

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

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

Date: January 12, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 25 FY 2009/2010 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification action contained in the above referenced notice became effective January 12, 2010.

Micki Callahan
Human Resources Director

by: _____

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

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Cathy Abela DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
File

**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):
(Final job specification attached.)***

Item #	DEPT/ DIVISION	Class/Title
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.

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 South Van Ness, 4th Floor or from DHR's website at:

<http://sfdhr.org/index.aspx?page=109>

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**

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

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 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

**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, 1/12/10

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
