

**San Diego Unified Port District****Class Code: A2076-UE23**

**CLASS SPECIFICATION**  
**Assistant Vice President, Facilities & Engineering**

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

**GENERAL PURPOSE**

Under general policy direction from the Vice President of Facilities and Engineering; plans, organizes, directs, integrates and oversees the Port's organizational and operational effectiveness in various functions of assigned division which includes but not limited to the Engineering-Construction and General Services departments; provides expert professional assistance, leadership, and support to Port management on matters in areas of assigned responsibility; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

An incumbent in this class is responsible for leading, directing and integrating strategies, projects, services, and organizational effectiveness for the division and is accountable for ensuring that functions are in compliance with Port mission, goals and objectives, policies, procedures, relevant laws and regulations and professional standards and practices. An Assistant Vice President is expected to make high-level decisions within general policy guidelines and utilize exemplary judgment, discretion and analytical skills on matters that are critical to the operational success of the division and ultimately the Port. Incumbents are expected to be leaders in the organization by actively participating in the development and management of strategic plan and initiatives.

A position in this classification is deemed confidential (unclassified) and unrepresented. The term "confidential" refers to any management or supervisory employee who is privy to discussions of district management affecting employer-employee relations or whose duties normally have significant responsibilities in formulating, administering, and enforcing district policies and programs as communicated in San Diego Unified Port District Act Section 72.5(b).

**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 incumbents.

1. Under the direction of the Vice President, leads, plans, organizes, controls, integrates and evaluates the work of the division; exercises responsibility for achieving division business, operational and program results; with subordinate directors and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve division and Port mission, strategic and business plans, goals and performance measures; directs development of and monitors performance against the division's and Port's budget.
2. With other members of the senior team, exercises leadership and participates in the development of Port'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 Port's core values and guiding principles.

3. Provides leadership and works with department and section leaders to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the Port's vision, mission, core values, guiding principles, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity, equity, and inclusion, while encouraging a positive employee relations environment.
4. In coordination with the Vice President plans, organizes, directs, and evaluates the performance of assigned directors and staff; collaborate with directors to establish performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends to the Vice President compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, Port Personnel Rules and Regulations, policies and labor contract agreements.
5. With other members of the management team, participates in the development and implementation of Port strategic and business plans, goals, and objectives; leads and directs division staff in the development and application of new processes and technologies to achieve higher efficiency, effectiveness, and customer service in division work processes
6. Provides professional expertise, analyses, advice, and consultation in matters of importance to the Port; represents Port management in presentations to the Board of Port Commissioners concerning activities and other issues in areas of responsibility or as assigned; represents the division and/or the Port in meetings with other governmental agencies, business and community groups and professional organizations in engineering and facilities maintenance matters.
7. Stays current with knowledge related to the assigned area by attending professional conferences and in-service education programs, as well as by reviewing information obtained from Department memoranda, staff meetings and professional publications to attain and maintain related knowledge and skills and determine the impact of developments and change on providing service excellence.
8. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance diversity, equity-minded practices and belonging within the District.

#### **OTHER DUTIES**

1. As assigned, acts for the Vice President in that individual's absence.
2. May travel as required on behalf of, and representing, the Port's interests, either nationally or internationally.

3. May represent the district on task forces, committees, or projects; represents the engineering and general services departments to the public, community organizations, and other government agencies; performs a variety of community outreach activities.
4. May be assigned disaster service worker responsibilities as directed.
5. Performs related duties and responsibilities as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of engineering, facilities maintenance, public works, and implementation as they apply to a complex Port district.
2. Principles and practices of strategic and long-term business planning.
3. Federal, state and local laws, regulations and court decisions applicable to areas of functional responsibility.
4. Port functions and associated management, human resource, labor relations, organizational development and public policy issues
5. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
6. Organization and functions of a public board and law and regulations governing the conduct of public meetings.
7. Research methods and analysis techniques.
8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.
10. Principles and practices of asset management.
11. Practices related to emergency operation protocols.

