



Memorandum

Date: June 9, 2021

To: Civil Service Commission

From: Elsa Ramos, Personnel Analyst

Subject: **REQUEST TO ADOPT NEW CLASSIFICATION AND DIVISION OF CLASSIFICATION – HARBOR PATROL OFFICER I-III**

On May 26, 2021, the Civil Service Commission received a request from Joe Ambrosini, Director of Human Resources, to adopt the new classification specification for Harbor Patrol Officer I-III. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

In addition to the new classification specification, the Human Resources Department is requesting the approval for a division of the Special Services Officer classification to include 51 Harbor Department employees in the Special Services Officer classification and allocating them to the new Harbor Patrol Officer classification. Staff has reviewed this request and recommends approval in accordance with Article VI, Section 65 of the Civil Service Rules and Regulations.

Facts for Consideration

- The proposed new classification specification for Harbor Patrol Officer I-III will be used exclusively by the Harbor Department. This position will meet the Harbor Department's need for a non-safety, public officer classification with additional training and coursework including Peace Officer Standards and Training (POST) courses and law enforcement and environmental certifications
- The proposed new classification for Harbor Patrol Officer I-III includes the following:
 - **Distinguishing Characteristics:** Provides the description of duties by Grade Levels I-III.
 - **Example of Duties:** This section identifies the range of duties that will be performed for this classification.
 - **Minimum Qualifications:**
 - Candidates must have a high school diploma or G.E.D. equivalent.
 - Grade Level I: Must complete POST 832 course and field training program, prior to completion of probation.
 - Grade Levels II-III: Must complete a comprehensive training program incorporating environmental; hazardous material; maritime security; and law enforcement coursework/certifications, within one year of appointment.
 - **Knowledge, Skills and Abilities:** The knowledge, skills and abilities listed are linked to the example of duties performed by this position.

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- The Harbor Patrol Officer I-III classification will have a one-year probationary period to allow for the additional training required and to evaluate employee performance after the required training requirements are met. The extended probationary period was approved during the meet and confer process.
- The Harbor Patrol Officer I-III classification was approved by the Harbor Commission on April 26, 2021 and the salary resolution was adopted by City Council on May 18, 2021.
- Given the changes in duties between the Special Services Officer I-IV position and the new classification of Harbor Patrol Officer I-III, the Human Resources Department has also requested the division of classification for fifty-one (51) employees in the Special Services Officer I-IV classification. The incumbents will be allocated to the new Harbor Patrol Officer I-III classification and placed at the appropriate grade levels with no changes to salary. All incumbents shall retain seniority accrued in the affected classifications.
- The chart below outlines the proposed division of classification:

NAME	CURRENT POSITION TITLE	PROPOSED POSITION TITLE
ARGOMANIZ, ANTHONY GIORGIO	SPECIAL SERVICES OFFICER II	HARBOR PATROL OFFICER I
COOKE, LITTLEBERRY PAUL	SPECIAL SERVICES OFFICER II	HARBOR PATROL OFFICER I
FERNANDEZ, JESUS F	SPECIAL SERVICES OFFICER II	HARBOR PATROL OFFICER I
MATHIS, CARMELA D.	SPECIAL SERVICES OFFICER II	HARBOR PATROL OFFICER I
NGUYEN, LONG THANH	SPECIAL SERVICES OFFICER II	HARBOR PATROL OFFICER I
WRIGHT, GWENDOLYN	SPECIAL SERVICES OFFICER II	HARBOR PATROL OFFICER I
ALCARAZ, RODNEY ERNEST JR	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
BALDERIAN, JOSEPH	SPECIAL SVCS OFFICER III- ARMED	HARBOR PATROL OFFICER II
BROTHERS, ROBERT KENNETH	SPECIAL SVCS OFFICER III- ARMED	HARBOR PATROL OFFICER II
CARREON-AVILA, VALFRED ORLANDO	SPECIAL SVCS OFFICER III- ARMED	HARBOR PATROL OFFICER II
CEDENO, NICHOLAS ALEXANDER	SPECIAL SVCS OFFICER III- ARMED	HARBOR PATROL OFFICER II
DACUS, ADAM RICHARD	SPECIAL SVCS OFFICER III- ARMED	HARBOR PATROL OFFICER II
DEETER, MATTHEW LOU	SPECIAL SVCS OFFICER III- ARMED	HARBOR PATROL OFFICER II
DELGADILLO, RAMON	SPECIAL SVCS OFFICER III- ARMED	HARBOR PATROL OFFICER II
EFREN, SLEJ LESTER YU	SPECIAL SVCS OFFICER III- ARMED	HARBOR PATROL OFFICER II
ELLIS, KENNETH EVAN	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
GANNON, ANDREW JOSEPH	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II

