

San Diego Unified Port District

Class Code: A2056-UE21~~16~~

**CLASS SPECIFICATION**  
**Director, ~~Port as a Service~~Guest Experiences**

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

**GENERAL PURPOSE**

Under policy direction, this position is responsible for the ideation, development, and effective management of ~~multiple- a new~~ department, Guest Experiences, that is focused on optimizing a visitor to the bay's experience as it relates to parking and park landscaping, ~~direct to consumer (DTC) businesses at The San Diego Unified Port District.~~ The position will manage and coordinate all general functions required for the successful growth of the parking business(es) and performance of landscaping services including strategy, operations, IT, marketing, resource and financial management. This position will primarily interact with VP's & Directors, as well as other leaders within the District responsible for enabling collaboration across the enterprise. The position will also solicit and engage with critical external strategic partners to develop and expand business and service opportunities. Additionally, the position is responsible for communicating and promoting the story of success in the department. ~~business development.~~

**DISTINGUISHING CHARACTERISTICS**

With direction and oversight from the Vice President, Real Estate, Engineering & Facilities~~COO,~~ and the Assistant Vice President, Infrastructure, this single position class is responsible for planning, managing, directing, designing, developing, integrating programs, processes, personnel, operations, and effectively managing the District's parking business and landscaping services~~new, non-core (real estate and maritime) District businesses;~~ conducting the maintenance and updates to the District's greenscapes and bayscapes; driving key transformation initiatives, reporting on the success of disciplined business growth initiatives and supporting the District's innovative approach. ~~Initial business development will be focused on, but not limited to, three new business areas: parking, advertising, attractions & events.~~ This position will work collaboratively across the organization to establish and manage key business metrics, performance standards and provide general management guidance. The person in this role will direct discussions and decisions about communication and engagement with all appropriate stakeholders involved in the department~~business.~~ Individuals will need to possess a strong mix of market trends and insights, creative and analytical thinking capabilities, leadership capabilities and have the ability to drive collaboration while inspiring others to think differently. This individual will also promote the "storytelling" of the department's ~~District's new business~~ success. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost 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. Participates in formulating and administering District policies, directing and coordinating all divisional and department activities to develop and implement long-range goals and objectives to meet/exceed annual business and surplus growth goals. Responsible for ensuring that all businesses and services are developed and managed in a highly disciplined, metrics driven, and highly accountable manner.
2. Reviews analyses of market and business activities, costs, operations, forecast data, performance reports, and all data analytics to determine department and division progress toward stated goals and objectives.
3. Confers with the VP, Real Estate, Engineering & Facilities ~~COO~~ and other ELG members to review achievements and discuss required changes in goals or objectives resulting from current status and real time market conditions.
4. Develops, reviews, updates, and implements business strategic planning, including sales, financial performance and new product development in a long-term pipeline. Oversees operations, external partnerships and vendors, IT, marketing, and financial functions and regular reports/dashboards to ensure optimal effectiveness of business operations while managing minimum required costs and prevention of operational delays/interruptions that would impair short or long term growth.
5. Leads, Pplans, organizes, controls, directs, integrates, and evaluates the performance of assigned managers 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 Personnel Rules and Regulations, policies and labor contract provisions.
6. Identifies areas for collaboration and transformative change to help support a culture of innovation at the District.
7. Oversee the department budget(s) and direct funds to external vendors.
8. Directly and indirectly direct and assign work to others through a matrix environment.
9. Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to department operations.
- 8-10. Oversees the development and ongoing improvement of systems and processes to efficiently manage planned maintenance and updates to the District's greenscapes and bayscapes.

## OTHER DUTIES

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

## QUALIFICATIONS

### Knowledge of:

1. Business acumen, strategic thinking and planning, research, problem solving/analysis innovation, data management and analytics, IT capabilities planning, product or project management, robust financial metrics, and general management in a consumer service or solutions environment; and have experience setting up and/or refining a function and managing/tracking organizational change initiatives.
2. Internal communications and have the skills to message progress against a business change or strategy.
3. How to handle internal and external resources and service provider in a highly visible situation or environment.
- ~~3-4.~~ Social, political and environmental issues influencing program/project development and implementation.

### Ability to:

- ~~4-5.~~ Build and drive communications to support a new ~~department~~business environment. Set key innovation, business, service, and growth objectives that are clear, measurable and concise for the District and the PaaS team.
- ~~5-6.~~ Build commitment among stakeholders by using “their” language and inspiring them.
- ~~6-7.~~ Design and implement the right “others focused” behaviors for change throughout the organization.
- ~~7-8.~~ Provide effective and inspiring leadership to the ~~PaaS-Guest Experiences~~ team to ensure effective strategic planning, innovation, business growth and general management discipline.
- ~~8-9.~~ Identify internal communications needs of Guest Experiences ~~PaaS~~ on an ongoing basis, including multiple topics, audiences, messages and channels.
- ~~9-10.~~ Research and vet new business and service opportunities that advance the story of innovation and growth at the District.
- ~~10-11.~~ Develop and share points of view on new consumer insights, innovation and growth markets, and technologies across the enterprise.
- ~~11-12.~~ Manage multiple tasks, build communications campaigns, be an influential leader and presenter and manage organizational change.

- ~~12.~~13. Illustrate clear authority and leadership capabilities and support the District's others focused culture ~~of innovation~~ at the highest levels.
- ~~13.~~14. Build strong strategic relationships with key stakeholders to develop data and metrics driven business acumen, innovation culture capabilities to support an "others focused" ~~new~~ way of working and collaborating at the District.
- ~~14.~~15. Simultaneously manage multiple challenging activities and businesses.
- ~~15.~~16. Work collaboratively across the organization to drive a culture of innovation and ~~PaaS~~ Guest Experiences strategic goals and vision.
- ~~16.~~17. Adhere to District personnel policies and labor contract provisions.
- ~~17.~~18. Understand, interpret, explain and apply applicable District policy and procedures.
19. Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations.
- ~~18.~~20. Establish and maintain collaborative effective working relationships with officials, all levels of District management, labor unions, consultants, contractors, developers, vendors and employees.

## MINIMUM REQUIREMENTS

### Education, Training and Experience:

Graduation from a four-year college or university with a major in business administration, or a closely related field; and at least ten years of progressively responsible general management, product/service management or business development , or closely related field, at least five of which were in a supervisory or program management capacity. MBA is preferred. Time served as a District Intern counts towards the years of experience.

### Licenses; Certificates; Special Requirements:

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

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

## UNCLASSIFIED SERVICE

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

**PHYSICAL AND MENTAL DEMANDS**

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

Resolution #: ~~2016—135~~2021 – x

Dated: ~~September 8, 2016~~June x, 2021

San Diego Unified Port District

Class Code: A2066-~~UE17~~UE21**CLASS SPECIFICATION****Director, ~~Waterfront Arts~~Parks & ~~Activation~~Recreation**

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

**GENERAL PURPOSE**

Under policy direction, develops, directs and leads the comprehensive planning and implementation of San Diego Unified Port District (District) District-wide business opportunities, strategies and programs to increase activation of the District's parks and facilities, enhance the visitor experience, and expand opportunities for creative economic development on the waterfront. The position develops strategic partnerships, analyzes qualitative data to optimize recreational usage of District parks, piers, and public spaces, increases regional and national visibility, and fosters growth through both innovation and effective financial resource management. This senior leadership position regularly represents the District in the community, and interacts with a wide variety of stakeholders, including elected officials, and delivers expert advice and counsel to members of the Executive Leadership Group (ELG) and Board of Port Commissioners on complex issues related to areas of functional responsibility.

