation from high school or G.E.D. equivalent and six years of progressively responsible marketing, sales, public affairs, public information or closely related 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 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.

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 #: ~~2014-130~~2018 - x

Dated: ~~June 10, 2014~~June 12, 2018

San Diego Unified Port District

Class Code: B939-UE18

CLASS SPECIFICATION
Retirement Programs Administrator

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

GENERAL PURPOSE

Under general supervision, oversees all San Diego Unified Port District (District) retirement plans and retiree health care plans. Incumbents provide interpretation of policies and regulations pertaining to District retirement and health benefit plans. Responsible for coordinating benefits, mandated programs, and retiree programs. Monitor compliance with legislative provisions, review legislative initiatives, assist in legal matters, gather and analyze data, and develop financial/budget reports. Exercise responsibility for the accurate and timely processing of Human Resource matters in this area. Use independent judgement, initiative and good human relations and problem solving skills in the application of established procedures. Assist with special projects, personnel functions and perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Retirement Programs Administrator is responsible for managing the day-to-day operations of the District's retirement plans and retiree health care plans. The Retirement Programs Administrator demonstrates a high degree of initiative, independent judgement and expertise in retirement operations and fiscal strategies. This position also handles confidential retirement personnel and/or employment transactions.

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. Administers the District's comprehensive retirement plans offered through a variety of carriers and providers.
2. Researches, interprets, analyzes, and writes reports and summaries on a variety of policy directives, procedures, processes, and trends.
3. Monitors and reports on impacts of applicable legislation, ordinances, regulations and laws to the District's plans.
4. Provides responsive, high quality service to District retirees, employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
5. Acts as a liaison to third-party retirement plan administrators.
6. Make calculations for and prepare input documents, verify that payroll deduction notices are properly completed.

7. Performs financial analysis and monthly reconciliations of pension/benefits activity and account balances as needed.
8. Prepare presentations and speak before groups to explain plan benefits and provide pre-retirement benefit information.
9. Answer inquiries from retirees, District employees and outside agencies that require judgment and interpretation of applicable plan documents and related policies, rules and regulations.
10. Audits plan participation, payroll deductions, and ensure benefit interfaces between payroll and plan providers work reliably and as intended.
11. Ensures timely distribution of all required government filings, benefit documents and notices to plan providers, agencies, employees and other plan participants.
12. Makes recommendations on administrative policies and implements new procedures.
13. Prepares routine correspondence and reports as needed.
14. Researches and makes recommendations on plan changes to provide for cost savings, plan quality, and long-term sustainability.
15. Reconciles health insurance billings.
16. Maintains confidential files and records.
17. Assists in the preparation of special research reports and studies as needed.
18. Provides backup for other Human Resources department staff.

QUALIFICATIONS

Knowledge of:

1. Federal, state and local laws and regulations governing the administration or pre-and post-tax benefit plans and maintenance of plan/employee records.
2. Terminology, concepts and practices related to the processing of service and the maintenance of retirement system records.
3. Working knowledge of ERISA, IRS, DOL and SEC regulations, as they relate to equity and retirement plans.
4. Retirement plan administration.
5. Operational analysis and internal control systems.
6. Cost/benefit analysis.
7. Business arithmetic including percentages and decimals.
8. Research methods and data analyst's techniques.

9. Computer systems and software used in administering employee retirement benefit plans.
10. Advanced use of word processing, spreadsheets and other business management software.

Ability to:

1. Establish and maintain effective working relationships with personnel, management, and the public.
2. Communicate effectively both orally and in writing with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy.
3. Explain policies, and procedures relating to a variety of personnel issues.
4. Identify a need for developing and implementing new processes and procedures.
5. Analyze data, programs, and services to make recommendations for improvement.
6. Prioritize work to meet established deadlines under demanding conditions with changing priorities.
7. Compile and summarize complex statistical, financial, legislative, and other data.
8. Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
9. Represent the District effectively in meetings.
10. Interpret rules, regulations, and guidelines.
11. Organize and maintain specialized benefits files.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with major coursework in public or business administration, human resources management or a related field and (3) years of increasingly responsible experience in the administration of benefits plans **or** graduation from high school or G.E.D. equivalent; and six years of increasingly responsible experience in the administration of benefits plans. Experience in a governmental setting 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 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.