### **Skill to:**

1. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of procedures.
2. Use sound judgment and make appropriate decisions in stressful situations and analyze and adapt to new situations quickly.
3. Plan and organize work to meet established timelines and department schedules.
4. Utilize word processing, spreadsheets, email, online calendaring, presentation software, industry specific programs, and data entry/retrieval from database programs.
5. Perform mathematical calculations.
6. Exercise tact, diplomacy, and confidentiality in dealing with sensitive and complex issues and situations.
7. Rapidly learn and acquire skills in areas and technologies not previously assigned.
8. Accurately type at a sufficient speed to maintain workflow.
9. Operate modern office equipment including computer equipment and software applications.
10. Operate a motor vehicle safely.

**Ability to:**

1. Plan, organize, direct, and integrate diverse functions, operations and objectives of the various sections and departments of the division.
2. Define complex public policy, management, operational, human resource, organizational and administrative issues, perform difficult and complex analyses and research, evaluate alternatives, and develop sound conclusions and recommendations.
3. Understand, interpret, explain, and apply local, state, and federal policy, law, regulations and court decisions applicable to areas of responsibility.
4. Analyze, interpret, and explain court decisions and proposed legislation and programs in terms of their implications and impacts on Port programs, operations, and policies.
5. Present proposals and recommendations clearly, logically, and persuasively in public meetings on a variety of issues.
6. Represent the Port effectively in negotiations with other entities, organizations, and labor representatives.
7. Develop, implement, and enforce appropriate procedures and controls.
8. Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
9. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
10. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of board members, administrators, staff and the community.
11. Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
12. Exercise sound, expert independent judgment within policy guidelines.
13. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
14. Establish and maintain effective working relationships with Commissioners, all levels of Port management, other elected and appointed governmental officials, consultants, vendors, employees, union representatives, media representatives, the public and others encountered in the course of work.

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

Graduation from a four-year college or university with a major in architecture, interior design, engineering, project or construction management, or a closely related field; and at least ten years of increasingly responsible management experience in a related field. Time served as a District Intern may count towards the years of experience.

**Licenses; Certificates; Special Requirements:**

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

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the 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 limitation in job duties if reasonable can be made.

### **PHYSICAL AND PSYCHOLOGICAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **Psychological Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with administrators, managers, staff, the public and others encountered in the course of work, some of whom are dissatisfied, angry or abusive.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet. Employees may have sun exposure when visiting construction sites.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Resolution #: 2023 - x

Dated: April 11, 2023

San Diego Unified Port District

Class Code: D431-UN21UE23

**CLASS SPECIFICATION**  
**Executive Assistant to the President/CEO**

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

**GENERAL PURPOSE**

~~Under general direction, serves as assistant and analyst to the President/CEO and performs a wide variety of difficult, sensitive and confidential administrative support functions; serves as liaison with internal and external District customers and stakeholders; and performs related duties as assigned. Also performs financial, statistical and other analyses in support of the President/CEO; recommends action and assists in formulating and implementing policies and procedures.~~

Serve as confidential executive assistant to the President/CEO (President) and oversee the administration of the Office of the President/CEO, assuring that work is performed in a timely and accurate manner; performs research and oversees small administrative projects for the President; performs budget development and tracking activities; performs complex scheduling and calendaring in coordination with subordinate staff; takes and posts agendas and minutes of executive meetings; regularly interacts with Port Commissioners, executive leadership, department heads, elected officials and internal and external stakeholders; coordinates event logistics for the President; supervises, evaluates, and oversees the performance of the President's Office staff. Serve as an advisor to the President/CEO Senior Team.

