

Attachment B to Agenda File No. 2020-0184**San Diego Unified Port District****Class Code: A2001-UE20****CLASS SPECIFICATION**
Assistant Director, Real Estate

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

GENERAL PURPOSE

Under general direction, plans, organizes and supervises the work of a team of professional, technical and administrative staff; oversees multiple aspects of the District's real estate portfolio in one of two core functional teams: redevelopment and asset management (operating unit); facilitates the resolution of issues between key internal and external stakeholders; represents the District within the development community and with other agencies; ensures integration with the District's other departments; acts as a liaison in high-level interactions; prepares revenue and expense budgets; develops, implements and monitors standards and procedures to control quality, effectiveness and costs of projects, activities and work programs; directs and evaluates the work Department Managers and Team Leads; acts for the Director, Real Estate in that individual's absence; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position differs from Department Manager, Real Estate in that the Assistant Director, Real Estate primarily manages a team of Department Managers (or other Team Leads) who each have specific responsibilities and staff assigned to them. Assistant Director, Real Estate is a management level position working under the Director, Real Estate. The incumbent is responsible for leading a departmental operating unit and implementing and executing District operational goals and objectives, which include organization wide strategic initiatives. Responsibilities require independent judgment on issues that are complex, interpretive, and evaluative in nature. Responsibilities and assignments require a thorough understanding of commercial and industrial real estate and development, including a general understanding of other District department disciplines, as well as District and department policies, practices and procedures, and involve significant accountability and high-level decision making. The incumbent is assigned highly complex and specialized responsibilities requiring advanced professional-level knowledge of the goals, objectives, and technical requirements of the District and department.

The Assistant Director, Real Estate is distinguished from other management and supervisory classes in that incumbents serve as top managers of one of two operating units that carry out significant department and District programs, policies, and responsibilities and serves as a substitute for the Director, Real Estate in that individual's absence. In addition, the Assistant Director(s) forms the core of the Real Estate Leadership Group, in addition to the Director, and

provide strategic guidance on department-wide issues relating to District policies, personnel, resource balancing, administrative initiatives and department structure.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Directs, plans, organizes, supervises and evaluates the work of an operating unit; with subordinate managers, develops, analyzes, implements and monitors work plans to achieve the department mission, goals and performance measures; directs the development of and monitors performance against the department's budget; supervises team responsible for administering the District's real estate agreements; plans and directs the development, implementation and evaluation of asset management and development programs, process, systems and procedures to achieve District and department goals, objectives and performance measures consistent with the District's quality and customer-service expectations; manages tenant and District development projects; and develops and implements plans, policies, systems and procedures applicable to operating unit responsibilities.
2. Plans, organizes, directs, analyzes, and evaluates the performance of assigned Department Managers and Team Leads; establishes performance requirements for department operating units and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; prepares performance evaluations and reviews individual evaluations with staff; recommends merit increases and other rewards to recognize performance; recommends disciplinary action to address performance deficiencies, in accordance with the District's Personnel Rules and Regulations, policies and labor contract provisions.
3. Provides day-to-day leadership, direction, and works with staff to develop and retain highly competent, service-oriented staff through selection, training, and day-to-day management that supports the District's and department's strategic plan, mission, objectives and service expectations; oversees and administers ongoing department training; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Develops, implements and administers comprehensive programs, policies, guidelines and procedures related to the beneficial development and management of the District's real estate holdings.
5. Plans, develops, implements and directs the activities of staff engaged in real estate business development, redevelopment, and asset management; oversees and coordinates the selection of development proposals; and negotiates development contracts.
6. Directs asset management programs to ensure the District's leasehold arrangements are based on the Board of Port Commissioners' direction, policies and goals.

7. Monitors national and statewide developments in areas of responsibility; monitors proposed state and federal law, regulations and court decisions for their impact on District real estate practices and operations; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of the District's needs and requirements in all real estate areas; recommends appropriate actions and implements programs.
8. Participates in the District's short- and long-range planning process for real estate and facilities requirements.
9. Supervises the preparation of a wide range of reports and financial analysis pertaining to the status of development projects and the District's real estate assets.
10. Prepares plans for financing and development of District public assets (i.e. parks and roads) with the development of new leaseholds, which can include multiple agencies' contributions to the public private partnerships.
11. Represents the department with other departments and governing board.
12. Serves as a District representative and acts as a liaison in interactions with other industry and governmental agencies, tenants, District neighbor cities, professional organizations, community groups and elected officials on District strategic initiatives and departmental issues; serves as District's representative on local, regional and national associations of interest to the District's mission; participates in meetings, conferences, conventions and other professional forums to keep abreast of regional/national real estate asset management and development trends and emerging strategies.
13. Plans, develops, analyzes, and conducts program outreach and promotional activities for District programs; develops and/or directs creative and content development of information, outreach, and educational materials; directs operating unit staff to plan, organize, and implement effective public relations goals and strategies; and oversees staff presentations to elected officials, other public governing bodies, tenants and community, neighborhood, business and school groups.
14. Leads, develops, writes, analyzes, reviews and presents a variety of technical and professional reports, documents, correspondence and records related to complex real estate development and portfolio management programs; drafts correspondence to District tenants, other District departments, elected officials, and state and federal regulatory agencies; drafts Board of District Commissioners agenda items and memos; and oversees maintenance of accurate and complete real estate records.
15. Develops and administers consultant contracts; negotiates; drafts contract language; awards or recommends awarding of contracts, selecting appropriate consultants; monitors and evaluates contract compliance, including contract invoices; assesses, identifies and facilitates complete resolution of District tenant lease and project review issues.

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

16. Manages an operating unit with primary responsibility for developing project programs and financial feasibility, as well as predevelopment due diligence leading to negotiations which begin with obtaining entitlements and end with completion of construction, of all tenant and District development projects where the District acts as master developer on large multi-site development projects, including leading District strategic initiatives.
17. Manages an operating unit with primary responsibility for the administration of District tenant leases and the development of new business and enhancement of existing lines of business.

OTHER DUTIES

1. Acts as Director, Real Estate in that individual's absence.
2. Serves as a member of the Real Estate Department's Leadership Group, advising on department-wide issues relating to District policies, personnel, resource balancing, administrative initiatives and department structure.
3. Participates in regional, state and national industry and professional meetings and conferences to maintain a current understanding of trends and technology related to District operations, particularly in areas of assigned accountability.

