



**Port of Port Townsend
Public Workshop
Wednesday, November 10, 2021, at 9:30 a.m.**

Via Zoom <https://zoom.us/>

or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password: 911887
This meeting will only be accessible remotely, as per Governor's Proclamation 20-28.

AGENDA

- Draft revised Organizational Chart

This workshop is open to Commissioners, Management, other Port staff, consultants, and the public. It is not the opportunity to give public testimony, but if the Commissioners request input from individuals in the audience, those people may speak. The principal purpose of the workshop is to allow Port staff and the Board of Commissioners to communicate with each other and/or Consultants, answer Commission questions, and get the Commission's opinions and input regarding the subject topic(s).

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 11/10/2021
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Updated Organizational Chart

ISSUES

1. Should the Commission approve the requested updated organizational chart?

BACKGROUND

Under Resolution 746-21 and Port practices, the Commission approves the organizational chart and the executive director administers day-to-day operations including personnel.

DISCUSSION

2022 is the beginning of a new era at the Port. With multiple retirements, including two long-term key employees (Terry Khile and Jean Jameson), organizational questions are presented. Terry and Jean have served the Port for decades, 33 years and 20 years, respectively, and leave big shoes to fill. Karen Erickson is also retiring in 2022 and while much newer to the Port, brings an entire career of experience to her position. Terry Taylor's last day as a full-time employee is in mid-December and our plan is to retain him in a contracted, part-time position of Safety & Training Coordinator. The position of Environmental Specialist is currently posted.

Now with more than a year and a half in this role and with those retirements all in mind, I am interested in making several changes to the organizational chart, including:

1. The revision of the position of Operations Manager, now overseeing both yard and maintenance functions, reporting to the Director of Capital projects & Port Engineer;
2. The creation of two new represented positions, Yard Lead and Maintenance Lead both reporting to the Operations Manager;
3. The creation of a new Customer Service Representative III (Harbormaster), reporting to the Deputy Director;
4. The creation of three new Customer Service Representative II positions, one each to oversee 1.) Boat Haven Moorage, 2.) Yard & Quilcene, and 3.) the Point Hudson RV Park & Marina, all reporting to the Harbormaster;
5. Revising the executive assistant position to work alongside accounting, reporting to the Finance & Administration Director with a direct line to the Commission in the role of Clerk of the Board;
6. The addition of a 0.5 FTE position in accounting as a permanent part-time accounting assistant;

7. The elimination of seasonal positions in moorage in favor of a new CSR I position likely to work at Point Hudson (may need to revisit in the spring to address staffing concerns at the moorage offices);
8. The addition of a part-time contracted position of Safety & Training Coordinator, reporting to the Executive Director; and
9. The addition of one additional yard and/or maintenance worker.

These are significant revisions to the day-to-day operation and supervision of most of the Port's functions. In making these recommendations, my goals are to: (1) align yard and maintenance to function as a team, supporting each other's functions, (2) improve customer service and (3) to delegate authority to working supervisors who will be responsible for areas of operations. The Port is a small but complex governmental entity; this proposed structure will share delegated authority to many more employees who are working directly with our tenants and customers, allowing them to solve the problems of the day. I believe this structure will improve employee morale, improve the Port's operational efficiency and improve our customer service. We are fortunate to have a highly capable, loyal and dedicated group of employees—this structure will reinforce that our group is a team, aligned to best achieve the Port's mission.

FISCAL IMPACT

2021: less than \$10,000

ATTACHMENTS

1. Revised organizational chart

RECOMMENDATIONS

Discussion only today; the proposed organizational chart will be presented for the Commission's consideration and possible approval at the November 23, 2021 business meeting.

PORT OF PORT TOWNSEND

Organizational Chart

Commissioners
District #1 | District #2 | District #3

Executive Director

Safety & Training
Coordinator (contracted)

Port Attorneys

Director
Capital Projects & Port Engineer

Deputy Director

Director
Finance & Admin.
Auditor

Operations Manager

Leasing &
Contracts
Administrator

CSR III Harbormaster

Environmental
Specialist

Accounting Staff

- Payroll/AP
- Billings/AR
- Clerk of Board /
- Executive Assistant
- Accounting Assistant (.5 FTE)

Security

Maintenance Lead

Yard Lead

CSR-II Yard

CSR-II BH

CSR-II PH

- Tech II/Specialist (2)
- Maint. Tech II (3)
- Tech I
- Custodian (2)

- Hoist Op. III
- Hoist Op. II
- Hoist Op. I
- Laborer

- CSR-I

- CSR-I
- Quil. Facil. Atndt.

- CSR-I

NON-REPRESENTED EMPLOYEES
 REPRESENTED EMPLOYEES

Authorized FTE count: ____
Adopted: _____