



Date: December 3, 2014

Agenda Item No.

9

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources - Harbor

**Subject: REVISION TO THE CLASSIFICATION SPECIFICATION – PORT
PLANNER I-V**

The Commission's approval is requested to adopt changes to the Port Planner classification. The revised classification allows the Harbor Department to broaden the Port Planner to encompass more flexibility in assignments as it relates to Port transportation related duties along with Port master planning duties. There will be no impact on the Transportation Planners that are currently being utilized by the City. The Port Planner classification only exists in the Harbor Department.

In addition, we have added one grade level (V) responsible for professional work and supervision. Attached is the proposed Classification Specification for the Port Planner I-V. The Classification Specification was reviewed and approved by Human Resources.

Please contact Stacey Lewis, Assistant Director of Human Resources at (562) 283-7500, if you require additional information.

Attachment

**cc: Rick Cameron, Managing Director of Environmental Affairs and Planning
Eric Shen, Director of Transportation Planning
Matt Plezia, Acting Director of Master Planning
Debbie Mills, Director of Human Resources, City of Long Beach**

TITLE: PORT PLANNER I-V

DEFINITION: Under direction, performs increasingly complex and responsible professional, port related planning work in the following areas:

Port Master Planning: Collects and analyzes land use and economic data for forecasting cargo flow and projecting port land and facility requirements; monitors trends in international trade patterns, trade services, maritime technology, port development, inland transportation and shipper logistics; works with and manages consultants and assists in primary and secondary data collection for the preparation of market studies, economic impact analyses of port and oil field facilities, land use plans, and facility and master plans; collects information on terminal throughput, and maintains graphic and mapped material to facilitate the preparation of descriptive and analytical studies; coordinates with other port, city, and agency staff in the collection and maintenance of economic, oil field, and land use information; assists in preparing and presenting forecasts, study findings and plan recommendations; may collect and analyze economic data related to Harbor District oil operations and facility requirements.

Port Transportation Planning: Conducts or reviews traffic analyses prepared by consultants for Port facilities, rail, highway, and other transportation related projects; assists the planning of roadway and rail facilities within the Port; collects and develops various types of data for use in Port transportation studies and annual Port Emissions Inventories; monitors budgets for the on-call transportation services contracts; evaluates and develops strategies on funding issues including the identification of organizational partners and collaborators; represents the Port at outside agency meetings and coordinates with these agencies on behalf of Port interests while also balancing regional needs; prepares and maintains progress reports and financial plans for major capital grant-funded transportation projects in the Port.

DISTINGUISHING CHARACTERISTICS:

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| Port Planner I | Under direct supervision, performs entry-level duties of the classification. Will be trained by higher grade level employee, supervisory, and/or management staff. |
| Port Planner II | Under general supervision, position performs journey-level duties of the classification and is allowed latitude in managing and completing projects/assignments. Provides training to lower level positions. |
| Port Planner III | Under limited supervision, position performs advanced level duties of the classification requiring comprehensive knowledge of planning principles and practices. Provides training to lower level positions. |
| Port Planner IV | Under general direction, position performs the project management responsibility of the classification. Provides training and functional guidance to lower level positions. |
| Port Planner V | Under general direction, position supervises and performs professional work of the classification as it relates to the development of technical data and analytical reports of an advanced planning nature related to the Port. |

Provides training and professional guidance to lower level positions.

EXAMPLES OF DUTIES:

The functions of the classifications may include, but are not limited to, those listed below:

- Collects and analyzes land use and economic data for forecasting cargo flows and projecting port land and facility requirements.
- Monitors trends in international trade patterns, trade services, maritime technology, port development, inland transportation and shipper logistics.
- Works with and manages consultants and assists in primary and secondary data collection for the preparation of market studies, economic impact analyses of port and oil field facilities, land use plans, and facility and mater plans.
- Collects information on terminal throughput, and maintains graphic and mapped material to facilitate the preparation of descriptive and analytical studies.
- Coordinates with other port, city, and agency staff in the collection and maintenance of economic, oil field, and land use information.
- Assists in preparing and presenting forecasts, study findings and plan recommendations.
- Conducts or reviews traffic analyses prepared by consultants for Port facilities, rail, highway, and other transportation related projects.
- Assists the planning of roadway and rail facilities within the Port.
- Collects and develops various types of data for use in Port transportation studies and annual Port Emissions Inventories.
- Monitors budgets for the on-call transportation services contracts.
- Evaluates and develops strategies on funding issues including the identification of organizational partners and collaborators.
- Represents the Port at outside agency meetings and coordinates with these agencies on behalf of Port interests while also balancing regional needs.
- Prepares and maintains progress reports and financial plans for major capital grant-funded transportation projects in the Port.
- May collect and analyze economic data related to Harbor District oil operations and facility requirements.
- May provide training and supervision to lower level staff.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in Urban Planning, Regional Planning, Regional Science, Economics, Business, Geography or related field AND two years (full-time equivalent) of entry level work experience or paid internship in land use, regional, coastal, transportation planning, economics, business analysis, technical forecasting or logistics.
- A Master's Degree or Ph. D in a related discipline may be substituted for one year of paid experience.
- A valid California Driver's License is required upon appointment.

City of Long Beach
Classification Specification

- Willingness to work occasional evenings or weekends.

- Port Planner I: Two year equivalent of paid internship or entry level work experience in land use, regional, coastal, transportation planning, economics, business analysis, technical forecasting or logistics.
- Port Planner II: Three years of professional work experience in land use, regional, coastal, transportation planning, economics, business analysis, technical forecasting or logistics.
- Port Planner III: Four years of professional work experience in land use, regional, coastal, transportation planning, economics, business analysis, technical forecasting or logistics.
- Port Planner IV: Five years of professional work experience in land use, regional, coastal, transportation planning, economics, business analysis, technical forecasting or logistics.
- Port Planner V: Six years of advanced work experience in land use, regional, coastal, transportation planning, economics, business analysis, technical forecasting or logistics.

1 **DATE:** December 3, 2014
2 **TO:** Civil Service Commission
3 **FROM:** Donna de Araujo, Personnel Analyst
4 **SUBJECT: REQUEST TO REVISE CLASSIFICATION SPECIFICATION – PORT**
5 **PLANNER I-V**

6 Correspondence has been received from Margaret Huebner, Director of Human
7 Resources, Harbor Department, requesting Civil Service Commission approval to
8 adopt the revised classification specification for Port Planner I-V.

9 Facts for Consideration:

- 10 • The classification specification for Port Planner I-IV was last revised on June 22,
11 2005.
- 12 • The proposed specification revisions include updates to the “Definition”,
13 “Distinguishing Characteristics”, “Examples of Duties”, and “Minimum
14 Qualifications” that more clearly reflect the current use of the classification.
- 15 • The proposed changes to the classification specification have been revised to
16 broaden the definition and examples of duties to include Port Master Planning and
17 Port Transportation Planning activities and the addition of a Grade Level V to
18 reflect the increased responsibility for project management and supervision
19 performed by Port Planners.
- 20 • The minimum requirements have been revised to a Bachelor’s Degree in Urban
21 Planning, Regional Planning, Regional Science, Economics, Business Geography,
22 or closely relate field and two years (full-time equivalent) of entry level work
23 experience or paid internship in land use, regional, coastal, transportation planning,
24 economics, business analysis, technical forecasting or logistics. A Master’s Degree
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1 or Doctorate's Degree in a closely related field may be substituted for one year of
2 paid (full-time equivalent) experience.

- 3 • The proposed revised classification specification includes the addition of the
4 Distinguishing Characteristics of Grade Level V, as follows:
 - 5 ○ Under general direction, position supervises and performs professional work of
6 the classification as it relates to the development of technical data and
7 analytical reports of an advanced planning nature related to the Port. Provides
8 training and professional guidance to lower level positions.
- 9 • The proposed Grade Level V, will require six years of advanced work experience in
10 land use, regional, coastal, transportation planning, economics, business analysis,
11 technical forecasting or logistics.
- 12 • Staff has determined that the revisions to the classification specification for Port
13 Planner are consistent with the increased duties performed by Port Planner's in the
14 Harbor Department's Planning Division.

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17 A representative from the Harbor Department is present today to respond to any
18 questions from the Civil Service Commission.

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20 **DMD RevClassSpec Port Planner I-IV 12-03-14 Doc**
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