



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: November 4, 2013

Re: **Notice of Proposed Classification Actions –Final Notice No. 8 FY 13/14 (copy attached).**

Pursuant to completion of discussion with SEIU 1021 regarding this classification action, the classification action contained in the above referenced notice became effective November 4, 2013.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder  
Classification and Compensation Manager  
Human Resources

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Jennifer Johnston, CSC  
Sandra Eng, CSC  
Linda Cosico, DHR  
Maria Newport, SFERS  
Risa Sandler, Controller/Budget Division  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Chris Trenchel, Controller/ Budget Division  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 8  
**Fiscal Year:** 2013/2014  
**Posted Date:** 9/26/13  
**Reposted Date:** N/A

**RETITLE AND AMEND THE FOLLOWING JOB CODE(S):**  
*(Job specification(s) attached)*

Item #	Job Code	Former Title	New Title
1	3232	Marina Assistant Manager	Marina Assistant

**For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Marina Assistant  
Job Code: 3232**

**INTRODUCTION**

Under general supervision, a Marina Assistant is responsible for patrolling and providing security for marina owned facilities and equipment including private boats berthed at the marina; performing routine maintenance of plumbing, electrical and structural systems of wooden docks and related facilities; interacting with a variety of people on issues related to boating safety and law, marina rules and regulations, and enforcing ordinances, laws and regulations governing the use and safety of the marina.

**DISTINGUISHING FEATURES**

This is an entry-level job code, which is distinguished from code 3233 Marina Associate Manager in that the latter is a first-line supervisor and is responsible for supervising the 3232 Marina Assistant.

**SUPERVISION EXERCISED**

None

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Patrols the Marina and Yacht Harbor to prevent vandalism and damage to property; provides protection to yachtsmen; registers watchman's clock at established stations during each round.
2. Inspects floats and berthing areas to prevent encroachments and obstructions that might endanger navigation.
3. Checks boats in assigned berths for proper and adequate securing, and takes corrective action as required; may be required to operate the harbor patrol boat in support of other City departments.
4. While patrolling harbor facilities, enforce City and County ordinances relating to the Marina.
5. May assign berths to permanent and transient lessees.
6. Inspects harbor facilities for damage or hazardous conditions and prepares work lists and work orders as required.
7. Performs minor routine maintenance on facilities and related equipment; performs routine maintenance of plumbing, electrical and structural systems of wooden docks and related facilities.
8. Prepares weekly time records and other reports as directed.

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Marina Assistant  
Job Code: 3232**

9. Collects and accounts for monies paid for permanent and temporary berth rentals.
10. Provides a visible presence to prevent theft and acts of vandalism.
11. Interacts with a variety of people on issues related to boating safety and law, marina rules and regulations, weather and tourist information

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Federal, State, City and County laws, regulations and codes relating to the operation of a recreational boating facility; marina maintenance; basic seamanship; small boat documentation and registration procedures; rules of the road, storm and weather signals; and routine clerical procedures.

Ability to: operate a small craft; operate hand and power tools; relate effectively to a variety of people; deal courteously and effectively with the public, visiting boatmen, and City and other officials; and maintain simple records.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Experience and Training:

1. One year (2000 hours) of verifiable experience in the operation of a marina yacht harbor, commercial fishing harbor, or equivalent. Such experience MUST have specifically included: patrolling and inspecting docks and facilities; performing routine electrical, plumbing and mechanical maintenance; general use of hand and power tools and pumps; routine report writing; operation of small sail, power/non-power driven craft; AND
2. Possession of a valid Standard First Aid Certificate (SFA). AND
3. Possession of a valid California Driver's license. AND
4. Possession of a valid Basic Water Rescue Certificate or Lifeguard Certificate. (Possession of either a Basic Water Rescue Certificate or a Lifeguard Certificate is required within four months of appointment.).

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Marina Assistant  
Job Code: 3232**

**PROMOTIVE LINES**

TO: 3233 Marina Associate Manager

**ORIGINATION DATE:** 12/14/70

**AMENDED DATE:** 7/1/77, 11/5/99, 11/04/13

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN SFCCD SFMTA SFUSD