

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: July 10, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 56 FY 16/17 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective July 10, 2017.

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 Director  
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 Operations  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Christopher Colandene, SFERS  
Theresa Kao, 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:** 56  
**Fiscal Year:** 2016/2017  
**Posted Date:** 06/30/2017  
**Reposted Date:** N/A

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

Item #	Job Code	Former Title	New Title
1	9376	Market Research Specialist	Marine Operations Specialist

**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 affected parties.

**For additional information regarding this proposed classification action**, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at [Stephen.Fu@sfgov.org](mailto:Stephen.Fu@sfgov.org).

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>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Marine Operations Specialist  
Job Code: 9376**

**INTRODUCTION**

Under general direction, oversees maritime operations related to cargo and cruise shipping, commercial fishing, ship repair, ferries, harbor services, excursion boats, and industrial real estate in order to support the long-term maritime marketing plan for the Port of San Francisco.

**DISTINGUISHING FEATURES**

**SUPERVISION EXERCISED**

Supervises subordinate personnel.

**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. Supervises staff responsible for Port marine terminal operations and adherence of Port users to Port tariff and use agreements.
2. Maintains safe operations of Port maritime berths by users, and ensures compliance to federal, state and local laws and regulations.
3. Meets with and maintains regular contact with both current and prospective maritime customers in order to receive feedback on Port facilities and processes.
4. Coordinates facility maintenance repairs through regular meetings with port tenants, shipping, excursion, ferry companies and Port maintenance to ensure safe and well maintained facilities.
5. Establishes effective working relationships with San Francisco Bar Pilots, U.S. Coast Guard, U.S. Customs and Immigration as well as operations personnel from Port tenants.

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

Knowledge of: The Port industry with specific knowledge of maritime activities such as movement of cargo, passenger shipping operations, excursion and ferry operations, marine operations, and other related activities; federal, state and local rules and regulations; labor relationships.

Ability and Skill to: Establish and maintain effective working relationships with current and potential customers, vendors, and Port staff; effectively supervise staff who facilitate use of the Port and maritime berths; quote rates and regulations to prospective users from Port tariff; ensure Port facilities are maintained and dredged to industry standards; write reports and recommendations in a clear and concise manner; speak clearly, concisely and effectively to

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

**Title: Marine Operations Specialist  
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individuals and groups.

**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.*

Education:

Possession of a baccalaureate degree from an accredited college or university.

Experience:

Requires three (3) years of experience in port or maritime operations and/or marketing.

License and Certification:

Possession of a valid California Driver's license and eligibility for coverage by the Port's automobile liability insurance policy.

Substitution:

Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of 2 years). Thirty (30) semester units or forty-five (45) quarter units equal one year.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 10/17/77

**AMENDED DATE:** 10/21/91; 1/22/99; 1/11/17; 07/10/17

**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