QUALIFICATIONS

Knowledge of:

1. Advanced program and project management methods, tools and techniques in the field of real estate development and strategic lease portfolio and asset management, including applicable financial and legal principles.
2. Theory, principles and practices of business development, real estate development and redevelopment, commercial and industrial leasing and management, project management.
3. Principles and practices of complex commercial and industrial real estate negotiations.
4. Principles and practices of public administration, including budgeting, purchasing, contracting and maintenance of public records.
5. Principles and practices of real estate appraisal.
6. Real estate research methods and financial analysis techniques.
7. Federal, state and local laws, regulations and court decisions applicable to real estate development and property leasing; contract law; planning and environmental issues related to real estate development and leasehold improvements.
8. Principles and practices of sound business communication; real estate terminology.
9. Computer capabilities applicable to functional responsibilities.
10. Principles and practices of effective management and supervision.
11. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Analyze and make sound recommendations on complex management, market, and administrative issues.
2. Prepare and present complex and sensitive matters to the Board and the general public in a cogent, professional manner.
3. Present proposals and recommendations clearly and logically in public meetings.
4. Understand, interpret, explain and apply District policy and procedures governing real estate development, appraisal and asset management.
5. Define and communicate strategic asset management goals to all stakeholders clearly, succinctly and persuasively.
6. Plan, organize and complete projects efficiently in accordance with time, budget and quality requirements.
7. Prepare clear, concise and comprehensive financial analyses, correspondence, project and asset management plans and documents, reports, studies performed and other written materials.
8. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
9. Work cooperatively and consultatively as a major team leader to ensure agreement and consensus.
10. Negotiate expectations, facilitate open communication and mediate disputes among internal and external stakeholders.
11. Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
12. Understand and apply laws, regulations, ordinances and policies applicable to assigned real estate functions.
13. Manage, direct and evaluate the work of designated staff and contractors.
14. Communicate effectively orally and in writing.
15. Ensure the proper processing and maintenance of all required real estate leases, files, records and transaction documentation.
16. Exercise sound, expert independent judgment and initiative within general policy guidelines.
17. Exercise tact and diplomacy in dealing with difficult and sensitive situations.
18. Establish and maintain effective working relationships with all levels of management, staff, other government officials, vendors, developers, tenants, consultants, employees and the public.

19. Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, real estate, law, finance or a closely related field; and a minimum of five years of progressively responsible experience involving real estate development, asset management and/or commercial/industrial property leasing, at least two years of which were in a project or program management and 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.

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

UNCLASSIFIED SERVICE

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

PHYSICAL AND MENTAL DEMANDS

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

Resolution #: 2020 - x

Dated: June 23, 2020

San Diego Unified Port District

Class Code: B884-UE~~16~~20**CLASS SPECIFICATION****~~People Strategies~~-Business Partner, Organization & People Development**

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

GENERAL PURPOSE

Under general supervision, performs a variety of professional, technical and analytical activities in support of the San Diego Unified Port District (District)'s Organization & People Development ~~People Strategies~~-programs including recruiting/-selection strategies, onboarding, performance management, and succession programs, personnel development including comprehensive training and development programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A ~~People Strategies~~-Business Partner, Organization & People Development performs the more complex, advanced journey professional work in multiple functional areas. Incumbents provide professional advice and counsel to District managers and supervisors on complex and sensitive matters. The incumbent is expected to exercise considerable discretion in carrying out responsibilities independently with sound professional judgment and problem solving skills.

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. Designs and implements employee recruitment and selection programs.
2. Maintains an effective level of business literacy regarding assigned groups.
3. Leads the education, communication and support of People initiatives by partnering with business leaders to drive performance management, change management, employee development.
4. Partner with leaders to develop their staff talent including employee assessment programs and development plans.
5. Conducts exit interviews. Analyzes trends regarding turnover and develops and makes recommendations regarding addressing trends.
6. Prepares contract agreements with vendors for consulting services. Develops scope of work for contract agreements and negotiates contract terms and costs with vendors; maintains

project timelines and ensures contracted tasks are completed, deliverables are received and payments have been made

OTHER DUTIES

1. Performs a variety of special research and analysis projects.
2. May plan, organize, supervise and evaluate the work of assigned personnel.
3. Maintains confidential files and records.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of learning and instruction, particularly as related to adult development in a work setting.
2. Methods and techniques for conducting needs assessments and designing training programs and delivery systems.
3. Principles, practices, techniques and tools applicable to organizational improvement analysis and improvement interventions.
4. Principles and practices of group facilitation.
5. Principles and practices of human resource management.
6. Contemporary organization and management principles and practices.
7. Research methods and data analysis techniques.
8. Principles and practices of business communication.
9. District Personnel Rules and Regulations, policies and labor contract provisions.
10. Business mathematics.

Ability to:

1. Analyze complex training and organizational development problems, evaluate alternatives and make sound, appropriate recommendations.
2. Exercise sound independent judgment and initiative within established guidelines.
3. Assess training, development and organizational improvement needs and design cost effective programs and approaches to meet needs.
4. Facilitate and conduct effective instructor led training.
5. Use technology to develop presentation and instructional materials and aids.

6. Facilitate large and small group processes for improvement processes and interventions.
7. Perform individual coaching and mentoring.
8. Present proposals and recommendations clearly, logically and persuasively.
9. Prepare clear, concise and accurate training and development reports, correspondence, analytical studies and other written materials.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
11. Establish and maintain highly effective working relationships with managers, supervisors, employees, vendors and others encountered in the course of the work.
12. Represent the department and the District effectively in meetings with managers, supervisors, employees, union representatives and others on a variety of issues.
13. Prepare clear, concise and accurate reports, correspondence, analytical studies and other written materials
14. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
15. Communicate effectively orally and in writing.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with major course work in public or business administration, human resources, psychology or a related field; and five (5) years of increasingly responsible management experience; and experience in the design and delivery of employer-based training and development and/or organizational development programs and services, including programs for managers and supervisors. 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 may be required at time of appointment and, if required, be maintained at all times thereafter in order to operate a vehicle on District business.~~ A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

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

receipt and understanding of District Administrative Procedures covering the use of District vehicles.

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

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

UNCLASSIFIED SERVICE

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

PHYSICAL AND MENTAL DEMANDS

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

Resolution #: ~~2016—135~~2020 – X

Dated: ~~September 8, 2016~~June 23, 2020

San Diego Unified Port District

Class Code: A2073-UE20

CLASS SPECIFICATION **Chief Policy Strategist**

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

GENERAL PURPOSE

Under direction from the Executive Director (President/CEO) and the Vice President Planning, Environment and Government Relations (Vice President), this position formulates and implements policy strategies that enables the District to fulfill its mission under the Public Trust Doctrine and other legislative mandates. Pursues policy solutions to Executive Director identified public problems that may be economic, social or political in nature. Interacts with a large set of external actors including, but not limited to, elected and appointed officials, domain experts, industry representatives, organized labor, citizen groups and public advocacy organizations. Provides leadership and expert advice to the President/CEO, Executive Leadership Group, and all levels of management on District-wide matters related to policy and legislation.

