



CLASS SPECIFICATION

01/24/2013 STAFF ASSISTANT TO GENERAL MANAGER HARBOR, 9212

Summary of Duties: Under the direction of the General Manager Harbor Department (General Manager), a Staff Assistant to General Manager Harbor serves as an executive level staff support and project manager of special projects or programs; assists in executive and administrative matters; represents the Harbor Department before City officials, and other agencies; and may act as the executive liaison between the Board of Harbor Commissioners and executive management.

Distinguishing Features: A Staff Assistant to General Manager Harbor reports directly to the General Manager and serves as a high-level staff support, and acts as liaison to elected City of Los Angeles officials and their staffs, Port tenants, including terminal operators, shipping companies, and consultants, local, state, and federal officials and agencies, and other key contacts as directed. The incumbent in this class may direct any of the organizational activities assigned by the General Manager; attends meeting on behalf of the General Manager and communicates executive management's positions, instructions, and requirements as appropriate, regarding issues concerning the Harbor Department and Port of Los Angeles. The classification exercises decision-making authority on behalf of executive management regarding budgetary, organization, and staffing issues in the Harbor Department.

Examples of Duties:

- Prepares, analyzes, and takes action on reports, correspondence, and other documents that are submitted to the Harbor Department for review and approval;
- Exercises independent judgment in the disposition of such reports and correspondence;
- Investigates and takes appropriate action on important, sensitive and confidential matters affecting department personnel, tenants, customers, stakeholders, other governmental agencies, and the public;
- Distributes projects to division heads and subordinate supervisors for action as required;
- Creates speaking points for the General Manager Harbor Department or other executive managers in preparation for presentations to external organizations and community groups;
- Prepares recommendations to the General Manager Harbor Department or other executive managers on Departmental issues upon which policy decisions are based;
- Reviews the Departmental budget for conformance with the approved strategic business plan and appropriate supporting goals and objectives;
- Provides recommendations to the General Manager Harbor Department or other executive managers regarding the organizational structure of the Department and the line and functional reporting relationships within the divisions;
- Represents the Harbor Department before local, state, or federal officials and agencies, Port tenants including terminal operators, shipping companies, and local businesses, the

Staff Assistant to General Manager Harbor, 9212

Page 2 of 3

United States Army Corps of Engineers, the United States Coast Guard, the Transportation Security Administration, other governmental agencies, citizen groups including the Port Community Action Committee and local Neighborhood Councils, and other organizations concerning various activities and/or projects occurring on Port of Los Angeles properties and facilities;

- Represents the Harbor Department at civic, business and social functions as required;
- Supervises, organizes and manages the day-to-day operation of an executive manager's office;
- Serves as liaison to the Board of Harbor Commissioners, Human Resources, Office of the Chief Financial Officer, and other key internal groups to ensure management's issues are being addressed;
- May lead any of the organizational functions assigned by the General Manager; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Knowledge of:

- The principles and practices applicable to the organization, management, and financial activities of a major seaport;
- The principles and practices applicable to the management and administration of a large business organization;
- The organization of the Harbor Department and the functions and interrelationships of its divisions; and
- City Charter provisions, City Administrative Code, City ordinances, State and Federal laws and regulations, and other policies and procedures that affect the Harbor Department.

The Ability to:

- Conduct research to obtain necessary information as required to complete assignments;
- Prepare clear, concise and comprehensive reports;
- Work effectively with City managers and officials, business officials, community leaders and others;
- Communicate the General Manager Harbor Department's goals, objectives, and expectations to other Harbor Department managers; and
- Maintain a work environment to enhance both employee morale and productivity.

Minimum Requirements:

1. Graduation from a recognized four-year college or university; and
2. Two years of full-time paid experience at the level of a Senior Management Analyst II conducting detailed research, writing reports, and providing analysis and recommendations for policy actions; and interacting with public officials or public agencies and other administrative support functions to a general manager or assistant general manager of a large business or government agency; or
3. Two years of full-time paid experience with the City of Los Angeles Harbor Department, at the level of Senior Management Analyst II, supervising administrative support functions, public and/or community relations programs, human resources functions, or acting as a direct staff assistant to a General Manager Harbor Department.

A valid California driver's license may be required.

Staff Assistant to General Manager Harbor, 9212

Page 3 of 3

Appointment to this class is subject to a one-year probationary period as provided by Section 1011 of the City Charter.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.6 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.