**DISTINGUISHING CHARACTERISTICS**

Director, ~~Waterfront Arts~~Parks & ~~Activation~~Recreation is a professional, single-incumbent senior leadership position responsible for executing multiple business programs, opportunities and strategies, and directing collaborative efforts across departments and organizational divisions to activate waterfront parks and facilities with a diverse variety of recreational initiatives, large-scale special events, arts and cultural programming, and innovative initiatives to support the bay-wide creative economy. The position develops short- and long-term goals and objectives to increase visitor attendance on the waterfront and monitors expenses and revenues and permitting fees to support the District's overall financial performance. The position requires a solid combination of financial performance management - including return on investment/involvement - creative and analytical thinking, strategic planning, and evaluation of community engagement metrics, effective relationship building, negotiation skills, and ability to clearly communicate messaging to diverse audiences. Fulfillment of responsibilities requires a broad knowledge of federal, state, and local laws and regulations, as well as a broad knowledge of District operations, business areas, and understanding of land use and planning designations. Responsibilities are broad in scope and require demonstrated creativity, a high degree of political acumen, and seasoned judgement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

1. Leads, plans, organizes, controls, integrates and evaluates the work of assigned department and is responsible for achieving District-wide business results; develops, implements and monitors the department's work plans; establishes the department's mission, vision and performance measures to ensure operations and services comply with policies and strategic direction set by the Board and ELG.
2. Develops the department's annual budget; approves expenditures and maintains fiscal integrity of the department's operating funds and other designated program accounts, including the District's Public Art Fund.
3. Provides leadership and works with departmental staff to create a high-performance, service-oriented environment that works collaboratively across divisions to achieve the District's mission.
4. Develops comprehensive short- and long-term strategic business plans for large- and small-scale waterfront activation initiatives that position the District as an innovative world-class waterfront environment and create a unique sense of place.
5. Represents the District at a variety of high-visibility civic and community events, meetings and functions with professional organizations/agencies; communicates District activities and position on projects, programs and initiatives.
6. Represents the District with the media on a variety of complex, and often controversial and sensitive issues related to areas of functional responsibility.
7. Writes internal policies, procedures and management systems to support District operations and growth in areas of functional oversight; oversees the creation and maintenance of comprehensive, effective management programs, policies and systems consistent with the District's vision, values and legal requirements.
8. Participates in negotiations with contractors, consultants, vendors and other public agencies.
9. Supervises and evaluates the performance of staff; establishes performance standards and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, in accordance with federal, state and local laws and regulations, District Personnel Rules and Regulations, policies and labor contract agreements.

#### **OTHER DUTIES**

1. May act as Vice President in that individual's absence.
2. Participates in regional, state and national industry and professional meetings, conferences, committees, workshops and panels to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.
3. May travel as required on behalf of, and representing, the District's interests, either nationally or internationally.

## QUALIFICATIONS

### Knowledge of:

1. Public policy approaches to public land use planning, public parks, special event management, permitting, and incorporation of visual and performing arts, cultural and recreational activities within public spaces.
2. Contemporary trends in urban innovation, creative catalysts, and creative placemaking practices to contribute to regional economic development.
3. Principles and practices of strategic and long-term business planning and budgeting.
4. Principles, practices and techniques of effective negotiation.
5. Community engagement and user experience data and metrics.
6. Customer relationship management systems.
7. Methods and techniques of sound business communications including stakeholder interface, and public and media communications.
8. Federal, state and local laws, including copyright and intellectual property laws and regulations.
9. Principles and practices of effective management and supervision.
10. District Personnel Rules and Regulations, policies and labor contract provisions.
11. Organization and functions of a public board and law and regulations governing the conduct of public meetings, including the Brown Act and Public Records Act.

### Ability to:

1. Plan, organize, develop, direct and evaluate public-facing District-wide programs, services, and waterfront activities.
2. Understand and apply federal, state, and District requirements regulating the use and placement of artwork on the waterfront.
3. Build strong strategic partnerships.
4. Communicate effectively and persuasively, both orally and in writing.
5. Clearly articulate policies, vision and organizational direction and present recommendations logically and persuasively in public meetings on a variety of issues.
6. Represent the District effectively in negotiations with other entities and public and private organizations.
7. Conduct research and analyze data for a metric-driven approach to park usage and waterfront activation.
8. Exercise sound, independent judgment and political acumen.



9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Establish and maintain effective working relationships with Commissioners, District executives, and senior management and staff, elected officials, community leaders, event producers, artists, tenants, developers, consultants, the media, the public and others encountered in the course of work.

## **MINIMUM REQUIREMENTS**

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

Graduation from a four-year college or university with a major in public or business administration, art, arts administration, planning, or a closely related/relevant field; and at least ten years of progressively responsible management experience in the administration and operation of a public enterprise similar in size, scope and complexity to the District, at least six of which were at a supervisory level. An advanced degree is preferred. Experience in a public agency is preferred. Time served as a District Intern counts towards the years of experience.

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

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

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

The 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 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~~2021 - x

Dated: ~~September 12, 2017~~June 15, 2021

San Diego Unified Port District

Class Code: B234-UE~~15~~21**CLASS SPECIFICATION****~~Equal Opportunity~~Diversity, Equity, & Inclusion Analyst**

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

**GENERAL PURPOSE**

Under general supervision, participates in the administration of ~~and outreach for~~ the San Diego Unified Port ~~District's (District)~~ (District)'s equal opportunity diversity, equity and inclusion programs; monitors contractor compliance; which encompasses small business contracting; workforce diversity and performs inclusion; and the Americans with Disabilities Act; in addition to performing related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Diversity, Equity, & Inclusion~~Equal Opportunity~~ Analyst is responsible for performing a variety of activities in carrying out the District's programs to encourage and ensure ~~equal opportunity participation~~diversity, equity, and inclusion (DEI) of small business enterprises (SBE) in ~~procurement~~employment and contracting ~~programs~~. Incumbents monitor compliance of contractors with District contract provisions ~~and District requirements~~ to ensure that ~~SBE subcontractors~~SBEs are participating ~~in and being paid for contract work performed as represented in original on~~ contracts and agreements, ~~including reviewing certified payrolls for proper payments or wages~~ Incumbents also support and assist in the activities to ensure diversity and verifying sub-contractor payments inclusion of the workforce and administration of the Americans with Disabilities Act.

~~Equal Opportunity~~Diversity, Equity, & Inclusion Analyst is distinguished from Senior ~~Equal Opportunity~~Diversity, Equity, & Inclusion Analyst in that incumbents in the latter class perform the more complex ~~equal opportunity~~ functions requiring greater experience and knowledge of ~~equal opportunity~~DEI functions, policies and regulations, provides reports to the department director and program manager regarding ~~equal opportunity~~DEI related activities, schedules, and oversees the day-to-day activities of staff in more junior positions.

**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. Participates in the administration of District ~~equal opportunity management~~DEI programs in accordance with District and other local, state and federal regulations and sound professional principles and practices; identifies small business enterprises (SBE's) for inclusion in the District's solicitation lists; verifies contractors and/or subcontractors are currently certified SBE firms. Attends and participates in pre-bid, pre-construction and

construction meetings and bid openings to provide information on the District's ~~equal opportunity and labor compliance~~ DEI program requirements.

2. Conducts community outreach activities, including ~~conducting—labor compliance~~ presentations on “How to Do Business with the Port” and “How to Apply for Employment Opportunities” workshops, to identify and encourage participation of potential SBE firms on District projects and applicants for District recruitments; provides information and assistance to potential and certified SBE firms on a variety of issues; encourages SBE firms to take advantage of contracting opportunities with the District.
3. Monitors compliance of contractors with contract provisions and District requirements, including verifying that SBE subcontractors are participating in and being paid for contract work performed as represented in original contracts and agreements; ~~reviews and audits certified payrolls for proper payments or wages and ensures all information within payroll is in compliance with California Labor Code~~; verifies sub-contractor payments; conducts on-site inspections and employee interviews; notifies contractors of deficiencies; meets with manager to determine how to handle potential compliance problems.
4. Performs recruitment outreach activities designed to encourage and promote workplace ~~inclusion and diversity~~ DEI.
5. Assists with the District's Americans with Disabilities Act (ADA) program, including administration and making employee accommodations, acts as liaison between the departments and employees; follows up with doctor, attorneys and others as needed; advises employees and management on policies and regulations to ensure consistent practice and legal compliance; conducts supervisor and employee training sessions; conducts trend analyses for use in training and education; conducts periodic file reviews; completes employee timecards to ensure accuracy.
6. Incumbents in this position may be assigned to perform fact findings and/or investigations; program related software administration, and Board meeting agenda preparation and presentation responsibilities.

