

San Diego Unified Port District**Class Code: B951-UE22****CLASS SPECIFICATION
Development Manager**

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

GENERAL PURPOSE

Under general direction, serves as the on-site representative of the District with respect to its property rights and financial interest in certain select tenant development projects. Monitors and inspects the progress of District tenant development projects in the field through reviewing and monitoring project documentation, ensuring compliance with agreements and conditions of approval, interacting with developers and onsite construction managers, interacting with District staff and developer consultants, reporting back to and executing direction from District leadership, coordinating and communicating with stakeholders, reviewing project plans and specifications, reviewing and commenting on completed work, evaluating work methods and procedures, reviewing and analyzing budgets and invoices, monitoring and reporting out on schedule and costs, and performing related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for the management of the District's interest in certain select tenant development projects in the field as distinguished from the District's capital improvement and other capital projects. Assignments are typically received in the form of general instructions from the designated Vice President to whom the Development Manager reports or from the President/CEO. Management duties are limited to overseeing the work of consultants and third parties and District staff to the extent directed and authorized by the designated Vice President or the President/CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Develops, implements, and monitors a master program schedule for all aspects of District tenant development project(s) that may impact the District's interests under relevant project agreements and approvals.
2. Monitors and inspects progress of District tenant development project(s) in the field through reports; interaction with consultants, developers, construction managers, and District staff; and the review of completed work.
3. Evaluates District tenant development project progress and makes recommendations regarding improvements to productivity and cost effectiveness; evaluates work methods and procedures, staffing, productivity, and costs as guides to improved practices.

4. Monitors and evaluates contract compliance, including contract invoices; and assesses, identifies, and facilitates complete resolution of District tenant development project issues.
5. Maintains accurate and detailed records of activities, findings, and results.
6. Reviews, prepares, and recommends for approval, a variety of project documents including agendas, agreements, bid documents, invoices, schedule changes, reports, correspondence, and others.
7. Drafts correspondence and prepares and makes presentations to District tenants, other District departments, the Board of Port Commissioners, elected officials, and other agencies.
8. Analyzes development feasibility on an ongoing basis; prepares complex financial scenarios and analyses; prepares project guidelines and critical paths; oversees and conducts real property negotiations and transactions.
9. Within the scope of assigned projects and tasks, plans, supervises, evaluates, and provides general direction and oversight of the work of assigned professional and technical consulting staff and, if authorized, District staff.
10. Coordinates the work of other departments and agencies which may impact the District's interest in tenant development project(s).
11. Confers with, advises, and as needed, represents District staff and other agencies and plans, organizes, facilitates, and manages planning activities with other agencies.
12. Represents the District and acts as a liaison in interactions with other industry and governmental agencies, tenants, District member and neighbor cities, professional organizations, community groups and elected officials.

QUALIFICATIONS

Knowledge of:

1. Principles, theories, practices, and methods of project management for complex commercial development projects.
2. Principles, theories, and practices of commercial real estate negotiations and development including ground leasing, public private partnerships, and management.
3. Applicable federal, state, and local laws, regulations, and codes.
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 real estate development and leasing; contract law; planning and environmental issues related to real estate development, public improvements, and leasehold improvements.
6. Research methods and analysis techniques.

7. Principles and practices of effective human resource management and supervision.
8. Principles and practices of sound business communications.
9. Safe work practices and safety equipment related to the work.
10. Proficiency in computer software applications related to the work.
11. Building codes.

Ability to:

1. Analyze and make sound recommendations on complex development issues.
2. Prepare and present complex and sensitive matters in a cogent, professional manner.
3. Present proposals and recommendations clearly and logically in public meetings.
4. Understand the connection between project budget and scope
5. Understand, interpret, explain, and apply relevant District policies and procedures.
6. Monitor and report on project(s) in accordance with requirements.
7. Prepare clear, concise, and comprehensive written materials.
8. Collect, evaluate, and interpret applicable data in statistical or narrative form.
9. Work cooperatively and consultatively to ensure agreement and consensus.
10. Negotiate and manage expectations, facilitate communication, and mediate disputes.
11. Apply sound, creative problem-solving techniques to resolve difficult issues.
12. Understand and apply laws, regulations, ordinances, and policies.
13. Represent the District effectively in negotiations.
14. Follow, develop, and implement appropriate procedures and controls.
15. Communicate effectively orally and in writing with a broad spectrum of people in a diverse work force and community.
16. Exercise sound, expert independent judgment and initiative within policy guidelines.
17. Exercise tact and diplomacy in dealing with difficult, confidential, and sensitive situations.
18. Establish and maintain effective working relationships with management, staff, other government officials, developers, tenants, consultants, employees, and the public.
19. Identify issues proactively, analyze complex problems, and involve others appropriately in making effective decisions.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, real estate, law, finance, civil engineering, construction management or business administration, or a closely related field; and eight years of progressively responsible construction or development project management experience, at least three years of which were in a supervisory capacity. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

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

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

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

A Project Management Professional (PMP) certification or comparable certification is preferred but not required for this position.

UNCLASSIFIED SERVICE

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

PHYSICAL AND MENTAL DEMANDS

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

Resolution #: 2022 - x

Dated: April 12, 2022

San Diego Unified Port District

Class Code: A2074-UE22

CLASS SPECIFICATION
Director, Safety

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

GENERAL PURPOSE

Under general direction, plans, organizes, coordinates, and supervises a comprehensive safety program for the District, takes action to ensure compliance with federal and state safety, health and environmental safety regulations and requirements; advises District managers on safe work methods and practices and the elimination of environmental hazards; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The individual should have a passion for safe operations for both people and property. This single incumbent class is responsible for developing and administering comprehensive District safety programs with the cooperation of department directors and managers in compliance with federal and state law and regulations and in a manner consistent with sound human resource management principles. The incumbent serves as the District's safety officer with the authority to inspect and issue notices of hazards and required abatement.

Director, Safety, supervises the Safety section, serves as an advisor to District directors and managers on methods and techniques for ensuring safe work practices in a workplace free from environmental safety hazards, and performs analysis of more complex claims and requires the exercise of greater risk management expertise and independent judgments.

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 the Safety section; with staff, develops, implements and monitors work plans to achieve section mission, goals, and performance measures; directs the development of and monitors performance against section budget; manages and directs the development, implementations, and evaluation of work programs, plans, processes, systems and procedures to achieve Port and section goals, objectives and performance measures consistent with Port's quality and citizen service expectations.
2. With other members of the management team, exercises leadership and participates in the development of the District's strategic plan and development of key strategic initiatives, business plans, and operational/resource priorities to achieve long-term and short-term

goals and priorities, in alignment with the District's vision, mission, core values and guiding principles.

3. 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, 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 compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with District policies and labor contract agreements.
5. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the District's mission, objectives, and values regarding team building and employee empowerment; applies process improvement and quality management principles to assigned areas of responsibility.
6. Plans, organizes, supervises, and participates in the development and administration of a comprehensive safety program, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials, and environmental hazard abatement, to ensure compliance with all federal and state laws and regulations for employee occupational health and safety.
7. Develops, recommends, and implements Injury and Illness Prevention Program policies, procedures, and initiatives to comply with regulatory requirements and to reduce incidents of employee accidents and injuries; serves as advisor and consultant to District management on the design and implementation of safety programs; monitors safety program compliance through review of accident reports, field visits and safety committee reports and suggestions; supervises and participates in the development and delivery of safety training programs for managers, supervisors, and employees.
8. Oversees special and periodic inspections of District facilities and operations to identify safety hazards and issues notices of hazards and required abatements.
9. Applies laws and policies and establishes policies and procedures for staff engaged in safety activities; analyzes changes in state and federal legislation as they apply to areas of safety; ensures that all safety programs are in compliance.

OTHER DUTIES

1. Supervises or advises on the development of specifications for the purchase of safety and safety-related equipment.
2. Monitors health and safety legislative and regulatory changes; evaluate implications for District policies, programs, and operations; recommends changes to ensure compliance; stays abreast of industry practices and trends.
3. Serves as liaison with safety officials of other governmental agencies, industry organizations, and committees and with representatives of state and federal regulatory agencies.
4. Maintains occupational health and safety and hazardous materials regulations and requirements and other regulatory and industry reference materials; maintains records and files on District safety programs and activities.

QUALIFICATIONS**Knowledge of:**

1. Principles, policies, practices, and methods for developing and administering a comprehensive safety program.
2. Internal communications and have the skills to message progress against a business change or strategy.
3. Federal and state laws, rules, regulations, and standards for employee health and safety and chemical and hazardous materials programs.
4. Methods and practices for conducting accident and workplace safety audits and investigations.
5. District Injury and Illness Prevention Programs and their safety policies and procedures.
6. District operations and associated safety and chemical/hazardous materials issues.
7. Standard safety equipment used in public works occupations.
8. Research methods and statistical analysis techniques.
9. Practices and methods for designing employee training programs and materials.
10. Principles and practices of sound business communications.
11. Methods and practice of budgeting, purchasing, and recordkeeping.
12. Principles and practices of effective management and supervision.
13. District human resources Rules and Regulations, policies, and labor contract provisions.