**DISTINGUISHING CHARACTERISTICS**

~~Incumbents in this class provide complex, diverse and confidential support services to the President/CEO, requiring a high degree of independent judgment and a thorough knowledge of District functions, policies and procedures; they operate in an environment characterized by involvement in broad District wide issues and interaction with top executives, elected officials, key District customers and stakeholders, and the media on complex and sensitive matters.~~

~~Incumbent also independently performs responsible analytical work in support of the President/CEO's mission, goals and objectives. Assigned projects may include statistical analysis, policy and procedure development or other areas specific to the assignment. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.~~

Executive Assistant to the President/CEO performs proactive and independent executive level administrative support functions that require discretion and an understanding of the goals and objectives of the Office of the President. The duties of this class focus on ensuring the efficient operations and organization of the President's office. Work requires an appreciation of the breadth and complexity of District-wide issues being addressed and the importance and sensitivity of interactions with the Board of Commissioners, the San Diego Unified Port District and its

President and staff, and local constituents and stakeholders. Incumbents provide supervisory-level work direction to lower-level administrative and clerical support staff.

Executive Assistant to the President/CEO is distinguished from the Assistant to the Vice President classification in that the incumbent performs supervisory work, executive level support duties, and complex research for the President.

A position in this classification is deemed confidential (unclassified) and unrepresented. The term "confidential" refers to any management or supervisory employee who is privy to discussions of district management affecting employer-employee relations or whose duties normally have significant responsibilities in formulating, administering, and enforcing district policies and programs as communicated in San Diego Unified Port District Act Section 72.5(b).

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

~~The following statements~~ duties listed below are intended ~~to describe only~~ as illustrations of the ~~general nature and level~~ various types of work ~~that may be performed by people assigned.~~ The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified class.

- ~~1. Serves~~ Serve as confidential executive assistant to the President/CEO; ~~represents, relieving the President/CEO in interactions with internal and external District customers and stakeholders.~~
- ~~2. Maintains the President's calendar; coordinates, arranges and confirms meetings; arranges for meeting setup and refreshments; attends board and other meetings, takes notes and transcribes minutes as requested; screens requests for appointments; coordinates and arranges special receptions, luncheons, tours and briefings for special groups and individuals.~~
- ~~3. Provides~~ of a wide and complex variety of administrative support to the President/CEO and Executive Leadership Group as necessary; ~~types and/or drafts correspondence, reports, agendas, minutes, presentations, forms, templates, charts, graphs, tables and other documents from drafts, notes, dictation, transcriptions or brief oral instructions using word processing software; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete.~~
- ~~4. Supervises day to day workflow and coverage for Executive administrative staff to ensure there is sufficient staffing to accomplish tasks. Conduct regular meetings to keep everyone up to date on management decisions and directions as they relate to the Executive administrative staff, their Vice Presidents and/or the divisions that report to their Vice Presidents. Establishes protocols and procedures, as well as provides feedback to administrative staff. Approves timecards for Executive Office.~~
- ~~5.1. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound details; review, research, analyze, and evaluate issues, data, recommendations, and alternatives as assigned; use independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public, refers the request or complaint to~~ to develop and provide recommendations, suggestions, advice, or information as ~~appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority and routes incoming correspondence.~~

