

Torres Rojas, Genara

FOIA #12773

From: sjames@bryceconsulting.com
Sent: Thursday, November 10, 2011 12:51 AM
To: Duffy, Daniel
Cc: Torres Rojas, Genara; Van Duyne, Sheree
Subject: Freedom of Information Online Request Form

Information:

First Name: Stacy
Last Name: James
Company: Bryce Consulting
Mailing Address 1: 3436 American River Drive, Ste. 7A
Mailing Address 2:
City: Sacramento
State: CA
Zip Code: 95864
Email Address: sjames@bryceconsulting.com
Phone: 916-397-9931
Required copies of the records: Yes

List of specific record(s):

Bryce Consulting, on behalf of the Port of Oakland, is conducting an organizational analysis. Bryce Consulting is reviewing organizational charts, job descriptions, etc. from comparable agencies. I would like to request copies of org charts for each department/division within the Port of NYNJ, and a listing of the classifications used by each department. Additionally, I would like to request a copy of the Chief Operating Officer job description class specification. Thank you for your assistance. Stacy James

THE PORT AUTHORITY OF NY & NJ

Daniel D. Duffy
FOI Administrator

November 30, 2011

Ms. Stacy James
Bryce Consulting
3436 American River Drive, Suite 7A
Sacramento, CA 95864

Re: Freedom of Information Reference No. 12773

Dear Ms. James:

This is a response to your November 10, 2011 request, which has been processed under the Port Authority's Freedom of Information Policy (the "Policy," copy enclosed) for copies of the organization charts for each department division within the Port Authority and/or a listing of the classifications used by each department, and a copy of the Chief Operating Officer job description class specification.

Material responsive to your request and available under the Policy, which consists of two pages, is enclosed, for a 50¢ photocopying charge for this material (25¢ per page). Payment should be made in cash, certified check or money order payable to "The Port Authority of New York & New Jersey" and should be sent to my attention at 225 Park Avenue South, 17th Floor, New York, NY 10003.

Please refer to the above FOI Reference number in any future correspondence relating to your request.

Sincerely,

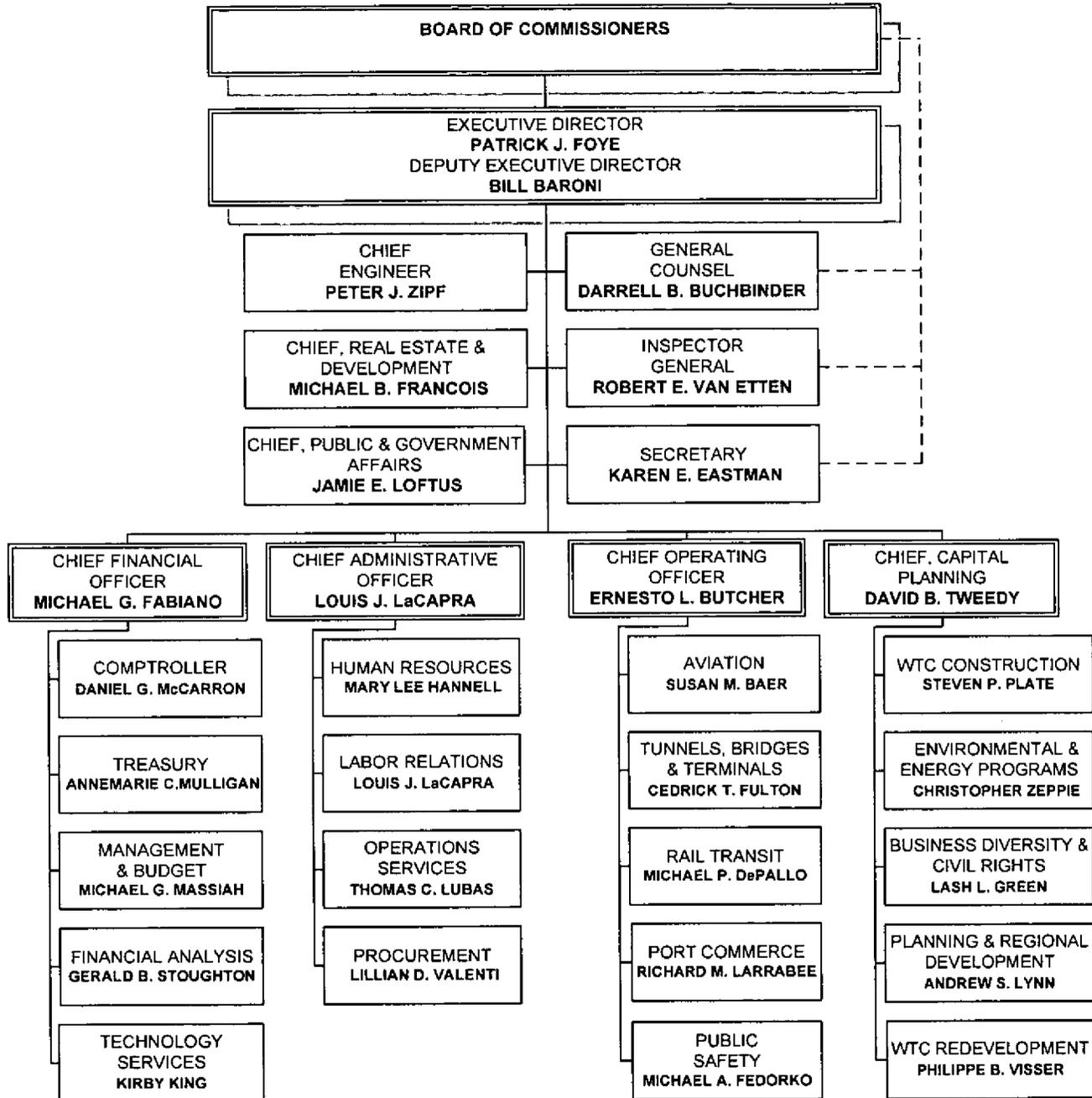


Daniel D. Duffy
FOI Administrator

Enclosure

225 Park Avenue South
New York, NY 10003
T: 212 435 3642 F: 212 435 7555

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY Organization Chart





THE PORT AUTHORITY OF NY & NJ

TITLE: Chief Operating Officer

POSITION DESCRIPTION: Reporting to the Executive Director, the Chief Operating Officer is responsible for the performance and readiness of the line departments at the Port Authority. In this regard the incumbent oversees facility maintenance and upkeep, personnel readiness, strategic planning, and operational performance of the line departments and their respective facilities. The Chief Operating Officer oversees a staff of some 3,000 employees in the Aviation, Tunnels Bridges and Terminals, Port Commerce, Rail Transportation, and Public Safety Departments.

MAJOR RESPONSIBILITIES: Oversees the development and dissemination of the line department business and strategic plans. Provides oversight, guidance and direction for Physical Plant Programs such as asset management and tenant alteration. Responsible for personnel readiness through such means as operational training programs. Oversees the development and implementation of initiatives, programs and business strategies designed to promote and/or improve service to the Agency's patrons and customers. Ensures the development of meaningful performance measures and monitors departmental performance. Coordinates with staff departments and groups to ensure support is provided to the line departments as required.

POSITION REQUIREMENTS: A Bachelor's Degree from an accredited college or university required. Demonstrated experience managing a large-scale multi-dimensional operation involving personnel, financial and material management at the executive level. Superior leadership abilities acquired through demonstrated record of increasingly responsible jobs. Demonstrated ability to develop a strategic vision and comprehensive plans and objectives. Outstanding interpersonal, conflict negotiation and communication skills. Advanced degree in business, public policy, planning, transportation or related area is highly desirable.