Ability to:

1. 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 Safety team
2. Build commitment among stakeholders by using “their” language and inspiring them.
3. Design and implement the right behaviors for change throughout the organization.
4. Plan, organize, develop, build support for, administer and evaluate a comprehensive District-wide safety program, investigate on-site safety and hazardous materials issues, and train managers, supervisors, and employees.
5. Understand, explain, interpret and apply complex federal, state, and District requirements regulating workplace health and safety and the use, storage, and disposal of chemical and hazardous substances.
6. Evaluate workplace safety programs and practices and make sound recommendations for improvement.
7. Exercise sound expert independent judgment within policy guidelines.
8. Communicate effectively, orally, and in writing.
9. Prepare clear, concise, comprehensive, and persuasive reports and other materials.
10. Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
11. Establish effective working relationships with District managers, supervisors, employees, officials of regulatory agencies, vendors, and others encountered in the course of work.

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

Graduation from a four-year college or university with major course work in occupational health studies, environmental studies, industrial health, or a closely related field; and ten years of increasingly responsible experience in occupational health and safety programs, including conducting accident or safety investigations or designing and conducting employee safety training programs and at least five of which were in a supervisory or program management capacity. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

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

California Department of Motor Vehicle (DMV) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent’s driving record and driver license status on a periodic basis to the

District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

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

Current valid CPR Red Cross Instructor and Advanced First Aid certificates must be obtained within one year of appointment and maintained on a continuing basis.

Certification as a Certified Safety Professional is preferred but not required.

UNCLASSIFIED SERVICE

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

PHYSICAL AND MENTAL DEMANDS

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

Resolution #: 2022 – x

Dated: April 12, 2022

San Diego Unified Port District

Class Code: B400-UE~~17~~22

CLASS SPECIFICATION
Manager, Office of General Counsel Administration

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

GENERAL PURPOSE

Under general supervision, serves as primary assistant to the General Counsel and manages business functions as well as the overall operations of the Office of General Counsel. Reports to the General Counsel, Assistant General Counsel and participates in management meetings. In addition to general responsibility for the department's budget and controls, assignment of work to the staff of the Office, department systems and physical facilities, the Manager, Office of General Counsel Administration identifies and plans for the changing needs of the department, strategic planning and contributes to cost-effective management of the department; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class provides complex, diverse, sensitive and confidential managerial administrative support services to the General Counsel, in a highly sensitive and rapidly changing environment involving broad District-wide issues and interaction with the Board of Port Commissioners, elected officials, business and community leaders, the media, District executives and staff at all levels of the organization. This position requires a broad knowledge and application of legal procedures and terminology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Serves as primary assistant to the General Counsel and other attorneys as assigned; represents the General Counsel in interactions with internal and external District customers and stakeholders.
- ~~2. Serves as secondary assistant to the Assistant General Counsel as needed.~~
- ~~3.~~ 2. Exercising independent judgment, performs a wide variety of administrative duties to support the work of the General Counsel and the Assistant General Counsel as needed, including but not limited to: planning, forecasting, budgeting, monitoring of expenditures, reviewing and preparing requests for payment, reviewing and authorizing payroll for the Office of the General Counsel and conducting research and assembling and summarizing information from a variety of sources for special projects and reports; serves as a technical resource and provides information and assistance to other members of the Office of General Counsel.

- ~~4.3.~~ Prepares agenda notices, agenda materials, resolutions and ordinances for the Board of Port Commissioners; reviews minutes, agenda items and packages for board meetings for accuracy and completeness; advises and confers with District departments on their agenda items; follows-up and tracks action items for the General Counsel and Assistant General Counsel as needed.
- ~~5.4.~~ Manages work assignments for Paralegal, ~~and~~ Legal Assistant, and Paralegal/Assistant Manager, Office of General Counsel Administration classifications regarding administrative duties, trains and develops non-attorney staff.
- ~~6.5.~~ Maintains the General Counsel's calendar; drafts memoranda, correspondence, reports and other documents on confidential and sensitive matters, coordinates, arranges and confirms meetings; arranges for meeting setup and refreshments; attends board and other meetings, takes notes and transcribes minutes; screens requests for appointments; coordinates and arranges special receptions, luncheons and briefings for special groups and individuals.
- ~~7.6.~~ Manages space planning and office facility needs, purchasing, inventory control, library management, records management, reception services, telecommunications, mail, messenger and other facilities management functions.
- ~~8.7.~~ As a member of the Office of General Counsel's management team, manages and/or contributes significantly to the following: i) Operations/Management: including strategic and tactical planning, risk management, quality control, Office planning processes and other general management functions; (ii) Practice Management: including Paralegal, ~~and~~ Legal Assistant, and Paralegal/Assistant Manager, Office of General Counsel Administration supervision, substantive practice systems and other practice management functions.
- ~~9.8.~~ Prepares travel and training requests for the General Counsel and Assistant General Counsel as needed; coordinates making travel and other arrangements for conferences and business trips; compiles expense reports for the General Counsel.
- ~~10.9.~~ Approves time cards for the General Counsel's staff; maintains confidential attendance and personnel files.
- ~~11.10.~~ Performs legal research and special project assignments as directed.