2. Participates in Manage and coordinate the daily operations of the Office of the President and the Vice Presidents; prioritize, assign, schedule, coordinate, oversee, and evaluate the flow of work and assure that work is performed in a timely and accurate manner; form and convey independent decisions within scope of authority; discuss, prioritize, and review calendar and events daily with the President to assure timely and appropriate coordination of activities and status of assigned projects; prepare preliminary responses to correspondence for the President's approval.
3. Serve as the primary contact in the President's Office and the liaison between the President and individuals, such as members of the Board of Port Commissioners, vice presidents, management staff, classified and unclassified staff, interns, legislators, media, representatives of community agencies, dignitaries, and the general public; relay messages, answer questions, clarify the President's position on various matters, respond to requests, resolve problems, refer callers to others, and explain District policies and procedures.
- 6.4. Oversee the planning, developing, implementing development, implementation and monitoring of the Executive Office budget; performs revenue, expenditure and other analyses; monitors, tracks and analyzes actual performance against budget; identifies potential issues and formulates recommendations to management; drafts and/or analyzes budget proposals, requests and other related documents, including budget amendments; performs financial analyses and statistical computations for various financial models, feasibility studies and cost allocations.
- ~~7. Prepares travel and training requests; coordinates making travel and other arrangements for conferences and business trips; compiles expense reports.~~
- ~~8. Attends to a variety of office administrative details such as establishing, organizing and maintaining confidential, subject and tickler files; approve orders of office supplies; check Executive reception area and Executive Conference Room to ensure they are clean, orderly and have sufficient supplies, as necessary.~~
- ~~9. Provides technical assistance to Executive Office staff by conducting research, analyzing data and drafting policy and procedure documents to address identified needs and issues; analyzes operations and develops recommendations to improve productivity and effectiveness; compiles materials, researches problems and complaints and responds to requests for information.~~
- ~~10. Drafts a wide variety of materials on assigned issues, including reports, procedures, memoranda, proposed policy changes, training tools and other materials; identifies issues, obtains input and feedback, conducts research and analysis; prepares recommendations and a variety of other supporting materials.~~
- ~~11. Performs additional special project assignments, as directed.~~
5. Compile a variety of narrative and statistical reports, which require locating sources of information, devising forms to secure the data, and determining proper format for finished reports; design or revise office forms; perform complex administrative work requiring the application of laws, policies, procedures, and specialized terminology; prepare and process materials which require the review of complex source material and a thorough familiarity with policies, procedures, terminology, and various applicable laws in order to obtain the necessary data, det up and maintain complex filing systems of confidential and administrative materials.
6. Attend and provide administrative support to a variety of District meetings; participates in the preparation of the agenda, presentations and meeting packets; may take verbatim meeting

notes or transcribe recordings; keep minutes and records of assigned committees in accordance with the Brown Act; maintain meeting records and disseminate and tracks all formal actions and outcomes; organize meetings by notifying participants and making room arrangements; may attend meetings and conferences to assist the President in the presentation and gathering of information.

7. Train, supervise, and evaluate subordinate professional, technical and clerical staff; schedule and assign work and ensure adequate coverage and timely workflow; provide input to the supervisor on employee work performance and behaviors; assist in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals, and values.
8. Assist the President with involvement and leadership roles in external organizations at the local, State, national, and international levels; gather information, conduct research, compile data, and assist in preparing required reports, presentations, and testimonies for the President's review and approval.
9. Communicate and relate effectively with government officials, legislative representatives, their staffs, and offices; track the progress of relevant legislation and coordinate District input in the development of language for proposed legislation or testimony for legislative hearings; take a variety of actions ranging from collecting or providing information to making and conveying decisions in the President's absence when appropriate.
10. Communicate and relate effectively with a wide variety of international contacts, including external governmental officials; serve as District liaison and protocol officer regarding appropriateness of activities involved in the sending and receiving of contingents to and from various countries; arrange travel and accommodations for international guests and District officials.
11. Attend meetings, conferences, workshops, and events on behalf of the President and/or the District. Serve on internal and external committees and assist organizations with issues related to District advancement, District policies and procedures, and regulations affecting the District.
12. Stay current with knowledge related to the assigned area by attending professional conferences and in-service education programs, as well as by reviewing information obtained from Department memoranda, staff meetings and professional publications to attain and maintain related knowledge and skills and determine the impact of developments and change on providing service excellence.
13. Demonstrate sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance diversity, equity-minded practices and belonging within the District.

#### **OTHER DUTIES**

- ~~1. Provides work guidance and training to other administrative support staff on District methods and practices.~~
- ~~2. Supervise student workers, interns, and temporary employees.~~
- ~~3. Participates on various District-wide committees (i.e., Safety Committee, Health Benefits Committee, Green Team, etc.), and the Team Port Meeting, as well as any other committees or meetings as directed by the President/CEO.~~

1. May serve as confidential executive assistant to the Chief of Staff, relieving them of a wide and complex variety of administrative details.
2. May represent the department on task forces, committees, or projects; represent the people services department to the public, community organizations, and other government agencies; perform a variety of community outreach activities.
3. May be assigned disaster service worker responsibilities as directed.
4. Perform related duties and responsibilities as assigned.