#### OTHER DUTIES

1. Represents the District in meetings with professional and community groups and serves on District committees.
2. Performs special projects as assigned including Americans with Disabilities Act (ADA) initiatives and processes associated with Title I and Title II of the ADA.
3. Facilitates ~~new hire orientation programs~~ meetings on ~~a rotational basis~~. Conducts “How equal opportunity program processes such as establishing SBE goals in order to Do Business with the ensure District” training sessions, compliance with policies, rules, regulations, and applicable laws.
4. Provides assistance and customer service ~~to all District retirees in regards to all inquiries and retiree programs as part of the department team and responsible for department special projects or tasks as needed~~. Incumbents in this classification may be assigned the following SAP duties and responsibilities: interface with other module process owners to

coordinate configuration and business process changes to SAP; configure, test and document changes to SAP; train and assist new SAP users including creating training material; translate business requirements to SAP functional requirements; troubleshoot problems within respective module and with integrated module.

## QUALIFICATIONS

### Knowledge of:

1. Federal, state, and local laws, regulations, and court decisions applicable to ~~equal opportunity~~ DEI programs in employment ~~and~~ contracting, and the Americans with Disabilities Act Title I and Title II.
2. Principles, methods and techniques in public agency contracting, including contract development, negotiation and administration techniques and methods of contract compliance monitoring.
3. Principles, practices, and techniques related to the utilization of ~~equal opportunity~~ DEI and emerging business firms in public agency contracting and procurement activities.
4. Research methods and analysis techniques.
5. Advanced uses of word processing, spreadsheet, graphics and other business management software.
6. Principles and practices of sound business communication.
7. Practices and techniques in conducting recruitment, testing and selection programs.
8. Basic methods and practices of public personnel administration and federal, state and local laws and regulations applicable to areas of assigned responsibility.
9. District Personnel Rules and Regulations, policies and labor contract provisions.

### Ability to:

1. Understand, ~~interpret, explain,~~ and apply District, state, and federal policy, law, regulation, and court decisions governing the District's ~~equal opportunity~~ DEI program.
2. Analyze information, evaluate alternatives and make sound recommendations in areas of assigned responsibility.
3. Represent the District effectively in meetings with contractors, subcontractors, state and local governmental agencies, community groups and the public on a variety of contracting and ~~equal opportunity~~ DEI issues.
4. Monitor contractor performance and obtain information with awareness of the sensitive issues involved.
5. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

6. Exercise sound, independent judgment within general policy guidelines.
7. Maintain highly confidential and sensitive data.
8. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
9. Establish and maintain effective working relationships with all levels of District management, other governmental officials, contractors, community groups, employees and the public.
10. ~~Conduct trainings~~Plan and/or conduct meetings, workshops, and presentations to groups of varying sizes and audiences.

## MINIMUM REQUIREMENTS

### Education, Training and Experience:

Graduation from a four-year college or university with major coursework in public or business administration, human resource, psychology, or a closely related field and two years of experience in planning, designing and implementing ~~equal opportunity~~diversity, equity, and inclusion programs in employment and/or contracting, at least one year of which involved federal, state, local or special district contract compliance **or** graduation from high school or G.E.D. equivalent; and four years of progressively responsible ~~equal opportunity~~diversity, equity, and inclusion programs administration experience. Experience in a governmental setting is preferred. Time served as a District Intern will count towards the years of experience.

### Licenses; Certificates; Special Requirements:

~~A current, valid California Class C driver's license 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.

**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 #: ~~2015--79~~2021 - x

Dated: ~~June 11, 2015~~June 15, 2021

San Diego Unified Port District

Class Code: B872-UN2115

**CLASS SPECIFICATION****~~Equal-Opportunity~~Diversity, Equity, & Inclusion Technician**

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

**GENERAL PURPOSE**

Under general supervision, participates in administration of and outreach for the San Diego Unified Port District (District)'s ~~equal-opportunity~~diversity, equity, and inclusion programs; monitors contractor compliance; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

~~Equal-Opportunity~~Diversity, Equity, & Inclusion Technician assists in performing a variety of activities in carrying out the District's programs to encourage and ensure ~~equal-opportunity participation~~diversity, equity, and inclusion (DEI) of small business enterprises (SBE) in procurement and contracting programs, and in employment opportunities and activities. Incumbent monitors compliance of contractors with contract provisions and District requirements to ensure that SBE subcontractors are participating in and being paid for contract work performed as represented in original contracts and agreements, including ~~reviewing-certified payrolls for proper payments or wages and~~ verifying sub-contractor payments.

~~Equal-Opportunity~~Diversity, Equity, & Inclusion Technician is distinguished from ~~Equal Opportunity~~Diversity, Equity, & Inclusion Analyst in that incumbents in the latter class perform the more complex ~~equal-opportunity~~DEI functions requiring greater experience and knowledge of ~~equal-opportunity~~DEI functions, policies and regulations, provides reports to the ~~department director and~~ program manager regarding ~~equal-opportunity~~DEI related activities and schedules and oversees the day-to-day activities of staff in more junior positions.

**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. Assists in the administration of District ~~equal-opportunity~~DEI management programs in accordance with District and other local, state and federal regulations and sound professional principles and practices; identifies small business enterprises (SBE's) for inclusion in the District's solicitation lists; verifies contractors and/or subcontractors are currently certified SBE firms. Assists in pre-bid, pre-construction and construction meetings and bid openings to provide information on the District's ~~equal-opportunity and labor compliance~~DEI program requirements.
2. Participates in community outreach activities, including conducting ~~labor compliance~~recruitment workshops, to identify and encourage participation of potential SBE firms on



District projects; provides information and assistance to potential and certified SBE firms on a variety of issues; encourages SBE firms to take advantage of contracting opportunities with the District; and informs applicants on application process and employment opportunities.

3. Assists in monitoring compliance of contractors with contract provisions and District requirements, including verifying that SBE subcontractors are participating in and being paid for contract work performed as represented in original contracts and agreements; ~~reviews and audits certified payrolls for proper payments or wages and ensures all information within payroll is in compliance with California Labor Code;~~ verifies subcontractor payments; conducts on-site inspections and employee interviews; notifies contractors of deficiencies; meets with manager to determine how to handle potential compliance problems.
4. Under direction, performs recruitment outreach activities designed to encourage and promote workplace ~~inclusion and diversity~~ DEI.
5. Assists with the District's Americans with Disabilities Act (ADA) program, including administration and making employee accommodations, acts as liaison between the departments and employees; follows up with doctor, attorneys and others as needed; advises employees and management on policies and regulations to ensure consistent practice and legal compliance; conducts supervisor and employee training sessions; conducts trend analyses for use in training and education; conducts periodic file reviews; completes employee timecards to ensure accuracy.

#### OTHER DUTIES

1. Participates in meetings with professional and community groups and serves on District committees.
2. Performs special projects as assigned including Americans with Disabilities Act (ADA) initiatives and processes associated with Title I and Title II of the ADA.
3. Assists with new hire orientation and ~~"How to Do Business"~~ workshops with the District ~~programs.~~
4. Provides assistance and customer service to businesses and applicants in ~~regards~~ regard to all contracting and employment opportunities.
5. Incumbents in this classification may be assigned the following SAP duties and responsibilities: interface with other module process owners to coordinate configuration and business process changes to SAP; configure, test and document changes to SAP; train and assist new SAP users including creating training material; translate business requirements to SAP functional requirements; troubleshoot problems within respective module and with integrated module.