OTHER DUTIES

1. Provides guidance and training to other office staff on District and the Office of General Counsel's policies, procedures, methods and practices as applicable.
2. Coordinates and provides direction to other administrative support staff in the Office of General Counsel.
- ~~2.3.~~ Also performs duties and responsibilities of Paralegal and Legal Assistant classification as directed.

QUALIFICATIONS

—Knowledge of:

1. District organization, functions, operations, ordinances, rules, policies and procedures.
2. Basic functions of public agencies, including the role and responsibilities of a public governing board and rules and regulations for the conduct of public meetings.
3. The laws, regulations and policies governing the administration of a public agency in the State of California applicable to assigned areas of work.
4. Law office administrative practices and procedures.
5. Terminology, forms, legal pleadings, documents and court rules and requirements used in legal practice and proceedings.
6. Legal references, resources and proper legal research techniques.
7. Principles and practices of sound business communication; correct English usage, including accuracy in spelling, grammar and punctuation.
8. Advanced uses of word processing, spreadsheet, graphics and other business management software.
9. Budgeting, recordkeeping, filing and purchasing practices and procedures.
10. Principles and practices of effective supervision.

Ability to:

1. Plan, organize, coordinate and administer the daily activities and administrative functions of the Office of General Counsel in a sensitive, highly visible and dynamic political and organizational environment, requiring management of multiple and rapidly changing priorities.
2. Analyze difficult and sensitive problems and situations, evaluate alternatives and make sound, appropriate recommendations and decisions.
3. Draft clear, concise and competent Board resolutions and ordinances and other legal instruments and documents as directed.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Understand and apply laws, codes, regulations, rules and policies applicable to areas of responsibility.
6. Organize, research and maintain office filing systems and document management databases.
7. Make a wide variety of logistical arrangements independently or from brief instructions.

8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise correspondence, records, reports and other documents.
10. Maintain highly sensitive and confidential information.
11. Use a high degree of integrity and discretion in dealing with sensitive or confidential situations.
12. Establish and maintain effective working relationships with Commissioners, District executives, elected and appointed officials of other governmental agencies, staff, community and business leaders, and the public when doing business with the District.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent, and eight years of increasingly responsible office management or administrative experience. A bachelor's degree may be substituted for four years of the required experience. Experience in a government setting dealing with elected and appointed officials is preferred. [Experience as a legal assistant and/or paralegal is preferred.](#) Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

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

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

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions may be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.

UNCLASSIFIED SERVICE

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

PHYSICAL AND MENTAL DEMANDS

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

Resolution #: ~~2017-130~~ 2022-x

Dated: ~~September 12, 2017~~ April 12, 2022

San Diego Unified Port District

Class Code: B952-UE22

CLASS SPECIFICATION**Paralegal/Assistant Manager, Office of General Counsel Administration**

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

GENERAL PURPOSE

Under general supervision of the General Counsel or other office attorneys, or Manager, Office of General Counsel Administration, performs paralegal duties and responsibilities referencing diverse legal claims and litigation matters; conducts legal research and drafts documents under the guidance of an attorney; and performs related duties as assigned. Additionally, under the direction of the Manager, Office of General Counsel Administration, assists the Manager, Office of General Counsel Administration in the general management and planning for the Department; represents the Manager, Office of General Counsel Administration, in the Manager, Office of General Counsel Administration's absence.

DISTINGUISHING CHARACTERISTICS

This single incumbent class differs from the Paralegal class in performing duties of Assistant Manager, Office of General Counsel Administration in addition to duties of a Paralegal. A Paralegal/Assistant Manager, Office of the general Counsel Administration performs difficult and responsible paralegal/legal duties in assisting attorneys in the investigation and analysis of legal claims and the preparation of cases for trial in conformance with stringent court deadlines and complex legal requirements. Incumbents perform basic legal research and draft standard legal and trial forms and documents for review by attorneys. Incumbents serve as paralegal case managers, applying legal and organizational knowledge and skill in managing and controlling exhibits and documents associated with cases. Further, in the absence of, or in assistance to, the Manager, Office of General Counsel Administration incumbent provides complex, diverse, sensitive and confidential managerial administrative support services to the General Counsel, in a highly sensitive and rapidly changing environment involving broad District-wide issues and interaction with the Board of Port Commissioners, elected officials, business and community leaders, the media, District executives and staff at all levels of the organization.

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. Conducts legal research, prepares litigation hold notices as required by applicable law; sets up case files and drafts discovery and pleading documents for litigated claims and court cases; corresponds with opposing counsel with supervising attorney's approval.
2. Provides operational and staff assistance regarding claims filed against the Port; maintains logs and calendars; reviews and investigates factual matters and claims cases; summarizes

findings and organizes by issue and claim; arranges for payment to claimants if warranted; handles inquiries from claimants and prepares notices of final disposition of claims; drafts agenda sheets and resolutions for claims to be presented to the Board of Port Commissioners.

3. Assembles and maintains a master document index and master set of all documents for litigation and administrative hearing cases; assigns document control numbers; develops privilege logs; supervises document review and production of documents to opposing counsel; assembles and prepares exhibits.
4. Collects and reviews documents in response to public records requests; coordinates production of documents with departments; redacts documents of any confidential and privileged information.
5. Drafts tender letters to tenants, contractors and other parties in interest demanding indemnification of the District in lawsuits or claims; reviews leases and agreements for pertinent indemnification and appropriate language; monitors progress of litigation and provides related Port documents.
6. Coordinates the handling and processing of claims filed against the District.
7. Assists the Manager, Office of General Counsel Administration with duties of that Class, and represents the Manager, Office of General Counsel Administration, in his/her absence.
8. In the absence of, or in assistance to, the Manager, Office of General Counsel Administration, exercises independent judgment, performs a wide variety of administrative duties to support the work of the General Counsel and the Assistant General Counsel as needed, including but not limited to: planning, forecasting, budgeting, monitoring of expenditures, reviewing and preparing requests for payment, reviewing and authorizing payroll for the Office of the General Counsel and conducting research and assembling and summarizing information from a variety of sources for special projects and reports; serves as a technical resource and provides information and assistance to other members of the Office of General Counsel.
9. Serves as legal assistant to attorneys as assigned.
10. Prepares agenda notices, agenda materials, resolutions and ordinances for the Board of Port Commissioners; reviews minutes, agenda items and packages for board meetings for accuracy and completeness; advises and confers with District departments on their agenda items.

OTHER DUTIES

1. Maintains and updates a database of outside legal expenses, including insurance reimbursement.
2. Provides back-up and assists office manager and other legal secretarial staff; assists staff with methods, practices, techniques and uses of word processing, graphics, database and other software programs.

3. Processes outside counsel billings and other general office billings; prepares summaries of outside counsel billings as requested; assists with insurance recovery as appropriate.
4. Receives, reviews and tracks agenda items, including ordinance and resolutions, as needed.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of civil and administrative litigation and law applicable to practice as a paralegal.
2. State and federal court procedures, administrative hearing procedures, federal, state and local rules of court, rules of evidence and burden of proof issues, and knowledge of Port Act, San Diego Unified Port District Personnel Rules and Regulations and policies.
3. Interview techniques and methods.
4. Methods, practices, procedures and requirements for drafting a wide variety of motions, pleadings, statements and other legal documents.
5. Litigation discovery techniques and responses.
6. Methods and techniques of legal research and investigation.
7. Principles and practices of effective legal communication.
8. State law governing the maintenance and disclosure of public records.
9. Standard legal forms and documents and their uses and formatting requirements.
10. District organization, functions, operations, ordinances, rules, policies and procedures.
11. Basic functions of public agencies, including the role and responsibilities of a public governing board and rules and regulations for the conduct of public meetings.
12. The laws, regulations and policies governing the administration of a public agency in the State of California applicable to assigned areas of work.
13. Law office administrative practices and procedures.
14. Principles and practices of sound business communication; correct English usage, including accuracy in spelling, grammar and punctuation.
15. Advanced uses of word processing, spreadsheet, graphics and other business management software.
16. Budgeting, recordkeeping, filing and purchasing practices and procedures.

Ability to:

1. Conduct legal research, civil discovery, and analyze factual and legal claims and issues.

2. Draft a wide variety of legal documents competently, ensuring that they meet all legal requirements and deadlines.
3. Present statements of fact, law and basic argument clearly, logically and concisely.
4. Analyze public records and discovery requests, identify legal objections, determine documents responsive to requests and prepare responses in accordance with legal requirements.
5. Read, interpret and apply statutory and legal requirements to the investigation and preparation of case exhibits for trial.
6. Work independently, set priorities and organize work to accomplish complex tasks efficiently within stringent deadlines.
7. Organize, coordinate and manage large volumes of exhibits and case documents effectively and without error.
8. Communicate effectively, orally and in writing.
9. Maintain integrity and exercise proper discretion in dealing with confidential or sensitive situations.
10. Develop and maintain effective working relationships with attorneys, litigants and their attorneys, complainants and others encountered in the course of work.
11. Ability to assist to plan, organize, coordinate and administer the daily activities and administrative functions of the Office of General Counsel in a sensitive, highly visible and dynamic political and organizational environment, requiring management of multiple and rapidly changing priorities.
12. Analyze difficult and sensitive problems and situations, evaluate alternatives and make sound, appropriate recommendations and decisions.
13. Organize, research and maintain office filing systems and document management databases.
14. Make a wide variety of logistical arrangements independently or from brief instructions.
15. Communicate clearly and effectively orally and in writing.
16. Prepare clear, accurate and concise correspondence, records, reports and other documents.
17. Maintain highly sensitive and confidential information.