## QUALIFICATIONS

### Knowledge of:

1. ~~District organization, functions, operations, ordinances, rules, policies~~ Advanced principles, practices and procedures.
- 2.1. ~~Basic functions of~~ techniques used in customer service, public agencies, including the relations and responsibilities of a public governing board and rules and regulations for the conduct of public meetings community outreach.
- 3.2. ~~Principles and practices of public administration, including budgeting and the maintenance of public records~~ organization and management.
3. ~~The San Diego Unified Port District Act~~ Principles and other practices of management, supervision and training.
4. Federal, State, and local laws, codes, and regulations and policies governing the public personnel administration of a public agency to ensure legal and policy compliance and consistency in the State district services and programs.
4. ~~Methods and techniques involved in conducting analytical studies of California applicable to assigned areas of work.~~
5. ~~Office~~ administrative and management practices, methods, and procedures.
6. Advanced research, data collection and analysis, and methods of report preparation and presentation.
7. Principles and practices of effective customer service.
8. Mathematical and statistical principles.
- 6.9. ~~Principles and practices of sound business communication; correct~~ including proper English usage, including grammar, spelling, grammar and punctuation.
10. ~~Advanced use of word processing, spreadsheet, graphics~~ Principles and other business management practices of district or local government administration, including budgeting, purchasing, and maintaining public records.
11. Principles and practices of strategic planning.
12. Principles and practices of organizational improvement and culture change.
13. Safety policies and safe work practices applicable to the work being performed.

- ~~7-14.~~ Current computer operating systems, software standard to the District. Emphasis on Microsoft Office applications; Outlook and office productivity software such as word processing, spreadsheets, calendar/email system, presentation, and database programs.
15. Budgeting, recordkeeping, filing and purchasing Standard office practices and procedures, and the operations of standard office equipment.

**Skill to:**

1. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of procedures.
2. Use sound judgment and make appropriate decisions in stressful situations and analyze and adapt to new situations quickly.
3. Plan and organize work to meet established timelines and department schedules.
4. Utilize word processing, spreadsheets, email, online calendaring, presentation software, industry specific programs, and data entry/retrieval from database programs.
5. Perform mathematical calculations.
6. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
7. Rapidly learn and acquire skills in areas and technologies not previously assigned.
8. Accurately type at a sufficient speed to maintain workflow.
9. Operate modern office equipment including computer equipment and software applications.
- ~~8-10.~~ Operate a motor vehicle safely.

**Ability to:**

- ~~1. Plan, organize and carry out the daily activities and administrative functions of a President/CEO's office in a sensitive, highly visible and dynamic political and organizational environment, requiring management of multiple and rapidly changing priorities.~~
- ~~2. Take notes accurately at a speed necessary to meet the requirements of the position.~~
- ~~3. Analyze difficult and sensitive problems and situations, evaluate alternatives and make sound, appropriate recommendations and decisions.~~
1. Interpret and apply complex materials such as personnel rules, codes, legislation and federal and state regulations.
2. Exercise sound judgment, discretion and decision making in emergency situations, under tight deadlines and in crisis situations.
- ~~4-3.~~ Organize and 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 and maintain office filing systems and document management databases.~~
- ~~7. Make a wide variety of logistical arrangements independently or from brief instructions.~~

- ~~8.4.~~ Communicate clearly, tactfully, respectfully, and effectively with the Board of Port Commissioners, administrators, staff, and the public, both orally and in writing, in a manner consistent with the department's policy and customer service policies.
- ~~9. Prepare clear, accurate and concise correspondence, records, reports and other documents.~~
- ~~10. Maintain highly sensitive and confidential information.~~
- ~~5. Use~~ Read, analyze and interpret applicable codes, ordinances, laws and legislation.
- ~~6. Demonstrate a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset~~ independent judgment within general policy guidelines.
- ~~7. Maintain confidentiality of information.~~
- ~~8. Prepare clear, concise, and comprehensive correspondence, reports, studies and other written materials.~~
- ~~9. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.~~
- ~~11-10.~~ Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and individuals, sexual orientation of the Board of Port Commissioners, administrators, staff and the community.
- ~~11. Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.~~
- ~~12. Establish and maintain highly effective working relationships with Commissioners, District executives, elected and appointed officials of other governmental agencies, management, staff, diverse community and business leaders, customers, the media, the public and others encountered in the course of work and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.~~

## MINIMUM REQUIREMENTS

### Education, Training and Experience:

~~Graduation from high school or G.E.D. Any combination equivalent, and six to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:~~

#### Education:

Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, organizational development, or a related field.