## QUALIFICATIONS

### Knowledge of:

1. Federal, state, and local laws, regulations, and court decisions applicable to ~~equal opportunity~~ DEI programs in employment and contracting.
2. Principles, methods, and techniques in public agency contracting, including contract development, negotiation and administration techniques and methods of contract compliance monitoring.
3. Principles, practices, and techniques related to the utilization of ~~equal opportunity~~ DEI and emerging business firms in public agency contracting and procurement activities.
4. Research methods and analysis techniques.
5. Advanced uses of word processing, spreadsheet, graphics, and other business management software.
6. Principles and practices of sound business communication.
7. Practices and techniques in conducting recruitment, testing and selection programs.
8. Basic methods and practices of public personnel administration and federal, state, and local laws and regulations applicable to areas of assigned responsibility.
9. District Personnel Rules and Regulations, policies, and ~~labor~~ contract provisions.

### Ability to:

1. Understand, ~~interpret, explain,~~ and apply District, state, and federal policy, law, regulation, and court decisions governing the District's ~~equal opportunity~~ DEI program.
2. Analyze information, evaluate alternatives, and make sound recommendations in areas of assigned responsibility.
3. Represent the District effectively in meetings with contractors, subcontractors, state and local governmental agencies, community groups and the public on a variety of contracting and ~~equal opportunity~~ DEI issues.
4. Monitor contractor performance and obtain information with awareness of the sensitive issues involved.
5. Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
6. Exercise sound, independent judgment within general policy guidelines.
7. Maintain highly confidential and sensitive data.
8. Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.

9. Establish and maintain effective working relationships with all levels of District management, other governmental officials, contractors, community groups, employees, and the public.

## MINIMUM REQUIREMENTS

### Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and three years of increasingly responsible administrative experience, **or** graduation from a college or university with a major in public or business administration, human resource management, psychology, or a related field and one year of increasingly responsible administrative experience. Time served as a District Intern will count towards the years of experience.

### Licenses; Certificates; Special Requirements:

~~A current, valid California Class C driver's license 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.

## 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 #: ~~2015~~ 792021 - x

Dated: ~~June 11, 2015~~ June 15, 2021

San Diego Unified Port District

Class Code: B272-CN~~16~~21

## CLASS SPECIFICATION

### Land Surveyor

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

#### GENERAL PURPOSE

Under direction, plans, directs and coordinates all land survey projects and programs within the [San Diego Unified Port District](#) (District); personally handles highly visible public works projects and supervises subordinate survey crew staff in a variety of technical and specialized land surveys; provides timely and thorough survey information to all departments within the District as well as contractors, consultants and land surveyors outside the District; provides survey advice to District management; and performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

Land Surveyor supervises the work of employees assigned to survey crews and performs the more difficult land and hydrographic surveying assignments, requiring the application of professional engineering and survey knowledge obtained through registration as a Professional Land Surveyor. The incumbent coordinates the resolution of property and survey issues regarding development projects with staff of other departments.

Land Surveyor is distinguished from Assistant Land Surveyor in that an incumbent in the former class must possess current registration as a Professional Land Surveyor and performs the more difficult and complex procedures in land and hydrographic surveying, while also supervising the work of a survey crew.

#### 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 and for consultants; with subordinate staff, develops, implements and monitors work plans to achieve department mission, goals and performance measures; participates in the development of and monitors performance against the department's budget; manages, recommends and oversees the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve District and department goals, objectives and performance measures consistent with the District's quality and customer service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development;

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

3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Supervises survey crews in construction, design, topographic, hydrographic property, and other types of control surveys.
5. Oversees and manages on-call surveying agreements and consultants which provide surveying services to the District.
6. Forecasts survey crew workload, schedules work and prioritizes the work of the survey section according to the needs of other sections, departments and outside agencies.
7. Oversees the collection and recording of survey data, checks for adequacy and accuracy of survey data, and prepares reports and makes recommendations. Maintains accurate survey records and incorporates data into GIS.
8. Performs, directs and assigns work in the office when processing field data; prepares final maps and documents, technical correspondence, comprehensive reports and detailed calculations.
9. Consults other sections, departments, private contractors, consulting engineers and agencies to resolve problems and provides all types of survey information.
10. Assists the Director with the survey section's budget and makes equipment procurement recommendations and staffing-level recommendations.
11. Reviews procedures, develops and implements new techniques for conducting surveys more efficiently and effectively.
12. Evaluates the work of subordinate surveyor, makes recommendations for performance improvement, and submits periodic written performance evaluations.
13. Provides and oversees the training of subordinate surveyors and makes recommendations for educational opportunities and professional goals.
14. Performs surveying cost analyses to determine the economic feasibility of surveying individual capital improvement and Major Maintenance projects.
15. Reviews and approves property descriptions for the District; prepares and submits Record of Survey in accordance with state and county regulations.

16. Directs and conducts field surveying as required for the preparation of lease plats and legal descriptions for District leases and agreements.
17. Produces ALTA surveys as required to define building setbacks, easements, and parking/ADA issues.
18. Conducts surveys to verify building area and other site conditions for tenant projects.
19. Provide technical assistance in resolving boundary issues at the District.
20. Assist in public records requests for real estate maps, surveys, and related documents.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Professional land surveying principles, practices and procedures and associated civil engineering practices.
2. Geodetic coordinate systems.
3. Safety practices pertaining to field surveying work.
4. Common engineering construction methods.
5. Preparatory procedures applicable to survey work.
6. Drafting and mapping methods and practices.
7. Principles and practices of effective employee supervision, including training, work evaluation and discipline.
8. Mathematics, including geometry and trigonometry as applied to land surveying.
9. Advanced computer equipment and applications related to surveying work, including AutoCAD Land Development software, GPS baseline processing software, GPS hydrographic survey software, BIM principles, digital surfaces, and LiDAR.
10. Legal aspects of boundary surveying, including Land Surveyor's Act and other statutes and ordinances.
11. Principles of budgeting and recordkeeping practices and procedures.

### **Ability to:**

1. Plan, coordinate, assign, review, evaluate and motivate the work of others.
2. Train staff and provide for their professional development.
3. Research records and compile survey data.
4. Understand and evaluate the applicability and benefit of state-of-the-art surveying processes.

5. Read and interpret complex maps, construction drawings, property descriptions, and engineering field notes in preparation of engineering survey plans.
6. Exercise sound judgment in resolving problems and recommending and implementing improved work procedures.
7. Develop computer applications for performing survey calculations.
8. Use effective oral and written communication.
9. Exercise sound independent judgment within general policy guidelines.
10. Prepare neat and accurate notes, sketches, field maps and reports.
11. Establish and maintain effective working relationships with staff, consultants, contractors and others encountered in the course of work.

## MINIMUM REQUIREMENTS

### Education, Training and Experience:

Completion of college-level course work in engineering, land surveying or a closely related field; and six years of journey-level field survey experience, at least two years of which were in a lead or supervisory capacity. A bachelor's degree in civil engineering, land surveying or a closely related field may substitute for four years of the required experience. Time served as a District Intern counts towards the years of experience.

### Licenses; Certificates; Special Requirements:

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

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.

Registration ~~by the State of California~~ as a Professional Land Surveyor by any U.S. State. The selected candidate will be required to obtain registration as Professional Land Surveyor with the State of California within twelve months of employment.

HAZWOPER Certification, which includes obtaining up to 40-hour certification, passing of physical examination within six months of employment, and completing eight hours of Hazwoper refresher training annually.

May be required to obtain within six months of employment first aid and CPR certification and maintain these qualifications.