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GONZALEZ, CARLOS ALEXANDER	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
HUERTA, IRVIN	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
KHIM, CHRISTOPHER	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
LE, BAO HOANG	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
LE, JIMMY	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
LE, VU HOANG	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
MACIAS, GERARDO M	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
MARTIN, BENJAMIN JR	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
MARTINEZ, JOSE GUADALUPE	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
MAY, VANDY	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER
MAYOR, MICHAEL A	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
MCMANUS, MICHAEL J	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
MUNOZ MIRANDA, MIGUEL	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
NGETH, KONG	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
PEREZ, MIGUEL JOSUE	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
RICHMOND, TORRY NICHOLAS	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
SANTOS, ROGER EDGARDO	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
SHEA, MICHAEL EDWARD	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
SKOPEK-PENA, EMMANUELLA	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
SMUTS, MARK J	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
TAFOLLA, ISMAEL	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
TERRONES, JOSE	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
VIGIL-MILLINER, ALICIA MARIE	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
WILLIS HILL, CHRISTIAN S	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
WINDSOR, RONALD CLARKE*	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
COMER, JOHN CHRISTOPHER	SPECIAL SVCS OFFICER IV-ARMED	HARBOR PATROL OFFICER III

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GONZALEZ, DANIEL A	SPECIAL SVCS OFFICER IV-ARMED	HARBOR PATROL OFFICER III
HERNANDEZ, ONESIMO IVAN	SPECIAL SVCS OFFICER IV- ARMED	HARBOR PATROL OFFICER III
JONES, TYREE	SPECIAL SVCS OFFICER IV-ARMED	HARBOR PATROL OFFICER III
SAHADI, PAUL M	SPECIAL SVCS OFFICER IV-ARMED	HARBOR PATROL OFFICER III
VANDER-MEER, MICHAEL LEE	SPECIAL SVCS OFFICER IV-ARMED	HARBOR PATROL OFFICER III
WARREN, WILLIAM JASON	SPECIAL SVCS OFFICER IV-ARMED	HARBOR PATROL OFFICER III
WATSON, MICHAEL A	SPECIAL SVCS OFFICER IV-ARMED	HARBOR PATROL OFFICER III
YIGAL, ELI JAMES	SPECIAL SVCS OFFICER IV-ARMED	HARBOR PATROL OFFICER III

- Civil Service staff has been in communication with the Harbor and Human Resources Departments, along with the International Association of Machinists and Aerospace Workers (IAMAW), regarding the new classification specification for Harbor Patrol Officer I-III and proposed division of classification. All parties are in support of this item and have been notified that this request is on today's agenda.

Representatives from the Harbor and Human Resources Departments are present to respond to any questions from the Commission.

Date: May 26, 2021

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources Subject: **NEW CLASSIFICATION SPECIFICATION AND CLASSIFICATION DIVISIONS**

The Commission's approval is requested to adopt the attached classification specification for the new classification of Harbor Patrol Officer and allocate specified positions in the Special Services Officer classification in the Harbor Department into the Harbor Patrol classification. The proposed classification is to meet the Harbor Department's need for a non-safety, public officer classification with additional training and coursework including Peace Officer Standards and Training (POST) courses and law enforcement and environmental certifications. Furthermore, the classification will have a one-year probationary period to allow for the additional training required and to evaluate employee performance after the required training requirements are met. The extended probationary period was approved during the meet and confer process.

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 classification specification

As listed below, there are fifty-one (51) incumbents in the Special Services Officer classification that will be allocated to the new Harbor Patrol Officer classification and placed at the appropriate grade levels with no changes to salary.

NAME	CURRENT POSITION TITLE	PROPOSED POSITION TITLE
ARGOMANIZ, ANTHONY GIORGIO	SPECIAL SERVICES OFFICER II	HARBOR PATROL OFFICER I
COOKE, LITTLEBERRY PAUL	SPECIAL SERVICES OFFICER II	HARBOR PATROL OFFICER I
FERNANDEZ, JESUS F	SPECIAL SERVICES OFFICER II	HARBOR PATROL OFFICER I
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EFREN, SLEJ LESTER YU	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II

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ELLIS,KENNETH EVAN	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
GANNON,ANDREW JOSEPH	SPECIAL SVCS OFFICER III-ARMED	HARBOR PATROL OFFICER II
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Should you have any questions regarding this item, please contact Fred Verdugo, Deputy Director of Human Resources at (562) 570-5045.

Attachments

1. Harbor Patrol Officer I – III Class Specification

JA:FV:TH

cc:

Fred Verdugo, Deputy Director of Human Resources
 Stacey Lewis, Director of Human Resources, Harbor Department
 Dana Anderson, Labor Relations Manager, Human Resources

TITLE: **HARBOR PATROL OFFICER I - III**

DEFINITION: Under general supervision, performs a range of maritime security duties within the Port of Long Beach. Officers work a variety of patrol assignments to enforce authorized state and city laws, the Port Tariff, and environmental rules and regulations; respond to calls-for-service, traffic collisions and hazards; report navigational hazards; and inspect docks, wharves, channels and Port-controlled waterways, and reporting of hazardous material incidents.