Under policy direction from the President/CEO and the Vice President, plans, organizes, and directs the functions, programs and activities of assigned departments and functions within the division that includes Planning, Environmental Protection, Environmental Conservation, Development Services and Government Relations departments, as well as the Aquaculture and Blue Tech and Energy teams. Directs and manages the development of short- and long-term goals and objectives for these departments and functions consistent with the District's strategic and business plans and ensures their effective execution. Ensures all assigned operations and functions serve the needs of internal and external customers and stakeholders, while complying with applicable laws and regulations. Also provides leadership and expert advice to the President/CEO and Executive Leadership Group on areas of functional responsibility. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Chief Policy Strategist is responsible for managing and leading a well-planned, organized and integrated policy program including, but not limited to, such issues as energy, air quality, public infrastructure, and economics through the strategic development and the implementation of sustainable solutions and initiatives, policy formation, and agency coordination. Incumbent will report directly to the President/CEO on matters related to general policy development, government relations, and legislation – while coordinating with the Vice President. On matters related to planning, development services, environmental and energy initiatives, the incumbent will report directly to the Vice President. The Vice President and President/CEO will coordinate in providing feedback and evaluating incumbent's performance. This position is held

accountable for ensuring that functions are in compliance with District policies, procedures, goals and objectives, relevant laws and regulations and professional standards and practices.

With the Vice President, President/CEO and other executives, the incumbent provides strategic leadership and participates in development of short- and long-term organizational and administrative strategies and plans to meet operational and service delivery objectives while making optimal utilization of the District's resources. The incumbent also provides strategic leadership in the formulation, enactment and implementation of policy solutions to public problems identified by state and federal legislative mandates (including the Port Act and Public Trust Doctrine) and by the Executive Director. Responsibilities are broad in scope and involve highly sensitive and publicly visible functions and programs that require a high degree of policy, program and management discretion.

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 and implements the District's policy, legislative and government and community relations strategies. Analyzes opportunities in assigned areas of responsibility. Assigns staff to manage major projects.
2. Motivates employees and oversees a strategic talent process of attracting and selecting strong and diverse team members. Lead, plans, organizes, controls, integrates and evaluates the work assigned. Exercises executive 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 District mission, strategic and business plans, goals and performance measures. Directs development of and monitors performance against the division's and District's budget.
3. With other members of the executive team, exercises leadership and participates in the development of 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 core values and guiding principles.
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.
5. Represents the District in meetings with other governmental agencies, business and community groups and professional organizations regarding policy and government relations matters. Coordinates projects and activities with other District divisions/departments and with the District's General Counsel.
6. Provides professional expertise, analysis, advice and consultation in matters of importance to the District.

OTHER DUTIES

1. May act for the Vice President in that individual's absence.
2. Participates in regional, state and national industry and professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.
3. Keeps current on new markets and growth opportunities and remain on top of emerging industry trends.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of public policy, environmental management, government relations, public administration, and financial analysis.
2. Principles and practices of strategic and long-term business and policy planning.
3. Federal, state and local laws, regulations and court decisions applicable to planning, environmental management, and other applicable areas of public policy.
4. District functions and associated management, human resources, 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. Social, political, and environmental issues influencing the District's responsibilities under law and/or as defined by leadership.

Ability to:

1. Provide excellent leadership and communication skills combined with extensive knowledge of the industry. Ensure timely decisions are made and executed accordingly.
2. Plan, organize, direct and integrate diverse initiatives, projects and objectives of the District's policy and government relations functions.
3. Define complex public policy, management, operational, organizational and administrative issues, perform difficult and complex analyses and research, evaluate

alternatives and develop sound conclusions and recommendations.

Interact effectively with other leaders in different roles within the organization.

4. Understand and apply local, state and federal policy, law, regulations and court decisions applicable to areas of responsibility.
5. Understand and apply court decisions and proposed legislation and programs in terms of their implications and impacts on District programs, operations and policies.
6. Present proposals and recommendations clearly, logically and persuasively in public meetings on a variety of issues.
7. Represent the District effectively in negotiations with other organizations and tenants. Be adept at building relationships with other governmental entities and non-governmental organizations.
8. Develop and implement appropriate division procedures and controls.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Exercise sound, expert independent judgment within District guidelines.
11. Exercise tact and diplomacy in dealing with politically sensitive, complex and confidential issues and situations.
12. Establish and maintain effective working relationships with commissioners, all levels of District management, other elected and appointed government officials, consultants, tenants, 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 environmental science, land use planning, public policy, public administration or a closely related field; and at least twelve years of increasingly responsible experience in land use planning, environmental programs and projects, or government relations. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

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

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

receipt and understanding of District Administrative Procedures covering the use of District vehicles.

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

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

UNCLASSIFIED SERVICE

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

PHYSICAL AND MENTAL DEMANDS

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

Resolution #: 2020 – x

Dated: June 23, 2020

San Diego Unified Port District

Class Code: A2048-UE~~16~~20**CLASS SPECIFICATION****Director, ~~People Strategies~~ Organization & People Development**

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

GENERAL PURPOSE

Under policy direction, plans, organizes, directs and implements a comprehensive people strategy for the San Diego Unified Port District (District). This will include strategies that are closely aligned with the business goals and overall District business strategies. The strategies will include design work in the area of recruiting, selection, onboarding, performance management, and succession, personnel development including comprehensive training and development programs.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing programs that help develop our people. The ideal candidate for this position will be a business leader with strong business acumen who approaches human capital strategy from the perspective of driving business performance

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and levels 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. Designs/develops and implements comprehensive people programs to include: talent acquisition and retention, leadership development, performance management program, compensation/benefit programs, succession planning program, workforce planning program, and culture development and organization transformation.
2. Partner with business leaders to help them build and develop their people and their organizations.
3. Works with the business to identify the key capabilities needed from leaders/employees to deliver the business objectives. Assess current talent pool against those criteria and then create development talent pipeline plans to leverage strengths and address skill gaps.
4. Develop and drive a plan for a complete people platform for the business unit to enable the overall business plan – both in the areas of transformation/re-engineering of existing core business, and fueling the next chapter growth strategy.
5. Help the departments and teams build a high performing leadership team.

6. Architect and implement a comprehensive performance management plan necessary to set, align, cascade and manage the goals and performance of the organization.
7. Participate in the development of a detailed workforce plan for the departments and teams.
8. Provide hands-on coaching for leaders to create and deploy their employee engagement plans with measurable milestones and outcomes that are incorporated into the goals of the leaders.
9. Partner with Human Resources to foster constructive employee relations.
10. Leads, plans, organizes, controls, integrates, and evaluates the work of the department; with subordinate manager and staff, designs/develops, integrates implements and monitors programs, policies and processes to achieve the department mission aligned with the District strategy and business plans.
11. Participates in developing key initiatives, develops, and implement department business plans.
12. Provides leadership and works with District leadership to develop and retain highly competent, service-oriented staff through selection, compensation, training and development.
13. Directs and evaluates the performance of assigned managers and staff.
14. Provide insightful data to guide decision making and offer proactive solutions in their areas of essential duties and responsibilities.