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

#### **PHYSICAL AND MENTAL DEMANDS**

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

Resolution #: ~~2016-94~~2021-x

Dated: ~~June 16, 2016~~June 15, 2021

San Diego Unified Port District

Class Code: B831-UE2115

**CLASS SPECIFICATION****Manager, ~~Equal Opportunity~~Diversity, Equity, & Inclusion**

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

**GENERAL PURPOSE**

Under general direction, plans, manages, develops, implements, coordinates, administers and evaluates the San Diego Unified Port District (District)'s ~~equal opportunity~~diversity, equity, and inclusion program; oversees development and implementation of a recruitment outreach program that promotes inclusion and diversity; develops and implements policies, programs, procedures and initiatives to achieve District's ~~equal opportunity~~diversity, equity, and inclusion program and encourage participation of qualified small business enterprise firms in District procurement and contract opportunities; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Manager, ~~Equal Opportunity~~Diversity, Equity, & Inclusion is responsible for managing, directing, planning and overseeing the operations and activities of the ~~Equal Opportunity Management~~District's diversity, equity, and inclusion (DEI) function~~section of the Human Resources Department~~. The incumbent develops ~~equal opportunity~~DEI program policies and procedures and works with District top executives and management to create genuine opportunities for ~~equal opportunity~~DEI and small business enterprises (SBE's) to participate in District programs and activities and ensure ~~equal opportunity~~DEI participation of small business enterprises (SBE's) in District procurement and contracting programs. An incumbent provides professional advice and counsel to District executives, managers, supervisors and employees and carries out difficult and complex responsibilities requiring a high degree of professional, organizational and interpersonal knowledge, judgment, skill and sensitivity.

Manager, ~~Equal Opportunity~~Diversity, Equity, & Inclusion is distinguished from the Senior ~~Equal Opportunity~~Diversity, Equity, & Inclusion Analyst in that an incumbent in the former class is responsible for overall management, direction and supervision of ~~equal opportunity~~DEI operations and functions requiring greater professional and organizational experience and knowledge of ~~equal opportunity~~DEI functions, policies and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

1. Leads, plans, organizes, controls, integrates and evaluates the work of staff, develops, integrates, implements and monitors work programs, policies and processes to achieve division and District mission, strategic and business plans, goals and performance

measures; participates in development of and monitors performance against the department and District's budget.

2. Monitors compliance of contractors with contract provisions and District requirements, including verifying that SBE subcontractors are participating in and being paid for contract work performed as represented in original contracts and agreements; reviews and audits certified payrolls for proper payments or wages and ensures all information within payroll is in compliance with California Labor Code; verifies sub-contractor payments; conducts on-site inspections and employee interviews; notifies contractors of deficiencies; meets with manager to determine how to handle potential compliance problems.
3. With other members of the management team, participates in the development of District's strategic plan and key strategic initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District-wide core values, guiding principles, goals and priorities.
4. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's vision, mission, core values, guiding principles, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
5. Plan, manages, directs, organizes, implements and evaluates the District-wide ~~equal opportunity~~DEI management program in accordance with District and other local, state and federal regulations and sound professional principles and practices; plans, manages and facilitates outreach programs and training workshops to educate and recruit small business enterprises (SBE's) and assist SBE's in overcoming barriers such as bonding, financing and technical assistance; oversees and participates in providing timely information to SBE's on available business opportunities; identifies and certifies SBE activities and maintains a directory of certified businesses; oversees, directs and participates in reviewing and evaluating pertinent proposals, agreements and contracts to ensure compliance with District program requirements and applicable federal and state laws, rules, regulations and policies.
6. Develops and implements policies and procedures to achieve District objectives and goals for ~~equal-opportunity~~DEI participation in procurement and contracting activities; oversees research and analysis of ~~equal-opportunity~~DEI trends, pending legislation and practices of similar agencies; establishes participation goals and benchmarks; facilitates discussions with top executives and managers to address issues and concerns which affect goal methodology.
7. Monitors and evaluates the effectiveness of the District's ~~equal-opportunity~~DEI management program, including District employment practices; maintains program statistics and drafts reports on program results; researches and prepares complex,

analytical reports, agenda sheets and correspondence for presentation to the Board of Port Commissioners and District executives and managers regarding ~~equal opportunity~~DEI management matters and issues.

8. Oversees and manages staff involved in monitoring compliance of contractors with contract provisions and District requirements to ensure that SBE subcontractors are in compliance with federal, state and District ~~equal opportunity~~DEI rules, regulations and policies; oversees investigations of discrepancies between reports received from SBEs and prime contractors regarding SBE participation; receives and responds to informal complaints of discrimination; facilitates meetings with managers, staff and representatives of SBE's to determine how to handle potential compliance problems and reconcile disputes.
9. Participates on District-wide strategic planning initiatives, including writing departmental business plans, identifying critical issues and key capabilities; developing initiatives and performance metrics, assigning resources and establishing work breakdown structures and milestones; participates on the state-wide unified certification program; participates on inter-agency coalitions to examine mentoring programs, bonding and financial assistance, race and gender-neutral small business programs and other issues.
10. Serves as the District's American with Disabilities Act (ADA) Coordinator, which provides staff support to the Board of Port Commissioners appointed Accessibility Advisory Committee and coordinates ADA initiatives, projects, and processes associated with Title II of the ADA. Administers and oversees the District's ADA program, including administration and making employee accommodations; acts as liaison between the departments and employees; ensures compliance with District interactive process, follows up with doctor, attorneys and others as needed; advises employees and management on policies and regulations to ensure consistent practice and legal compliance; conducts supervisor and employee training sessions; conducts trend analyses for use in training and education; conducts periodic file reviews; completes employee timecards to ensure accuracy.
11. Facilitates new hire orientation programs on a rotational basis.
12. Incumbents in this position may be assigned to perform fact findings and/or investigations.

#### **OTHER DUTIES**

1. Oversees the maintenance of program files and databases.
2. Represents the District in meetings with professional and community groups.
3. Incumbents in this classification may be assigned the following SAP duties and responsibilities; interface with other module process owners to coordinate configuration and business process changes to SAP; configure, test and document changes to SAP; train and assist new SAP users including creating training material; translate business

requirements to SAP functional requirements; troubleshoot problems within respective module and with integrated module

## QUALIFICATIONS

### Knowledge of:

1. Federal, state and local laws, regulations and court decisions applicable to ADA and ~~equal opportunity~~ DEI programs in employment and contracting.
2. Principles and practices of strategic and long-term business planning.
3. Principles, methods and techniques in public agency contracting, including contract development, negotiation and administration techniques and methods of contract compliance monitoring.
4. Principles, practices and techniques related to the utilization of ~~equal opportunity~~ DEI and small business firms in public agency contracting and procurement activities.
5. District ~~equal opportunity~~ DEI contract compliance goals, and the application of concepts such as of adverse impact and validation.
6. Outreach methods and practices to attract target area businesses and individuals.
7. Statistics related to work force utilization studies, development of goals and timetables and monitoring techniques.
8. District construction and purchasing functions and associated ~~equal opportunity~~ DEI program issues.
9. Research methods and analysis techniques.
10. Principles and practices of group facilitation.
11. Principles and practices of public personnel administration.
12. Modern organization and management principles and practices
13. Principles and practices of sound business communication.
14. Principles and practices of effective management and supervision.
15. District Personnel Rules and Regulations, policies and labor contract provisions.

### Ability to:

1. Plan, direct, manage, organize and oversee comprehensive District-wide ~~equal opportunity~~ DEI management programs, policies and initiatives.
2. Analyze complex problems, evaluate alternatives and make sound, appropriate recommendations.

3. Exercise sound expert independent judgment and initiative within established general policy guidelines.
4. Understand, ~~interpret, explain~~ and apply District, state, and federal policy, law, regulation and court decisions governing the District's ~~equal opportunity~~ [DEI](#) program.
5. Represent the District effectively in meetings with contractors, subcontractors, state and local governmental agencies, community groups and the public on a variety of contracting and ~~equal opportunity~~ [DEI](#) issues.
6. Monitor contractor performance and obtain information with awareness of the sensitive issues involved.
7. Facilitate large and small group processes.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Maintain highly confidential and sensitive data.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective working relationships with all levels of District management, other governmental officials, contractors, community groups, and representatives of small business enterprises, employees, 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 public or business administration, human resources, psychology, or a closely related field; and five years of progressively responsible experience in planning, designing and implementing diversity and inclusiveness programs in employment and/or contracting, at least three years of which involved federal, state, local or special district contract compliance and were in a management capacity. Time served as a District Intern will count towards the years of experience.

### Licenses; Certificates; Special Requirements:

~~A current, valid California Class C driver's license 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.

