

**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:** 41  
**Fiscal Year:** 2017/2018  
**Posted Date:** 06/01/2018  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	3233	Marina Associate Manager

**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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

**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

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

**Title: Marina Associate Manager  
Job Code: 3233**

**DEFINITION**

Under the ~~supervision~~direction of the Marina Manager, supervises a shift of employees engaged in the Inspection, repair and routine maintenance of marina structures, facilities, and equipment; and provides administrative assistance to the Marina Manager. ~~assists the Marina Manager with budget preparation, planning, assignment of berth spaces and monitoring of rental agreements; carries out various safety related programs and may direct search and rescue operations; has frequent contact with the public, boaters, and other groups and organizations; acts for the Marina Manager in the latter's absence; and performs related duties as required.~~

**DISTINGUISHING FEATURES**

~~This single position class provides administrative assistance to the Marina Manager and functions as first-line supervisor with responsibility for directing the day-to-day activities of a shift of subordinate personnel at the Yacht Harbor. This position~~3233 Marina Associate Manager ~~is distinguished from the lower level class of~~ 3232 Marina Assistant Manager ~~in that~~ the former ~~plans, assigns and supervises the work of the latter class.~~

**SUPERVISION EXERCISED**

Supervises 3232 Marina Assistant and other 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.*

- ~~1. Supervises, trains, evaluates and directs Marina employees on a shift who perform minor and routine maintenance, repair and upkeep of structures and facilities (both floating and ashore), and security systems of the Marina Yacht Harbor; inspects work to ensure work is performed properly, and notifies Marina Manager of major repair problems; may perform~~s maintenance work as required.
- ~~2. Maintains operations/ and maintenance guides, and security manuals; and enforces and interprets all laws, regulations, departmental rules, policies and procedures to boaters, the public and staff governing the use of the Marina and related facilities.~~
- ~~3. Maintains various logs and records including fee collection, incident reports, berth waiting list, search and rescue reports, maintenance logs, weather logs, timesheets, and performance evaluations; prepares purchase orders and monitors inventory of supplies and equipment.~~
- ~~4. Assists~~ Provides consultation to the Marina Manager ~~with on~~ various administrative matters

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such as budget preparation; planning for the operation, use, maintenance, safety and security of the Marina and related facilities and equipment; assigning permanent and temporary berth spaces and checking small craft documentation and registration procedures; monitoring rental agreements for compliance and collecting necessary fees and charges; acts as Marina Manager in the latter's absence.

5. Carries out fire prevention, safety, security and protection programs for Marina facilities and boats berthed at the Marina; ~~assists and may direct~~s emergency response and search and rescue operations, life-saving and first-aid operations on the waters adjacent to the Marina.

6. ~~Establishes and maintains effective working relationships with the public, boaters, and other groups and organizations; a~~Answers inquiries, responds to complaints and provides general information regarding safe boating practices, tides, currents and weather conditions, State and Federal boating laws and regulations, and Marina rules, regulations and ordinances governing the operation of the Marina.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: laws, regulations and procedures relating to the operation of a recreational boating facility; the materials, methods and equipment commonly used in building and public works maintenance and repair and in the operation and care of mechanical cleaning equipment; ~~and good knowledge of~~ boating rules and regulations, weather patterns, tides and currents, and boating safety practices.

Ability and Skill to: ~~Deal courteously and~~Interact effectively with the public, boaters, and others; communicate effectively orally and in writing; and completes routine records and reports.

### **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:

Experience:

**Two (2) years of experience in the administration and maintenance of a marina, yacht harbor, or equivalent.**

License and Certification:

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Possession of a valid California driver license; and  
Possession of a valid Standard First Aid Certificate (SFA) or equivalent; and  
Possession of a valid Basic Water or Lifeguard Certificate (must be obtained within four  
(4) months from date of hire).

Substitution:

SUPPLEMENTAL INFORMATION

Some departments may require additional certificates, such as Federal Communications Commission restricted radio operator, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED). These certificates are required within six (6) months from date of hire.

Incumbents may be required to work shifts, weekends and holidays; operate marina patrol boats while performing security maintenance or towing duties; swim in deep water; administer CPR and first aid; work in adverse weather conditions; and lift up to 50 lbs.

PROMOTIVE LINES

From: 3232 Marina Assistant

ORIGINATION DATE: 09/18/1989

AMENDED DATE: 06/XX/18

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

BUSINESS UNIT(S): COMMN