

San Diego Unified Port District

Class Code: B205-CE0321

**CLASS SPECIFICATION**  
**Associate Engineer**

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

**GENERAL PURPOSE**

Under direction, performs standard to complex professional engineering work in the research, design and construction of capital improvement, major maintenance, electrical or other engineering-related projects; reviews and monitors the work of professional engineer consultants, as well as construction contractors; performs detailed inspections of public works, infrastructure construction, and maintenance projects to ensure compliance with plans, specifications, contract provisions, applicable rules and regulations, and good construction practices; interprets plans and specifications to ensure construction and contract compliance; prepares project inspection reports; and performs related duties as assigned. ~~and performs related duties as assigned.~~

**DISTINGUISHING CHARACTERISTICS**

Associate Engineer is the full working level professional class in the engineering class series. Incumbents of this class complete complex engineering design and construction project management assignments on major capital and maintenance projects that improve Port tidelands infrastructure. Incumbents in this class must utilize independent judgment and initiative in developing solutions to problems and interpreting policies.

Associate Engineer is distinguished from Senior Engineer in that the latter class is the advanced professional level class in the professional Engineering class series and an incumbent in that class typically is independently responsible for major projects and provides supervision to assigned staff.

Associate Engineer is distinguished from Assistant Engineer in that incumbents in the former class review and supervise the work of the latter class and may function as a project manager and/or engineering representative for the Engineering Design or Construction Division in the absence of section management.

Associate Engineer is further distinguished from Assistant Engineer in that the latter class is the entry-level class in the professional Engineering class series and is typically assigned the more routine engineering tasks.

**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. Performs professional civil, electrical, mechanical and/or structural engineering design and construction contract management work; conducts specialized field, site and office studies, investigations and research; performs complex calculations and analyses; develops clear and concise reports and reviews and summarizes highly technical and complex engineering reports for senior management; drafts and completes preliminary and final designs, drawings and specifications for designated capital improvement and major maintenance programs and general services, electrical or other engineering-related projects.
2. Performs planning and administrative tasks associated with assigned projects, requiring a full proficiency of engineering knowledge; analyzes and develops project scopes, cost estimates and schedules; drafts, composes, completes, maintains or creates necessary documents, records and correspondence.
3. On assigned design projects, acts as the project manager and oversees professional engineering consultant activities; reviews, comments on and approves consultant drawings and specifications and verifies compliance with established Port, federal, state and local codes, rules, laws and regulations; identifies issues and directs changes to drawings and specifications; develops annual and other consultant agreements; completes consultant requests for professional services in conformance with agreements; develops Request for Statement of Qualifications and Requests for Proposals; interviews, evaluates and recommends selection of consultants for assigned projects and may assist in negotiation of consultant fees.
4. Represents department and the Port in interactions with other departments, outside governmental agencies, tenants and the public; conducts project meetings with stakeholders and obtains agreement for project scope and basis of design; represents department in public forums to respond to inquiries regarding assigned projects; attends planning meetings and develops and provides technical expertise, recommendations and back-up documentation for various projects; completes and submits permit applications and documentation to necessary regulatory agencies; compiles information for and corresponds with federal, state and local governmental agencies; responds to tenant inquiries or concerns related to area of responsibility.
5. On assigned construction projects, acts as the [Construction Manager](#)~~resident engineer~~ and duties may include: advertising and coordinating bidding processes for assigned construction projects, evaluating bids and recommending award of contracts, responding to requests for information and clarifying and interpreting engineering issues, regulations, codes and requirements; inspects and monitors engineering work during construction for conformance with plans and specifications; monitors contractor performance; assesses, identifies and facilitates resolution of non-compliance issues; reviews and recommends approval of contractor invoices and identifies and resolves invoice discrepancy issues; reviews, negotiates, processes and approves submittals, change orders, schedule revisions and updates; develops construction "punch list" items; leads and facilitates coordination meetings between contractors and pertinent Port departments; serves as primary liaison between Port and contractors.

6. Inspects District construction projects for compliance to plans, specifications and codes; materials and structural elements for adherence to standards of content and composition, alignment, grade and depth; and civil, building, electrical, marine and mechanical works or projects for quality and quantity of materials.
7. Monitors the construction projects and all phases of work performed by the contractor and updates the Project Manager/Construction Manager (PM/CM) routinely. Proactively identifies possible issues and provides recommendations for resolving construction related challenges. Ensures required submittals are approved prior to contractor commencing work. Participates with PM/CM to identify non-compliance issues and assure non-compliance issues are resolved.
8. Ensures the District's interests are fulfilled with regards to quality of construction and quantities paid. Field measures, records installed quantities, and provides input to assist the PM/CM for the review of payment requests.
9. Provides inspection of tenant improvements (TI), and development projects to report work performed and compliance with specific plans, specifications, and all District requirements.
10. Reviews and interprets plans and specifications; may conduct special inspections as required by the Building Code and Building Official; coordinates required special inspections, testing of materials, equipment, structural elements, and plant material for construction.
11. Provides assistance to the PM/CM as needed to effectively execute the work in compliance with the contract. Meets with the PM/CM to clarify expectations and reviews plans and specifications prior to their advertisement; reviews progress payments, contract change orders, as-built plans, and work in progress.
12. Maintains an up to date set of plans and specifications at the jobsite at all times.
13. Ensures contractor constructs project in accordance with plans, specifications, and codes and is in compliance with all federal, state, and local rules, regulations, and codes, including health, safety, and environmental requirements.
14. Verifies field measurements/quantities for contract payments and provide contract completion data on all projects.
15. Recommends engineering field solutions to design and construction problems.
16. Ensures the District's interests are fulfilled with regard to quality of construction and quantities paid; documents contractor compliance with safety and environmental requirements.
- 6-17. Provides professional support and assistance to other department staff; reviews the work of other professional and para-professional staff and provides technical input and suggestions; actively participates on project design teams and in other appropriate meetings.

~~7-18.~~ Performs a variety of special projects and may be assigned as project manager for special projects.

## **OTHER DUTIES**

1. May plan, organize, supervise and evaluate the work of assigned personnel.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Theories, principles and practices of civil, mechanical, structural and/or electrical engineering design and construction.
2. Principles and modern techniques of and commonly used materials and equipment used in design, construction and maintenance of various engineering projects.
3. Project management methods and practices for planning, budgeting, scheduling, monitoring performance and evaluating results.
4. Administrative practices and policies related to budget, personnel and cost control.
5. Principles and practices of contract administration.
6. Federal, state and local laws, codes and regulations and Port policies and practices pertinent to areas of responsibility.
7. [Building codes, practices, laws, statutes and ordinances governing construction projects per federal, state, county, and local regulations.](#)
- ~~6-8.~~ Principles and practices of sound business communication.
- ~~7-9.~~ Information technology and computer capabilities applicable to functional responsibilities.

### **Ability to:**

1. Prepare, direct preparation of and review complex engineering designs, plans, specifications and legal contracts.
2. Prepare, review and evaluate engineering studies.
3. Administer construction contracts, provide field solutions to construction problems and ensure contractor compliance with plans, specifications and other requirements.
4. Perform difficult technical research and analyze complex engineering and mathematical problems, evaluating alternatives and recommending or adopting effective courses of action.
5. Understand, interpret, apply and explain applicable laws, regulations and codes.
6. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

7. Prepare clear and concise reports, drawings, notes, correspondence and other written materials and review, revise and edit materials.
8. Efficiently conduct field and office research and investigations.
9. Monitor, review and evaluate the work of professional consultants, construction contractors, ~~and~~-designated staff, and assigned staff.
10. Negotiate consultant and construction contract agreements and change orders.
11. Communicate effectively orally and in writing, including communicating technical material clearly, logically and persuasively to non-technical audiences and the public.
12. Operate a personal computer using standard or customized software applications appropriate to assigned tasks.
13. Establish and maintain effective working relationships with those encountered in the course of work.

## **MINIMUM REQUIREMENTS**

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

Graduation from a four-year college or university with a major in civil, electrical, mechanical or structural engineering or a related engineering discipline; and four years of progressively responsible civil, electrical, mechanical or structural engineering experience. A Master's degree may be substituted for one year of the required experience. Experience in the design of marine facilities is preferred. Time served as a District Intern will count towards the years of experience.

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

Registration as a professional Civil, Electrical, Mechanical or Structural Engineer with the California State Licensing Board is ~~highly preferred~~ required.

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.

Possession of a 24-hour HAZWOPER certification is highly desirable.

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

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

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

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

Resolution #: ~~2014-130~~2021-x

Dated: ~~June 10, 2014~~September 14, 2021

San Diego Unified Port District

Class Code: B947-UE21

**CLASS SPECIFICATION**  
**Computer Aided Design & Drafting/Building Information Modeling (CADD/BIM) Coordinator**

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

**GENERAL PURPOSE**

Under general supervision, plans, organizes, and supervises the activities of the department's computer-aided drafting operations; formulates concepts for and develops new and/or modified drafting applications to meet engineering needs; coordinates the work of drafting, design, and technical personnel.

**DISTINGUISHING CHARACTERISTICS**

The Computer Aided Design & Drafting/Building Information Modeling (CADD/BIM) Coordinator is distinguished from the Civil Designer in that incumbents in the latter class are responsible for the specialized departmental computer aided drafting operations, and coordination and preparation of 3D simulations for presentations to the Board and public outreach sessions. The CADD/BIM Coordinator performs less of the day-to-day production work and more time on the development of 3D modeling and BIM implementation of District projects and asset management tasks. Also, CADD/BIM Coordinator will aid in the coordination of the Civil Designers with the Project Managers.

**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 employees so classified.

1. Plans, organizes, and coordinates the work of drafting, design, and technical staff in designing, implementing, and maintaining drafting and design data information systems for the department.
2. Develop, maintain, and enforce District CADD/BIM standards.
3. Responsible for helping to develop and implement BIM workflows.
4. Participates in the project-based BIM strategy for all department projects
5. Receive and manage District and consultant CADD, 3D, and BIM models.
6. Performs Quality Assurance (QA)/Quality Control (QC), engineering analysis, and verification of CADD and BIM products, maintaining accuracy and file integrity.
7. Consults with Engineering-Construction staff to assess needs including computer-aided design and drafting.

8. Coordinates with staff, end users, and contractors to implement and maintain project and design information systems.
9. Support department by managing and creating digital library files, templates, and base files. Maintain server and file management.
10. Develops operating policies, procedures, and ensures in-house and consultant compliance with departmental design standards.
11. Present formal design simulations at designated stages of development to management.
12. Develops fiscal year computer and IT systems budget in coordination with Engineering-Construction management.
13. Trains drafters, civil designers, and engineers in the latest CADD software applications.
14. Evaluates commercially available software and selects the appropriate ones to meet the District's 2D and 3D needs
15. Writes and maintains custom menus or Lisp routines.
16. Provides responsive service to other District departments, representatives of outside agencies, and members of the public by providing up-to-date CAD files or as built records in a timely and efficient manner.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Computer-aided design and drafting standards.
2. Computer-aided design programming and menu customization.
3. Civil 3D, Infracore, Navisworks, Revit, 3D Studio Max, Sketch Up, ArcGIS, and Photoshop.
4. Hardware products and software packages that support production.
5. Civil engineering principles applicable to the design of public works projects.
6. Project management systems and control; budget and scheduling software (5D).
7. Modeling techniques.
8. District customer service objectives and strategies.
9. Engineering and/or architectural terminology, practices, and basic principles.
10. Standard office practices and procedures including manual and electronic file development and maintenance, methods for archiving and retrieving technical documents, maps, and drawings.
11. Server management including access and drive structure.
12. Principles of engineering, construction, and project management.



13. District operating policies, work procedures, design manuals and quality standards

14. Customized techniques pertaining to the work to improve efficiencies

**Ability to:**

1. Establish priorities; assign, coordinate, and supervise the work of staff in order to meet deadlines.
2. Establish and maintain effective working relationships with other District personnel, other agencies, and the general public.
3. Analyze the basis of designs.
4. Communicate effectively regarding difficult and complex concepts.
5. Evaluate and adapt new computer aided design techniques.
6. Receive data files created by different software products; convert and incorporate the files into the overall 3D model.

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

Four years of full-time experience in an architecture or engineering firm or department, coordinating computer-aided design in the production of project plans, using electronic data principles, standards, and techniques; and graduation from high school or G.E.D. equivalent. A bachelor's degree from an accredited U.S. college or university, or a certified foreign study equivalency, in architecture, engineering, computer science, or a related field can substitute for two of the years of experience noted above. A master's degree from an accredited U.S. college or university, or a certified foreign study equivalency, in architecture, engineering, computer science, or a related field, can substitute for three of the years of experience noted above. 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 #: 2021 – x

Dated: September 14, 2021

San Diego Unified Port District

Class Code: B214-UE~~03~~21

## CLASS SPECIFICATION

### Capital Project Manager-II

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

#### GENERAL PURPOSE

Under general direction, plans, organizes, oversees and coordinates ~~multi-disciplinary, multiphase construction~~, capital improvement and major maintenance projects from conceptual initiation through construction closeout. Projects may range from small and mid-size projects to multidisciplinary, multiphase projects.; and p Performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

~~This is the advanced professional class in the Capital Project Manager series.~~ This class is distinguished from the ~~Capital Project Manager I~~ Associate Engineer class in that it is responsible for larger, more complex and sensitive projects requiring significantly greater project management knowledge and experience. ~~They~~Capital Project Manager may also supervise the work and activities of support staff.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. For assigned projects, plans and manages all aspects of project design, development and implementation including technical research/analysis, funding and cost analyses, scheduling, public involvement, project budgeting, project performance and results.
2. Coordinates and integrates multi-phase design, development and construction projects with various regional, state or federal jurisdictions, as well as with special-interest groups, other stakeholders and the public.
3. Prepares requests for proposals for outside services; manages the consultant selection process; negotiates contracts; plans, schedules and directs the work of consultant teams in preliminary engineering, engineering design and construction services; reviews engineering reports and specifications; coordinates work with the construction inspection staff, project engineer and the contractor during construction.
4. Prepares and makes presentations before client departments, interested groups, various commissions and the District's governing board.
5. Develops detailed reports, memoranda, letters and other documents regarding project issues for both internal and external distribution; works with engineers, architects and

construction contractors regarding normal and unusual project problems and phases; ensures the maintenance of detailed records of project activities, findings, progress and results; may supervise the work of other professional and technical staff assigned to a project team.

6. Coordinates the preparation and processing of all necessary regulatory approvals and permits to implement projects.
7. Identifies and recommends corrective actions when project progress is delayed or budgets exceeded.
8. Ensures assigned project compliance with federal, state and local laws, regulations and policies.
9. Monitors and enforces all contractual terms, obligations and requirements.
10. Monitors and approves payments to project contractors and consultants.
11. Provides “as built” and warranty information to appropriate District departments.
12. Plans, organizes, supervises and evaluates the work of support staff.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Capital construction project management principles, processes, systems and techniques.
2. Capital construction and maintenance project funding and budgeting, objective development and work planning/scheduling.
3. Principles and practices of civil engineering design and construction and infrastructure maintenance.
4. Federal, state and local laws, codes and regulations regarding public works construction and maintenance.
5. Trends, approaches, analysis and problem-solving techniques used in construction, engineering, inspection and compliance processes.
6. Modern methods of construction and engineering and/or architectural design concepts.
7. Techniques, equipment and materials used in public works construction and major maintenance.
8. Information technology and computer capabilities applicable to functional responsibilities.
9. Methods and techniques of community involvement, decision-making processes and group processes.
10. Principles and practices of team leadership.
11. Operations and uses of engineering project scheduling software.