### **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 #: ~~2015-79~~2021 - x

Dated: ~~June 11, 2015~~June 15, 2021

San Diego Unified Port District

Class Code: B282-UE~~21~~<sup>18</sup>

## CLASS SPECIFICATION

### Program Manager

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

#### GENERAL PURPOSE

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

#### DISTINGUISHING CHARACTERISTICS

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

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

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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



applicable to project requirements; regularly monitors performance and provides coaching for project performance improvement; provides performance evaluation feedback to team members' managers or recommends compensation and other rewards to recognize performance of assigned staff; recommends disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the District's Personnel Rules and Regulations, policies and labor contract provisions.

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

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

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

~~manages arts and cultural programs;~~ provides stewardship and care of art, historical objects and cultural assets; manages activation and usage of District public parks and event facilities including civic and community-organized event sponsorships and recreational initiatives; and evaluates, oversees and negotiates agreements for large-scale special events to provide financial and promotional return to the District and to support the bay-wide creative economy. Has a broad knowledge of local, state and federal laws, and demonstrates political acumen in dealing with a wide range of internal and external stakeholders, government agencies and diverse assignments. Implements and facilitates District-wide creative placemaking events and activities that entail substantial, multi-year resource commitments and significant staff coordination, oversight and involvement. Responsibilities allow for broad discretion on issues that require professional analysis, and are complex, interpretive and evaluative in nature.

#### **OTHER DUTIES**

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

#### **QUALIFICATIONS**

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

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

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

1. Operate Project Management Software.

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

## **MINIMUM REQUIREMENTS**

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

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

Experience in a public agency is preferred. Time served as a District Intern counts towards the years of experience.

**Licenses; Certificates; Special Requirements:**

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

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

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

**UNCLASSIFIED SERVICE**

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

**PHYSICAL AND MENTAL DEMANDS**

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

Resolution #: ~~2018—117~~2021—x

Dated: June ~~12, 2018~~15, 2021

San Diego Unified Port District

Class Code: B209-UE~~21~~18

**CLASS SPECIFICATION**  
**Project Manager, ~~Waterfront Arts & Activation~~**

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

**GENERAL PURPOSE**

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

**DISTINGUISHING CHARACTERISTICS**

Project Manager, ~~Waterfront Arts & Activation~~ is responsible for planning and executing multiple projects for the District's parks, piers, event venue facilities, and public spaces: parks and recreation projects; arts and cultural projects; community activation projects; and civic and special event sponsorship projects; supporting ~~arts and activation projects and~~ creative place-making initiatives; and overseeing ~~and, as needed, executing logistical arrangements and~~ compliance with legal ~~and professional~~ requirements for ~~the~~ planning and permitting ~~of District and stakeholder~~ special events, public park gatherings, filming, fireworks, moving events, temporary recreational activities, and temporary commercial activities on District properties; and coordinating multi-disciplinary project teams to meet the department's vision, goals, strategies, and objectives. Projects typically entail substantial, multi-year resource commitments and significant staff and community involvement. Incumbents are responsible for administering contracts and facilitating the development of parks and artwork projects, including developing detailed project and fiscal plans to ensure that work is completed and installed within budget and timelines; and/or administering the execution, compliance, documentation and sponsorship of special events by the District and its customers in the community. Project Manager may supervise subordinate staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

1. Manages, organizes, and oversees multiple ~~waterfront arts and~~ activation projects, special events and creative placemaking initiatives; continuously tracks projects to ensure they are completed on time and within budget; researches creative placemaking

trends, land uses, park usage, and recommends sites and potential future projects; coordinates full life-cycle project meetings and resolves issues as they arise.

2. Facilitates and manages the production of events that activate and enhance the access of the public and stakeholders to the recreational assets of the District including parks, piers, ~~and~~ event venue facilities, and public spaces ensuring timely completion of logistical and legal requirements and obligations by the District and its customers and stakeholders.
3. Provides support and assistance to the department's management team for current and future ~~waterfront arts and~~ activation projects; assists with developing, implementing and assessing business related public policies; organizes, coordinates and prepares information and materials for the public, media, and advisory committee meetings.
4. Assists in the development of procedures related to the management and execution of ~~waterfront arts and~~ activation initiatives and projects.
5. Prepares and disseminates requests for qualifications/proposals to announce opportunities and sponsorships; negotiates contractual obligations.
6. Serves as liaison between District departments, staff and the public for current and future ~~waterfront arts and~~ activation ~~projects;~~projects, interfaces with member cities, community and civic leaders, and tourism and industry professionals.
7. Assists in planning and coordinating ~~multiple arts and cultural~~special events to activate the waterfront.
8. Manages the day-to-day maintenance, conservation, and care of artworks and objects under the stewardship of the District.

#### **OTHER DUTIES**

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

#### **QUALIFICATIONS**

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

1. Advanced principles, practices, tools and techniques of program/project planning and project management, including construction and installation management.
2. Local, state and federal regulatory/permitting requirements and processes related to the District's ~~arts and~~ activation activities, permits, and initiatives.
3. Principles and practices of public administration, including purchasing, contracting and maintenance of public records and databases.
4. Principles and practices of effective management and supervision, particularly as applicable to project teams.
5. Contemporary trends and practices in the public art field including artists working in the public realm, and in collaboration with architects and urban planners.



6. Local, national and international artists.
7. Public policy approaches to arts and cultural programs [and event sponsorship programs](#).
8. Current issues and initiatives around art on a local, regional and national basis.
9. Methods and techniques of community interface and public meeting organization.
10. Principles, practices and techniques of negotiation.
11. Principles and practices of sound business communications.
12. Working with contractors, sub-contractors, consultants and inspectors.

**Ability to:**

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

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

Graduation from a four-year college or university with a major in art, visual art, art history, business, planning, public administration, marketing or a closely related field; and three years of experience with managing projects and programs of similar scope, scale and



program complexity; **or** graduation from high school or G.E.D. equivalent and six years of progressively responsible relevant experience with managing projects and programs of similar scope, scale and program complexity. A Master's Degree can be substituted for one year of experience. Time served as a District Intern will count towards the years of experience.

**Licenses; Certificates; Special Requirements:**

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

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

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

**UNCLASSIFIED SERVICE**

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

**PHYSICAL AND MENTAL DEMANDS**

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

Resolution #: ~~2018—117~~ 2021 – x

Dated: ~~June 12, 2018~~ June 15, 2021

San Diego Unified Port District

Class Code: B944-UE21

**CLASS SPECIFICATION**  
**Senior Business Partner, People & Organizational Development**

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

**GENERAL PURPOSE**

Under general direction, plans, organizes, oversees and designs a variety of professional, technical and analytical activities in support of the San Diego Unified Port District (District)'s People & Organizational Development 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 Senior Business Partner, People & Organizational Development incumbent is distinguished by the degree of difficulty and complexity of the assignments given, provides support in the execution of these assignments, and is expected to determine the methods and means of performing assignments in multiple functional areas. Incumbent provides 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, initiative and problem-solving skills.

Senior Business Partner, People & Organizational Development is distinguished from Business Partner, People & Organizational Development in that incumbents in the former class review and supervise the work of the latter class, may function as a project manager and supports department management duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

1. Manages the development and execution of assigned projects within established schedules.
2. Supports organization in achieving its strategic business goals and operational needs.
3. Supports executive facilitation with the design of the organizational structure to align with strategy.

4. Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
5. Evaluates program effectiveness and impact.
6. Leads the education, communication and support of people initiatives by partnering with business leaders to drive performance management, change management, employee development.
7. Partners with leaders to develop their staff talent including employee assessment programs and development plans.
8. Analyzes trends, develops and makes recommendations regarding addressing trends.
9. 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, analysis, reviews best practices with a future focus.
2. May plan, organize, supervise and evaluate the work of assigned personnel.
3. Supports department manager and director.
4. Maintains confidential files and records.
5. Acts for the Manager, People & Organizational Development.
6. Acts for the Director, People & Organizational Development.

#### **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 six (6) years of increasingly responsible management experience, at least two (2) years of which were in a supervisory or program management capacity; 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 at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

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

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

## **UNCLASSIFIED SERVICE**

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

## **PHYSICAL AND MENTAL DEMANDS**

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

Resolution #: 2021 – x

Dated: June 15, 2021

San Diego Unified Port District

Class Code: B286-UE2145

**CLASS SPECIFICATION****Senior ~~Equal Opportunity~~ Diversity, Equity, & Inclusion Analyst**

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

**GENERAL PURPOSE**

Under general supervision, participates in development, implementation and administration of the San Diego Unified Port District (District)'s ~~equal opportunity~~ diversity, equity, and inclusion (DEI) programs; ~~encourages~~ plans and facilitates participation of qualified firms and applicants in the District's procurement ~~and~~ contract and employment opportunities; conducts internal and external outreach to ensure DEI program effectiveness; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Senior ~~Equal Opportunity~~ Diversity, Equity, & Inclusion Analyst is responsible for performing a variety of internal District and community outreach activities in carrying out the District's programs to encourage and ensure ~~equal opportunity~~ DEI participation of small business enterprises in procurement and contracting programs, and DEI in the employment and retainment of employees. The incumbent assists in developing program goals, policies and procedures and works with District managers and supervisors and community members to create genuine opportunities for ~~equal opportunity and small business enterprises to participate in District~~ DEI programs and activities at the District.

Senior ~~Equal Opportunity~~ Diversity, Equity, & Inclusion Analyst is distinguished from ~~Equal Opportunity~~ Diversity, Equity, & Inclusion Analyst in that the incumbent in the former class coordinates and oversees the work of incumbents in the latter class, and may supervise administrative staff and perform the more complex ~~equal opportunity~~ DEI functions requiring greater experience and knowledge of ~~equal opportunity~~ DEI and nondiscrimination functions, policies and regulations.

**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. Participates in planning and implementing District ~~equal opportunity management~~ DEI programs in accordance with District and other local, state and federal regulations and sound professional principles and practices; reviews drafts of department project proposals to ensure compliance with District program requirements, identify or develop components appropriate for ~~equal opportunity~~ DEI participation and identify small business enterprises (SBE) for inclusion in the District's solicitation lists; proposes a minimum level of SBE participation in projects; reviews and recommends changes to draft ~~equal opportunity~~ DEI proposal and contract language; prepares ~~equal opportunity~~ DEI program

language for Board agendas; reviews proposals to evaluate bidder compliance with ~~equal opportunity~~ DEI requirements and prepares findings and recommendations; verifies contractors and/or subcontractors are currently certified SBE firms; researches and develops reports for presentation to the Board of Port Commissioners and the general public.

2. Assists in developing new policies and procedures to achieve District objectives and goals for ~~equal—opportunity~~ DEI participation in procurement and contracting activities; researches, collects and analyzes contracting trends, pending legislation and practices of similar agencies to establish participation goals and benchmarks; evaluates and analyzes project estimates and scopes of work to determine appropriate sub-participation opportunities; conducts surveys on businesses with requisite skills and uses data to extract SBE participation goals; compares District contracting practices, policies, trends and achievements with other agencies in San Diego ~~e~~ County; interacts with building trade industry representatives to determine availability and interest in participation on public agency projects; facilitates discussions to address issues and concerns which affect goal methodology; maintains program statistics and drafts periodic reports on program results.
3. Distributes information to businesses and organizations on the District's certification program and contract opportunities; compiles, generates, maintains and publishes list of certified SBE businesses; conducts community outreach activities, including speaking before community and professional groups, to identify and encourage participation of potential SBE firms on District projects; provides information and assistance to potential and certified SBE firms on a variety of issues.
4. Monitors compliance of contractors with contract provisions and District requirements, including verifying that SBE subcontractors are participating in and being paid for contract work performed as represented in original contracts and agreements; calculates and reports SBE participation on all projects; investigates discrepancies between reports received from SBE firms and prime contractors regarding SBE participation; meets with manager to determine how to handle potential compliance problems; facilitates meetings to reconcile disputes.
5. Assigns and oversees the work of lower level ~~Equal Opportunity~~ Diversity, Equity, and Inclusion Analysts and administrative support staff in accomplishing contracting and procurement related ~~equal—opportunity~~ DEI management activities; attends or schedules and assigns staff to attend and participate in pre-bid and pre-submittal meetings to provide information on the District's ~~equal—opportunity—and—labor—compliance~~ DEI program requirements; provides proposer lists of certified SBE firms; audits staff analysis and evaluation of bidder's good faith efforts to comply with District ~~equal—opportunity~~ DEI guidelines and prepares and reports findings.
6. Coordinates and assigns staff to participate in community outreach events, including conducting ~~labor—compliance~~ workshops, to identify and encourage participation of potential SBE firms on District projects; provides information to and assistance to potential and certified SBE firms on a variety of issues; encourages SBE firms to take advantage of contracting opportunities with the District.

7. Coordinates and assigns staff to perform recruitment outreach activities designed to encourage and promote workplace inclusion and diversity.
8. Provides budget data to support ~~equal opportunity~~DEI program activities for the District; monitors spending and tracks costs associated with promotion of the District's ~~equal opportunity~~DEI program; reviews requests for sponsorships, memberships, and other funding from community outreach organizations, and makes recommendations to the Director, Procurement Services and the ~~Equal Opportunity Program~~ Manager, Diversity, Equity, and Inclusion regarding requests.
9. Participates on consultant evaluation panels, including interviewing respondents, evaluating proposals, and preparing analysis matrices and backup reports to ensure integrity of selection process.
10. Reviews grant applications completed by the District, and awards to the District, to ensure compliance to applicable ~~equal opportunity~~DEI contracting requirements such as conducting broad based outreach, setting ~~equal opportunity~~DEI goals, implementing a federal Disadvantaged Business Enterprise (DBE) program, and/or verifying Davis-Bacon wages, and develops and implements procedures as needed for compliance.
11. Incumbents in this position may be assigned to perform fact findings and/or investigations.

#### **OTHER DUTIES**

1. Maintains departmental program files and databases.
2. Represents the District in meetings with professional and community groups.
3. Develops and participates in educational and informational workshops for contractors and the small business community.
4. Provides training and orientation on ~~equal opportunity~~DEI requirements to District management, staff, and new EOM staff; participates on interview panels; participates in District diversity training and planning and implementation.
5. Participates on District-wide strategic planning initiatives, including writing departmental business plans, identifying critical issues and key capabilities; developing initiatives and performance metrics, assigning resources and establishing work breakdown structures and milestones; participates on the state-wide unified certification program; participates on inter-agency coalitions to examine mentoring programs, bonding and financial assistance, race and gender-neutral small business programs and other issues.
6. Organizes and participates in events for District staff.
7. Performs special projects as assigned.

#### **QUALIFICATIONS**

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

1. Federal, state, and local laws, regulations, and court decisions applicable to ~~equal opportunity~~DEI programs in employment and contracting.



2. Principles, methods, and techniques in public agency contracting, including contract development, negotiation and administration techniques and methods of contract compliance monitoring.
3. Principles, practices, and techniques related to the utilization of ~~equal-opportunity~~ DEI and small business firms in public agency contracting and procurement activities.
4. Research methods and analysis techniques.
5. District construction and purchasing functions and associated ~~equal-opportunity~~ DEI program issues.
6. Advanced uses of word processing, spreadsheet, graphics, and other business management software.
7. Principles and practices of sound business communication.

**Ability to:**

1. Understand, interpret, explain, and apply District, state, and federal policy, law, regulation, and court decisions governing the District's ~~equal-opportunity~~ DEI program.
2. Analyze information, evaluate alternatives, and make sound recommendations in areas of assigned responsibility.
3. Represent the District effectively in meetings with contractors, subcontractors, state and local governmental agencies, community groups and the public on a variety of contracting and ~~equal-opportunity~~ DEI issues.
4. Monitor contractor performance and obtain information with awareness of the sensitive issues involved.
5. Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
6. Exercise sound, independent judgment within general policy guidelines.
7. Maintain highly confidential and sensitive data.
8. Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
9. Establish and maintain effective working relationships with all levels of District management, other governmental officials, contractors, community groups, employees, 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 major coursework in public or business administration, human resource, psychology or a closely related field and three years of progressively responsible experience in planning, designing and implementing ~~equal opportunity~~diversity, equity, and inclusion programs in employment and/or contracting, at least one year of which involved federal, state, local or special district contract compliance ~~or~~ graduation from high school or G.E.D. equivalent; and six years of progressively responsible ~~equal opportunity~~diversity, equity, and inclusion programs management experience. Experience in a governmental setting is preferred. Time served as a District Intern counts towards the years of experience.

### Licenses; Certificates; Special Requirements:

~~A current, valid California Class C driver'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.

## 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 #: ~~2015-79~~2021 - x

Dated: ~~June 11, 2015~~ June 15, 2021

San Diego Unified Port District

Class Code: B100-UE~~18~~21

**CLASS SPECIFICATION**  
**Senior Project Manager, ~~Waterfront Arts & Activation~~**

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

**GENERAL PURPOSE**

Under policy direction, manages, coordinates, and oversees complex public-facing ~~assists with implementation of projects for~~ the San Diego Unified Port District's (District); ~~works with District staff, District tenants, stakeholders, artists, consultants, community and business partners, event producers, planners, officials, and vendors to facilitate~~ waterfront arts & cultural programming, creative placemaking, and community engagement, integration of artwork, park enhancements, cultural activities, and special events on the waterfront; ~~including implementation of the~~ District's strategic plans to activate public parks, piers, open spaces, and event venue facilities; and manage~~ment~~ and develop~~ment of~~ projects in support of District-wide ~~waterfront arts and activation~~ policies and permits. Represents the District ~~as needed~~ in the community; ~~makes public presentations;~~ regularly interacts with the public and ~~stakeholders,~~ government agencies; negotiates agreements; ~~District tenants, contractors, and consultants,~~ and serves as a liaison between District departments, staff and board advisory committees; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Senior Project Manager, ~~Waterfront Arts & Activation~~ is a professional project management level classification responsible for ~~the planning and~~ execution of multiple complex projects for the District's parks, piers, event venue facilities, and public spaces: parks and recreation projects; arts and cultural projects; community activation projects; and civic and special event sponsorship projects; supporting creative placemaking initiatives and ~~waterfront arts and activation policies, projects, special events, and waterfront~~ activation strategies; and overseeing compliance with legal requirements for planning and permitting special events, public park gatherings, filming, fireworks, moving events, temporary recreational activities, and temporary commercial activities on District properties; and managing multi-disciplinary project teams to meet the department's vision, goals, strategies and revenue objectives. Roles and responsibilities carry a high level of awareness, seasoned judgment, creativity and expertise regarding best practices in visual and performing arts, collections management, special events management, public space planning, community engagement, state and federal laws, and requires political acumen in dealing with a wide range of internal and external stakeholders and assignments. ~~Senior Project Manager will oversee~~ Projects and programs ~~that~~ typically entail substantial, multi-year resource commitments and significant ~~staff coordination and involvement~~ planning. Responsibilities allow for broad discretion on issues that require professional analysis, and are complex, interpretive and evaluative in nature. Senior Project Manager may supervise subordinate staff , as assigned.

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Leads, plans, manages and develops multiple ~~District waterfront arts & cultural~~ projects to activate and enhance public spaces on the waterfront; participates in the development and the creative direction for strategic and curatorial plans; administers District arts, cultural, and ~~event sponsorship~~ policies; ~~administers the District's and Tenant Percent for Art Programs per Board of Port Commissioners (BPC) Policy Nos. 608 and 609; administers the Tidelands Activation Program per BPC Policy No. 771;~~ and monitors multiple work programs, services and activities, ~~policies~~ and processes to achieve the department's mission, goals and performance measures.
2. Manages the production of events that activate and enhance the access of the public and stakeholders to the recreational assets of the District including parks, piers, ~~and~~ event venue facilities, and public spaces ensuring timely completion of logistical and legal requirements and obligations by the District and its customers and stakeholders.
3. With other members of the department's management team, participates in the development of department's annual budget and monitors budget performance.
4. Evaluates and oversees the review of proposed donations of artwork and ~~/~~ or objects, loans and temporary exhibits of artworks and/or objects from outside parties, ~~and~~ administers sponsorship programs, and provides expert recommendations to the department director, ~~Executive Leadership Group~~, board advisory committees, and the Board of Port Commissioners.
5. Provides staffing support to bBoard advisory committees; develops meeting agendas; conducts ~~historical~~ research and presents projects and programs to the committee; provides information and education to committee members on events management and regulatory and permitting requirements; as well as a wide range of public art issues, including trends and best practices, programs in other jurisdictions, local community issues and legal precedents.
6. Provides guidance and leadership to project managers and other department staff members.
7. Develops administrative practices and standard operating procedures, including processes for stakeholder involvement in program development; facilitates stakeholder meetings, and develops supporting outreach programs to ensure the District is positioned as a world-class tourism arts and cultural center destination.

8. Leads programs and develops procedures for managing projects; prepares and disseminates requests for qualifications and requests for proposals to announce business opportunities, negotiates contractual obligations, and manages sponsorship programs.
9. Oversees the preparation of ~~on-site signage, and~~ publications, videos, brochures and collateral materials ~~for print or website~~ to inform and engage communities about the District's Tidelands Collection and ~~waterfront cultural programs and events,~~ parks, piers and facilities and special events.
10. Maintains comprehensive public art collections management systems; ensures that the collection is documented, maintained and conserved; schedules and oversees maintenance for District artwork.
11. Participates in special events, functions and activities associated with building support for ~~waterfront~~ activation programs; represents the District in high-visibility public art matters in the community and with the media, District departments, and elected officials; makes public presentations and gives speeches on waterfront arts and activation projects.

#### **OTHER DUTIES**

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

#### **QUALIFICATIONS**

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

1. Public policy approaches to public sector arts and cultural programs and event sponsorship programs.
2. Principles and practices of strategic and long-term business planning and budgeting.
3. Methods, processes and guidelines for long-range curatorial planning.
4. Principles, practices and techniques of effective negotiation.
5. Principles and practices of sound business communications.
6. Methods and techniques of stakeholder interface and public and media communications.
7. Methods and practices of public administration, including contracting, purchasing and public record keeping.
8. Current issues, initiatives and best practices on a local, regional, national and international basis, in areas of accountability.
9. Local, state and federal regulatory/permitting requirements and processes related to the District's arts and activation activities and initiatives.

10. Arts and cultural policies; laws; copyright; and practices and methods for developing and implementing comprehensive arts and cultural programs.
11. Advanced methods and techniques of art collection management and stewardship; methods and techniques of conservation and care of artworks and deaccessioning practices.
12. Contemporary trends and practices in the arts and culture field, including artists working in the public art realm and in collaboration with architects and urban planners.
13. Principles and practices of effective management and supervision.
14. District Personnel Rules and Regulations, policies and labor contract provisions.

**Ability to:**

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

## MINIMUM REQUIREMENTS

### Education, Training and Experience:

Graduation from a four-year college or university, or Master's Degree program, with a major in art, visual arts, art history, public art, arts administration, public or business administration, planning, or a closely related field; and a minimum of four years of progressively responsible management experience in administering projects of similar scope, scale, and complexity to the District, at least three years of which were at the supervisory level. An advanced degree is preferred. A Master's Degree can be substituted for one year of experience. Experience in a public agency is preferred. Time served as a District Intern will count towards the years of experience.

### Licenses; Certificates; Special Requirements:

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

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

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

## UNCLASSIFIED SERVICE

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

## PHYSICAL AND MENTAL DEMANDS

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

Resolution #: ~~2018—117~~ 2021 – x

Dated: ~~June 12, 2018~~ June 15, 2021