OTHER DUTIES

1. Represents the District on professional and community boards and committees.

QUALIFICATIONS

Knowledge of:

1. Theory, principals, practices and techniques of organizational development programs and people strategies programs.
2. Principles and practices of strategic and long-term business planning.
3. Research methods and analysis techniques.
4. Creative/Impactful programs to enhance employee engagement and drive cultural transformation.
5. Experience counseling leadership teams on a variety of issues.
6. Change management expertise.

7. Strong program/project management orientation.
8. Strong business acumen.

Ability to:

1. Think globally and understand the business, goals and challenges in order to identify and help deliver opportunities.
2. Coach leaders to ensure leadership and management excellence.
3. Offer thought leadership regarding organizational and people-related strategies and execution. Provide insightful data to guide decision making and provide proactive solutions.
4. Work hands-on with a small department of employees to transform the organization.
5. Analyze data for relevant information for the organization to make informed decisions about the workforce, trends in industry, etc.
6. Adapt quickly and build relationships, engage, and motivate.
7. Communicate effectively with all levels in the organization.
8. Thrive in flexible, dynamic work environment
9. Effectively manage multiple deliverables.
10. Speak publically.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, human resources management, or a closely related field; and at least ten (10) years of progressively responsible organizational development related experience, at least five (5) 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 may be required at time of appointment and, if required, be maintained at all times thereafter in order to operate a vehicle on District business.~~ A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

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

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

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

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

UNCLASSIFIED SERVICE

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

PHYSICAL AND MENTAL DEMANDS

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

Resolution #: ~~2016—135~~2020 – x

Dated: ~~September 8, 2016~~June 23, 2020

San Diego Unified Port District

Class Code: A1165-UE0320

CLASS SPECIFICATION Executive Vice President

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

GENERAL PURPOSE

Under general policy direction from the Executive Director (President/CEO), assists that position with the overall general management of the ~~Port~~-District, while at the same time providing executive direction for the assigned departments and/or functions; directs and manages the development of short- and long-term goals and objectives consistent with the ~~Port~~District's strategic and business plans and ensures their effective execution; contributes to ensuring all ~~Port~~District operations and functions serve the needs of internal and external customers, while complying with applicable laws and regulations; provides expert advice and counsel to the Board of Port Commissioners (~~Board~~), ~~Executive Director~~ (President/CEO) and all levels of management on a myriad of ~~Port~~District-wide business issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position class serves as the number two executive in the District, assisting the ~~Executive Director~~ (President/CEO) in coordinating and integrating the operations, programs and activities of the ~~Port~~District's divisions and departments. With the ~~Executive Director~~ (President/CEO) and the entire executive team, the incumbent provides strategic leadership and participates in development of short- and long-term planning, organizational, operational and infrastructure strategies and programs to meet operational and service support objectives while making optimal utilization of the ~~Port~~District's resources. The incumbent also provides strategic leadership and input on the development and implementation of District-wide policies, systems and processes. Responsibilities are broad in scope and involve highly sensitive and publicly visible activities that require a high degree of policy, program and management discretion. Results are evaluated in terms of overall effectiveness.

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 assigned departments and staff to ensure activities and services comply with the policies and strategic direction set by the Board and ~~Executive Director~~ (President/CEO) and are in conformance with all applicable laws and regulations; assists the ~~Executive Director~~ (President/CEO) in managing and integrating the activities and work outputs of all ~~Port~~District divisions; participates in formulation of the District strategic plan and other long-range business, facilities and resource plans; with the ~~Executive Director~~ (President/CEO), develops, implements and monitors long-

term plans and objectives focused on achieving [PortDistrict](#) mission, vision, strategic plan, core values, guiding principles and Board priorities; participates in the development of the [PortDistrict](#)'s operating budget; monitors implementation of adopted budget; directs the development, implementation and evaluation of plans, programs, projects, policies, systems, financial strategies and procedures to achieve short- and long-term District-wide objectives and work standards.

2. With other members of the executive team, exercises leadership and participates in the development of [PortDistrict](#)'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 [PortDistrict](#)'s core values and guiding principles.
3. Provides leadership and works with directors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the [PortDistrict](#)'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 [directors and staff](#); establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides 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, [PortDistrict human resources](#) [Personnel Rules and Regulations](#), policies and labor contract agreements.~~
- ~~5.4. [Plans and evaluates performance of assigned directors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's Rules and Regulations, policies and labor contract provisions where applicable.](#)~~
- ~~6.5. Provides leadership and works with the executive management team to develop and retain highly competent staff through selection, compensation, training and day-to-day management practices which support the [PortDistrict](#)'s mission, vision, strategic plan, objectives and values; provides leadership direction and works with executive team members to ensure a high performance, customer service-oriented work environment consistent with sound, innovative management principles and District vision and values; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.~~
- ~~7.6. Participates in assessing regional, community, maritime industry and customer needs and contributes to ensuring all [PortDistrict](#) objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality service; directs development and implementation of initiatives for service and quality improvement and customer satisfaction enhancement.~~

~~8-7.~~ 7. Directs, coordinates and participates in the preparation of analyses and recommendations regarding policy issues and long-range plans to address ~~Port~~District land use, real estate development, operational and administrative objectives; advises the ~~Executive Director~~ ~~(President/CEO)~~ regarding policy issues, programs and projects to meet needs in a manner that most appropriately supports business and economic development in San Diego County; advises and assists the ~~Executive Director~~ ~~(President/CEO)~~ in identifying, articulating and implementing key policies, programs and projects.

~~9-8.~~ 8. Interprets ~~Executive Director~~ ~~(President/CEO)~~ and Board policies, instructions and ~~requests; makes interpretations of~~ applies Code, ordinances, policies, and applicable laws and regulations to ensure District compliance.

~~10-9.~~ 9. May serve as the District's representative to professional, industry and community groups.

~~11-10.~~ 10. Participates in major negotiations with developers, unions, tenants, consultants, vendors, legislative staff and other public agencies.

~~12-11.~~ 11. Acts for the ~~Executive Director~~ ~~(President/CEO)~~ in that individual's absence.

OTHER DUTIES

1. Participates in regional, state and national industry and professional meetings and conferences to stay abreast of trends and technology related to District operations.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of organization design, development and administration, land use and environmental planning for tidelands, intergovernmental relations and labor relations as they apply to the management and operation of 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 affecting the District.
4. District functions and associated management, operational, planning, environmental 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 executive management.