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 – x

Dated: June 12, 2018

San Diego Unified Port District

Class Code: B941-CN18

CLASS SPECIFICATION
Senior Multi-Media Specialist

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

GENERAL PURPOSE

Under general direction, provides management, planning and execution for a variety of multi-media channels, including brand-aligned digital and interactive production, traditional brand creative design and production, video production and/or photography for the San Diego Unified Port District's (District) marketing and public relations programs. Production management may include website development and design, social media strategy, planning, posting, monitoring and analysis, and development of associated content including, but not limited to, video shooting/editing, graphic design and photography. The Senior Multi-Media Specialist manages complex duties to support the Marketing and Communications Department's goals and objectives with regards to multi-media production that support both individual campaigns and overall brand objectives. The main focus of this position is the ongoing management, development and optimization of District-owned media channels and content in the digital space, including the deployment of quality creative content across owned, earned, paid and social media platforms. In addition to a broad multi-media skillset, incumbents will be well versed in at least three of the following specialty areas: social media management; website content development via a content management system; graphic design (Adobe Creative Suite); video filming, editing and production; photography and photo editing.

DISTINGUISHING CHARACTERISTICS

Senior Multi-Media Specialist is an advanced journey-level professional classification responsible for development and execution of a variety of multi-media channels. Positions at this level manage working groups, volunteers and contractors and perform a full range of complex analytical/technical work. Work requires independent judgment and a high-level of website management, information architecture, social media and content development skills or creative design and branding skills, including an ability to grasp complex topics and translate the information for various digital and external audiences. Work also requires the development of training programs for the Multi-Media Specialist team members and other District employees who have been assigned roles related to the website, social media, graphic design, video production and/or photography. Incumbents possess project-management experience along with technical and functional expertise in multi-media production and graphics/web site design, and must have strong organizational skills and demonstrated management ability.

The Senior Multi-Media Specialist is differentiated from the Multi-Media Specialist primarily in their ability and responsibility to develop and provide training and procedures to guide the Multi-Media Team members in both their professional development and daily assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Operates sophisticated computer programs relevant to their multi-media specialty such as Adobe Creative Suite, Premiere, After Effects, Drupal Content Management System or other specialized multi-media production programs.
2. Manage electronic information needs for the District including the content and design of the District's website, and social media and Intranet. Trains, manages and supports content contributors and users of the website. Develops and updates content, and provides quality checks for optimum usage. Monitors website for acceptable performance and user accessibility. Optimizes web architecture for navigability. Monitors and manages social media.
3. Collaborates across departments, especially with Information Technology, to manage capacity-building projects to optimize the District's digital media initiatives, including, but not limited to, the launch of social media channels.
4. Facilitates approval processes to ensure all communications are compliant with District goals and legal, regulatory and other necessary requirements.
5. Collaborates with team members for rapid and seamless execution of marketing campaigns.
6. Analyzes metrics to evaluate performance of the District's digital assets, including the website and all social media channels.
7. Contributes creative solutions in a deadline-driven, goal-oriented, multi-functional environment
8. Advises and assists in the selection of the media to be used for visual presentations, including video, photography, graphics, type style and size, ink color, and paper stock.
9. Direct and manage staff to ensure goals are met and progress is being made toward the department's objectives and project goals.
10. Communicate effectively orally, electronically, graphically and in writing, with department personnel, vendor representatives, contractors, media representatives, elected and appointed officials, technical crews, broadcast professionals, business representatives, consultants and the general public.

OTHER DUTIES

1. Uses a computer to perform job related tasks, input and maintain records, and/or conduct research as needed.
2. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Website content management systems.
2. Social media platforms.
3. Best practices for producing and sharing digital media content.
4. Uses of computer operating systems to create, design, and produce a variety of media-related materials.
5. Principles and practices of effective graphic design, writing, photography, video and marketing and communications.
6. Effective business communications and appropriate use of AP-style writing.