**Ability to:**

1. Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff.
2. Prepare, administer and monitor multiple and detailed project budgets and anticipate future budgetary needs.
3. Develop persuasive oral presentations of ideas and recommendations.
4. Interpret and apply complex rules, regulations, laws and ordinances.
5. Provide leadership and project management control on all aspects of assigned projects.
6. Analyze technical design engineering, construction engineering and surveying problems.
7. Evaluate alternative project approaches and adopt effective solutions.
8. Prepare accurate and detailed written material, including staff and administrative reports.
9. Analyze policies, proposed code amendments and changes to established programs and policies.
10. Exercise sound, independent judgment and initiative within established guidelines.
11. Interact effectively to problem-solve and partner with internal and outside agencies and contractors.
12. Establish and maintain effective working relationships with [a diverse workforce, including](#) managers, employees, contractors, consultants and other encountered in the course of work.

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

Graduation from a four-year college or university with a major in construction management, civil engineering, public administration or a related field; and ~~seven~~six years of professional experience managing increasingly complex, ~~large-scale~~ capital design and construction projects. -Time served as a District Intern will count towards the years of experience.

**Licenses; Certificates; Special Requirements:**

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

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

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

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

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

#### **UNCLASSIFIED SERVICE**

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

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

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

Resolution #: ~~2014-130~~2021 - x

Dated: ~~June 10, 2014~~September 14, 2021

San Diego Unified Port District

Class Code: B177-UN~~15~~21

**CLASS SPECIFICATION**  
**Commissioner Services Assistant**

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

**GENERAL PURPOSE**

Under general direction, the Commissioner Services Assistant assists in the day-to-day functions of the department; and acts in the absence of the Manager, Commissioner & Executive Services, as required; and performs related work.

**DISTINGUISHING CHARACTERISTICS**

This class assists the Manager, Commissioner & Executive Services, and requires frequent use of tact, diplomacy, discretion, initiative, and independent judgment.

**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 with coordination of the Commission programs.
2. Interacts with District officials, staff, department heads, other government officials and the public.
3. Assists with weekly compilation of commissioner's mail and information packets.
4. Assists the Manager, Commissioner Services with legal requirements of the department.
5. Types a variety of letters, reports, forms, notices and other correspondence.
6. Contacts other departments, agencies, and District staff for information as requested.
7. Responds to inquiries from the public regarding commission.
8. Schedules and coordinates meetings and Commissioners' calendar.
9. Acts in the absence of the Manager, Commissioner Services.
10. Prepares payments and travel requests and travel expense reports.
11. Receives requests for business and conference travel; obtains price quotes; makes travel arrangements, including airline, hotel, train and automobile rental reservations, using on-line travel booking systems; ensures compliance with District travel policies and procedures; prepares travel itineraries and registration for employee attendance at conferences and seminars.
12. Prepares and processes requests for travel advances and conference registrations; assists Financial Services in reconciliation of individual travel expense reports to ensure compliance

with District travel policies; analyzes data and prepares reconciliation reports for monthly District travel charges.

## **OTHER DUTIES**

1. Provides work guidance and training to other administrative support staff on District methods and practices.
2. Assists and provides backup to other administrative support staff, including travel services.
3. May supervise student workers, interns, and temporary employees.
- ~~3.4.~~ Answers, screens and refers telephone calls; takes telephone messages; assists customers at a public counter and/or by telephone; responds to routine customer questions and complaints; mails requested materials and documents; may act as office receptionist.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Office administrative and management practices and procedures, including basic District budgeting, payroll, travel/training, record keeping, filing and purchasing practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. Computer equipment and advanced uses of word processing, spreadsheet, graphics, database and other software standard to the District.
4. District Board agenda preparation guidelines and formats.
5. Basic research techniques, methods and procedures.
6. Requirements of Brown Act.
7. Requirements of Fair Political Practices Commission (FPPC).
8. District rules, policies and procedures governing business travel and expenses.
9. General airline policies as related to travel and cancellation procedures.

### **Ability to:**

1. Operate computer and word processing software and other standard office equipment.
2. Type accurately at a speed necessary to meet the requirements of the position.
3. Manage multiple and rapidly changing priorities.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
6. Organize, research and maintain office files.



7. Compose correspondence, prepare documents and make arrangements from brief instructions.
8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise records and reports.
10. Maintain highly sensitive and confidential information.
11. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset individuals.
12. Establish and maintain highly effective working relationships with Commissioners, District and department management, staff and others encountered in the course of work.

## **MINIMUM REQUIREMENTS**

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

Graduation from high school or G.E.D. equivalent; and three years of increasingly responsible experience in providing administrative support. Experience in providing administrative support to a major board or commission in the public sector is preferred. Experience must have been obtained within the last ten years. Time served as a District Intern will count towards the years of experience.

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

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

California Department of Motor Vehicle (DMV) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and driver license status on a periodic basis to the 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~~September 14, 2021

San Diego Unified Port District

Class Code: B660-UE~~03~~21

**CLASS SPECIFICATION**  
**Deputy District Clerk/Docket Coordinator**

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

**GENERAL PURPOSE**

Under general direction, to assist the District Clerk in the implementation and supervision of the District's docket management functions. To act as District Clerk in his or her absence; and to perform related work; Plans, manages, oversees, coordinates and participates in preparing and distributing the agenda docket and minutes for meetings of the Board of Port Commissioners and its committees; ensures compliance with applicable law regarding public notice of meetings; reviews reports and materials for docket items to ensure completeness and compliance with established policy and procedure; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Deputy District Clerk/Docket Coordinator is responsible for activities and services related to meetings of the Board of Port Commissioners and its relevant committees, including managing and coordinating docket management processes, preparation of agenda dockets and minutes and committee agenda dockets and compliance with laws pertaining to public notice. Many functions and activities are prescribed by administrative regulations and other state and federal law. Responsibilities require the ability to manage and coordinate multiple tasks and detailed activities in a time sensitive environment.

Deputy District Clerk/Docket Coordinator is distinguished from other administrative support classes in that the incumbent must be thoroughly knowledgeable regarding the complexities and legal requirements associated with conduct of meetings by a public board and by the breadth of involvement with Port-wide issues and with Port commissioners and executives, requiring a thorough knowledge of the Port's regulations, policies and practices.

**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, supervises and evaluates the work of assigned staff in the Port's docket management office; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's human resources Rules and Regulations policies and labor contract provisions.

2. Provides day-to-day leadership and coordinates work with other staff to ensure a high performance, customer service-oriented work environment which supports achieving the District's mission, objectives and values.
3. Manages, oversees, coordinates and participates in preparing the agenda docket for meetings of the Board of Port Commissioners and its relevant committees and assembling all supporting documents; ensuring that all agenda items and supporting documents and materials are submitted in conformance with Code provisions and all required procedural steps; makes minor edits for style; requests corrections and backup materials; tracks and follows up with assigned staff to ensure that materials for scheduled agenda items and responses to Board requests are completed to meet docket deadlines; conducts research and confers with the Port Attorney's Office to determine required procedural steps and appropriate forums for action on specific issues and on requests for closed sessions.
4. Coordinates and oversees assembly of packets for duplication and distribution internally and by mail; supervises the copying and collating of agenda packets and binders; ensures compliance with legal requirements governing public notice of Board meetings and the conduct of closed sessions.
5. Manages and oversees preparation and distribution of the official minutes of Board meetings and public hearings; maintains Board files and records and disseminates all actions including minutes, resolutions and agreements; manages and uses Board meeting voting software.
6. Attends regular and special Board meetings; and oversees logistical support for such meetings.
7. Answers questions from staff and the public regarding Port and Board regulations, policies, practices and procedures.
8. Collects, analyzes and evaluates information on board room audiovisual needs and requirements; identifies and resolves operating problems.
9. Works with Manager of Commissioner Services to insure Board Advisory Committees agendas and minutes are prepared and noticed within applicable time limits.

#### **OTHER DUTIES**

1. Acts as the department's budget administrator; develops, maintains and tracks department budget.
2. Attends to a variety of office administrative details; reviews, processes and submits department time cards; processes work orders and requisitions; maintains department petty cash fund and processes petty cash reimbursements.
3. Performs special assignments and projects as requested by the Board of Port Commissioners.
- 3.4. Answers, screens and refers telephone calls; takes telephone messages; assists customers at a public counter and/or by telephone; responds to routine customer

questions and complaints; mails requested materials and documents; may act as office receptionist.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Board of Port Commissioners administrative regulations, procedures and rules, state and local laws and other legal requirements applicable to functions and operations of the Board of Port Commissioners.
2. Organization and general functions of the Port as an organization.
3. Legal requirements applicable to the maintenance and retention of public records.
4. Requirements of the Brown Act and parliamentary procedure.
5. Standard office management practices and procedures.
6. Principles and practices of effective supervision.
7. Port human resources Rules and Regulations, policies and labor contract provisions.
8. Principles and practices of public administration, including budgeting, purchasing and contracting.

### **Ability to:**

1. Organize work, set priorities, meet critical deadlines and follow up on work assignments with a minimum of supervision.
2. Proofread materials for conformance with Board policies and procedures and for correct English usage.
3. Analyze and interpret legal documents and administrative procedures and regulations.
4. Prepare clear, concise and complete documentation, minutes and other reports and correspondence.
5. Exercise sound, independent judgment within general policy guidelines.
6. Operate a personal computer and other standard office equipment.
7. Exercise tact and diplomacy in interpersonal dealings that are sensitive and/or confidential and require the exercise of considerable tact and diplomacy.
8. Establish and maintain effective working relationships with members of the Board of Port Commissioners, elected officials, District management and staff, public interest groups and individuals, the media and the public.

## **MINIMUM REQUIREMENTS**

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

Graduation from a four-year college or university with a major in business or public administration or closely related field; and three years of progressively responsible experience in managing public governing board support functions including the development and maintenance of records and legal documents and the meeting of critical deadlines for a public board or commission **or** graduation from high school or G.E.D. equivalent and five years of progressively responsible experience in managing public governing board support functions including the development and maintenance of records and legal documents and the meeting of critical deadlines for a public board or commission. 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 #: ~~2014-130~~2021-x

Dated: ~~June 10, 2014~~September 14, 2021

San Diego Unified Port District

Class Code: B655-UE0321

**CLASS SPECIFICATION**  
**Deputy District Clerk/Records Manager**

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

**GENERAL PURPOSE**

Under general direction, to assist the District Clerk in the implementation and supervision of the District's public records management program; to act as District Clerk in his/her absence; and to perform related work. Plans, organizes, coordinates, implements and maintains District and/or departmental document management programs and systems; performs a variety of difficult and responsible document management duties to ensure effective support for public access, operations and compliance with applicable public records law and regulations; supervises staff involved in managing the life cycle of District records in accordance with all legal and procedural requirements; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Deputy District Clerk/Records Manager is responsible for developing, implementing and enhancing District and/or departmental document management programs, both to ensure compliance with all legal requirements and to provide staff with effective, easy-to-use processes for maintaining and retrieving information vital to District objectives and operations. Responsibilities include maintaining and enhancing document management systems and overseeing and coordinating the receipt, retention, storage, maintenance and retrieval of documents. The incumbent exercises independent judgment and problem-solving skills and must be highly knowledgeable regarding document management concepts, methods and technologies. Duties and responsibilities are carried out with considerable independence within a framework of regulations, policies, guidelines and procedures that are subject to review and audit.

Deputy District Clerk/Records Manager is distinguished from Document Management Technician in that an incumbent in the former class is responsible for overseeing and supervising the District's centralized document management program, systems and operations.

**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 District records management staff; with staff, develops, implements and monitors work plans to achieve department mission, goals and performance measures; supervises and develops, implements and evaluates work programs, plans, processes, systems and procedures to achieve Port and department goals consistent with the Port's quality and customer service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends

compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
4. Participates in evaluating, developing recommendations and implementing District document management and records retention programs, systems and procedures; establishes standardized District-wide naming methodologies, numbering systems and filing protocols; supervises, oversees and participates in developing procedures for managing the life cycle of paper and electronic records.
5. Maintains the Port's electronic document management system; implements and upgrades software modules; batches legacy documents for departments and migrates them into the electronic system; oversees and participates in the scanning of all Clerk's office records.
6. Plans, organizes, implements and maintains departmental document management and control programs, methods, practices and procedures to ensure compliance with all applicable laws and regulations and sound professional guidelines of practice; develops and implements department-wide policies and procedures for document management; develops and carries out standards and procedures for the organization, retention, storage and retrieval of vital records and documents; creates and generates document control forms and reports; advises staff of District document management and control policies and procedures.
7. Develops, implements, administers and maintains comprehensive document management and control systems; acts as administrator of Port-wide document management and control system and software; provides support and training to department personnel on their use and applications; troubleshoots and resolves system and software issues; supports data migration between District and department systems; researches, tests and makes recommendations to management on new document management programs; serves as liaison between Information Technology department and other District departments on document management systems.
8. Conducts document management software and applicable peripheral hardware training for staff; advises on appropriate procedures for preserving, storing, retaining and retrieving documents in accordance with established policies and procedures.
9. Receives, researches and responds to all internal and external Public Records Act requests, interfacing and coordinating as required with other District departments, senior management, Port Attorney's office, the media and the public; conducts research and locates documents and records.
10. Supervises the maintenance of centralized District files; oversees and participates in assigning codes and file numbers to all retained documents and records; maintains an inventory of all records and documents on computer database; ensures recordation of legal documents with the County Recorder's Office.
11. Administers the District-wide destruction of records in accordance with the records retention schedule including the preparation of Certificates of Destruction, working with all departments in the purging of files and coordination of the timely destruction of records.



12. Makes public records available to the public via the Port's Internet website.

#### **OTHER DUTIES**

1. Notarizes District documents.
2. Maintains copies and distributes the District Act; catalogs and stores all District RFP responses.
3. Oversees the District's Conflict of Interest Program; ensures timely filing of FPPC documents by Commissioners and staff; answers questions on filing requirements.
4. Researches complex and unusual inquiries for District staff and outside agencies.
- ~~4.5.~~ Answers, screens and refers telephone calls; takes telephone messages; assists customers at a public counter and/or by telephone; responds to routine customer questions and complaints; mails requested materials and documents; may act as office receptionist.

#### **QUALIFICATIONS**

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

1. Principles, practices, methods and techniques of document and records management.
2. Local, state and federal laws applicable to retention requirements for a wide variety of documents.
3. Computer and database applications used in document management programs.
4. District and departmental document management systems and technologies and related processes, equipment and quality standards.
5. Federal, state and local laws and regulations pertaining to the maintenance and dissemination of public records and reports.
6. Office management practices and techniques.
7. Principles and practices of sound business communication.
8. Principles and practices of effective supervision.
9. District Personnel Rules and Regulations, policies and labor contract provisions.

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

1. Plan, schedule, coordinate and supervise the activities and staff of a centralized document management function.
2. Organize work, set priorities and provide advice and support to meet document management needs.
3. Utilize and maintain electronic document management systems and technologies to efficiently store and retrieve documents required for District operations.
4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.

5. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
6. Select, motivate and evaluate staff and provide for their training and development.
7. Understand, interpret, apply and explain relevant Port, state and federal laws, regulations and policies.
8. Prepare clear, concise and comprehensive reports and other written materials.
9. Operate a personal computer and standard business software.
10. Present information clearly, logically and persuasively.
11. Communicate effectively orally and in writing.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
13. Establish and maintain effective working relationships with Port attorneys, managers, supervisors, customers, 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 business or public administration or a closely related field; and three years of increasingly responsible professional experience in the development and maintenance of comprehensive document and records management programs and systems **or** graduation from high school or G.E.D. equivalent; and five years of increasingly responsible professional experience in the development and maintenance of comprehensive document and records management programs and systems. Experience may be substituted and accepted in lieu of a college degree. Experience in records management in a public agency 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 at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

A current license as a Notary Public issued by the State of California within six months of acceptance of the position.

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

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

**UNCLASSIFIED SERVICE**

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

**PHYSICAL AND MENTAL DEMANDS**

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

Resolution #: ~~2014 – 130~~2021 – x

Dated: ~~June 10, 2014~~ September 14, 2021

San Diego Unified Port District

Class Code: B945-UE21

**CLASS SPECIFICATION**  
**Diversity, Equity, & Inclusion Business & Community Partner**

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

**GENERAL PURPOSE**

Under general supervision, serves as a consultant to District workforce on diversity, equity, and inclusion (DEI) which encompasses employment, contracting, and Title I of the Americans with Disabilities Act (ADA). Incumbents are familiar with District and external community issues and opportunities in DEI and serve as both a champion and change agent by providing strategic planning and support in all areas of DEI such as outreach, employee and community collaboration, talent acquisition, civil rights compliance, Title I ADA functions, equal opportunity contracting, and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Diversity, Equity, & Inclusion Business & Community Partner is distinguished from Diversity, Equity, & Inclusion Analyst in that incumbents in the former class perform more complex, advanced journey-level DEI support in multiple function areas. This position actively works with District management, employees, and communities to enhance best practices for all DEI related elements including, but not limited to, outreach, talent selection and employee development from application to retirement, training, Title I of the ADA, and equal opportunity contracting. May supervise incumbents in the DEI line of progression.

**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 employees so classified.

1. Works collaboratively with department managers, employees, and community leaders to understand the key issues and opportunities to meet current and future organizational and community challenges in employment, Title I of the ADA, and contracting related to DEI.
2. Analyzes available data to perform gap analysis to arrive at data metrics and recommendations that influence workforce and contracting plans and processes to ensure DEI.
3. Provides development and improvement guidance and recommendations on District projects and processes to meet DEI objectives.
4. From a DEI perspective, is familiar with talent selection to develop and conduct outreach recruitment programs to obtain qualified and diverse candidates. This includes knowledge of recruitment materials, job-related selection procedures, labor market availability, applicant flow, and applicable federal, state, and local laws, regulations, and guidelines.

5. Familiar with equal opportunity contracting best practices to help ensure that District policies, procedures, and programs are in alignment with the organization's overall strategic objectives around diverse contracting.
6. Understands the DEI needs of the District and communities to help identify DEI service enhancement and supports the necessary change efforts.
7. Provides input on DEI strategy and translates this into implementation plans for internal and external efforts in employment and contracting.
8. Provides and interprets reports on staffing, retention, attrition, and other necessary data to department leadership to understand DEI efforts and desired results; recommend programs and/or enhancements as necessary.
9. Conducts outreach to key stakeholders including helping to develop outreach plans for key initiatives.
10. Conducts effective, thorough, and objective investigations; prepares findings and recommendations, as appropriate.

#### **OTHER DUTIES**

1. Incumbents in this classification may utilize a recruiting system and other technology to create reports, send out opportunity notices, and perform various tasks or analysis as detailed in the recruitment and contracting life cycle.
2. Performs a variety of special research and analysis projects.
3. Participates in developing and conducting training programs for the workforce and community groups on a variety of DEI areas.
4. Analyzes trends and metrics in DEI to develop solutions, programs, and policies.
5. Maintains in-depth knowledge of DEI legal requirements related to employees and contracting, reducing legal risks and ensuring regulatory compliance. Partners with the legal department as needed/required.
6. Leads and facilitates multi-disciplinary initiatives to identify, recommend and enact DEI solutions both inside and outside the port that support the District's commitment to workforce and contracting diversity, equity, and inclusion in alignment with organizational business strategy.
7. Provides DEI policy guidance and interpretation
8. Maintains confidential files and records.

#### **QUALIFICATIONS**

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

1. Familiar with federal, state, and local laws and regulations, and the principles, practices, and techniques of DEI in employment, contracting and Title I of the ADA for both internal and external programs.
2. Excellent skills in working effectively and sensitively with individuals from diverse cultural backgrounds and perspectives to build mutual respect, fairness, and equality.

3. Ability to communicate in both written and spoken formats to a variety of audiences, in clear, persuasive, and appropriate to the topic and situation, manner.
4. District Personnel Rules and Regulations, policies, and contracting provisions.
5. Trends in DEI programs for employment and contracting, including area labor, and contracting market availability data.

**Ability to:**

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

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

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

**Licenses; Certificates; Special Requirements:**

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

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

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

#### **UNCLASSIFIED SERVICE**

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

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

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

Resolution #: 2021 – x

Dated: September 14, 2021

San Diego Unified Port District

Class Code: D440-CN~~15~~21

### CLASS SPECIFICATION Document Management Assistant

FLSA Status: Non-Exempt  
 EEOC Job Category: Office and Clerical  
 Classified: Yes  
 Union Representation: Unrepresented

#### GENERAL PURPOSE

Under general supervision, performs a variety of routine to moderately difficult records management and specialized clerical support in support of District operations including the receipt, retention and disposal of District documents and records, mail processing and distribution duties; and performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

A Document Management Assistant participates in the development, implementation and administration of a comprehensive District-wide document and records management program to provide District staff and other interested parties with efficient, easy-to-use access to and retrieval of information vital to meeting operational and public information objectives. The Document Management Assistant also performs a full range of mail processing duties. Responsibilities include indexing a wide variety of documents and agreements, utilizing complex document coding criteria, locating and indexing related documents to ensure comprehensive historical records regarding property, projects and events and updating and maintaining document management databases. The incumbent is expected to understand and apply detailed policies and procedures accurately and efficiently in carrying out assigned duties.

Document Management Assistant is distinguished from Document Management Associate in that an incumbent in the latter class is responsible for more complex and difficult records management duties requiring greater experience and knowledge in records management functions 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. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; greets and directs visitors.
2. Maintains District files, including assigning codes and file numbers to all retained documents and records and applying appropriate indexing criteria to documents; maintains and updates document and records management databases and indexes to track and retrieve records; maintains logs of received documents.
3. Processes, documents and proofreads various District documents and data enters information; processes, documents and forwards claims filed against the District to the Port



Attorney's Office; takes documents to the County Records Office to be recorded; and provides claims forms to the public.

4. According to established District, US postal and other carrier procedures, picks-up and drops-off, processes, organizes, sorts, weighs, packages, meters and records postage and distributes District inter-office and US and other carrier mail; ensures that postage machine has sufficient postage and requests replenishment; completes application for refund of postage on illegible or invalid meter stamps; receives incoming deliveries and monitors outgoing deliveries to ensure timely departure.
5. Conducts research and locates documents and records; receives, researches and responds to requests for information and records requests; reviews requests for record releases; pulls, copies and re-files documents; receives and processes payments.
6. Coordinates maintenance and repair of scanning equipment. Performs minor cleaning to the scanner, and oils the industrial shredder; follows safety regulations and practices in the operation and servicing of equipment.
7. Trains, guides and coaches others to the scanning equipment and software.
8. Monitors office supply inventory and orders general office and copy room and printer supplies; processes office supply invoices.
9. Participates in the destruction of appropriate records in accordance with legal retention schedule and destruction guidelines.
10. As assigned, may assist other departmental administrative and management personnel in performing administrative support functions; updates and reviews Material Safety Data Sheets, requests information from vendors as necessary and conducts annual inventory to ensure MSDS are available for all required items.

#### **OTHER DUTIES**

1. Attends to a variety of office administrative details; files, faxes and e-mail documents; routes and distributes department mail.
- ~~1.~~2. Answers, screens and refers telephone calls; takes telephone messages; assists customers at a public counter and/or by telephone; responds to routine customer questions and complaints; mails requested materials and documents; may act as office receptionist.

#### **QUALIFICATIONS**

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

1. Practices and procedures of records management.
2. Local, state and federal laws relating to retention requirements for a wide variety of documents.
3. Computer applications and capabilities for use in records management programs.
4. Microfilm processes, equipment and quality standards.
5. The general functions of the District and associated records management requirements.
6. Information storage and retrieval systems.

7. Standard office administrative practices, procedures and equipment.
8. Postal and other carrier procedures and practices.
9. Correct English usage, including spelling, grammar and punctuation.

**Ability to:**

1. Operate a personal computer with standard business software, including word processing, spreadsheet, database and scanning applications and other standard office equipment.
2. Analyze basic records management problems, reaching sound conclusions and recommending appropriate actions.
3. Organize work, set priorities and provide support to meet records management needs.
4. Exercise sound, independent judgment within established guidelines.
5. Ability to lift 30 to 40 pounds utilizing proper safety techniques to lift, carry and move objects.
6. Make arithmetic calculations quickly and accurately.
7. Sort and meter mail rapidly and accurately.
8. Maintain information and generate reports utilizing computer equipment.
9. Code, file and retrieve a wide variety of materials under a complex, comprehensive records management system.
10. Prepare clear and accurate records, reports and other written correspondence.
11. Communicate clearly, effectively and concisely, orally and in writing.
12. Understand and follow written and oral instructions.
13. Use tact, discretion and courtesy in dealing with customers to establish and maintain effective working relationships with others encountered in the course of work.
14. Observe legal and defensive driving practices.

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; and two years of increasingly responsible experience in the maintenance of record keeping and document management programs **or** Graduation from a 2-year college/AA degree with course work in business, public administration or a closely related field; and at least one year of experience in records management. Experience in a public agency 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 at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

A current Commission as a Notary Public issued by the State of California or the ability to obtain a Commission within six months of acceptance of the position.

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

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

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

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

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

Dated: ~~June 11, 2015~~September 14, 2021

San Diego Unified Port District

Class Code: B151-UN~~15~~21

## CLASS SPECIFICATION

### Document Management Associate

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

#### GENERAL PURPOSE

Under general supervision, plans, organizes, coordinates, implements and maintains District document management programs; performs a variety of responsible document management duties and/or assists with the planning and coordination concerning activities and services related to the meetings of the Board of Port Commissioners (BPC); preparation and distribution of the (BPC) agenda docket and minutes; ensures compliance with applicable laws regarding public notice of meetings and public records law; and performs related duties as assigned. Duties require high attention to detail and meeting of stringent legal and procedural deadlines.

#### DISTINGUISHING CHARACTERISTICS

Document Management Associate performs journey-level duties in the development and implementation of a District-wide records management programs. Document Management Associate supports and assists in the managing and coordinating of the docket management processes and preparation of BPC minutes.

Document Management Associate is distinguished from Document Management Assistant in that an incumbent in the former class is responsible for more complex and difficult records management and/or agenda docket duties and knowledge of legal requirements associated with conducting of meetings by a public board and records management.

#### 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, implements and maintains departmental document management and control programs, methods, practices and procedures to ensure compliance with all applicable laws and regulations; develops and implements District-wide policies and procedures for the organization retention, storage and retrieval of vital records and documents. Trains departmental staff on documentation procedures and monitors documentation process on a day-to-day basis.
2. Participates in developing, implementing and maintaining coding and indexing structures for use in document management programs; maintains and updates forms, indexes and records management databases or systems to track records; and maintains document status log.
3. Conducts research and locates documents and records; receives researches and responds to requests for information.
4. Implements and administers the District-Wide Records Retention Program in accordance with approved Records Retention Policy and Schedule including the preparation of Certificates of Destruction; and provides training to staff.

5. Prepare and upload public records, BPC meeting and committee agendas and minutes, and meeting audio and video files available to the public via the District's Intranet and Internet website.
6. Participates in the preparation of the agenda docket for meetings of the BPC and its relevant committees and assembling all supporting documents.
7. Assists with the assembly, copy and collation of agenda packets and binders for duplication and distribution.
8. Participates in the preparation and distribution of the official minutes of Board meetings; and prepares and imports action agenda; ensures the posting requirements for BPC meetings are met.
9. Attends regular and special Board meetings and participates in the logistical support for such meetings.
10. Assists District staff with BPC meeting presentation materials and instructs staff on the use of boardroom equipment.
11. Places procurement requests; reconciles purchase orders to requisitions; prepares and processes direct payment requests and invoices; schedules maintenance for office machines; reconciles bills, expense reports and credit card invoices.
12. Researches and assembles information from a variety of sources for the preparation of records and reports.

#### **OTHER DUTIES**

1. Notarizes District documents.
2. May supervise other administrative staff.
3. Assists and provides backup administrative support for department.
4. Answers, screens and refers telephone calls; takes telephone messages; assists customers at a public counter and/or by telephone; responds to routine customer questions and complaints; mails requested materials and documents; may act as office receptionist.

~~4-5~~ Acts in the absence of the Docket Coordinator and/or Records Manager.

#### **QUALIFICATIONS**

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

1. Office administrative and management practices and procedures.
2. Principles, practices, methods and techniques of documents and records and documents storage and retrieval technologies.
3. Principles and practices of sound business communication; correct English usage including spelling, grammar and punctuation.
4. Computer equipment and advanced use of word processing, spreadsheet, graphics, Adobe Acrobat professional, website management software, records management software, and other software standard to the District.

5. Basic research techniques, methods and procedures.
6. Requirements of Brown Act, Fair Political Practices Commission (FPPC), and Public Records Act.

**Ability to:**

1. Operate a personal computer with standard business software, including word processing, Adobe Acrobat, and other standard office equipment.
2. Organize work, set priorities, meet critical deadlines while maintaining sufficient flexibility to meet other offices needs and follow up on work assignments with a minimum of supervision.
3. Exercise sound, independent judgment within established guidelines.
4. Establish and maintain effective working relationships with others encountered in the course of work.
5. Prepare clear, concise and complete meeting documentation and other written correspondence and reports, and proofread materials.
6. Communicate clearly, effectively and concisely, orally and in writing.
7. Understand and follow written and oral instructions.
8. Use tact, discretion and courtesy in dealing with customers to establish and maintain effective working relationships with others encountered in the course of work.
9. Manage multiple and rapidly changing priorities.
10. Ability to lift 30 to 40 pounds utilizing proper safety techniques to lift, carry and move objects.

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent, and three years of increasingly responsible experience in records management or in providing public governing board support functions **or** Graduation from a four-year college or university with major course work in business, public administration or a closely related field; and at least one year of experience in records management or providing governing board support functions. Experience in a public agency 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 at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

A current Commission as a Notary Public issued by the State of California, or the ability to obtain a Commission within six months of acceptance of the position.

[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~~September 14, 2021

San Diego Unified Port District

Class Code: A1165-UE~~20~~21

**CLASS SPECIFICATION**  
**Executive Vice President/Chief of Staff**

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

**GENERAL PURPOSE**

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

**DISTINGUISHING CHARACTERISTICS**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

1. Plans, organizes, controls, integrates and evaluates the work of assigned departments and staff to ensure activities and services comply with the policies and strategic direction set by the Board and President/CEO and are in conformance with all applicable laws and regulations; assists the President/CEO in managing and integrating the activities and work outputs of all District divisions; participates in formulation of the District strategic plan and other long-range business, facilities and resource plans; with the President/CEO, develops, implements and monitors long-term plans and objectives focused on achieving District mission, vision,



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

2. With other members of the executive team, exercises leadership and participates in the development of District's strategic plan and development of key strategic initiatives, business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the District's core values and guiding principles.
3. Provides leadership and works with directors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's vision, mission, core values, guiding principles, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; 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 agreements.
5. Provides leadership and works with the executive management team to develop and retain highly competent staff through selection, compensation, training and day-to-day management practices which support the District's mission, vision, strategic plan, objectives and values; provides leadership direction and works with executive team members to ensure a high performance, customer service-oriented work environment consistent with sound, innovative management principles and District vision and values; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
6. Participates in assessing regional, community, maritime industry and customer needs and contributes to ensuring all District objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality service; directs development and implementation of initiatives for service and quality improvement and customer satisfaction enhancement.
7. Directs, coordinates and participates in the preparation of analyses and recommendations regarding policy issues and long-range plans to address District land use, real estate development, operational and administrative objectives; advises the President/CEO regarding policy issues, programs and projects to meet needs in a manner that most appropriately supports business and economic development in San Diego County; advises and assists the President/CEO in identifying, articulating and implementing key policies, programs and projects.

8. Interprets President/CEO and Board policies, instructions and ~~–~~applies Code, ordinances, policies, and applicable laws and regulations to ensure District compliance.
9. May serve as the District's representative to professional, industry and community groups.
10. Participates in major negotiations with developers, unions, tenants, consultants, vendors, legislative staff and other public agencies.
11. Acts for the President/CEO in that individual's absence.

#### **OTHER DUTIES**

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

#### **QUALIFICATIONS**

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

1. Theory, principles, practices and techniques of organization design, development and administration, land use and environmental planning for tidelands, intergovernmental relations and labor relations as they apply to the management and operation of a complex port district.
2. Principles and practices of strategic and long-term business planning.
3. Federal, state and local laws, regulations and court decisions affecting the District.
4. District functions and associated management, operational, planning, environmental and public policy issues.
5. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
6. Organization and functions of a public board and law and regulations governing the conduct of public meetings.
7. Research methods and analysis techniques.
8. Principles and practices of sound business communication.
9. Principles and practices of effective executive management.
10. District Personnel Rules and Regulations, policies and labor contract provisions.

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

1. Plan, organize, integrate and support the diverse operations, services and objectives of the District.
2. Define complex public policy, management, operational, organizational, planning environmental and administrative issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.

3. Understand and apply local, state and federal policy, law, regulation and court decisions applicable to District operations and facilities.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings on a variety of sensitive and fiscally important issues.
5. Represent the District effectively in negotiations with individuals and entities.
6. Assist in the development and implementation of appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Establish and maintain effective working relationships with Commissioners, all levels of District management, other elected and appointed governmental officials, tenants, consultants, vendors, employees, media representatives, state legislative staff, the public and others encountered in the course of work.

#### **MINIMUM REQUIREMENTS**

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

Graduation from a four-year college or university with a major in planning, public or business administration, or a relevant field; and at least twelve years of progressively responsible management experience in the administration and operation of a public or private enterprise similar in size, scope and complexity to the District. Time served as a District Intern counts towards the years of experience.

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

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

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

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

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

#### **UNCLASSIFIED SERVICE**

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

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

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

Resolution #: ~~2020-066~~2021-x

Dated: ~~June 23, 2020~~September 14, 2021

San Diego Unified Port District

Class Code: B949-UE21

### **CLASS SPECIFICATION** **External Community Relations Partner**

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

#### **GENERAL PURPOSE**

Under direction, develops, maintains, and promotes effective community and intergovernmental relationship between the District and regional governmental agencies, elected and appointed officials and their staff, and business and community groups. Plans, manages, oversees, coordinates, and participates in various District workshops, events, committees, ad-hoc meetings, public outreach efforts and special events related to government and community outreach efforts. Researches local laws and regulations, and local government and community activities; performs analysis and provides input and recommendations on a wide range of intergovernmental affairs issues that could impact District operations and policies; represents the District at government forums, and community meetings and events; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

External Community Relations Partner performs responsible and complex analysis, represents District interests and advocates for District positions as a team member in the District's Grants and Government Relations department. An incumbent must exercise sound independent judgement and political acumen in performance of their duties.

External Community Relations Partner is distinguished from the Legislative Policy Administrator in that an incumbent in the latter class is responsible for planning, organizing, and supervising the work of professional staff as well as analysis and advocacy on matters of significant impact on District programs, operations and policies.

#### **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. Attends and represents the District at hearings, meetings, and other events and provides testimony or comments as appropriate. Effectively communicates Port actions, activities, initiatives, and solicits feedback from external stakeholders.
2. Represents the District in formal and informal interactions with city councilmembers and local administration officials
3. Represents the District at regional meetings and civic functions with elected officials, external agencies, business organizations, and community stakeholders
4. Provides information to department heads and managers on pending governmental matters, potential impacts to District projects and assignments as a result of the actions of external

agencies or other stakeholders, and other matters as appropriate; prepares documents to be presented to the Board of Port Commissioners; maintains relevant data and information.

5. Plans, coordinates and participates in special events supporting intergovernmental, state, local and stakeholder outreach and initiatives
6. Attends meetings, seminars, and forums of interest to understand changing trends or evolving government initiatives. Monitors publications and networks for relevant information pertaining to the District's goals and initiatives. Reports significant information to colleagues and leadership.
7. Drafts board memoranda, agenda materials, correspondence, reports, agreements, presentations, and other materials. Edits materials for accuracy, completeness, and compliance standards.
8. Coordinates and plans external outreach activities with colleagues in other departments, outside agencies and organizations. Assists in developing community outreach programs to build coalitions, and include public and stakeholder, member city, and key agency input. Advocates and educates on District concerns and position on legislative agendas and current issues.
9. Serves as liaison with elected official's staff from other agencies; responds to requests for information or support. Researches policies and procedures to ensure accurate information is conveyed to stakeholder organizations. Is actively responsive to public concerns.
10. Researches and compiles data regarding government policies and issues to build common understanding of current challenges and opportunities, and to ensure the District's interest are accurately represented during the legislative process.
11. Assesses political positions, prepares talking points on bills or legislative language for use by elected officials, legislative consultants, and others
12. Participates in the development of correspondence and other outreach materials designed to educate staff, stakeholders and the public of issues and opportunities to engage with the District and partner agencies. Reviews, proofreads and edits department written materials. Supports the development of District grant applications and grant reporting documentation.
13. Attends meetings and monitors initiatives and actions of various agencies involved in regional planning and economic development; collaborates with colleagues on position development and white papers pertaining to policy issues; represents District positions in regional forums and with other federal, state and local governmental officials and interest groups; prepares presentations and talking points
14. Reviews, tracks, analyzes and interprets proposed legislation on matters related to District programs, operations, policies and other relevant issues; drafts staff reports, position papers and testimony; recommends positions and proposes revisions to legislation and action to advance District goals. Participates in the analysis of intergovernmental and local legislation policy matters that impact District operations or priorities.
15. Coordinates and interacts with other agencies and elected and appointed officials regarding laws, pending legislation, resolutions, agreements, policy initiatives and other matters of

mutual interest; contributes to the overall effectiveness of District intergovernmental affairs programs and activities; develops position statements; writes policy articles; assesses communication needs and relevant messages; provides input on outreach strategies and plans.

16. Participates on professional and industry committees involved in legislative and intergovernmental affairs and public policy issues. Participates and supports tours of District facilities for elected officials and community leaders.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Local and State legislative process, steps, and influence points
2. Requirements of the Brown Act and parliamentary procedure, including requirements and guidelines governing the conduct of public meetings
3. Principles and methods of legislative analysis and public engagement
4. Public agency programs, policies and operations
5. Legislative, intergovernmental affairs, community relations and public affairs issues and challenges
6. Project planning and management methods and practices
7. Principles and practices of sound business communication

### **Ability to:**

1. Analyze, interpret, explain, and make recommendations on legislative, regulatory, community and intergovernmental public policy issues
2. Research legislation, regulations and public policy issues using all available tools and technology
3. Use political acumen and independent judgement to interpret and recommend appropriate courses of action to achieve District objectives within general policy guidelines
4. Represent the District effectively with elected officials, community groups and committees, and with business, trade and professional organizations
5. Exercise tact, diplomacy and discretion in dealing with highly sensitive, complex, confidential, and controversial issues and situations
6. Establish and maintain effective working relationships with colleagues, District leadership, elected officials and their staffs, officials of other government agencies, professional and community organizations and stakeholder groups, and others encountered in the course of performing professional duties

7. Prepare clear, concise, accurate and complete analyses, reports, correspondence, memorandums and other written materials
8. Use effective business writing and presentation skills to synthesize multiple perspectives and opinions and communicate to leadership
9. Communicate clearly, concisely and persuasively, orally and in writing
10. Manage sensitive information and urgent deadlines
11. Act as a consensus-builder, demonstrating intellectual curiosity and political acuity

## **MINIMUM REQUIREMENT**

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

Graduation from a four-year college or university with a major in public or business administration, political science, public policy, or a closely related field; and four years of progressively responsible experience in legislative analysis, community relations, or intergovernmental affairs; or an equivalent combination of training and 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.

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

## **UNCLASSIFIED SERVICE**

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

## **PHYSICAL AND MENTAL DEMANDS**

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



Resolution #: 2021 – x

Dated: September 14, 2021

San Diego Unified Port District

Class Code: B303-UE~~03~~21

## CLASS SPECIFICATION

### Management Analyst

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

### GENERAL PURPOSE

Under general supervision, performs responsible administrative, financial, statistical and other management analyses in support of Port and department activities, functions and programs; recommends action and assists in formulating and implementing policies and procedures; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Management Analysts independently perform responsible analytical work in support of department mission, goals and objectives. Assignments are typically received in broad outline form and incumbents are expected to act independently to develop required resources and information. Assigned projects may include statistical analysis, policy and procedure development or other areas specific to the assignment. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

Management Analyst is distinguished from Senior Management Analyst in that incumbents in the latter class independently perform more difficult and varied analytical work, on assignments having greater impact on department operations and Port programs and the exercise of greater independent judgment and initiative.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Plans, organizes and conducts administrative, management and program analysis studies relating to assigned programs; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares reports of study conclusions; assists in implementing policies and procedures; drafts reports, recommended policy change documents and presentation materials for management.
2. Participates in planning, developing, implementing and monitoring of a large departmental budget; performs in-depth revenue, expenditure and other analyses; monitors, tracks and analyzes actual performance against budget; identifies potential issues and formulates recommendations to management; drafts and/or analyzes budget proposals, requests and other related documents, including budget amendments; performs financial analyses and statistical computations for various financial models, feasibility studies and cost allocations.

3. Participates in planning, organizing and carrying out the development, implementation and administration of comprehensive District-wide programs, including customer relations initiatives and strategies; integrates related program information to provide an comprehensive, accurate picture of District processes, needs and how each department can improve overall efficiency, effectiveness and satisfaction; collects, categorizes, analyzes and evaluates data to recommend solutions; conducts root cause analyses of internal and external customer complaints to determine corrective and preventative action, including by procedure improvements, deployment of or resources or training; benchmarks other public and private sector service and performance measurement programs and proposes incorporating best practices into Port operations to improve efficiency, speed up decision-making processes and provide high quality service and products; partners with other departments in the development and implementation of performance measurements for the District; plans, develops, reviews and oversees Port wide business continuity processes in the event of catastrophic man made or natural disasters.
4. Coordinates and assists with implementation and institutionalization of strategic planning objectives; benchmarks other public and private sector strategic planning programs; suggests forecasts and projects recommendations for strategic planning functions.
5. Provides technical assistance to department staff by conducting research, analyzing data and drafting policy and procedure documents to address identified needs and issues; analyzes program and operational data and develops recommendations to improve productivity and effectiveness; compiles materials, researches problems and complaints and responds to requests for information.
6. Drafts a wide variety of materials on assigned issues, including reports, procedures, memoranda, proposed policy changes, training tools and other materials; identifies issues, obtains input and feedback, conducts research and analysis; prepares recommendations and a variety of other supporting materials.
7. Coordinates the application process and administration of grant and rebate programs for a department.
8. Is the primary departmental support person in using the automated department system (SAP) by troubleshooting end-user problems, documenting business processes, making business process recommendations and is the primary liaison to the Business Information & Technology Services Department. May participate in the SAP Super User program.
9. Works with Asset Managers and administrative staff to identify business process improvements and provide end-user support using the automated departmental computer application.
10. Works with Business Systems Analysts and Applications Developers during the design, development and testing of departmental system improvements.
11. Ensures business processes and test procedures are defined, documented, and implemented to conduct basic internal training of business processes for end-users.
12. Administers the District Utilities Program, including electricity, gas and water.
13. Administers the Port's Emergency Operations Center (EOC) resource and training program, ensuring compliance with all State and Federal guidelines.

14. Maintains the Port's emergency notification message system by managing the Port wide personnel emergency contact data base, periodically testing the system and training of system users.
15. Provides training and assistance for grants administration to the Grants Coordinator Office, grant project managers and identify improvements to the overall grants management process.
16. Reviews grants guidelines and maintain working relationships with grant funding agencies to provide up-to-date security grant information to all users
17. Conduct statistical analysis of crime and security incident data.

#### **OTHER DUTIES**

1. Performs a variety of department-specific program activities to accomplish work goals and objectives; may be assigned to lead special projects.
2. Attends and participates on a variety of committees.
3. May plan, organize, supervise and evaluate the work of office support staff and other assigned personnel.
4. Performs a variety of special projects as assigned.
5. Incumbents may oversee the administration of specific Homeland Security Program grant projects. This may encompass collecting, organizing, analyzing and submitting key project data and required periodic reports to the Department of Homeland Security, California State Office of Homeland Security and regional grant management authority.
6. May research Port, local, state and federal Homeland Security regulations, mandates, laws and policies for Port application.
- ~~6.7.~~ Based on the assigned department, may assist in providing administrative support. Answers, screens and refers telephone calls; takes telephone messages; assists customers at a public counter and/or by telephone; responds to routine customer questions and complaints; mails requested materials and documents; may act as office receptionist.

#### **QUALIFICATIONS**

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

1. Principles, practices and methods of administrative, organizational, economic and procedural analysis.
2. Principles and practices of public administration, including budgeting and the maintenance of public records.
3. Principles, practices, methods and techniques of financial analysis and forecasting.
4. Basic principles and practices in the development and administration of grants.
5. Basic principles, tools and techniques of project planning and management.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
7. Principles and practices of sound business communication.

8. Port Wide Notification System, WebEOC, Homeland Security Exercise and Evaluation Planning (HSEEP), Continuity of Operations Planning (COOP), grants management, National Incident Management System (NIMS) and Incident Command System (ICS)
9. Uses and operations of computers and standard business software, including word processing, spreadsheet and project scheduling applications.

**Ability to:**

1. Analyze administrative, operational, procedural and organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret data, either in statistical or narrative form.
3. Analyze, interpret, explain and apply relevant laws, regulations, ordinances, policies and procedures.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.
6. Maintain files, records and documentation.
7. Exercise independent judgment and initiative within established guidelines.
8. Establish and maintain effective working relationships with Port and department managers and staff, EOC Team members/department heads, vendors, 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 business or public administration, finance or a closely related field; and at least three years of progressively responsible professional experience performing administrative, operational, budgetary and/or similar analyses **or** graduation from high school or G.E.D. equivalent and five years of progressively responsible professional experience performing administrative, operational, budgetary and/or similar analyses. Experience in a public agency is preferred. Time served as a District Intern counts towards the years of experience.

**Licenses; Certificates; Special Requirements:**

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

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

[This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions may be disqualifying. Misdemeanor convictions may be disqualifying depending on type,](#)

number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitations in job duties if no reasonable accommodations can be made.

#### **UNCLASSIFIED SERVICE**

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

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

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

Resolution #: ~~2014-130~~ 2021-x

Dated: ~~June 10, 2014~~ September 14, 2021

San Diego Unified Port District

Class Code: B865-UE2112

**CLASS SPECIFICATION**  
**Manager, Commissioner & Executive Services**

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

**GENERAL PURPOSE**

Under general direction, manages and administers the day-to-day operations and administrative functions of the Office of Commissioner and Executive Services; manages staff that provides special project services to the President/CEO and members of the executive leadership group; manages the District's travel services function; serves as liaison with the Board of Port Commissioners, San Diego Unified Port District (District) executives, staff, elected and appointed officials of other governmental agencies and the public on behalf of the Board of Port Commissioners; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Manager, Commissioner & Executive Services is responsible for managing and administering the daily operations and administrative functions of the Office of Commissioner and Executive Services. The incumbent ensures the timely flow of District information to and from the members of the Board of Port Commissioners in a highly sensitive and rapidly changing environment. This includes working with Board committees and District staff to coordinate and follow up on matters of interest to the Board and to ensure that Board policy requirements and notice requirements of the Brown Act are met. The incumbent performs difficult, diverse and highly confidential duties in support of the President/CEO and Board of Port Commissioners in their interactions with top elected officials, officials of other governmental agencies, District division/department heads, business and community organizations, interest groups, the media and the public.

**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, manages, integrates and evaluates the work of Commissioner and Executive Services staff, develops, implements and monitors work plans to achieve office mission, goals and performance measures; supervises and develops, implements and evaluates work programs, plans, processes, systems and procedures to achieve Port and office goals consistent with the District's quality and customer service expectations.
2. Plans, organizes, supervises and evaluates the work of assigned staff in Commissioner and Executive Services ; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel policies.

3. Provides day-to-day leadership and coordinates work with executives, managers and other staff to ensure a high performance, customer service-oriented work environment which supports achieving the District's mission, objectives and values; provides leadership and participates in programs that promote workplace diversity and a positive employee relations environment.
4. Serves as liaison with the Board of Port Commissioners, District executives and managers and other public and private entities on day-to-day District business matters.
5. On behalf of Commissioners, follows-up with departments on a wide variety of issues, including minutes of advisory committee meetings, responses to correspondence or calls received for Commissioners and status of Board-directed actions.
6. Works with Deputy District Clerk/Docket Coordinator to ensure Board Advisory Committees agendas are prepared and noticed by the District Clerk within applicable time limits.
7. Reviews, determines the priority and routes incoming correspondence, reports, requests and instructions; handles or refers matters as directed; acts as liaison in coordinating matters between the Executive Offices, Commissioner and Travel Services section and other department heads and managers.
8. Drafts memoranda, correspondence, board agenda materials and other documents and reports often of a highly sensitive and confidential nature in response to Commissioner mail or Board requests; ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures.
9. Coordinates, arranges and confirms meetings; plans, makes arrangements for and coordinates functions, including events for visiting elected officials and other dignitaries; screens requests for appointments.
10. Receives and screens telephone calls and other inquiries, providing information and handling issues that may require sensitivity and the use of sound independent judgment; responds to requests for information and complaints, refers matters to appropriate staff and/or takes or recommends action to resolve the request or complaint.
11. Researches and assembles information from a variety of sources for the preparation of reports and correspondence for the Board of Port Commissioners.
12. Recommends and follows-up on revisions to Board policies, including preparing agenda items for Board approval; recommends organizational, procedural or other changes.
13. Coordinates with the Port Attorney and records management staff to assist in responding to public records requests involving Commissioners.
14. Prepares and administers the Board of Port Commissioners non-personnel budget; reviews and processes expense reports and reviews direct payment requests for the Board.
15. Attends Board, Executive Committee, executive staff, senior staff and leadership group meetings as required.

#### **OTHER DUTIES**

1. Participates in various District meetings, briefings and training sessions.



2. Ensures the Board of Port Commissioners website is kept up-to-date and notifies Corporate Communications of changes that are needed.
3. Coordinates annual Board swearing-in ceremonies and luncheons; works with senior management to prepare briefing packages for new commissioners.
4. Process and review for accuracy and policy compliance, employee travel expense reports.
- 4.5. Answers, screens and refers telephone calls; takes telephone messages; assists customers at a public counter and/or by telephone; responds to routine customer questions and complaints; mails requested materials and documents; may act as office receptionist.

## **QUALIFICATIONS**

### **Knowledge of:**

1. District organization, functions, operations, ordinances, rules, policies and procedures.
2. Basic functions of public agencies, including the role and responsibilities of a public governing board and rules and regulations for the conduct of public meetings.
3. Board of Port Commissioners operations policies and procedures.
4. The Port Act and other laws, regulations and policies governing the administration of a public agency in the State of California applicable to assigned areas of work.
5. Office administrative and management practices and procedures.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Advanced uses of word processing, spreadsheet, graphics and other business management software.
8. Budgeting, recordkeeping, filing and purchasing practices and procedures.
9. Principles and practices of effective supervision.
10. District Personnel Rules and Regulations, policies and labor contract provisions.

### **Ability to:**

1. Plan, organize, supervise and administer the daily activities and administrative functions of Commissioner and Executive Services section in a sensitive, highly visible and dynamic political and organizational environment, requiring management of multiple and rapidly changing priorities.
2. Analyze difficult, sensitive and confidential problems and situations, evaluate alternatives and make sound, appropriate recommendations and decisions.
3. Exercise sound organizational and political acumen in supporting interactions of the President/CEO and Board of Port Commissioners with elected officials, officials of other governmental agencies, District division/department heads, business and community organizations, interest groups, the media and the public.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

5. Understand, interpret, explain and apply laws, codes, regulations, rules and policies applicable to areas of responsibility.
6. Organize, research and maintain office filing systems and document management databases.
7. Make a wide variety of logistical arrangements independently or from brief instructions.
8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise correspondence, records, reports and other documents.
10. Maintain highly sensitive and confidential information.
11. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.
12. Establish and maintain highly effective working relationships with Commissioners, District executives, elected and appointed officials of other governmental agencies, staff, community and business leaders, customers, 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 business, management, public administration or finance, or a closely related field; and at least three years of increasingly responsible office management, administrative or secretarial experience **or** graduation from high school or G.E.D. equivalent, and six years of increasingly responsible office management, administrative or secretarial experience. Experience in a government setting dealing with elected and appointed officials is preferred. Time served as a District Intern counts towards the years of experience.

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

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

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

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

#### **UNCLASSIFIED SERVICE**

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

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

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

Resolution #: ~~2014-130~~2021 - x

Dated: ~~June 10, 2014~~September 14, 2021

San Diego Unified Port District

Class Code: F656-CNR~~03~~21

### CLASS SPECIFICATION Parking Meter Repair/Collector

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

#### GENERAL PURPOSE

Under general supervision; collects money from parking meters and pay stations and other coin-operated meters and delivers monies to designated location; installs, services, repairs, and maintains parking meter and pay station equipment, and performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

Parking Meter Repair/Collectors are responsible for collecting all Port monies deposited in Tideland parking meters and pay stations; and for installing, servicing, repairing, and maintaining parking meters and pay stations.

#### 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. Collects money (coins) from parking meters and pay stations, bags for transport and delivers to designated location; on a regular basis, performs electronic meter and pay station audits with a hand held communicator, generates and reviews electronic meter and pay station reports, identifies issues and notifies supervisor or other appropriate source; operates a light truck or scooter to perform collection duties.
2. Installs, services, repairs and maintains smart and traditional parking meters and pay stations, and related equipment; assembles, installs, tests, repairs, and adjusts automatic, smart technology and manually operated parking meters and pay stations; monitors proper functioning of meters and pay stations; removes damaged or inoperative parking meters or parking meters in need of preventive maintenance; dismantles, cleans, paints, oils and performs minor to moderately difficult repairs of parking meters and pay stations and hand held machines; notifies vendor of malfunctions that require outside repair and ensures that problems are rectified in a timely manner; maintains necessary inventory of meters, parts and tools.
- ~~2.3.~~ Reviews on-line reporting for the smart meters and pay stations to determine if collections and/or maintenance is required and to determine malfunctions.
- ~~3.4.~~ Represents Port in interactions with the public; responds to call-ins and complaints regarding parking meters and pay stations; provides general information to individuals

requesting assistance; identifies safety hazards, signage needs and related matters and notifies responsible department, including supervisors in Guest Experiences.

~~4.5.~~ Concurrently issues citations to vehicles parked in violation of state, municipal and District parking regulations while performing primary responsibilities.

~~6.~~ Makes recommendations for citation dismissals.

~~5.~~ May perform physical and/or electronic tire chalking of vehicles to track time limit regulations at parking areas within Tidelands.

~~7.~~ Maintains records of repairs and tracks warranties for equipment. Keeps an inventory of meters and pay station parts.

~~6.8.~~ Maintains parking meter and pay station inventory, and ~~P~~places orders for parts and materials when necessary ~~to maintain parking equipment.~~

~~7.9.~~ Establishes maintenance and collection schedules.

~~8.~~ ~~Collects money from parking lot boxes.~~ (No longer applicable).

~~9.10.~~ Tests, cleans, repairs electronic parking meter and pay stations. ~~lot collection machines.~~

~~10.~~ ~~Collect cash boxes from electronic parking lot machines.~~ (No longer applicable).

~~11.~~ Audits electronic parking meter and pay stations ~~lot machines~~ and maintains collection and repair activities on ~~personal~~ management system via computer programs.

~~11.12.~~ Monitors, relocates to safe locations and reports on Shared Mobility Devices (scooters & electronic bicycles) found on Tidelands within parking areas, roadways, and parks.

## OTHER DUTIES

1. May issue citations to vehicles parked in violation of state, municipal and District parking regulations while performing primary responsibilities.

~~2.~~ May make recommendations for citation dismissals.

~~3.~~ May perform physical and/or electronic tire chalking of vehicles to track time limit regulations at parking areas within Tidelands.

~~4.~~ May assist with placement of temporary "No Parking" signs, meter hoods, and other signage as needed for parking lots, parks and roadways.

~~2.5.~~ May assist with monitoring, relocating and to safe locations and reporting on Shared Mobility Devices (scooters & electronic bicycles) within parking areas, roadways and parks.

## QUALIFICATIONS

### Knowledge of:

1. Methods of servicing, repairing and maintaining parking meters and other small coin-operated meters, pay stations and machines.

2. Uses of common hand tools.
3. Safety practices and procedures related to areas of responsibility.
4. Port rules, policies and procedures applicable to assigned areas of work.
5. State, municipal and District laws, ordinances and codes regulating vehicle parking.

**Ability to:**

1. Organize, set priorities and exercise sound judgment within areas of responsibility.
2. Understand and follow written and oral instructions.
3. Operate a light truck and observe legal and defensive driving practices.
4. Use tact, discretion and courtesy in dealing with the public and responding to upset individuals.
- 4.5. Ability to determine when safety issues arise and to contact the appropriate department for assistance.
- 5.6. Establish and maintain effective working relationships with those encountered in the course of work.

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

Graduation from high school or GED equivalent and one year of work experience involving public contact that requires exercising tact and diplomacy. 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.

**PHYSICAL AND MENTAL DEMANDS**

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

Resolution #: ~~2014-130~~2021-x

Dated: ~~June 10, 2014~~ September 14, 2021

San Diego Unified Port District

Class Code: B948-UE21

### **CLASS SPECIFICATION** **Principal, Strategic Planning**

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

#### **GENERAL PURPOSE**

Under general direction of a department head or Vice President, supervises the work of professional and technical staff and oversees multiple aspects of the District's strategic planning and board strategy, including but not limited to: Developing strategic plans, and assessing agency performance and conducting research and data analysis to inform district decisions. Advises the CEO, Executive Leadership Group (ELG) and the Board of Port Commissioners (Board) on strategy and organizational planning; acts as a complement and substitute for a department head; facilitates the resolution of issues between key stakeholders; represents the District; acts as a liaison in high-level interactions, and performs other duties as assigned.

Principal, Strategic Planning is a management level position working under a Director or Vice President. This position will help design and implement an updated strategic planning process for the Board and the ELG of the District. The incumbent is responsible for providing the executive team and board with up-to-date research on strategic trends as well as analyzing these trends to determine how these strategic trends could impact the district in the future.

#### **DISTINGUISHING CHARACTERISTICS**

The Principal, Strategic Planning is distinguished from other management and supervisory classes in that incumbents serve as top finance, budget and administrative leaders for a team or department and require a high degree of administrative discretion to carry out significant department policies and programs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

1. Leads, coordinates, directs, plans, manages, supervises, provides leadership and evaluates key strategic planning initiatives, helps advise department heads on implementing and monitoring work plans to achieve the District's mission, goals and performance measures; monitors key performance indicators.
2. Analyzes and reports internal and external data that helps to explain and forecast economic and policy trends that inform the District's strategy.
3. Helps to develop key performance indicators and creates tracking systems to measure success of strategic goals and objectives.



4. Ensures multiple cross-functional teams meet strategic planning-related timelines and deliverables effectively and efficiently.
5. Determines project benchmarks and tracks, monitors, and measures progress and outcomes.
6. Keeps up-to-date with new methods of strategic planning. This may include techniques such as participative interactions or other creative ways that result in buy-in from stakeholders, and adopting new formal methodologies.
7. Partners with various business groups (such as internal business intelligence and data analytic teams within the team and across the groups) to collaborate on projects. Delivers presentations on strategic planning to internal and external audiences.
8. Directs, manages, develops, negotiates, and administers consultant contracts; drafts contract language; awards or recommends awarding of contracts, selecting appropriate consultants; monitors and evaluates contract compliance, including contract invoices. Assesses, identifies and facilitates reports that are necessary for Board and ELG decision making.
9. Ensures the timely submission of deliverables from a diverse array of multiple cross-functional teams.
10. Develops and oversees measures/indicators related to outcomes of the strategic planning process. Monitors project, program, and/or deliverables and assesses impact to strategic initiatives; reports on progress to leadership.
11. Identifies potential project risks and difficulties and designs strategies to mitigate or avoid risks. Escalates issues as appropriate.
12. Maintains visibility of strategic planning process and initiatives throughout the District during the planning process to ensure meaningful collaboration, and comprehensive and effective implementation.
13. Coordinates and facilitates communications with stakeholders and reports on activity. Performs outreach to external parties, consultants and stakeholders across the District.
14. Plans and formulates detailed work plans and budgets, directs and manages the development of annual work programs and objectives, and monitors and ensures compliance with all applicable laws and regulations.

#### **OTHER DUTIES**

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

#### **QUALIFICATIONS**

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

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

**Ability to:**

1. Plan, organize, manage and direct a variety of complex work programs, financial functions and operation programs and activities.
2. Manage multiple projects and programs that help implement the strategic plan, vision and goals
3. Analyze, evaluate and make sound recommendations on complex data and department operations.
4. Define complex issues, perform difficult and complex analysis and research, evaluate alternatives and develop sound conclusions and recommendations.
5. Understand and apply District, local, state, and federal policies, laws and regulations and court decisions applicable to areas of responsibility.
6. Exercise independent judgment on issues that are complex, interpretive, and evaluative in nature. Responsibilities and assignments require a thorough understanding of District and department policies, practices and procedures, and involve significant accountability and high-level decision making.
7. Perform highly complex and specialized responsibilities requiring advanced professional-level knowledge of the goals, objectives and technical requirements of strategic planning and business decision making.
8. Apply creativity and flexibility in problem solving to complex and/or sensitive issues and problems.
9. Present proposals and recommendations clearly, logically and persuasively in public meetings.

10. Represent the District and department effectively on a variety of issues.
11. Develop and implement appropriate procedures and controls. Prepare clear, concise and comprehensive projects, assignments, reports, correspondence, studies, policy and other written materials.
12. Exercise sound, expert, independent judgment and political acumen within general policy guidelines.
13. Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
14. Establish and maintain effective working relationships providing leadership and direction with all levels of District management, employees, the public, government officials, tenants, contractors, suppliers, businesses, agencies, labor unions and others.
15. Provides expertise, guidance and assistance to executives, senior staff, the Board, other staff, tenants and external customers.

## **MINIMUM REQUIREMENTS**

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

Graduation from a four-year college or university with a major in public policy, government, or business, or a closely related field; and a minimum of five years of progressively responsible experience involving implementation of related professional programs of similar complexity and scope in private or public agencies. Time served as a District Intern counts towards the years of experience.

Experience in a public agency is preferred. Experience independently developing and overseeing strategic planning process for a medium to large size organization is preferred.

### **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: September 14, 2021

San Diego Unified Port District

Class Code: B887-UE~~16~~21

**CLASS SPECIFICATION**  
**Program Manager, Planning & ~~Green-Port~~Environment**

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**

The Program Manager, Planning & ~~Green-Port~~Environment (Program Manager) is responsible for leading, 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. Program Managers will have a strong working knowledge of planning and/or environmental areas.

Incumbents with a planning emphasis will have a strong working knowledge of planning, as it relates to areas including, but not limited to, urban, regional, and waterfront development; commercial real estate; maritime industry; public access; and recreation.

Incumbents with an environmental emphasis will have expertise in one or more environmental disciplines: air quality, aquaculture, biology, climate action planning, coastal and marine science, ecology and wildlife management, environmental policy, natural resources, stormwater, sustainability, transportation planning, water and sediment quality, watershed management, site assessment and remediation.

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. Incumbents are expected to exercise expert judgment, initiative, and decision-making authority to develop timely solutions to complex problems. Projects and assignments require a high degree of knowledge and ability in identifying and solving problems, interpreting and analyzing federal, state and local codes and policies; and maintaining effective contacts and relationships with government officials and agency staff, business representatives, community organizations, and the public. 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.

### **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, 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. As project leader, 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. Develops and oversees consultant or contractor contracts related to assigned areas of specialty; coordinates and oversees work of consultants to ensure contract terms are met; monitors work programs and schedules to ensure timely project completion; reviews invoices and identifies discrepancies and non-compliance issues.
7. 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.
8. Coordinates and integrates program services and activities with other divisions and departments; develops program partnerships, where applicable, with external agencies and organizations.
9. Develops, writes, reviews, and presents a variety of technical reports, documents, correspondence, and records related to projects; drafts correspondence to other District departments and state and federal regulatory agencies; drafts Board agenda items; oversees maintenance of accurate and complete records.
10. Provides, consultation, information and technical assistance to other departments, tenants, agencies, and organizations. Understands applies laws, regulations, rules, policies, processes, and procedures related to areas of responsibility for District management, staff, and tenants; coordinates with other agencies for information sharing and community education; responds to requests for information regarding program activities or requirements; represents the department in meetings with internal and external agencies regarding program issues; plans, develops and conducts in-house training for assigned programs.
11. Represents the program and project team with senior management, project sponsor, consultants, contractors, stakeholders, and the public.
12. Researches and identifies potential funding sources for programs/projects, secures and administers grant and loan funding from governmental agencies, foundations, and other funding sources.
13. Oversees, plans and participates in ~~performing a wide variety of projects and programs involving one or more of the following disciplines: coastal, regional, and urban planning; environmental field investigations; conducts compliance work and special studies requiring technical expertise and knowledge in air quality; biology; climate action planning; coastal and marine science; ecology and wildlife management; environmental policy; natural resources; stormwater; sustainability; transportation planning; water and sediment quality; watershed management; site assessment and remediation. environmental land use, planning, maritime and sustainability disciplines; plans and organizes site environmental assessments and field investigations;~~

- ~~13.~~14. ~~P~~lans 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.
- ~~14.~~15. Provides planning and/or 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, under the direction of the principal, director, assistant vice president, or vice president to address environmental issues; understands and applies laws, regulations, rules, policies, processes and procedures related to areas of responsibility for District management, staff tenants and stakeholders; coordinates with other agencies for information sharing and community education; responds to requests for information regarding project activities or requirements; represents the department in meetings with internal and external agencies regarding project issues; conducts in-house training on assigned projects and regulatory processes.
- ~~15.~~16. 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.
- ~~16.~~17. Participates in and monitors reviews of District and tenant development projects to ensure compliance with California Environmental Quality Act (CEQA), Coastal Act, 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.
- ~~17.~~18. 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, upcoming regulations, environmental initiatives, and emerging strategies.

## OTHER DUTIES

May act for the ~~principal~~ Director and/or Program Director in that individual's absence, or other superiors, as assigned.

## QUALIFICATIONS

### Knowledge of:

1. Principles, theories, methods, policies and techniques of: current and advanced land use, urban, and environmental planning; natural resources; stormwater; sustainability; site assessment and remediation; and watershed management.



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

**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, tenants, the public and others encountered in the course of work.
16. Make public and stakeholder presentations on projects, District initiatives, and policies.

## **MINIMUM REQUIREMENTS**

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

Graduation from a four-year college or university with a major in biological, environmental, planning, public or business administration or a closely related field; and at least five years of progressively responsible project management or program development, implementation and administration experience with two years of supervisory experience. Experience in a public agency is preferred. Time served as a District Intern counts towards the years of experience.

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

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

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

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

employment may result in termination or limitations in job duties if no reasonable accommodations can be made.

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

#### **UNCLASSIFIED SERVICE**

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

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

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

Resolution #: ~~2016—135~~2021—x

Dated: ~~September 8, 2016~~September 14, 2021

San Diego Unified Port District

Class Code: B946-CE21

### **CLASS SPECIFICATION Senior Land Surveyor**

FLSA Status:	Exempt
EEOC Job Category:	Officials and Managers
Classified:	Yes
Union Representation:	Unrepresented

#### **GENERAL PURPOSE**

Under general direction, plans, organizes, directs, and manages projects, programs, activities and personnel of the surveying and mapping section within the District's Engineering-Construction Department. Develops and implements standards, specifications and procedures for the District's land surveying purposes as a professional land surveyor, provides survey advice to District management, and performs related duties as assigned. The duties and responsibilities of this class require a high technical competency in surveying, boundary surveys, map applications, monument preservation, global positioning systems, surveying reality capture, bathymetric surveys, and photogrammetry as well as the day-to-day operation of these disciplines.

#### **DISTINGUISHING CHARACTERISTICS**

This class is responsible for managing the lands granted to the District by the California State Lands Commission through leadership of District wide mapping and surveying. The Senior Land Surveyor is responsible for all work including planning, monitoring, coordinating and managing the work of the professional and technical staff in the Engineering-Construction surveying and mapping section. Supervision of functions and staff is exercised either directly or through subordinate supervisors. Assignments are typically received in the form of the general instructions and objectives from the Chief Engineer, Engineering-Construction, and work is reviewed through conferences, report analysis and program results.

#### **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 employees so classified.

1. Directs and manages the work of the survey and mapping section; establishes survey related policies and procedures within broad department policies; directs the implementation of policy and procedure revisions resulting from changes in legislation and regulations.
2. Develops the annual team budget and manages expenditures; recommends changes in organizational structure and staffing; directs and evaluates the work of subordinate staff.
3. Manages the District's field survey program; directs the preparation of maps, both planimetric and topographic for multiple departments within the District, and other agencies as applicable.
4. Reviews survey requests and determines the type and method of survey required and schedules and assigns work to subordinate staff.

5. Directs, coordinates, inspects and reviews all hydrographic, geodetic, topographic, construction and cadastral land surveying.
6. Develops and implements improvements in survey methods, new techniques, procedures and equipment.
7. Ensures and monitors the coordination of the section's work with the work of other departments and agencies; interfaces with department heads, governmental agencies and the public.
8. Supervises the procedures of Land Surveyor in resolving difficult and complex problems and renders administrative decisions where interpretations are necessary.
9. Consults other sections, departments, private contractors, consulting engineers and agencies to resolve problems and provides all types of survey information.
10. Evaluates accuracy and completeness of maps, plats, legal descriptions, records of survey, corner records, and survey related exhibits prepared by staff, consulting surveyors, and submitted by tenant surveyors.
11. Administers consultant professional services contracts for land surveying, photogrammetric mapping (and other remote sensing technologies like LiDAR), GIS and hydrographic surveying.
12. Determines feasibility and advisability of using survey data from other agencies.
13. Prepares special studies, estimates and reports and makes recommendations.
14. Directs and supervises the activities of the survey office personnel engaged in calculating and preparing data and base maps required for the control of all survey work, including grade sheets for construction and boundary maps to be recorded in compliance with the Land Surveyor's Act and the Subdivision Map Act.
15. Trains and evaluates subordinates and supervises the placement and training of other assigned personnel.
16. 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.
17. Directs 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.
18. Oversees and assigns work in the office when processing field data; prepares maps and documents, technical correspondence, comprehensive reports and detailed calculations.
19. Provides professional and technical assistance to staff and other District personnel.

20. Represents the section in meetings with other departments and agencies.
21. Confers with and advises District staff and other agencies regarding assigned areas of responsibility; confers with developers/tenants, surveyors, engineers, architects and others regarding survey matters.
22. Participates in developing Engineering-Construction Department policies, takes leadership in implementing department programs and initiatives, and manages change.
23. Manages the evaluation, development, procurement and implementation of new technology relevant to the section's programs.
24. Develops policies and procedures to ensure the maintenance of accurate and detailed records of section activities, findings and results.
25. Prepares and reviews Board agenda sheets for presentation at monthly Board meetings and/or workshops.
26. Assists the Chief Engineer and Department staff with the implementation of Board policies, including interpretation and application to capital improvement and major maintenance projects.
27. Enforces safety rules and regulations.
28. Performs other related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Professional land surveying principles and practices of design, planning, construction, right-of-way, and land acquisition.
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 AutoDesk software, Trimble Business Center, GPS baseline processing software, GPS hydrographic survey software, BIM principles, digital surfaces, Unmanned Aerial Systems (drone) mapping, 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. Solve difficult and complex surveying problems, research records, compile, analyze, and interpret survey data, maps and complex property legal descriptions.
2. Convey GIS/spatial information to non-GIS/technical people.
3. Plan, organize, monitor and evaluates the work of professional and technical surveying staff.
4. Analyze and make sound recommendations on complex management and administrative issues.
5. Understand and apply District policy and procedures governing assigned areas of responsibility.
6. Present proposals and recommendations clearly and logically in public meetings.
7. Represent the District effectively in negotiations.
8. Develop and implement appropriate procedures and controls.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Exercise sound, expert independent judgment within general policy guidelines.
11. Establish and maintain effective, collaborative working relationships with all levels of District management, other governmental officials, contractors, employees and the public.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
13. Provide leadership and direction within a diverse, team-oriented work environment.
14. Communicate effectively with a broad spectrum of people in a diverse work force and community.
15. Build and maintain professional networks and develop and draw on the abilities of staff.
16. Identify issues proactively, analyze complex problems, and involve others appropriately in making effective decisions.
17. Plan strategically and manage to successful completion a wide range of assignments including complex surveying tasks.

**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 four 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:**

Registration by the State of California as a Professional Land Surveyor.

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.

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

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

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

**PHYSICAL AND MENTAL DEMANDS**

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

Resolution #: 2021 – x

Dated: September 14, 2021



San Diego Unified Port District

Class Code: B819-UE~~11~~21

### CLASS SPECIFICATION

#### Senior Policy Administrator

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

#### GENERAL PURPOSE

Under general direction, ~~oversees of a department head or Vice President, supervises the planning, coordination~~work of professional and ~~implementation of the Strategic Port Initiative~~technical staff advises on multiple aspects of the District's policy and ~~related efforts~~board strategy, including but not limited to ~~ensure the continued growth~~. Developing policy positions, conducting research and ~~prosperity of the San Diego Unified Port District (District), maritime activities and the working waterfront in San Diego. Coordinates and works~~data analysis to inform district decisions and stakeholder outreach for a variety of policy issue areas. This position coordinates extensively with the ~~External Relations~~Strategy & Policy ~~division and other staff, the General Counsel's Office and the executive offices~~ to accomplish the mission and goals of the District and performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

Senior Policy Administrator reports to ~~the Vice President, Public Policy~~the Program Director or Vice President and has responsibility for ~~the policy~~ development, ~~and~~ implementation ~~and direction of programs to preserve, enhance~~in such areas as labor, finance, public safety and ~~grow Maritime activities in San Diego and ensure the growth and prosperity of the San Diego region and the District~~transportation.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Plans, organizes, integrates and evaluates the work of assigned areas and projects to achieve District mission and goals. ~~Provides leadership and develops~~ policy initiatives that support the ~~District's~~District's mission, objectives and expectations.
2. Attends meetings and monitors the initiatives and actions of various public agencies ~~involved in regional and national planning and economic development~~; with other staff, develops positions and white papers on ~~legislative~~ policy issues; represents District positions in regional, state and national forums and with other federal, state and local governmental officials; prepares presentations and talking points for ~~District board~~Board of Port Commissioners (Board) members and executives.
3. Reviews, tracks, analyzes and interprets proposed ~~legislation~~policy ordinances, resolutions, policies and administrative procedures on matters related to District programs, operations,

policies, financing and other relevant issues; drafts staff reports and resolutions, legislative summaries, position papers, correspondence and testimony. ~~;~~ ~~P~~ Proposes revisions to district legislation consistent with District interests; recommends District position on ~~legislation and action to achieve desired legislative results~~ policy initiatives.

~~4. Participates in the analysis of federal and state legislation with potential impact on District operations, development projects and the working waterfront; prepares analyses and proposes revisions consistent with the needs and interests of the District.~~

~~5.4.~~ 4. Attends and represents the District at hearings, meetings and other events during federal and state legislative and regional agency sessions; ~~testifies before legislative committees;~~ represents the District in formal and informal interactions with ~~legislators, legislative elected officials and~~ staff, and administration officials ~~and legislative consultants;~~ proposes and writes ~~legislative amendments~~ ordinance and resolutions in response to ~~legislative~~ policy developments, sometimes under urgent and sensitive deadlines.

~~6.5.~~ 5. Assesses political positions and formulates suggested strategies for discussion with executive team members; prepares talking points on ~~legislative bills for use by legislators, legislative consultants, the media and the public~~ policy issues for use by board members.

~~7.6.~~ 6. Coordinates and interacts with other agencies and elected and appointed officials regarding laws, pending legislation, resolutions, agreements, policy initiatives and other matters of mutual interest; contributes to the overall effectiveness of District intergovernmental programs and activities; represents District interests in multiple forums.

~~8.7.~~ 7. Provides communications support to District executives and ~~board~~ Board members; organizes and prepares presentations; develops position statements; writes policy articles and speeches; assesses communication needs and relevant messages; develops communication strategies and plans.

~~9.8.~~ 8. Participates on professional and industry committees involved in ~~legislative and~~ intergovernmental affairs and public policy issues; attends meetings and conferences to stay abreast of proposed and anticipated legislative and intergovernmental affairs initiatives; plans and manages District events for elected officials and community leaders; conducts tours of ~~Port~~ District facilities for elected officials and community leaders.

## **OTHER DUTIES**

~~—~~ N/A

## **QUALIFICATIONS**

### **Knowledge of:**

1. ~~State legislative~~ Local government and regional government process, steps and influence points.
2. Advanced principles and methods of ~~legislative~~ policy analysis.

~~3. District programs, policies and operations and related legislative, intergovernmental affairs, community relations and public affairs issues and challenges.~~

~~4.~~3. Federal, state and local laws, regulations and court decisions applicable to District programs, operation and policies.

~~5.~~4. State and local legal requirements and guidelines governing the conduct of public meetings.

~~6.~~5. Financial, statistical, comparative analysis and research techniques.

~~7.~~6. Principles and practices of sound business communication; correct English usage including spelling, grammar and punctuation.

~~8. Computer capabilities applicable to functional responsibilities.~~

~~9.~~7. Principles and practices of effective management and supervision.

~~10. District Personnel Rules and Regulations, policies and labor contract provisions.~~

~~11.~~8. Project planning and management methods and practices applicable to areas of assigned responsibility.

**Ability to:**

1. Analyze, interpret, explain and make recommendations on complex legislative, regulatory and intergovernmental public policy issues.
2. Prepare and present complex and sensitive matters to the Board and the general public in a cogent, professional manner.
3. Apply seasoned political acumen, reach sound independent conclusions and recommend appropriate courses of action within established policy guidelines to achieve District objectives.
4. Plan, organize and complete projects efficiently in accordance with time, budget and quality requirements.
5. Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
6. Testify authoritatively before public bodies and represent the District effectively with community groups and committees and with business, trade and professional organizations.
7. Manage, direct and evaluate the work of designated staff and contractors.
8. Apply writing style and presentation techniques appropriate for differing business, legislative and journalistic/public relations purposes.
9. Prepare clear, concise, accurate and complete analyses, reports, correspondence, records and other written materials.
10. Communicate clearly, concisely, persuasively and effectively orally and in writing.

11. Exercise sound independent judgment, political acumen and initiative within established guidelines.
12. Exercise tact, diplomacy, and discretion in dealing with highly sensitive, difficult, complex, confidential, controversial and sensitive issues and situations.
13. Establish and maintain effective working relationships with all District executives and managers, board members, federal, state and local elected and appointed officials, officials of other governmental agencies, professional and community organizations and committees, the media, the public and others encountered in the course of work.
14. Utilize applicable internet web sites and printed publications to research legislation, regulations and public policy issues.
15. Perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.

## **MINIMUM REQUIREMENTS**

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

Graduation from a four-year college or university with a major in public or business ~~adminis-~~  
~~tration~~[administration](#), political science, public policy or a closely related field; and six years of progressively responsible experience in legislative analysis or intergovernmental affairs. -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 #: ~~2014-130~~2021 - x

Dated: ~~June 10, 2014~~September 14, 2021

San Diego Unified Port District

Class Code: A1015-UE0321

**CLASS SPECIFICATION**  
**Vice President, Business Operations/~~GOO~~**

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

**GENERAL PURPOSE**

Under general policy direction from the Executive Director (President/CEO), plans, organizes and directs the activities of the ~~Operations-D~~assigned division, ~~comprised of which includes the~~ Real Estate, Development Services, and Guest Experiences (parking and landscaping); ~~Environmental and Land Use Management and Maritime Operations-D~~ departments; may also manage other departments and teams critical to the District's operations; directs and manages the development of short- and long-term goals and objectives for these divisions and departments and consistent with the Port's strategic and business plans and ensures their effective execution; ensures all assigned operations and services meet the needs of internal and external customers, while complying with applicable board policies, laws, and regulations; provides leadership, expert advice and counsel to the Board of Port Commissioners, Executive Director (President/CEO) and all levels of management on Port-wide matters related to areas of functional responsibility; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for managing, directing, controlling and integrating the functions, programs and activities of assigned divisions and departments ~~conducting maritime operations and~~ providing real estate development, ~~and~~ real estate property management, ~~and guest experience ensures facilities maintenance~~ maintenance, land use permitting and environmental review, and other, ~~and provides environmental and land use management services related to departments and teams under the incumbent's management.~~—\_With the Executive Director (President/CEO) and other executives, the incumbent provides strategic leadership and participates in development of short- and long-term organizational and administrative strategies and plans to meet operational and service delivery objectives while making optimal utilization of the Port's resources. The incumbent provides strategic leadership in the development and implementation of policies, procedures, systems and processes for the ~~four divisions and project office.~~—\_Responsibilities are broad in scope and involve highly sensitive and publicly visible functions and programs that require a high degree of policy, program and management discretion. Results are evaluated in terms of overall effectiveness.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

1. ~~As Chief Operations Officer, p~~Plans, organizes, controls, integrates and evaluates the work of assigned divisions and departments to ensure operations and services comply with the policies and strategic direction set by the Board and Executive Director (President/CEO) and are in conformance with all applicable laws and regulations; participates in formulation of the District strategic plan and other long-range business, facilities and tidelands resources plans; with assigned ~~division and~~ department heads, develops, implements and monitors short and long-term plans, budgets, goals and objectives focused on achieving Port mission, vision, strategic plan, core values, guiding principles and Board priorities; directs development of assigned department operating budgets and the Port's overall capital improvement budget; monitors implementation and management of adopted budgets; directs the development, implementation and evaluation of plans, programs, projects, policies, systems, financial strategies and procedures to achieve short- and long-term District-wide objectives and work standards within assigned areas of accountability.
2. With other members of the executive team, exercises leadership and participates in the development of Port's strategic plan and development of key strategic initiatives, business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the Port's core values and guiding principles.
3. Provides leadership and works with senior directors and directors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the Port's vision, mission, core values, guiding principles, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, directs and evaluates the performance of direct reports; 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 agreements.
5. Participates in assessing regional, industry, community and customer needs and ensures division and department objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality service; directs development and implementation of initiatives for service and operational improvement and customer satisfaction enhancement.
6. Directs, coordinates and participates in the preparation of analyses and recommendations regarding policy issues and long-range plans to address Port development, operational, infrastructure and administrative objectives; advises the Executive Director (President/CEO) regarding policy issues, programs and projects to meet needs in a manner that most appropriately supports business and economic development in San Diego County; advises

and assists the Executive Director (President/CEO) in identifying, articulating and implementing policies, programs and projects.

7. Interprets Executive Director (President/CEO) and Board policies, instructions and requests; makes interpretations of Code, ordinances, policies, and applicable laws and regulations to ensure compliance within assigned areas of accountability.
8. Participates in the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with Port interests and needs; represents the Port as requested or assigned in dealings with member cities, federal and state agencies, industry and professional organizations, elected officials from all levels of government and business and community leaders; may represent the Port through interactions with the media, often on difficult, sensitive and potentially volatile issues and situations.
9. Within assigned areas of accountability, serves as the District's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.
10. Participates in major negotiations with developers, tenants, contractors, consultants, vendors and public agencies.

#### **OTHER DUTIES**

1. May act for the Executive Director (President/CEO) in that individual's absence.
2. Participates in regional, state and national industry and professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.

#### **QUALIFICATIONS**

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

1. Theory, principles, practices and techniques of real estate development and management, environmental review and land use permitting, maintenance, ~~public works engineering and construction, facilities maintenance, maritime operations,~~ and Port marketing and business development, ~~environmental services and recreational services~~ as they apply to a complex public Port district and to the responsibilities of the incumbent.
2. Principles and practices of strategic and long-term business planning.
3. Federal, state and local laws, regulations and court decisions applicable to areas of functional responsibility.
4. District functions and associated management, operational and public policy issues.
5. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.



6. Organization and functions of a public board and law and regulations governing the conduct of public meetings.
7. Research methods and analysis techniques.
8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.
10. Human resources Rules and Regulations, policies and labor contract provisions.

**Ability to:**

1. Plan, organize, direct and integrate the diverse functions, services, operations and objectives of assigned divisions and departments.
2. Define complex public policy, management, operational, ~~maritime, environmental,~~ real estate, and organizational, ~~facilities and capital construction~~ issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, ~~interpret, explain~~ and apply local, state and federal policy, law, regulation and court decisions applicable to areas of responsibility.
4. ~~Analyze, interpret and explain~~ Understand and apply court decisions and proposed legislation and programs in terms of their implications and impacts on Port programs, operations and policies.
5. Present proposals and recommendations clearly, logically and persuasively in public meetings on a variety of sensitive or fiscally important programs or operations.
6. Represent the District effectively in negotiations with both private business entities and other public agencies.
7. Develop, implement and enforce appropriate procedures and controls in areas of assigned functional responsibility.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Exercise sound, expert independent judgment within policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective working relationships with Commissioners, all levels of District management, other elected and appointed governmental officials, real estate developers, Port leasehold tenants, consultants, vendors, employees, union representatives, media representatives, the public and others encountered in the course of work.

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

Graduation from a four-year college or university with a major in public or business administration, ~~engineering~~, real estate, ~~environmental science~~ or a relevant field to the areas of assigned responsibility; and at least twelve years of progressively responsible management experience in the administration and operations of a public enterprise similar in size, scope and complexity to the ~~Port of San Diego District.~~ Time served as a District Intern counts towards the years of experience.

**Licenses; Certificates; Special Requirements:**

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

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

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

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

**UNCLASSIFIED SERVICE**

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

**PHYSICAL AND MENTAL DEMANDS**

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

Resolution #: ~~2014-130~~ 2021 - x

Dated: ~~June 10, 2014~~ September 14, 2021

San Diego Unified Port District

Class Code: A2072-UE~~19~~21**CLASS SPECIFICATION****Vice President, ~~Real Estate,~~ Facilities & Engineering ~~and Facilities~~**

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

**GENERAL PURPOSE**

Under general policy direction from the Executive Director (President/CEO), plans, organizes and directs the functions, programs and activities of assigned division ~~and, which includes but not limited to the~~ Engineering-Construction, ~~Real Estate~~, and General Services departments; directs and manages the development of short- and long-term goals and objectives for these divisions and departments consistent with the District's strategic and business plans and ensures their effective execution. Ensures all assigned operations and functions serve the needs of internal and external customers, while complying with applicable laws and regulations. Provides leadership and expert advice and counsel to the Board of Port Commissioners, President/CEO, Executive Leadership Group and all levels of management on District-wide matters related to real estate, engineering, public works, and facilities maintenance, and other areas of functional responsibility. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Vice President, ~~Real Estate,~~ Facilities & Engineering ~~and Facilities~~ is responsible for managing, directing and integrating the function programs and activities of assigned divisions and departments ~~providing real estate development and real estate property management~~. Incumbent oversees facilities and assets maintenance, engineering, and construction services and strategies for the District. This position is held accountable for ensuring that functions are in compliance with District policies, procedures, goals and objectives, relevant laws and regulations and professional standards and practices.

The incumbent provides expert advice and counsel to the President/CEO, Executive Leadership Group and the Board of Port Commissioners regarding ~~real estate,~~ engineering, and facilities and assets maintenance. Responsibilities are broad in scope and involve highly sensitive and publicly visible functions and programs that require a high degree of policy, program and management discretion. This critical role will provide thoughtful and proactive leadership in an effort to execute and improve the operational performance of assigned departments while maintaining the integrity of the District, helping the organization make better decisions, and maintaining the fiscal health and reputation of the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

1. Plans and implements the District's ~~real estate,~~ engineering, and facilities and assets maintenance strategies. Analyzes opportunities in assigned areas of responsibility. Assigns staff to manage major projects. Recommends proposals to the Board of Port Commissioners.
2. Plans, organizes, directs and evaluates assigned staff. Establishes performance requirements and personal development targets. Regularly monitors performance and provides coaching for performance improvement and development.
3. With other members of the executive team, exercises leadership and participates in the development of District's strategic plan and development of key strategic initiatives, business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the District's core values and guiding principles.
4. Motivates employees and oversees a strategic talent process of attracting and selecting strong and diverse team members. Lead, plans, organizes, controls, integrates and evaluates the work of the division. Exercises executive responsibility for achieving division business, operational and program results. With subordinate directors and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve division and District mission, strategic and business plans, goals and performance measures. Directs development of and monitors performance against the division's and District's budget.
5. Represents the District in meetings with other governmental agencies, business and community groups and professional organizations in ~~real estate,~~ engineering, and facilities maintenance matters. Coordinates projects and activities with other District divisions/departments and with the District's General Counsel.
6. Provides professional expertise, analysis, advice and consultation in matters of importance to the District. Makes presentations to the Board of Port Commissioners concerning ~~real estate,~~ engineering, and facilities maintenance projects and property management issues.

#### **OTHER DUTIES**

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

#### **QUALIFICATIONS**

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

1. Provide excellent leadership and communication skills combined with extensive knowledge of the industry. Ensure timely decisions are made and execute them accordingly.

2. Theory, principles, practices and techniques of ~~real estate,~~ engineering, facilities and assets maintenance, public works, public administration, and financial analysis.
3. Principles and practices of strategic and long-term business planning.
4. Federal, state and local laws, regulations and court decisions applicable to ~~real estate,~~ engineering, and facilities and assets maintenance.
5. District functions and associated management, human resources, labor relations, organizational development and public policy issues.
6. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
7. Organization and functions of a public board and law and regulations governing the conduct of public meetings.
8. Research methods and analysis techniques.
9. Principles and practices of sound business communication.
10. Principles and practices of effective management and supervision.
11. Social, political, and environmental issues influencing the District's ~~real estate,~~ engineering, and facilities and assets maintenance operations.

**Ability to:**

1. Plan, organize, direct and integrate diverse initiatives, projects and objectives of the District's ~~real estate,~~ engineering, and facilities and assets maintenance functions.
2. Define complex public policy, management, operational, organizational and administrative issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations. Interact effectively with other leaders in different roles within the organization.
3. Understand and apply local, state and federal policy, law, regulations and court decisions applicable to areas of responsibility.
4. Understand and apply court decisions and proposed legislation and programs in terms of their implications and impacts on District programs, operations and policies.
5. Present proposals and recommendations clearly, logically and persuasively in public meetings on a variety of issues.

~~Represent the District effectively in negotiations with other organizations and tenants. Understand, develop, and negotiate complex real estate transactions.~~

6. Develop and implement appropriate division procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

~~7.8.~~ Effectively negotiate on matters pertaining to labor relations

~~8.9.~~ Exercise sound, expert independent judgment within policy guidelines.

~~9.10.~~ Exercise tact and diplomacy in dealing with politically sensitive, complex and confidential issues and situations.

~~10.11.~~ Establish and maintain effective working relationships with commissioners, all levels of District management, other elected and appointed government officials, consultants, tenants, media representatives, the public and others encountered in the course of work.

## **MINIMUM REQUIREMENTS**

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

Graduation from a four-year college or university with a major in ~~real estate, law,~~ engineering, public administration, business administration or a closely related field; and at least twelve years of increasingly responsible experience in ~~real estate management,~~ engineering, or facilities maintenance. Time served as a District Intern counts towards the years of experience.

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

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

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

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

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

## **UNCLASSIFIED SERVICE**

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

## **PHYSICAL AND MENTAL DEMANDS**

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

Resolution #: ~~2019-086~~2021 - x

Dated: ~~June 18, 2019~~September 14, 2021

San Diego Unified Port District

Class Code: A2071-UE~~19~~21

**CLASS SPECIFICATION**  
**Vice President, Planning, & Environment, ~~and Government Relations~~**

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

**GENERAL PURPOSE**

Under policy direction from the Executive Director (President/CEO), plans, organizes, and directs the functions, programs, and activities of assigned division ~~and which includes the Planning and Green Port~~, Environmental Protection, and Environmental Conservation ~~and Government Relations~~ departments, as well as the Aquaculture & Blue Tech team. Directs and manages the development of short- and long-term goals and objectives for these divisions and departments consistent with the District's strategic and business plans and ensures their effective execution. Ensures all assigned operations and functions serve the needs of internal and external customers, while complying with applicable laws and regulations. Provides leadership and expert advice to the Board of Port Commissioners, President/CEO, Executive Leadership Group, and all levels of management on District-wide matters related to environment and development services and other areas of functional responsibility. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Vice President, Planning &, Environment, ~~and Government Relations~~ is a member of the Executive Leadership Group and is responsible for managing and leading ~~a~~ well-planned, organized, and integrated planning and environmental work ~~air, land, water, and energy waterfront practice~~ through the strategic development and the implementation of sustainable solutions and initiatives, policy formation, and agency coordination. Incumbents will have expertise in coastal, urban, regional, and waterfront planning; and environmental disciplines, related to air, land, water, and wildlife. Areas of environmental oversight include but are not limited to air quality, aquaculture, biology, climate action planning, coastal and marine science, ecology and wildlife management, environmental policy, natural resources, stormwater, sustainability, transportation planning, water and sediment quality, watershed management, site assessment and remediation. Incumbent will lead the development and improvement of the culture of social and environmental stewardship to protect and enhance all aspects of environmental health of the tidelands and its marine ecosystems. This position is held accountable for ensuring that functions are in compliance with District policies, procedures, goals and objectives, relevant laws and regulations and professional standards and practices.

With the President/CEO and other executives, the incumbent provides strategic leadership and participates in development of short- and long-term organizational and administrative strategies and plans to meet operational and service delivery objectives while making optimal utilization of the District's resources. The incumbent also provides strategic leadership in the development



and implementation of policies and procedures, systems and processes for the delivery of centralized corporate and administrative services. Responsibilities are broad in scope and involve highly sensitive and publicly visible functions and programs that require a high degree of policy, program and management discretion.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

1. Plans and implements the District's planning, and environmental ~~and government relations~~ strategies. Analyzes opportunities in assigned areas of responsibility. Assigns staff to manage major projects. Recommends proposals to the Board of ~~District~~Port Commissioners.
2. Motivates employees and oversees a strategic talent process of attracting and selecting strong and diverse team members. Lead, plans, organizes, controls, integrates and evaluates the work of the division. Exercises executive responsibility for achieving division business, operational and program results. With subordinate directors and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve division and District mission, strategic and business plans, goals and performance measures. Directs development of and monitors performance against the division's and District's budget.
3. With other members of the executive team, exercises leadership and participates in the development of District's strategic plan and development of key strategic initiatives, business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the District's core values and guiding principles.
4. Plans, organizes, directs and evaluates the performance of assigned staff. Establishes performance requirements and personal development targets. Regularly monitors performance and provides coaching for performance improvement and development.
5. Represents the District in meetings with other governmental agencies, business and community groups and professional organizations regarding planning, and environmental ~~and government relations~~ matters. Coordinates projects and activities with other District divisions/departments and with the District's General Counsel.
6. Provides professional expertise, analysis, advice and consultation in matters of importance to the District. Makes presentations to the Board of Port Commissioners concerning planning and, environmental ~~and government relations~~ projects and topics.

## **OTHER DUTIES**

1. May act for the President/CEO in that individual's absence.

2. Participates in regional, state and national industry and professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.
3. Keeps current on new markets and growth opportunities and remain on top of emerging industry trends.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of planning, environmental management, ~~government relations~~, public administration, and financial analysis.
2. Principles and practices of strategic and long-term business planning.
3. Federal, state and local laws, regulations and court decisions applicable to planning and, environmental management, ~~government relations~~.
4. District functions and associated management, human resources, labor relations, organizational development and public policy issues.
5. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
6. Organization and functions of a public board and law and regulations governing the conduct of public meetings.
7. Research methods and analysis techniques.
8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.
10. Social, political, and environmental issues influencing the District's planning, and environmental management, ~~government relations~~ operations.

### **Ability to:**

1. Provide excellent leadership and communication skills combined with extensive knowledge of the industry. Ensure timely decisions are made and executed accordingly.
2. Plan, organize, direct and integrate diverse initiatives, projects and objectives of the District's planning, and environmental, ~~government relations~~ functions.
3. Define complex public policy, management, operational, organizational and administrative issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations. Interact effectively with other leaders in different roles within the organization.
4. Understand and apply local, state and federal policy, law, regulations and court decisions applicable to areas of responsibility.

5. Understand and apply court decisions and proposed legislation and programs in terms of their implications and impacts on District programs, operations and policies.
6. Present proposals and recommendations clearly, logically and persuasively in public meetings on a variety of issues.
7. Represent the District effectively in negotiations with other organizations and tenants.
8. Develop and implement appropriate division procedures and controls.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Exercise sound, expert independent judgment within policy guidelines.
11. Exercise tact and diplomacy in dealing with politically sensitive, complex and confidential issues and situations.
12. Establish and maintain effective working relationships with commissioners, all levels of District management, other elected and appointed government officials, consultants, tenants, media representatives, the public and others encountered in the course of work.

## **MINIMUM REQUIREMENTS**

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

Graduation from a four-year college or university with a major in environmental science, land use planning, public policy, public administration or a closely related field; and at least twelve years of increasingly responsible experience in land use planning; and environmental programs and projects; ~~or government relations~~. Time served as a District Intern counts towards the years of experience.

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

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

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

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

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

**UNCLASSIFIED SERVICE**

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

**PHYSICAL AND MENTAL DEMANDS**

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

Resolution #: ~~2019—103~~2021—x

Dated: ~~—September 16, 2019~~14, 2021

San Diego Unified Port District

Class Code: A1026-UE1121

**CLASS SPECIFICATION**  
**Vice President, Strategy & Public Policy**

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

**GENERAL PURPOSE**

Under general policy direction from the Executive Vice President and/or President/CEO, plans, organizes and directs the activities of assigned ~~— divisions and/or departments, which includes the Government & Civic Relations, Energy, Development Services, and Diversity, Equity, & Inclusion departments.~~; ~~d~~Directs and manages the development of short- and long-term goals and objectives for these divisions and departments and consistent with the San Diego Unified Port District's (District) public policy plans and ensures their effective execution; ensures all assigned operations and services meet the needs of internal and external customers, while complying with applicable board policies, laws, and regulations; provides leadership, expert advice and counsel to the Board of Port Commissioners (Board), President/CEO and all levels of management on District-wide matters related to areas of functional responsibility; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Vice President, Strategy & Public Policy is responsible for managing and integrating broad, comprehensive government & community relations programs and services for the Port to enhance its image with key stakeholders and the community, be responsive to its publics and promote its economic and financial success.—\_The incumbent provides expert advice and counsel to the President/CEO, other Vice Presidents and members of the Board of Port Commissioners regarding government & community relations outreach and communications with key stakeholders on issues of substantial visibility, impact and sensitivity.—\_Responsibilities require a broad knowledge of operations, programs and activities and the exercise of creativity, initiative, independent judgment and exceptional political acumen in order to promptly address the issues and concerns of both internal and external stakeholders, often on a moment's notice or in crisis situations.—\_Responsibilities allow for broad discretion on issues that are complex, interpretive and evaluative in nature.

**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 the assigned division ~~Government & Relations department as well as the Public Art section~~; exercises executive responsibility for achieving department business, operational and program results; with subordinate staff, develops, integrates, implements and monitors work programs, policies and processes to achieve division and Port mission, strategic and business plans, goals and

performance measures; directs development of and monitors performance against the department's and Port's budget.

2. With other members of the executive team, exercises leadership and participates in the development of Port's strategic plan and development of key strategic initiatives, business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the Port's core values and guiding principles.
3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the Port's vision, mission, core values, guiding principles, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; 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 agreements.
5. Directs, manages, plans and oversees implementation, execution direction and strategy of approved legislative programs, including development and recommendation of tactics, methods and resources to advance District objectives and protect it from external threats; develops and proposes a legislative agenda, including soliciting and integrating departmental legislative priorities, conducting executive and board work sessions to establish priorities and objectives within the context of the local state/federal legislative and political environment; ensures representation of District interests at legislative sessions, at interim committees, work groups, negotiations and discussions.
6. Provides expertise, guidance and assistance to staff, senior management, Commissioners, other Port personnel, Port tenants and external customers on government relation strategies; analyzes situations, evaluates specialized information and provides strategic decisions and recommendations on a wide array of matters regarding various activities and projects of the Port and its tenants; understands, enforces, interprets and explains complex regulations, laws and guidelines.
7. Works with board members, District executives and managers to oversee the development of information and materials for use in advocating for District positions; approves position statements; manages the coordination and involvement of District officials and retained outside lobbyists in promoting legislative positions.
8. Develops and maintains effective relationships with members of the legislature, other state elected and appointed officials, members of Congress, other units of government, representatives of state and federal agencies, business and citizen groups, public and

private sector associations for the purpose of advancing matters important to the District; participates in applicable lobby coalitions when appropriate.

9. Participates in assessing regional, industry, community and customer needs and ensures division and department objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality service; directs development and implementation of initiatives for service and quality improvement and customer satisfaction enhancement.
10. Directs, coordinates and participates in the preparation of analyses and recommendations regarding policy issues and long-range plans to address Port development, operational and administrative objectives; advises the Executive Vice Presidents and/or Executive Director (President/CEO) regarding policy issues, programs and projects to meet needs in a manner that most appropriately supports business and economic development in San Diego County; advises and assists the Executive Director (President/CEO) in identifying, articulating and implementing policies, programs and projects.
11. Interprets Executive Director (President/CEO) and Board policies, instructions and requests; makes interpretations of Code, ordinances, policies, and applicable laws and regulations to ensure compliance within assigned areas of accountability.
12. Supervises and participates in the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with Port interests and needs; represents the Port as requested or assigned in dealings with member cities, federal and state agencies, industry and professional organizations, elected officials from all levels of government and business and community leaders.
13. Within assigned areas of accountability, serves as the District's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.
14. Supervises all intergovernmental relations and participates in the analysis of proposed legislation and regulations. — Leads District and industry intergovernmental activities to influence legislative and regulatory change consistent with District interests and needs; represents the District in dealings with member cities, federal and state agencies, industry and professional organizations, elected officials from all levels of government and business and community leaders.

#### **OTHER DUTIES**

1. May act for the Executive Vice President in that individual's absence.
2. Participates in regional, state and national industry and professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.

#### **QUALIFICATIONS**

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

1. Theory, principles, practices and techniques of strategic planning, intergovernmental relations, legislative and regulatory processes, performance management, ~~marketing and business development, cruise marketing, sales and operations, special events management,~~ technology planning and operations and organization design, and development, public administration, human resources management, labor and employee relations, training and development and equal opportunity management/diversity, applicable to the assigned areas of responsibility.
2. Principles and practices of strategic and long-term business planning.
3. Federal, state and local laws, regulations and court decisions applicable to areas of functional responsibility. Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
4. District functions and associated management, human resources, organizational development, operational and public policy issues as necessary in areas of responsibility.
5. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
6. Organization and functions of a public board and law and regulations governing the conduct of public meetings.
7. Research methods and analysis techniques.
8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.
10. District Personnel Rules and Regulations, policies and labor contract provisions.

**Ability to:**

1. Plan, organize, direct and integrate the diverse functions, services, operations and objectives of assigned divisions and departments.
2. Define complex public policy, management, operational, maritime, environmental, real estate, human resources, organizational, facilities and capital construction issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, ~~interpret, explain~~ and apply local, state and federal policy, law, regulation and court decisions applicable to areas of responsibility.
4. ~~Analyze, interpret and explain court decisions and proposed legislation and programs in terms of their implications and impacts on District programs, operations and policies.~~
5. Present proposals and recommendations clearly, logically and persuasively in public meetings on a variety of sensitive or fiscally important programs or operations.



6. Represent the District effectively in negotiations with both private business entities and other public agencies.
7. Develop, implement and enforce appropriate procedures and controls in areas of assigned functional responsibility.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Exercise sound, expert independent judgment within policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective working relationships with Commissioners, all levels of District management, other elected and appointed governmental officials, real estate developers, District leasehold tenants, consultants, vendors, employees, union representatives, media representatives, the public and others encountered in the course of work.

## **MINIMUM REQUIREMENTS**

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

Graduation from a four-year college or university with a major in public or business administration, communications, or a relevant field; and at least twelve years of progressively responsible management experience in the administration and operation of a public or private enterprise similar in size, scope and complexity to the District. ~~—~~ Time served as a District Intern will count towards the years of experience.

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

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

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

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

If assigned to perform work at any of the District's maritime facilities you 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 #: ~~2014-130~~ 2021 - x

Dated: ~~June 10, 2014~~ September 14, 2021