

Summary of Duties : Performs planning, administrative and technical work in the preparation of plans for land and water use; conducts economic, maritime and transportation related research; formulates development plans for port areas; makes risk management assessments for siting hazardous cargo facilities; and evaluates legislation and regulatory impacts on port operations; and does related work.

Distinguishing Features : A Harbor Planning and Economic Analyst participates in conducting research, investigating proposals, preparing economic feasibility and cost benefit studies and making recommendations regarding current and future development in the Port of Los Angeles. An incumbent of this class applies research techniques in the study of economic, planning and feasibility problems and evaluates economic and social trends as they relate to port operations and development. The class of Harbor Planning and Economic Analyst is distinguished from the class of Harbor Planning and Research Director in that the latter class is responsible for planning, coordinating and directing the entire planning and research function of the Harbor Department, while incumbents of the former class are responsible for developing individual projects or groups of related projects within the broad function.

Examples of Duties : Under the direction of the Harbor Planning and Research Director, analyses and determines market potentials in order to plan for future port facilities; researches present and projected waterborne cargo flows by commodity groups, origin, destination, type of movement and type of marine transport used; determines port, land and facility requirements for and measures the economic impact of such movement on the port and the Southern California economy;

Assists in the development and maintenance of long-range and immediate plans and programs for Harbor Department land and water use, construction and modernization of port facilities, development of commercial enterprises, and sources and methods of financing; makes studies and conducts research in connection with such plans and programs; coordinates the activities of engineers and technical specialists in the Harbor Department who assist in the research and final presentation of such plans and programs;

Ascertain the need for and feasibility of engaging outside consultants to perform special studies; prepares plans and specifications for contracts; analyzes and evaluates bid proposals and recommends which bid should be accepted; maintains liaison with consultants and monitors their contracts; evaluates reports of findings and conclusions made by consultants and recommends implementation or revision; researches and coordinates the preparation of informative brochures regarding Harbor Department facilities and services; responds to requests for information from other agencies, potential clients and the public; may develop detailed economic proposals to attract potential customers to the port;

Confers with officials of other ports to coordinate inter-port planning; represents the Department at meetings of committees and clients and in dealing with other City departments and governmental agencies; occasionally represents the Department at other outside meetings, conferences, and conventions; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the principles, practices and methods of economic maritime and transportation related research; a working knowledge of the economic factors determining trade routes, tariff rates, and methods of transportation; and the ability to analyze, interpret and assemble data, including statistical data; the ability to prepare plans and programs for land and water use; the ability to evaluate legislation and regulatory impacts on port operations; the ability to make risk management assessments; the ability to communicate both orally and in writing in a clear and effective manner; and the ability to deal tactfully and effectively with a variety of individuals and groups.

Graduation from a recognized college or university and two years of professional experience in economic analysis, urban or port planning, marine transportation research, is required. A Master's degree in economics, business administration, or planning may be substituted for one year of the above experience. Experience of the specified type may be substituted on a year-for-year basis for education lacking.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds, good speaking and hearing ability, and good eyesight.

Persons with physical handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.