10. District [Personnel](#) Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, organize, integrate and support the diverse operations, services and objectives of the ~~Port of San Diego~~ [District](#).
2. Define complex public policy, management, operational, organizational, planning environmental 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, regulation and court decisions applicable to ~~Port~~ [District](#) operations and facilities.
- ~~4. Analyze, interpret and explain court decisions and proposed legislation and programs in terms of their implications and impacts on Port programs and operations.~~
- ~~5.~~ [4.](#) Present proposals and recommendations clearly, logically and persuasively in public meetings on a variety of sensitive and fiscally important issues.
- ~~6.~~ [5.](#) Represent the District effectively in negotiations with individuals and entities.
- ~~7.~~ [6.](#) Assist in the development and implementation of appropriate procedures and controls.
- ~~8.~~ [7.](#) Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- ~~9.~~ [8.](#) Exercise sound, expert independent judgment within policy guidelines.
- ~~10.~~ [9.](#) Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- ~~11.~~ [10.](#) Establish and maintain effective working relationships with Commissioners, all levels of District management, other elected and appointed governmental officials, tenants, consultants, vendors, employees, media representatives, ~~S~~ [t](#)ate legislative staff, 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 planning, public or business administration, or a relevant field; and at least twelve years of progressively responsible management experience in the administration and operation of a public or private enterprise similar in size, scope and complexity to the ~~Port of San Diego~~ [District](#). Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

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

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

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

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

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

UNCLASSIFIED SERVICE

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

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PHYSICAL AND MENTAL DEMANDS

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

Resolution #: ~~2014-130~~2020 – x

Dated: ~~June 10, 2014~~June 23, 2020

San Diego Unified Port District

Class Code: B936-UN2047

CLASS SPECIFICATION

Geographic Information Systems Analyst II

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

GENERAL PURPOSE

Under the direction of the Geographic Information Systems Supervisor, participates in the development, maintenance and implementation of the District's geographic information system (GIS); participates in the long-term development and enhancement of GIS information technology to meet District mapping and end user service objectives; performs GIS modeling duties; provides expertise, support, assistance and guidance to District staff and external contacts; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Geographic Information Systems Analyst II is a journey-level professional class requiring the application of a body of GIS theory and principles. The Geographic Information Systems Analyst II complete standard professional level work assignments or projects. The position's duties require interacting with multiple internal and/or external units or individuals to meet District work requirements and objectives. The incumbent must have sufficient job content knowledge in the functional area to ensure District standards are met.

Geographic Information Systems Analysts II performs responsible analytical work in support of the District Geographic Information System and other management goals and objectives. Assignments are typically received in terms of expected outcomes and incumbents are expected to act in a team environment to complete assigned projects may include analysis, exhibit production, or other areas specific to the assignment.

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. Demonstrate a moderate to advanced knowledge of the use ESRI ArcGIS software to enter, edit and output geographic information, and be familiar with the Windows operating system and file systems.
2. Performs research and analysis of geographic and tabular data from public and private sources for integration to the District's enterprise GIS, presents results to other departments.
3. Assists with problem and/or process identification, definition, and solution development,

recommends improvements, modifications, and automated solutions, and takes corrective action to resolve problems.

4. Assists in training District staff in the use of GIS on an individual basis or in a classroom setting.
5. Assists with application development and database development efforts.
6. Maintains, and conducts Quality Assurance/Quality Control (QA/QC) of geographic data sets using a variety of software and source data. Creates and maintains GIS database metadata to support enterprise GIS efforts at the District.
7. Provides information, resources, support and assistance to users of GIS software and/or custom applications. Responds to inquiries and gives problem solving assistance.
8. Provides technical guidance to staff involved in interpreting satellite photos, cartography, data analysis, experimental design and capturing data for conversion into GIS usable formats.
9. Under direction, collaborates with other GIS staff and various District departments to understand their geographic data needs, and generates standard and customized products from the GIS such as presentation maps, digital graphics and reports for users in all District departments.
10. Utilizes a variety of District systems to find and collect data for use in everyday work such as: Document Management System, Asset Management System, and manual files. Researches and analyzes geographic and tabular data from public and private sources for integration into the District's enterprise GIS.
11. Within their work assignments, demonstrates an effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide seamless and quality customer service.
12. Performs complex geoprocessing and geospatial analysis, and designs and produces advanced cartographic products.
13. Train subordinate staff, and provide technical guidance to staff on GIS application uses.
14. May be required to perform all the duties of the Geographic Information Systems Analyst I.

QUALIFICATIONS

Knowledge of:

1. GIS concepts, including advanced techniques of geoprocessing and spatial analysis, and geographical concepts of location, scale, resolution and generalization.
2. Principles and practices of GIS systems, uses and applications, including hardware and software applications, map production, methods and techniques of conducting research and analyzing geographic and other related data.
3. Use and understand GIS tools (specifically ESRI products) and methodologies to operate a variety of geographic information system input and output devices, including printers, plotters and other GIS related peripheral equipment/devices in a Windows environment.

4. Working effectively to maintain productive relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
5. Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. Exercise appropriate judgment in answering questions and releasing information.
6. Data collection methods, Database management principles, Analytical methods and techniques.

Ability to:

1. Prepare analyses using various related geographic information system software.
2. Provide technical guidance to staff on GIS application.
3. Analyze a variety of geographic and mapping data and develop logical conclusions and solution.
4. Research methods and techniques related to collecting, analyzing, and evaluating geographic/land use related data.
5. Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral.
6. The ability to easily adapt to ongoing technological developments and advancements

MINIMUM REQUIREMENTS

Education, Training and Experience:

Equivalent to a Bachelor's degree or equivalent coursework from an accredited college or university with major course work in geography, planning, natural resources, or computer science including coursework in GIS. A Master's degree is desirable.

At least three years of experience using ESRI ArcGIS software in the development and maintenance of a multi-user geographic information system. Experience interpreting topographic maps, engineering improvement plans, and "as built" plans is also required.

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 no reasonable accommodation can be made.

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

UNCLASSIFIED SERVICE

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

PHYSICAL AND MENTAL DEMANDS

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

Resolution #: 20~~20~~17 – ~~161~~x

Dated: ~~December 5, 2017~~

San Diego Unified Port District

Class Code: B921-UE~~17~~20**CLASS SPECIFICATION****Manager, ~~People Strategies~~ Organization & People Development**

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

GENERAL PURPOSE

Under general direction, plans, organizes, supervises and performs a variety of complex professional and technical activities in support of the San Diego Unified Port District's (District) comprehensive people strategies that are aligned with the business goals and overall District business strategies including but not limited to design work in the areas of recruiting, selection, onboarding, performance management, workforce/succession planning, and personnel development including comprehensive training and development programs.

DISTINGUISHING CHARACTERISTICS

A Manager, Organization & People Development ~~People Strategies~~ supervises a unit of professional and support staff and manages the delivery of programs that help develop our people. An incumbent provides professional advice and counsel to executives, managers, supervisors and employees and carries out difficult and complex responsibilities requiring a high degree of professional, organizational and interpersonal knowledge, skill and sensitivity.