Incumbents in this classification are public officers, pursuant to Penal Code Section 836.5. They are not peace officers under Penal Code Section 830.33 or safety members for purposes of retirement, workers' compensation, or other similar injury or death benefits or any other employee benefit or benefits, consistent with and to the extent addressed in the applicable law.

This position will be subject to a one-year probation period.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - Positions in this series are unarmed, uniformed officers who are responsible for directing the flow of traffic through the Harbor District; safeguarding the Harbor District buildings, property, and persons within an assigned patrol area or at a fixed post; and enforcing authorized local ordinances, state regulations and laws within the Long Beach Port Complex.
- Grade Level II - Positions in this series are armed, uniformed officers who are responsible for directing the flow of traffic through the Harbor District, safeguarding the Harbor District buildings, property, and persons within an assigned patrol area or at a fixed post and enforcing authorized local ordinances, state regulations and laws within the Long Beach Port Complex.
- Grade Level III - Positions in this series are armed, uniformed officers who supervise officers directing the flow of traffic through the Harbor District, safeguarding Harbor District buildings, property, and persons within an assigned patrol area; develops plans, exercises, and training materials; reviews various personnel, supplies, maintenance, and equipment reports and records; and enforces authorized local ordinances, state regulations and laws within the Long Beach Port Complex.

EXAMPLES OF DUTIES:

- Provides support and risk assessment to the Regional Joint Command and Control Center, Terminal Operators, and the United States Coast Guard in relation to ongoing events and during periods of heightened awareness, including raised Maritime Security (MARSEC) and Homeland Security Advisory levels;
- Patrols or guards assigned areas, responds to calls for service and enforces, via an authorizing ordinance, specific state and local laws and provisions of the Port Tariff;
- Assesses and operationally implements information from specialized Port security systems that include CCTV cameras, radar, sonar, electronic access control, in-car video equipment and the Virtual Port Maritime Domain Awareness System;
- Provides 24/7 coverage to identify, monitor, and address environmental, safety, security, and homeland security incidents in the Port;
- Ensures the safe and efficient flow of traffic through the Harbor District using advanced traffic management techniques;
- Implements diversified specific risk-based security protocols for Vessels of Interest and other planned or unplanned security deployments;
- Safeguards a national critical infrastructure, by assessing maritime security threat levels and applying emergency response protocols and actions;
- Supports specialized personnel who are responding to hazardous material incidents such as explosive components, chemical, radiological, biological and nuclear materials;
- Conducts visible smoke emission investigations, measures fugitive dust emission levels, makes visible emission violation determinations to the Southern California Air Quality Management District;
- Monitors scheduled ship arrivals and conformance with Port Tariff rules and regulations;
- Deploys Harbor Department assets such as electronic display signs, mobile cameras, traffic sensors, sonar, and Unmanned Aircraft Systems (UAS) in the Harbor District;
- Performs detailed property damage assessments and documents damage to Port property and files the appropriate reports;
- Testifies in criminal or civil court in connection with their duties;
- Serves as a Field Training Officer when selected; directs and evaluates the training, development and performance of newly hired staff, addresses performance deficiencies, provides remedial training and prepares detailed training evaluation reports;
- Performs building security which includes access control, weapons screening, completing visitor access control logs, conducting interior building checks, responding to fire and elevator alarms, and assisting with building evacuations during emergency events;
- Enforces the terms and conditions of permits issued by the Security Division on behalf of the Executive Director; such as diving permits, catering permits, aircraft landing and filming permits;

- Monitors aircraft activity within the Harbor District to ensure compliance with the Port Tariff; and
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from high school or G.E.D. equivalent.
- Grade Level I: Must complete POST 832 course and field training program, prior to completion of probation.
- Grade Levels II-III: Must complete a comprehensive training program incorporating environmental; hazardous material; maritime security; and law enforcement coursework/certifications, within one year of appointment.
- A valid California Class C driver license.
- Successful completion of a comprehensive background investigation.
- Ability to work nights, shifts, mandatory overtime, holidays and/or weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to operate a public safety radio while in control of a patrol vehicle with onboard computer;
- Ability to respond in a safe and timely manner in general emergency situations, in accordance with established policies/procedures;
- Ability to exercise tact, self-restraint, judgment, maturity, and communicate effectively when dealing with a variety of people encountered in the course of work;
- Ability to complete grammatically correct, legible, and accurate reports; and
- Safely perform all assignments under all conditions.

HISTORY:

Approval/Adoption Date: XX/XX/XXX