Ability to:

1. Effectively communicate, persuade and train others.
2. Act in a supervisory capacity.
3. Advise and interpret on how to apply policies, procedures and standards to specific situations.
4. Exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
5. Analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to classify, compute and tabulate data and information. Ability to compare, count, differentiates, measure and/or sort data, as well as assembles, copy, record and transcribes data and information.
6. Utilize a wide variety of descriptive data and information, such as regulations, maps, reports, technical operating instructions, promotional materials, press releases, newspaper clippings, scripts, and general correspondence.
7. Use functional reasoning and apply rational judgment in performing diversified work activities.
8. High-level management, planning and organizational skills, including an ability to grasp complex topics and translate the information for various digital audiences.
9. Plan, organize and schedule work independently and maintain work effectiveness with frequent changes in workload and priority of assignments, and under pressure of deadlines.
10. Ability to interact effectively with elected and appointed officials, District staff, community representatives and the media.
11. Use a computer and related software to input, query and maintain data. Coding ability is preferred, but not required.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Bachelor's degree in communications, public relations, graphic design, or related field and

five years increasingly responsible experience in public relations, computerized graphic illustration, or multi-media production/broadcasting, including knowledge of website development applications and protocols, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

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.

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 #: 2018 – x

Dated: June 12, 2018

San Diego Unified Port District

Class Code: B100-UE1817

CLASS SPECIFICATION
Senior Project Manager, Waterfront Arts & Activation

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

GENERAL PURPOSE

Under policy direction, assists with implementation of the San Diego Unified Port District's (District) waterfront arts & cultural programming, creative placemaking, and community engagement, including implementation of the District's strategic plans to activate public parks, open spaces and facilities; and management and development of projects in support of District-wide waterfront arts and activation policies. Represents the District as needed in the community, makes public presentations, regularly interacts with the public, stakeholders, government agencies, District tenants, contractors, and consultants, and serves as a liaison between District departments, staff and advisory committees; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Project Manager, Waterfront Arts & Activation is a professional project management level classification responsible for the execution of multiple complex District waterfront arts and activation policies, projects, [special events](#), and waterfront activation strategies. Roles and responsibilities carry a high level of awareness, seasoned judgment, creativity and expertise regarding best practices in visual and performing arts, collections management, special events management, public space planning, community engagement, state and federal laws, and requires political acumen in dealing with a wide range of internal and external stakeholders and assignments. Senior Project Manager will oversee projects and programs that typically entail substantial, multi-year resource commitments and significant staff coordination and involvement. Responsibilities allow for broad discretion on issues that require professional analysis, and are complex, interpretive and evaluative in nature. Senior Project Manager may supervise subordinate staff, as assigned.

Senior Project Manager is distinguished from other project manager positions in that an incumbent in this class serves as senior project team leader and manages more complex waterfront arts and activation projects.

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. Leads, plans, manages and develops multiple District waterfront arts & cultural projects to activate the waterfront; participates in the development and the creative direction for strategic and curatorial plans; administers District arts, ~~and~~-cultural, ~~and~~ [event](#) policies; administers the District's and Tenant ~~one-P~~ercent for [Art p](#)Programs per [Board of Port](#)

Commissioners (BPC) pPolicies Nos. 608 and 609; administers the Tidelands Activation Program per BPC Policy No. 771; and monitors multiple work programs, services and activities, policies and processes to achieve the department's mission, goals and performance measures.

2. Manages the production of events that activate and enhance the access of the public and stakeholders to the recreational assets of the District including parks, piers and event facilities, ensuring timely completion of logistical and legal requirements and obligations by the District and its customers and stakeholders.

~~2.3.~~ With other members of the department's management team, participates in the development of department's annual budget and monitors budget performance.

~~3.4.~~ Evaluates and oversees the review of proposed donations of artwork and or objects, loans and temporary exhibits of artworks and/or objects from outside parties and sponsorship programs, and provides expert recommendations to the department director, Executive Leadership Group, advisory committees, and the Board of Port Commissioners.

~~4.5.~~ Provides staffing support to Board advisory committees; develops meeting agendas; conducts historical research and presents projects and programs to the committee; provides information and education to committee members on events management and regulatory and permitting requirements; as well as a wide range of public art issues, including trends and best practices, programs in other jurisdictions, local community issues and legal precedents.

~~5.6.~~ Provides guidance and leadership to project managers and other department staff members.

~~6.7.~~ Develops administrative practices and procedures, including processes for stakeholder involvement in program development; facilitates stakeholder meetings, and develops supporting outreach programs to ensure the District is positioned as a world-class arts and cultural center.

~~7.8.~~ Leads programs and develops procedures for managing projects; prepares and disseminates requests for qualifications and requests for proposals to announce business opportunities.

~~8.9.~~ Oversees the preparation of on-site signage and publications, brochures and collateral materials for print or website to inform and engage communities about the District's Tidelands Collection and waterfront cultural programs and events.

~~9.10.~~ Maintains comprehensive public art collections management systems; ensures that the collection is documented, maintained and conserved; schedules and oversees maintenance for District artwork.

~~10.11.~~ Participates in special events, functions and activities associated with building support for waterfront activation programs; represents the District in high-visibility public

art matters in the community and with the media, District departments, and elected officials; makes public presentations and gives speeches on waterfront arts and activation projects.

OTHER DUTIES

1. Participates in regional, state and national industry and professional conferences, committees, workshops, and panels to stay abreast of trends related to District waterfront activation activities.

QUALIFICATIONS

Knowledge of:

1. Public policy approaches to public sector arts and cultural programs.
2. Principles and practices of strategic and long-term business planning and budgeting.
3. Methods, processes and guidelines for long-range curatorial planning.
4. Principles, practices and techniques of effective negotiation.
5. Principles and practices of sound business communications.
6. Methods and techniques of stakeholder interface and public and media communications.
7. Methods and practices of public administration, including contracting, purchasing and public record keeping.
8. Current issues, initiatives and best practices on a local, regional, national and international basis, in areas of accountability.
9. [Local, state and federal regulatory/permitting requirements and processes related to the District's arts and activation activities and initiatives.](#)
- 9.10. Arts and cultural policies; laws; copyright; and practices and methods for developing and implementing comprehensive arts and cultural programs.
- 10.11. Advanced methods and techniques of art collection management and stewardship; methods and techniques of conservation and care of artworks and deaccessioning practices.
- 11.12. Contemporary trends and practices in the arts and culture field, including artists working in the public art realm and in collaboration with architects and urban planners.
- 12.13. Principles and practices of effective management and supervision.
- 13.14. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, organize, develop, build support for, administer, direct and evaluate public-facing District-wide programs, services and activities.

2. Analyze and make knowledgeable recommendations on complex arts and cultural issues and creative placemaking strategies.
3. Articulate the vision for the District's waterfront arts and activation projects, and to motivate others to embrace that vision to position the District as a world-class arts and cultural destination.
4. Work across District divisions to ensure successful integration of public art components in District and tenant development projects.
5. Understand and apply federal, state and District requirements regulating the use and placement of public art on tidelands.
6. Exercise tact, diplomacy and discretion in dealing with highly sensitive and complex issues.
7. Exercise sound, independent judgment and political acumen.
8. Represent the District in negotiations with tenants and developers, consultants, artists and stakeholder groups.
9. Communicate effectively, orally and in writing.
10. Present programs, services, and activities logically and effectively in public meetings.
11. Conduct historical research; and prepare clear, concise, comprehensive and persuasive reports and other materials.
12. Establish and maintain effective working relationships with District executives and senior management and staff, elected officials, community leaders, artists, tenants and developers, consultants, the media, the public and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university, or Master's Degree program, with a major in art, visual arts, art history, public art, arts administration, public or business administration, planning, or a closely related field; and a minimum of four years of progressively ~~more~~ responsible management experience in administering projects of similar scope, scale, and complexity to the District, at least three years of which were at the supervisory level. An advanced degree is preferred. A Master's Degree can be substituted for one year of experience. 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) ~~P~~pull ~~N~~notice ~~S~~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 ~~D~~river ~~L~~icense 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 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 #: ~~2017-130~~2018-x

Dated: ~~September 12, 2017~~June 12, 2018