Manager, Organization & People Development ~~People Strategies~~ is distinguished from Director, Organization & People Development ~~People Strategies~~ in that an incumbent in the latter class has overall management responsibility for the delivery of District wide comprehensive programs/approaches related to human capital strategy from the perspective of driving business performance.

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 assigned staff; contributes to the development and monitoring of programs, policies and processes to achieve the department mission aligned with the District strategy and business plans.
2. Contributes to development of and monitoring of performance against the annual department budget.
3. Provides day-to-day leadership and works with staff to ensure a high performing team; directs, plans and evaluates the performance of assigned staff; establishes performance requirements and personal development goals; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence,

recommends disciplinary action, up to and including termination, to address performance deficiencies in the department, in accordance with the District's Personnel Rules and Regulations, Administrative procedures and labor contract provisions.

4. Partner with Human Resources to foster constructive employee relations.
5. Partners with business leaders to help them build and develop their people and their organizations.
6. Provide hands-on coaching for leaders to create and deploy their employee engagement plans with measurable milestones and outcomes that are incorporated into the goals of the leaders.
7. Participates in the development of District wide talent selection and performance management programs.
8. Participates in the development of a workforce plan for the departments and teams.
9. Partner with leaders to develop their staff talent including employee assessment programs and development plans.
10. Contributes in developing key initiatives and implement department business plans.

OTHER DUTIES

1. Represents the District on professional and community boards and committees.
2. Acts for the Director, Organization & People Development ~~People Strategies~~ in that incumbent's absence.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of organizational development programs and people strategies programs.
2. Administrative principles and methods, including goal setting, budgeting, program development and implementation.
3. Research methods and analysis techniques.
4. Principles and practices in human resource management.
5. Principles and practices of business communication.
6. Principles and practices of effective management and supervision.
7. Counseling leadership teams on a variety of issues.
8. District Personnel Rules and Regulations, Administrative policies and labor contract provisions.
9. Business mathematics.

Ability to:

1. Analyze complex training and organizational development issues, evaluate alternative and make sound recommendations.
2. Prepare clear, concise and accurate training and development reports, correspondence, analytical studies and other written materials.
3. Present proposals and recommendations clearly, logically and persuasively.
4. Facilitate large and small group processes for improvement processes and interventions.
5. Perform individual coaching and mentoring.
6. Exercise sound, expert independent judgment within general policy guidelines.
7. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
8. Establish and maintain effective working relationships with all levels of District management, employee organizations and their representatives, other governmental officials, employees and the public.
9. Represent the department and the District effectively in meetings with managers, supervisors, employees, union representatives and others on a variety of issues.
10. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
11. Communicate effectively orally and in writing.

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

Graduation from a four-year college or university with a major in public or business administration, human resources management, psychology or a related field and eight (8) years of increasingly responsible organizational development related experience, at least three (3) of which were in a supervisory or program management capacity. Time served as a District Intern will count towards the years of service.

Licenses; Certificates; Special Requirements:

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

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

~~This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions may be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.~~ A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

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

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

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

UNCLASSIFIED SERVICE

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

PHYSICAL AND MENTAL DEMANDS

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

Resolution #: ~~2017-130~~2020-x

Dated: ~~September 12, 2017~~June 23, 2020

San Diego Unified Port District

Class Code: B886-1920

CLASS SPECIFICATION
Program Director, ~~Planning & Green Port~~

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

GENERAL PURPOSE

Under general direction of a Director, Assistant Vice President ~~or~~, Vice President, ~~or other similar designee~~, supervises the work of professional and technical staff and oversees multiple aspects of the District's planning and ~~green-port initiatives~~ environmental programs, including but not limited to: ~~long-range master and coastal~~ planning, development services, energy efficiency and conservation, alternative energy and sustainability, climate ~~and resiliency~~ planning and policy, environmental conservation, environmental protection, aquaculture ~~and~~, blue technology, business operations, budget administration, contract management, and other administrative responsibilities; acts as a complement and substitute for a Director ~~or~~, Assistant Vice President, ~~or other similar designee~~; facilitates the resolution of issues between key stakeholders; monitors and ensures compliance with applicable laws and regulations of regulatory agencies and District policies, represents the District; and acts as a liaison in high-level interactions, and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Program Director, ~~Planning & Green Port~~ is a management level position working under a Director, Assistant Vice President, Vice President or ~~Vice President~~ similar designee. The incumbent is responsible for leading a team and implementing and executing team-level or department-level operational goals and objectives. Responsibilities require independent judgment on issues that are complex, interpretive, and evaluative in nature. Responsibilities and assignments require a thorough understanding of District and department policies, practices and procedures, and involve significant accountability and high-level decision making. The incumbent plans and formulates detailed work plans and budgets, directs and manages the development of annual work programs and objectives, and monitors and ensures compliance with all applicable laws and regulations. The incumbent is assigned highly complex and specialized responsibilities requiring advanced professional-level knowledge of the goals, objectives and technical requirements of master and coastal planning, development services, energy and sustainability, climate and resiliency planning, environmental conservation and, environmental protection, long-range planning, aquaculture, and blue technology, natural resource and/or energy programs.

The Program Director, ~~Planning & Green Port~~ is distinguished from other management and supervisory classes in that incumbents serve as top finance, budget and administrative leaders

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for a team ~~or department~~ and require a high degree of administrative discretion to carry out significant team and department policies and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Leads, coordinates, directs, plans, manages, supervises, provides leadership, and evaluates key strategic initiatives of an assigned team, department or division; analyzes, implements and monitors work plans to achieve the District mission, goals and performance measures; monitors performance against a team's, department's, or division's budget and operating plans; leads planning and ~~green port~~environment initiatives and programs for the District; develops and implements plans, policies, systems and procedures applicable to team, department, or division responsibilities.
2. Directs, analyzes, and evaluates the performance of team, department, or division staff; establishes performance requirements and ~~personal~~personnel development plans with targets; regularly monitors performance and provides coaching for performance improvement and development; prepares performance evaluations and reviews individual evaluations with staff; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's human resources policies and labor contract provisions.
3. Provides leadership and support to team, department, or division staff and develops and retains highly competent, service-oriented staff through selection, training and day-to-day management in support of the District's mission, objectives and service expectations; oversees and administers ongoing team, department, or division training; provides leadership and participates in programs and activities that promote workplace diversity and a positive environment for employee relations.
4. Serves as a District representative and acts as a liaison in interactions with other industry and governmental agencies, tenants, District member cities, professional organizations, community groups and elected officials on program issues; plans, organizes, facilitates and manages planning activities with other governmental agencies; serves as District's representative on local, regional and national associations of interest to the District's mission; participates in meetings, conferences, conventions and other professional forums to keep abreast of regional/national planning trends and emerging strategies for ports.
5. Directs, plans, develops, analyzes, and conducts program outreach and promotional activities for assigned programs; develops or directs development of information, outreach and educational materials; directs team, department, or division staff to plan, organize and implement effective public relations goals and strategies; oversees staff presentations to tenants and community, neighborhood, business and school groups; manages Board of Port Commissioners committees; plans initiatives to encourage public participation in division programs.

