

Summary of Duties: Directs the planning, economic, and research activities of the Harbor Department; develops plans and makes policy recommendations for land and water use, and siting of hazardous port facilities; analyzes the socioeconomic impact of port projects; supervises or assists in supervising the planning and research staff; and does related work.

Distinguishing Features: A Harbor Planning and Research Director is responsible for initiating, executing, and implementing studies and investigations and for making recommendations upon which Harbor Department administrative and management policy decisions are made. An employee in this class provides advice on the development of the plans and programs of the Harbor Department. This work is distinguished from the work of other division heads in the Department in that this class is concerned with the overall development and coordination of Departmental programs and activities rather than directing the performance of such activities. Assignments are received in the form of general objectives and work is reviewed in terms of the overall effectiveness of the Division.

Examples of Duties: Performs or assists in performing the following: plans, develops, and maintains long-range 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; coordinates long-range economic planning with short term engineering planning; makes studies and conducts research in connection with the above plans and programs; determines the need for, and feasibility of using outside consultants and monitors their contracts; evaluates reports of findings and conclusions made by consultants and recommends appropriate implementation; conducts follow-up investigations to see that recommendations are being implemented; analyzes and determines market potentials in planning for future port facilities; investigates present and future waterborne cargo flows by commodity groups, origin, destination points, type movement, and types of marine transport used; determines Port land and facility requirements and measures the economic impact of such movements on the Port and the Southern California economy; compares and analyzes facilities available at other ports to determine potential needs for similar or different facilities at the Port of Los Angeles; confers with officials of other ports to coordinate inter-port planning; represents the Department at meetings of committees and in dealing with other City departments and governmental agencies; occasionally represents the Department at outside meetings, conferences, and conventions; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Plan; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of principles, practices and methods of economic research; a good knowledge of cost, revenue, and benefit

elements involved in the design, construction, modernization, and operation of large harbor and marine terminal facilities; and good knowledge of the methods of planning harbor facilities to attract and develop commercial enterprises; a good knowledge of the economic considerations and other factors determining tariff rates, trade routes and methods of transportation; a good knowledge of safety principles and practices; a working knowledge of laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of the characteristics and facilities of other large ports and harbors, particularly those on the Pacific Coast; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to do independent research and make sound administrative analyses and recommendations; the ability to plan, organize, administer and coordinate research activities and review results; the ability to prepare oral and written reports and recommendations concisely, logically and convincingly; and the ability to deal tactfully and effectively with employees, management, elected officials and the general public.

Three years of professional experience in planning and research related to port operations or facilities, two years of which was at least at the level of Harbor Planning and Economic Analyst is required.

Appointment to a position in this class is subject to a one year probationary period as provided by Section 109 of the Charter.

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 handicaps may be capable of performing the duties 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.