



**Date:** December 16, 2020  
**To:** Civil Service Commission  
**From:** Sheree Valdoria, Personnel Analyst  
**Subject:** **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION–  
SENIOR PROGRAM MANAGER - HARBOR**

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On November 23, 2020, correspondence was received from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval for the revised classification specification of Senior Program Manager – Harbor. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

**Facts for Consideration:**

- The classification of Senior Program Manager - Harbor is currently used only by the Harbor Department. The classification specification for this position has not been changed since October 1973.
- The proposed changes to the Senior Program Manager - Harbor classification specification include the following:
  - **Definition and Example of Duties Sections:** Updated and/or added the following language below:
    - Under general supervision, manages the development and execution of multiple projects and programs involving a high degree of technical, functional, and organizational complexity.
    - Supervises the administration, and execution of planning, design, review, bidding, and quality control of multiple projects and/or programs;
    - Oversees and monitors construction activities for such projects and/or programs;
    - Builds and supervises an interdisciplinary team of engineers under his/her direct report and matrix staff from other disciplines;
    - Supervises Program Management staff including issuing work assignment, providing direction and performance management;
  - **Requirements to File Section:**  
Changed language to clarify requirements for applicants:
    - Ten or more years of increasingly responsible experience in project engineering, including two years of supervisory experience over project teams or engineering staff and including experience demonstrating direct responsibility

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for leading and managing at least three large, complex civil infrastructure projects or programs.

- This qualifying experience must have been gained after graduation from an accredited four-year college or university with a degree in Civil Engineering or closely related engineering field **(proof required)\*** or after passing the Engineer-in-Training (E.I.T.) examination in the field of Civil Engineering **(proof required)\***. If proof of degree or E.I.T. is not submitted, the qualifying time will be counted after the acquired date of the Professional Civil Engineer registration **(proof required)\***.
- Registration as a Civil Engineer in the State of California will be required within 6 months of appointment.
- **Knowledge, Skills and Abilities Section:** Added the word “software” after “project management”.
- Civil Service staff has been in communication with the Harbor and Human Resources Departments along with the Long Beach Association of Engineering Employees regarding the proposed changes to the Senior Program Manager – Harbor classification specification. All parties have been notified that this request is on today’s agenda.
- A representative from the Harbor and Human Resources Departments will be present to respond to any questions from the Civil Service Commission.

Date: November 24, 2020

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – SENIOR PROGRAM MANAGER-HARBOR**

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Attached for your consideration is an update to the Senior Program Manager-Harbor Classification Specification. The Harbor Department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to clarify duties and add a knowledge, skills and abilities statement.

Human Resources staff worked with Civil Service and the Harbor Department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Senior Program Manager – Harbor classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

#### Attachments

Senior Program Manager - Harbor Class Specification.

FB:DA:KC:GM

cc: Dana Anderson, Acting Deputy Director, Human Resources  
Khristina Coston, Human Resources Officer

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**TITLE: SENIOR PROGRAM MANAGER HARBOR**

**DEFINITION:** Under general supervision, manages the development and execution of multiple projects and programs involving a high degree of technical, functional, and organizational complexity.

**EXAMPLES OF DUTIES:**

- Supervises the administration, and execution of planning, design, review, bidding, and quality control of multiple projects and/or programs;
- Oversees and monitors construction activities for such projects and/or programs;
- Builds and supervises an interdisciplinary team of engineers under his/her direct report and matrix staff from other disciplines;
- Supervises Program Management staff including issuing work assignment, providing direction and performance management;
- Prepares and/or supervises the development of project scopes, budgets, schedules, preliminary study development, cost estimates, and contract documents;
- Performs complex economic analyses to determine project feasibility;
- Prepares Requests For Proposal and Statements of Qualifications for hiring outside consultants and administers and participates in the consultant selection process;
- Administers consultant contracts;
- Assures design work meets the project requirements;
- Actively monitors the progress of projects;
- Reviews, validates, and recommends corrective measures for consultant invoices and contract amendments;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

- Registration as a professional Civil Engineer in the United States.
- Ten or more years of increasingly responsible experience in project engineering, including two years of supervisory experience over project teams or engineering staff and including experience demonstrating direct responsibility for leading and managing at least three large, complex civil infrastructure projects or programs.

This qualifying experience must have been gained after graduation from an accredited four-year college or university with a degree in Civil Engineering or closely related engineering field (**proof required**)\* or after passing the Engineer-in-Training (E.I.T.) examination in the field of Civil Engineering (**proof required**)\*. If proof of degree or

E.I.T. is not submitted, the qualifying time will be counted after the acquired date of the Professional Civil Engineer registration (**proof required**).\*

Registration as a Civil Engineer in the State of California will be required within 6 months of appointment.

A valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to use word processing, spreadsheet, project management software, and project scheduling applications.

**HISTORY:**

Approval/Adoption Dates: 10/09/73

Revision Approved Date: XX/XX/XX - Civil Service