

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

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

**Posting No:** 25  
**Fiscal Year:** 2009/2010  
**Posted Date:** January 05, 2010

***AMEND THE FOLLOWING JOB SPECIFICATION(S):  
(Draft job specification attached.)***

<b>Item #</b>	<b>DEPT/ DIVISION</b>	<b>Class/Title</b>
1	PRT	9356 Wharfinger II

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Clare Leung, MTA  
File

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

**Title: Wharfinger II  
Job Code: 9356**

**INTRODUCTION**

Under general direction administers and oversees the operation and management of the Port's facilities servicing maritime industries including cargo and cruise shipping, fishing, ferries, harbor services and excursion boats; assists in the negotiation and preparation of marine terminal agreements, leases and permits; provides technical assistance on maritime matters related to use of harbor facilities, vessel berthing, cargo handling, Coast Guard and Department of Fish and Game regulations [and the Maritime Transportation Security Act of 2002](#), hazardous materials and tariff rates and regulations; enforces tariff regulations and lease terms for use of maritime facilities; assigns berths; documents vessel arrivals and departures; generates bills; and performs related duties as required.

**DISTINGUISHING FEATURES**

This position, reporting to the Maritime Operations Manager, is responsible for performing a variety of activities in support of maritime industries operating at Port maritime facilities.

Supervision Exercised: May supervise support staff as required.

**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. Assists in the negotiation and preparation of marine terminal agreements, leases and permits for use of Port maritime properties.
2. Monitors and enforces compliance by carriers, terminal operators, and other Port users with tariff regulations, berthing assignments, lease agreements, and other applicable policies and procedures.
3. Initiates work orders and capital projects, facilitates necessary repairs and maintenance of facilities with Port, City or outside contractors.
4. Inspects facilities; prepares condition surveys; investigates damages to Port property and/or claims against the Port; and negotiates settlements.
5. Devises solutions to problems that arise at maritime facilities and properties and serves as liaison between Port [police and contract security](#) and maritime customers to assist in the safe, efficient operation and promotion of their business.
6. Documents arrival and departure of vessels; generates billings; collects berthing fees; and assists in collection of past due bills.
7. Performs related duties and responsibilities as assigned.

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

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

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Knowledge of: Requires a working knowledge of laws, regulations and procedures related to management of the Port's maritime industries including tariffs and rates.

Ability to: Requires ability to develop effective working relationships with all facets of the maritime industry as well as with other divisions at the Port; to identify problems and recommend and coordinate solutions as necessary; operate a personal computer to perform such functions as data entry and e-mail, to generate spreadsheets, and to use other word processing software; write various types of correspondence and documents clearly and concisely; speak clearly, concisely and effectively to individuals and/or groups.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

**Training:**

Requires equivalent to possession of a baccalaureate degree.

**Experience:**

Requires ~~three~~ **four** years experience at a port, terminal operating company, or Shipping company performing duties needing extensive knowledge of marine shipping practices, tariffs and port terminology.

**Special Requirements:**

Essential duties require the following physical skills and work environment:  
Ability to board a ship; to work in a standard office environment; to drive and to work outdoors in inclement weather.

**LICENSE AND CERTIFICATION**

Possession of a valid California driver's license.  
HAZWOPER certificate  
First Aid/CPR certificate

**PROMOTIVE LINES**

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

**Title: Wharfinger II  
Job Code: 9356**

**ORIGINATION DATE:** 1/5/67

**AMENDED DATE:** 2/12/99,

**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

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