MINIMUM REQUIREMENTS

Education, Training and Experience:

High School diploma and five (5) years of progressively responsible legal experience, and five (5) years of increasingly responsible office management or administrative experience.

Completion of a Paralegal training program highly desired. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

Successful completion of an American Bar Association accredited Paralegal program or its equivalent in demonstrated expertise and experience gained in working in a law firm or governmental law office.

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 limitation in job duties if reasonable can be made.

UNCLASSIFIED SERVICE

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

PHYSICAL AND MENTAL DEMANDS

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

Resolution #: 2022 – x

Dated: April 12, 2022

San Diego Unified Port District

Class Code: D460-CNR~~14~~22

CLASS SPECIFICATION
Public Safety Dispatcher

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

GENERAL PURPOSE

Under general supervision, receives, evaluates and transmits emergency and non-emergency voice radio and telephone communications for the Harbor Police Department; dispatches public safety equipment and personnel in accordance with established policies and procedures; maintains records and logs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform journey-level work in the Harbor Police Department dispatching routine and emergency equipment and personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Answers multiple telephone lines, including 9-1-1, emergency, and business lines, and monitors Port of San Diego and marine radio frequencies to receive reports of emergency calls for service involving public peace and safety, including crimes in progress, medical emergencies, and fire incidents; receives reports of non-emergency calls for service including disturbances, traffic complaints, and crimes that have already occurred; receives and responds to requests for information.
2. Elicits information from callers to ensure a proper response; documents complaints; determines appropriate jurisdiction; decides and takes proper action to resolve complaints; determines dispatch priorities.
3. Dispatches routine and emergency calls for service via radio to field personnel, including patrol officers, traffic officers, medics, and airport operations; maintains constant awareness of the location and activity of field personnel to ensure officer safety; monitors several police radio frequencies to maintain awareness of emergency situations occurring in and around District jurisdiction.
4. Documents all information and retrieves information from the computer aided dispatch (CAD) system; conducts computer inquiries in several law enforcement databases to determine wants and warrants on persons, vehicles, and property; deciphers information received from these databases; operates deaf telephone equipment (TTY).

5. Maintains a working knowledge of laws and regulations from the State of California, Department of Justice and Federal Communications Commission as well as internal policies and procedures.
6. Operate a variety of public safety communications equipment including a multi-channel radio, 9-1-1 emergency telephone equipment, computer aided dispatch system, instant recall recorders, marine radio, and a fire pager.
7. Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

1. Standard office practices and procedures.
2. Basic conflict resolution methods and techniques.
3. Basic customer relations' methods and practices applicable to a public safety dispatch function.

Ability to:

1. Speak and communicate clearly and concisely and modulate voice appropriately (in English).
2. Elicit and explain information effectively and accurately to a wide variety of callers, including law enforcement, medical and fire personnel, local government officials and the public.
3. Reason clearly, analyze situations accurately, and adopt and develop effective courses of action under emergency and non-emergency situations.
4. Maintain professional demeanor and response in handling sensitive, provocative and/or emergency calls/callers.
5. Multitask and handle several telephone calls, radio transmissions, and computer functions simultaneously.
6. Record and relay numerous details accurately during routine phone calls as well as from callers under duress.

MINIMUM REQUIREMENTS

Experience:

No mandatory experience needed. Experience providing information and assistance to the public by means of telephone or radio is desirable.

Education:

Educational achievement equivalent to graduation from high school. College level coursework in radio communications or law enforcement is desirable.

Special Requirements:

Ability to satisfactorily complete the Police Officer Standards and Training (POST) certified Basic Dispatcher Course within twelve months of employment.

Complete 24 hours of POST required continuing professional training every two (2) years.

~~Education, Training and Experience:~~

~~Graduation from high school or GED equivalent.~~

~~Two years of responsible clerical or law enforcement related experience requiring public contact. Time served as a District Intern counts towards the years of experience.~~

~~At least one year of operational experience in a public safety setting performing duties comparable to that of Public Safety Dispatcher is preferred but not required.~~

Licenses; Certificates; Special Requirements:

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

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

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

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

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.