#### Experience:

Five (5) years of increasingly progressively responsible administrative support or experience, at least two of which were supporting a department head/executive assistant experience. Time served as a District Intern will count towards the years of or higher; or an equivalent combination of training and experience.

### Licenses; Certificates; Special Requirements:

A current, valid California Class C ~~driver's~~ 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~~ PSYCHOLOGICAL DEMANDS**

~~Persons with disabilities may be able~~ The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job, ~~the limitations related to disability~~ include close vision and the ability ~~of~~ to adjust focus.

#### **Psychological Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with district administrators, managers, staff, the public and others encountered in the course of work, some of whom are dissatisfied, angry or abusive.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the ~~hiring department to accommodate~~ essential functions. Employees work under typical office conditions, and the ~~limitation~~ noise level is usually quiet. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work extended hours.

Resolution #: ~~2014-130~~2023 - x

Dated: ~~June 10, 2014~~

Revised per President/CEO Approval: ~~October 6, 2021~~April 11, 2023

San Diego Unified Port District

Class Code: B262-CNR0323

**CLASS SPECIFICATION**  
**Lead Distribution and Storage Technician**

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

**GENERAL PURPOSE**

Under general supervision, provides lead direction to assigned staff; ensures that incoming and outgoing shipments meet District needs and quality standards; leads and participates in a variety of warehouse and distribution activities, including property disposal and unclaimed property functions; accurately enters and monitors data entered into the Port's financial management database and completes and maintains appropriate forms, records, reports and other documentation to ensure accurate accounting of public property; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Lead Distribution and Storage Technician is the third level in the warehouse operations and materiel support class series. Incumbents provide lead direction to assigned staff while also performing a variety of warehouse and distribution activities, including oversight of receiving, inspections and distribution of incoming and outgoing shipments; controlling, maintaining and monitoring stock inventory levels; overseeing the maintenance of the warehouse, vehicles and equipment; and monitoring the Port's excess property disposal and lost and found programs.

Lead Distribution and Storage Technician is distinguished from Distribution and Storage Technician II in that an incumbent in the former class is responsible for leading, training and monitoring the day-to-day work performance of incumbents in the latter and more junior class in the series.

**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 lead direction to assigned staff; trains, guides, coaches, assigns work to and monitors day-to-day work performance of assigned staff; schedules and conducts formal safety, skill development and other training sessions.
2. Ensures that incoming and outgoing shipments meet Port requirements and quality and safety standards; monitors receipt, quality assurance inspections and shipping of equipment, supplies and materials to verify compliance with established policies, practices and procedures; monitors inspection of received shipments to ensure conformity with purchase order specifications; handles problem orders, such as damage, overages and shortages; tracks, follows-up on and expedites past due purchase orders.

