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:

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)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Former Title</th>
<th>New Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9376</td>
<td>Market Research Specialist</td>
<td>Marine Operations Specialist</td>
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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. 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.


cc: All Employee Organizations
    All Departmental Personnel Officers
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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
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