Employees may be required to work rotation shiftwork, holidays, weekends, and mandated overtime when necessary.

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

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

San Diego Unified Port District

Class Code: D467-CNR22

CLASS SPECIFICATION
Public Safety Dispatcher (Part-time Experienced)

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

GENERAL PURPOSE

Under general supervision, receives, evaluates and transmits emergency and non-emergency voice radio and telephone communications for the Harbor Police Department; dispatches public safety equipment and personnel in accordance with established policies and procedures; maintains records and logs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform journey-level work in the Harbor Police Department dispatching routine and emergency equipment and personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Answers multiple telephone lines, including 9-1-1, emergency, and business lines, and monitors Port of San Diego and marine radio frequencies to receive reports of emergency calls for service involving public peace and safety, including crimes in progress, medical emergencies, and fire incidents; receives reports of non-emergency calls for service including disturbances, traffic complaints, and crimes that have already occurred; receives and responds to requests for information.
2. Elicits information from callers to ensure a proper response; documents complaints; determines appropriate jurisdiction; decides and takes proper action to resolve complaints; determines dispatch priorities.
3. Dispatches routine and emergency calls for service via radio to field personnel, including patrol officers, traffic officers, medics, and airport operations; maintains constant awareness of the location and activity of field personnel to ensure officer safety; monitors several police radio frequencies to maintain awareness of emergency situations occurring in and around District jurisdiction.
4. Documents all information and retrieves information from the computer aided dispatch (CAD) system; conducts computer inquiries in several law enforcement databases to determine wants and warrants on persons, vehicles, and property; deciphers information received from these databases; operates deaf telephone equipment (TTY).

5. Maintains a working knowledge of laws and regulations from the State of California, Department of Justice and Federal Communications Commission as well as internal policies and procedures.
6. Operate a variety of public safety communications equipment including a multi-channel radio, 9-1-1 emergency telephone equipment, computer aided dispatch system, instant recall recorders, marine radio, and a fire pager.
7. Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

1. Standard office practices and procedures.
2. Basic conflict resolution methods and techniques.
3. Basic customer relations' methods and practices applicable to a public safety dispatch function.

Ability to:

1. Speak and communicate clearly and concisely and modulate voice appropriately (in English).
2. Elicit and explain information effectively and accurately to a wide variety of callers, including law enforcement, medical and fire personnel, local government officials and the public.
3. Reason clearly, analyze situations accurately, and adopt and develop effective courses of action under emergency and non-emergency situations.
4. Maintain professional demeanor and response in handling sensitive, provocative and/or emergency calls/callers.
5. Multitask and handle several telephone calls, radio transmissions, and computer functions simultaneously.
6. Record and relay numerous details accurately during routine phone calls as well as from callers under duress.

MINIMUM REQUIREMENTS

Experience:

At least two years current or recent experience in a California law enforcement agency as an emergency call taker AND radio operator (must be law enforcement dispatching). Experience in operation of a computer aided dispatch system (CAD) is required.

Education:

Educational achievement equivalent to graduation from high school supplemented by specialized training in communications, public safety dispatch or related field.

Special Requirements:

Complete 24 hours of POST required continuing professional training every two (2) years.

Licenses; Certificates; Special Requirements:

California POST Basic Dispatcher certificate is required.

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

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

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

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

PHYSICAL AND MENTAL DEMANDS

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.

Employees may be required to work rotation shiftwork, holidays, weekends, and mandated overtime when necessary.

Resolution #: 2022 – x

Dated: April 12, 2022

CLASS SPECIFICATION
Special Projects Manager

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

GENERAL PURPOSE

Under general direction, plans, organizes, oversees and coordinates a wide variety of projects including, but not limited to, capital improvement, major maintenance, other capital, Low Carbon Fuel Standard Credit Program (LCFS), and federally funded regional projects from conceptual initiation through construction closeout. Projects may range from small and mid-size projects to multidisciplinary, multiphase projects. Collaborates closely with Naval Facilities Engineering Systems Command (NAVFAC), California Air Resource Board (CARB), San Diego Association of Governments (SANDAG), California Department of Transportation (Caltrans), member city representatives, public stakeholders, and resource agencies as required; prepares and presents status reports including but not limited to program financials, execution rates, and forecasts; leads and participates in coordination with NAVFAC to evaluate projects and prepare program related recommendations to the Board of Port Commissioners (BPC) and the United States Navy; participates in the work of teams engaged in developing and evaluating large-scale projects in terms of scope, 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; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Capital Project Manager in that it is responsible for more complex and sensitive projects requiring a wider breadth of project management knowledge with a primary focus on, but not limited to, NAVFAC project delivery methods and standards. This class must have knowledge and understanding of the LCFS. The LCFS is a market-based program that focuses specifically on reducing carbon intensity (CI) of fuels used within California. Work requires project and program management expertise to integrate multiple interests and stakeholders in achieving successful results. In-depth organization and process knowledge of both the San Diego Unified Port District (District) and NAVFAC is essential for ensuring project success. Special Projects Manager may also supervise the work and activities of support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Coordinates and collaborates with NAVFAC to develop and oversee construction projects eligible for the LCFS program.