3. Supervises and engages in general warehouse operations and activities; oversees the utilization of a variety of vehicles and equipment in the loading, unloading and moving of items and inspects equipment to ensure maintenance and safety; monitors the warehouse to ensure its safe, clean, orderly condition and interprets and follows safety and sanitation policies and procedures; performs safety and maintenance inspections on warehouses, offices and equipment.
4. Leads and performs a variety of stock and inventory activities; determines and recommends minimum/maximum inventory stock levels based on usage, supporting documentation or regulatory requirements; completes reorder requisitions as necessary to ensure proper stock levels; develops technical specifications and administers purchase contracts for stock materials and supplies; reviews and analyzes data and accurately forecasts, evaluates and initiates selections, re-orders or deletions to meet inventory needs and level requirements; leads, assigns, monitors, researches discrepancies from and makes improvements based on periodic inventories, including blind count cycle, spot, annual, velocity and special category inventories; maintains and distributes stock catalogs and catalog updates; supervises the receipt and labeling of items, assignment of storage locations and stocking, arranging, rotation and re-stocking of shelves; monitors tagging of fixed asset or minor property items; determines when stock location changes are necessary and ensures that they are performed and reported; monitors the issuance of requested supplies, equipment and other materials to ensure that requisitions and orders are accurately and efficiently filled.
5. Oversees deliveries and pick-ups of assigned materials, equipment, supplies and furniture, to and from Port sites and vendor locations; provides assistance, guidance and direction in route and schedule development; ensures that vehicles and delivery equipment and tools are utilized in compliance with established procedures; performs safety and maintenance inspections on vehicles and equipment; coordinates delivery requirements with vendors, carriers and departments for difficult or unusual freight and material.
6. In compliance with Federal, state and local laws and regulations and Port policies and procedures, oversees and performs specialized technical duties in the receipt, inspection, handling, storage, distribution and disposal of a variety of hazardous materials purchased or used by the Port; maintains library of Material Safety Data Sheets for stocked material.
7. Monitors, reviews, audits and completes related operations and administrative records, files, lists, logs, forms and other documentation in all areas outlined above to verify accuracy, completeness and timeliness; audits and verifies accurate entry and retrieval of and enters and retrieves a variety of data in the financial management database to account for public property; utilizes related software programs, including those associated with shipping, receiving, storage and distribution, to ensure efficient and effective operations; maintains department time and payroll records.
8. Receives, researches and resolves routine to moderately difficult questions, concerns and issues from customers, Port personnel, vendors and shipping companies; promptly communicates with Manager on non-routine or sensitive matters.

9. Provides direction and participates in the work of skilled and semi-skilled personnel assigned to section activities.

## **OTHER DUTIES**

Incumbents in this classification may be assigned the following SAP duties and responsibilities: interface with other module process owners to coordinate configuration and business process changes to SAP; configure, test and document changes to SAP; train and assist new SAP users including creating training material; translate business requirements to SAP functional requirements; troubleshoot problems within respective module and with integrated module.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Packaging, shipping, receiving, quality assurance inspections, storing and delivery practices, procedures, methods and techniques.
2. Supervisory warehouse work practices and safety, security, health and sanitation procedures relevant to the storage and distribution of materials, supplies and other items purchased and stored by the Port.
3. Inventory maintenance and control programs, methods and procedures.
4. Practices and procedures for handling hazardous materials purchased and stored by the Port.
5. Practices, procedures, methods and techniques to appropriately dispose of excess items owned by the Port.
6. Material and supply identification and classification methods and procedures.
7. Basic math.
8. Traffic and safety laws.
9. Proper lifting techniques.
10. Applicable Federal, state and local regulations, such as DOT common carrier and package carrier regulations and tariff regulations.
11. Principles of effective leadership of personnel in an industrial working environment.

### **Ability to:**

1. Operate warehouse equipment and vehicles, including a delivery truck, forklift and pallet jack.
2. Inspect incoming shipments and compare to purchase orders.
3. Complete, maintain, review, analyze and supervise the maintenance of records, reports and forms related to warehouse operations.
4. Lead, coach, train and monitor work performance of staff.

5. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
6. Review and audit the work of others to ensure accuracy, completeness and timeliness.
7. Plan and estimate storage capacities and requirements.
8. Analyze situations accurately and adopt an effective course of action.
9. Understand and follow oral and written instructions.
10. Perform heavy physical labor and lift, carry and move objects properly.
11. Take physical inventory accurately and efficiently.
12. Read, interpret and follow rules, regulations, policies and procedures.
13. Operate a computer and other standard office equipment.
14. Read and understand maps and delivery directions.
15. Observe legal and defensive driving practices.
16. Establish and maintain effective working relationships with those encountered in the course of work.

## **MINIMUM REQUIREMENTS**

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

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

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

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

A current Forklift Certificate of Completion from an OSHA-approved training center is required at time of application.

## **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~~ 2023 - ~~130~~ x

Dated: ~~June 10, 2014~~ April 11, 2023