

**City and County of San Francisco**  
Micki Callahan  
Human Resources Director



**Department of Human Resources**  
*Connecting People with Purpose*  
www.sfdhr.org

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

Date: January 10, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 16 FY 17/18 (copy attached).**

Pursuant to completion of discussion regarding this classification action, the classification action contained in the above referenced notice became effective January 10, 2018.

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:** 16  
**Fiscal Year:** 2017/2018  
**Posted Date:** 11/29/2017  
**Reposted Date:** N/A

**ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached.)**

Item #	Job Code	Title	Salary
1	9357	Wharfinger I/II	\$74,022 – \$114,790

**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  
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  
Michael Brown, CSC  
Sandra Eng, CSC  
Maria Newport, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

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

**Title: Wharfinger I/II  
Job Code: 9357**

**DEFINITION**

This specification defines and describes the full range of duties included within the levels of the deep class of Wharfinger.

The two levels are summarized below:

I – Under the general direction of the Wharfinger II, the Wharfinger I is responsible for an assigned area and industry grouping of the Port's maritime facilities and industries.

II – 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

**DISTINGUISHING FEATURES**

This class utilizes the deep class concept and encompasses multiple levels of responsibility.

Level I is distinguished from Level II in that the former performs paraprofessional wharfinger work and is a liaison between the Port and maritime users of Port facilities, whereas the latter is performs professional level work and is responsible for supervising staff, and administering and overseeing a variety of activities in support of the maritime industries operating at Port.

**SUPERVISION EXERCISED**

Level II supervises professional and paraprofessional subordinate staff.

**EXAMPLES OF 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.*

Note that the duties listed below are cumulative. For example, Level II incumbents may be directed to perform any of the duties described in Level I.

**Level I**

1. Conducts daily patrol and monitors assigned area to ensure compliance with Port and government laws, regulations, safe practices, vessel berth assignments, and agreements.
2. Records berth occupancy status and transient berth activity.
3. Initiates and collects, as necessary, billing for dockage, wharfage, storage and related use fees.
4. Maintains and updates vessel files, monitors and maintains logs for contract security providers, water quality reporting, recycling and spill/debris inspections.
5. Performs regular inspections of facility conditions.

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

**Title: Wharfinger I/II  
Job Code: 9357**

6. Generates reports for incident/damage cases, and maintenance and repair work requests.
7. Maintains contact with the public, tenants, other government agencies, and Port staff.
8. Operates the harbor patrol boat, pump out boat, dewatering pumps and bilge discharge treatment equipment.
9. Climbs vertical ladders above and below piers, works around and over the waters of the bay, maneuvers aboard vessels, and performs basic mooring line handling.
10. Responds to emergencies.

**Level II**

1. Prepares and maintains marine terminal agreements, leases and permits for use of Port maritime properties.
2. Initiates work orders and capital projects.
3. Investigates damages to Port property and/or claims against the Port; and negotiates settlements.
4. 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.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Note that the knowledge, skills, and abilities listed below are cumulative. For example, Level II incumbents must possess the knowledge, skills, and abilities described in Level I.

**Level I**

Knowledge of: principles of file and record keeping; basic accounting principles; environmental best practices for harbors including first responder responsibilities and reporting for spill events; basic seamanship including safe mooring practices, vessel types and towing procedures; basic pier structures, utilities and fixtures in preparation of repair work requests.

Ability and Skill to: perform arithmetic computations accurately; operate an electronic calculator; perform basic computer operations including computer navigation, check and respond to e-mail, use word processing software, generate Excel spreadsheet reports; operate a VHF marine band two-way radio; communicate orally in a clear, concise and effective manner with the public, government agencies and Port tenants in person and by telephone with emphasis on customer service principles; prepare basic letters, reports, memos, e-mails, and other correspondence in a clear, concise, and effective manner; read and comprehend written material; learn Port-specific computer based reporting (i.e. work orders); operate a small craft (under 30', outboard propulsion) using safe practices; understand the mechanical operation of dewatering pumps

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

**Title: Wharfinger I/II  
Job Code: 9357**

and bilge filtration systems; lift up to 25 pounds; climb ladders above and below piers; work and drive in adverse weather conditions.

**Level II**

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

Ability and Skill to: develop effective working relationships with all facets of the maritime industry as well as with other divisions at the Port; 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 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.*

Note that the qualifications listed below are cumulative. For example, Level II incumbents must meet the minimum qualifications described in Level I.

**Level I**

Education:

High school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

Two (2) years of accounting, managerial or responsible clerical experience in the steamship or marine terminal industry, a commercial fishing harbor, or similar work requiring a knowledge or marine shipping practices, tariffs, and port operations.

License and Certification:

Possession of a valid California driver license.  
Possession of a Standard First Aid (SFA) Certificate.

Substitution:

Possession of a Baccalaureate degree from an accredited college or university in Maritime, Transportation, or Logistics may be substituted for up to one (1) year of the experience requirement on a year-for-year basis. One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.

**Level II**

Education:

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

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

**Title: Wharfinger I/II  
Job Code: 9357**

Experience:

Four (4) years of experience at a port, terminal operating company, or shipping company performing duties needing extensive knowledge of marine shipping practices, tariffs and port terminology.

License and Certification:

Possession of a valid California driver license.  
Possession of a Standard First Aid (SFA) Certificate.  
Possession of a Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate.

Substitution:

Additional experience as described above for Level II may be substituted for up to two (2) years of the education requirement on a year-for-year basis. One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.

**SUPPLEMENTAL INFORMATION**

Promotion through the levels of this deep class is not automatic and will be determined by the operational needs of the department.

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

**PROMOTIVE LINES**

**ORIGINATION DATE:** 01/10/18

**AMENDED DATE:**

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN