



Date: November 11, 1998

To: Civil Service Commission

From: Christopher Daclan, Personnel Analyst ^{CD}

Subject: **REQUEST TO CREATE NEW CLASSIFICATION - SENIOR PROGRAM
MANAGER - HARBOR**

The Harbor Department requests that the Commission create the classification of Senior Program Manager - Harbor.

The proposed classification will be in the Program Management section in the Engineering Bureau of the Harbor Department. The Senior Program Manager will supervise the most complex engineering projects in the Port of Long Beach, including planning, design and construction projects. The classification will oversee the development of large scale projects, preparation of Requests for Proposal, selection of consultants and the administration of consultant contracts. The Senior Program Manager will be responsible for the coordination of project teams, monitoring the progress of the project against established budgets and schedules. Creation of this classification will assist the Engineering Bureau's efforts to address the heavy load of construction projects pending in the Port.

Staff recommends the Commission create the classification of Senior Program Manager - Harbor pursuant to Section 1101(d) of the City Charter and adopt the classification specification.

A representative from the Harbor Department will be present to respond to any questions from the Commission.

CD/cd
CD11-11.SR



**CLASSIFICATION SPECIFICATION
CITY OF LONG BEACH
CIVIL SERVICE COMMISSION**

Created: _____

Approved: _____

TITLE: Senior Program Manager – Harbor

DEFINITION: Under direction, supervises, analyzes, and coordinates work on large scale planning, design, and construction projects.

EXAMPLES OF DUTIES:

- Develops implementation strategies for projects involving a degree of technical, functional, and organizational complexity.
- Supervises the administration, planning, design, review, quality control, and construction activities.
- Prepares Requests for Proposal for hiring outside consultants and administers and participates in the consultant selection process.
- Supervises preparation of project scopes, budgets, schedules, preliminary study development, cost estimates, and contract documents.
- Administers consultant contracts including invoice, payment, change order, and amendment review.
- Provides input/recommendations for corrective measures in regard to projects.
- Coordinates and supervises in-house and consultant design work.
- Monitors the progress of projects for schedule/budget.
- Review contract drawings for quality and economic soundness.
- Review, validate, and recommend corrective measures for consultant invoices, contractor payments, contract amendments and change orders.
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- Ten years of increasingly responsible experience in project engineering, including two years of supervisory experience handling multiple team projects.
- Bachelor's Degree in Civil Engineering from an accredited four-year college.
- California PE License and PMI Certification within one year of employment.
- Proficiency with personal computers including word processing and spreadsheet applications.
- Proof of a valid motor vehicle operator's license.

HISTORY:

- New classification, created 1998.