2. For assigned projects, plans and manages all aspects of project design, development and implementation including technical research/analysis, funding and cost analyses, scheduling, stakeholder involvement, project budgeting, project performance and results.
3. Coordinates and integrates multi-phase design, development and construction projects with various regional, state, or federal jurisdictions, as well as with special-interest groups, other stakeholders and the public.
4. Prepares requests for proposals for outside services; manages the consultant selection process; negotiates contracts; plans, schedules and directs the work of consultant teams in preliminary engineering, engineering design and construction services; reviews engineering reports and specifications; coordinates work with the construction inspection staff, project engineer and the contractor during construction.
5. Prepares and makes presentations before NAVFAC, client departments, interested groups, various commissions and the BPC.
6. In coordination with NAVFAC, plans and evaluates the performance of internal and external project team members; establishes performance requirements applicable to project requirements; regularly monitors performance and provides coaching for project performance improvement.
7. Develops detailed reports, memoranda, letters and other documents regarding the tracking of LCFS credits; project issues for both internal and external distribution; works with engineers, architects and construction contractors regarding normal and unusual project problems and phases; ensures the maintenance of detailed records of project activities, findings, progress and results; may supervise the work of other professional and technical staff assigned to a project team.
8. Coordinates the preparation and processing of all necessary regulatory approvals and permits to implement projects.
9. Identifies and recommends corrective actions when project progress is delayed, or budgets exceeded.
10. Ensures assigned project compliance with federal, state and local laws, regulations and policies.
11. Monitors and enforces all contractual terms, obligations and requirements.
12. Monitors and approves payments to project contractors and consultants.
13. Provides "as built" and warranty information to appropriate District departments.
14. Plans, organizes, supervises and evaluates the work of support staff.

QUALIFICATIONS

Knowledge of:

1. Capital construction project management principles, processes, systems and techniques.

2. Capital construction and maintenance project funding and budgeting, objective development and work planning/scheduling.
3. Principles and practices of civil engineering design and construction and infrastructure maintenance.
4. California Low Carbon Fuel Standard (LCFS), including ways to generate credit under the LCFS program.
5. NAVFAC processes and procedures for the delivery of Capital Improvements, Environmental Compliance, Public Works, and Asset Management.
6. Federal, state and local laws, codes and regulations regarding public works construction and maintenance.
7. Trends, approaches, analysis and problem-solving techniques used in construction, engineering, inspection and compliance processes.
8. Modern methods of construction and engineering and/or architectural design concepts.
9. Techniques, equipment and materials used in public works construction and major maintenance.
10. Information technology and computer capabilities applicable to functional responsibilities.
11. Methods and techniques of community involvement, decision-making processes and group processes.
12. Principles and practices of team leadership.
13. Operations and uses of engineering project scheduling software

Ability to:

1. Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff.
2. Prepare, administer and monitor multiple and detailed project budgets and anticipate future budgetary needs.
3. Develop persuasive oral presentations of ideas and recommendations.
4. Understand and apply complex rules, regulations, laws and ordinances.
5. Provide leadership and project management control on all aspects of assigned projects.
6. Analyze technical design engineering, construction engineering and surveying problems.
7. Evaluate alternative project approaches and adopt effective solutions.
8. Prepare accurate and detailed written material, including staff and administrative reports.

9. Analyze policies, proposed code amendments and changes to established programs and policies.
10. Exercise sound, independent judgment and initiative within established guidelines.
11. Interact effectively to problem-solve and partner with internal and outside agencies and contractors.
12. Establish and maintain effective working relationships with a diverse workforce, including managers, employees, contractors, consultants and other encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in construction management, civil engineering, construction management, public administration or a related field; and six years of professional experience managing increasingly complex capital design and construction projects. Two years' experience in NAVFAC project management is preferred. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

Registration as a professional engineer or architect with the California State Licensing Board is highly desirable.

Ability to obtain security clearance if needed, is highly desirable.

Possession of a Qualified Stormwater Developer (QSD)/Qualified Stormwater Practitioner (QSP) is highly desirable.

Possession of a Certified Construction Manager (CCM) certificate from the Construction Management Association of America (CMAA) is highly desirable.

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

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.

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UNCLASSIFIED SERVICE

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PHYSICAL AND MENTAL DEMANDS

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Resolution #: 2022 - x

Dated: April 12, 2022