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6. Leads, develops, directs, writes, analyzes, reviews and presents a variety of technical and professional reports, documents, correspondence and records related to assigned programs; drafts correspondence to other District departments and state and federal regulatory agencies; drafts Board of Port Commissioners agenda items and memos; oversees maintenance of accurate and complete records.

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

- 7.1. Directs, manages, implements and oversees the Port Master Plan and other related long-range plans; plans and manages activities and processes to obtain approval of Port Master Plan Amendments by the Board of Port Commissioners and certification by the California Coastal Commission; manages and supervises the preparation of and develops analyses and makes recommendations regarding the Port Master Plan and other related plans.

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

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3. Coordinates and directs multiple aspects of the District's coastal development programs, including District and tenant project review and design review, coastal permitting of development. Oversees staff in conducting tenant and District project review compliance, including parking, signage, landscaping and sustainability guidelines, and preparing mapping and survey exhibits. Assists in the preparation and implementation of fee recovery programs. Responsible for overseeing either one or both of these specialized operating units: Project Review and Mapping Services, and Current Planning.

- 9.4. Directs, manages and oversees environmental field investigative, compliance work and special studies requiring a high level of technical expertise and knowledge; plans, organizes and manages site environmental assessments and field investigations; plans, manages, directs field sampling, and other environmental survey activities and efforts; plans, organizes and directs the activities of field crews; directs performance of District and tenant environmental compliance investigations; oversees, directs and participates in the compilation and analyses of data and findings and develops courses of action.

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- 10.5. Directs, manages, and oversees environmental conservation initiatives including natural resource management programs, permitting, adherence to the bay-wide Natural Resources Management Plan, Board Committees and mitigation banking. Coordinates and oversees environmental education and outreach programs, geographical information systems programs, and clean-up events.

- 14.6. Directs, manages, and oversees climate and energy programs, including climate action plan implementation, energy efficiency and sustainability and conservation planning,

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alternative energy initiatives, energy demand management, environmental sustainability, climate change planning and policy, adaptation and resiliency planning.

~~42.7.~~ Directs, manages, and oversees aquaculture and blue technology business lines and programs, including aquaculture hatcheries, nurseries, and harvesting; fisheries enhancement; blue economy incubator; permitting; and ~~marine~~ spatial planning.

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~~43.8.~~ Directs, manages, develops, negotiates, and administers consultant contracts; drafts contract language; awards or recommends awarding of contracts, selecting appropriate consultants; monitors and evaluates contract compliance, including contract invoices; assesses, identifies and facilitates complete resolution of non-compliance issues.

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~~44.9.~~ Researches and identifies potential sources for, secures and administers grant and loan funding from governmental agencies, foundations and other funding sources. Maintains and grows existing and new business lines.

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OTHER DUTIES

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

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QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices, concepts and techniques used in developing and executing public administration, budget and financial planning, contracting and maintenance of public records.
2. Theories, advanced principles, laws, practices and techniques related to water and land use, coastal development services, urban planning and architecture, environmental ~~planning, long-range planning, policy~~, energy efficiency and conservation, alternative energy, climate and resiliency planning ~~and policy~~, environmental conservation, environmental protection, aquaculture ~~and~~ blue and marine technology, and/or business operations.
3. Application and interrelationships among applicable federal, state and local laws, codes, general case law, and regulations governing the administration of development on public tidelands and submerged lands in the California Coastal Zone, including applicable regulatory agencies and pertinent issues related to the environment, public access, and scenic and coastal resources.
- ~~3.4.~~ Advanced social, political, economic, and environmental issues influencing planning program/project development and implementation.
- ~~4.5.~~ Advanced research methods and analysis techniques.

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~~5.6.~~ Advanced principles and practices of effective human resource management and supervision.

~~6.7.~~ Principles and practices of effective business communications.

~~7.8.~~ District Personnel Rules and Regulations, policies and labor contract provisions.

~~8.9.~~ Principles and practices of strategic and long-term business planning.

Ability to:

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

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2. Working knowledge and ability to oversee a multi-disciplinary team engaged in architectural design review, civic engineering, landscaping, sustainability, construction management, and other public waterfront developments, and the organization and functions of the Board and appointed commissions.

~~2.3.~~ Manage multiple projects and programs that implement the operations plans; division work plan, vision and goals.

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~~3.4.~~ Analyze, evaluate and make sound recommendations on complex financial data and department operations.

~~4.5.~~ Define complex issues, perform difficult and complex analysis and research, evaluate alternatives and develop sound conclusions and recommendations.

~~5.6.~~ Understand and apply District, local, state, and federal policies, laws and regulations and court decisions applicable to areas of responsibility.

~~6.7.~~ Apply creativity and flexibility in problem solving to complex and/or sensitive issues and problems.

~~7.8.~~ Present proposals and recommendations clearly, logically and persuasively in public meetings.

~~8.9.~~ Represent the District and department effectively on a variety of issues; negotiate effectively on behalf of the District.

~~9.10.~~ Develop and implement appropriate procedures and controls. Prepare clear, concise and comprehensive projects, assignments, reports, correspondence, studies, policy and other written materials.

~~10.11.~~ Exercise sound, expert independent judgment and political acumen within general policy guidelines.

~~11.12.~~ Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

~~42.~~13. Establish and maintain effective working relationships providing leadership and direction with all levels of District management, employees, the public, government officials, tenants, contractors, suppliers, businesses, agencies, labor unions and others.

~~43.~~14. Provides expertise, guidance and assistance to executives, senior staff, the Board of Port Commissioners, other staff, tenants and external customers.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in land use planning, urban planning, ~~environmental planning~~, regional planning, public or business administration, ~~aquaculture or policy~~, environmental science, ~~or policy~~, ~~biology~~natural resources management, physical or chemical science, ~~public policy~~, ~~biology~~, oceanography, law or a law-related degree, ~~or~~, or a closely related field; and a minimum of eight years of progressively responsible experience involving implementation of related professional programs of similar complexity and scope in private or public agencies, at least three years of which were at a supervisory level. Experience in a public agency is preferred. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

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

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

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

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

UNCLASSIFIED SERVICE

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

PHYSICAL AND MENTAL DEMANDS

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

Resolution #: ~~2019-086~~[2020 - x](#)

Dated: June ~~18, 2019~~[23, 2020](#)

San Diego Unified Port District

Class Code: F607-CNR03

CLASS SPECIFICATION
Vessel Equipment~~Marine~~ Mechanic

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

GENERAL PURPOSE

Under general supervision, performs a wide variety of skilled, journey-level duties. Incumbents perform independently, without technical supervision in the maintenance, repair, servicing and are responsible for maintaining overhaul of the District's fleet of police, fire and repairing high performance seagoing patrol vessels, firefighting vessels work boats; operates a variety of hand, power and utility vessels. Incumbents in this class may be required to respond to emergency calls 24 hours a day by going to locations shop tools; and troubleshooting problems and performing repairs performs related duties as needed assigned.

DISTINGUISHING CHARACTERISTICS

Equipment~~Marine~~ Mechanic is a full journey-level class responsible for maintaining, repairing and servicing a wide variety of diesel- and gasoline-powered marine vessels. up to 40 feet in length. The fleet's fleet's vessels are powered by a variety of inboard and outboard marine engines. Some vessels contain complex firefighting apparatus/equipment, generators, invertors, heating and cooling systems, plumbing fixtures and equipment, radios, radar, FLIR, CAN communication networks, and pneumatic/hydraulic systems. Assignments vary, encompass a variety of tasks, seldom require detailed instructions, and require sound, independent judgement and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Diagnoses and performs major and minor repairs and overhauls to a variety of electronic or mechanical diesel- and gasoline-powered marine engines, involving inspection and replacement of broken or worn parts; inspects, troubleshoots, diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling system components. systems involving repair and replacement of such parts as carburetors, fuel pumps, spark plugs, starter motors, distributors, alternators, voltage regulators, wiring switches, batteries, thermostats, water pumps, etc.
2. Diagnoses, repairs, and adjusts steering mechanisms and other controls (mechanical, hydraulic, or electrical) to ensure proper maneuverability and navigation of the vessel.
- ~~2.~~3. Performs safety inspections on marine vessels to comply with relevant laws, codes and regulations.

- ~~3.4.~~ Repairs vessel structural parts, using hand and power tools, ~~electric arc and oxyacetylene welding equipment.~~
- ~~4.5.~~ Operates vessels to diagnose problems and defects.
- ~~5.6.~~ Performs major overhauls to electronic and mechanical diesel- and gasoline-powered marine engines; repowers vessels; services and repairs a variety of ~~marine~~ outboard motors.
- ~~6.7.~~ Performs a variety of specialized marine electrical and electronic system installations and repairs including network communications' lighting and communication systems.
- ~~7.8.~~ Performs emergency repairs to vessels on waterways; tows boats to the shop for repairs.
- ~~8.9.~~ Services, repairs, overhaul~~overhauls~~ and replace~~replaces~~ specialized equipment on law-enforcement, firefighting, and utility~~firefighting~~ vessels.
- ~~9.10.~~ Services, repairs, overhauls and replaces engine transmissions, drive shafts, propellers, jet drives, pumps, and other specialized equipment.
- ~~10.11.~~ Performs scheduled preventive maintenance on vessels.
- ~~11.12.~~ Performs interior/exterior modifications to vessels to meet ~~users'~~ specialized needs.
- ~~12.13.~~ Prepares new ~~law enforcement and firefighting~~ vessels for service.
14. Diagnoses and performs 12 VDC, 24 VDC, 110 VAC electrical repairs in the field. Including but not limited to connections, breakers, cables, fuses, outlets, and inverters.
- ~~13.15.~~ Operates a wide variety of shop tools and equipment required to maintain and service marine vessels, generators, and equipment.
- ~~14. Lubricates and changes fluids and filters in engines and equipment; maintains and repairs portable gasoline and electric pumps and generators.~~
16. Performs wood, fiberglass and metal fabrication repairs and modifications to marine vessels or equipment.
- ~~15.17.~~ Modifies and fabricates new parts for vessels and similar equipment.
- ~~16.18.~~ Maintains a variety of records of completed work in written and/or electronic form as directed.
- ~~17.19.~~ Prepares cost estimates, orders parts and materials.
- ~~18.20.~~ Reads and interprets diagnostic trouble codes, manuals, drawings and specifications.
- ~~19.21.~~ Diagnose~~Diagnostic~~ electronic engine controls and engine performance with the use of various diagnostic equipment such as: a scan tool, oscilloscope, multimeter, etc.
22. Inventorying/ordering supplies, tools, ~~May assist or independently diagnose, repair and equipment.~~

~~20.23.~~ Marine Mechanics may be utilized in the ~~/or maintain~~ District Fleet Maintenance shop in the maintenance and repair of District-owned vehicles and equipment.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and procedures of the ~~marine~~-mechanical, electrical, hydraulic repair trade, including diagnosis and troubleshooting techniques.
2. Principles, practices and procedures of preventive maintenance.
3. Fuel systems, pumps, electronic~~carburetors, electric~~ fuel injection systems, ~~out drives~~ and controls~~jet pumps~~.
4. Electrical, plumbing~~Electric~~, hydraulic, pneumatic, cooling/heating, ~~and electronic ignition systems~~ and steering systems~~control~~.
5. Disassembly, inspection and repair of various drive systems.
6. Occupational and safety practices and hazards of the trade.
7. Use of various types of hand and shop tools and technical tools of the trade.
8. Computer applications applicable to assigned work responsibilities.
9. Methods and equipment used to properly maintain ~~marine~~-equipment.
10. Towing and transporting boats and other equipment.

Ability to:

1. Install, maintain, service and overhaul a variety of ~~marine~~-equipment.
2. Read and understand specialized service manuals required to overhaul, repair, replace and adjust engines or drive systems.
3. Modify, fabricate and/or install equipment used on boats.
4. Disassembly, inspection and repair of fire equipment, including but not limited to the following: hoses, wye valves, nozzles, coupler, eductors, strainers, reducers, and diffusers.
- 4.5. Perform basic math~~arithmetical~~ computations and measurements necessary in the repair and servicing of equipment.
- 5.6. Operate a variety of equipment related to the work.
- 6.7. Work independently with little or no direct supervision.
- ~~7. Maintain effective and cooperative working relationships with those encountered in the course of work.~~

8. Maintain a clean, neat and safe work environment.
9. Coordinate work assignments with other sections, departments, divisions or agencies.
10. Estimate and order necessary materials and parts to complete assignments.

11. Meet schedules and time lines.

12. Understand and follow oral and written directions.

13. Diagnoses and performs plumbing repairs, replacements, or upgrades in the field. Including but not limited to: pumps, valves, regulators, controllers, fixtures, water heaters, water and sewer lines, and restroom facilities.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; Four~~Two~~ years of journey-level experience in the maintenance and repair of diesel- and gasoline-powered vessels~~marine engines~~ and related equipment. 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.

A current, valid California Boaters Card by the completion of the probationary period and maintained at all times thereafter in order to operate a vessel on district business.

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

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

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

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

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

Must be able to work around or near ammunition and firearms

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.

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, grasping and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, infectious materials, intense noises and travel.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Resolution #: 2020 – x~~2014~~–130

Dated: June 23, 2020~~10, 2014~~