

**DRAFT****RESOLUTION 20xx-xxx****RESOLUTION ESTABLISHING THE SAN DIEGO UNIFIED  
PORT DISTRICT (DISTRICT) DIRECTORY OF  
CLASSIFICATION SPECIFICATIONS FOR FISCAL YEAR  
2022/2023**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix I, (Port Act); and

**WHEREAS**, Port Act §73 requires that the salaries and wages of officers and employees of the District be set by the Board of Port Commissioners (BPC) by ordinance; and

**WHEREAS**, Port Act §77 requires that the payment of salaries and wages be made at regular periods as set by the BPC; and

**WHEREAS**, pursuant to Ordinance 1832, adopted on July 23, 1996, Personnel Rules and Regulations (Rules) were adopted; and

**WHEREAS**, Rule 4, Section 1 requires that a classification plan based upon and graded according to duties and responsibilities be adopted by the BPC and maintained by the Director, Human Resources, to provide for standardization and classification of all positions in the classified service; and

**WHEREAS**, the addition of new classifications, the elimination of current classifications, or changes impacting wages, hours or working conditions for current classifications must be submitted to the BPC for approval and in accordance with applicable state law; and

**WHEREAS**, the Directory of Classification Specifications (Directory) contains a list of all the job descriptions in the District; and

**WHEREAS**, District staff annually reviews and updates the existing Directory to confirm its accuracy and to update it to current practice; and

**WHEREAS**, a new Directory is established for each new fiscal year (FY); and

**WHEREAS**, the changes update classification specifications only, which serve as job descriptions for the District; and

**WHEREAS**, these updates do not change the existing personnel budget currently allocated in the FY 2022/2023 budget; and

**WHEREAS**, staff recommends that the BPC amend the Directory to reflect the following changes:

1. Facilities Maintenance Technician (new classification; classification is non-exempt and classified); and
2. Legislative Policy Analyst (new classification; classification is exempt and unclassified); and
3. Administrative Assistant II (change in job duties; classification is non-exempt and classified); and
4. Administrative Assistant II (change in job duties; classification is non-exempt and unclassified); and
5. Assistant to Vice President (change in job duties; classification is non-exempt and unclassified); and
6. Crime Intelligence Analyst (change in job duties; classification is exempt and unclassified); and
7. Distribution & Storage Technician I (change in job duties and salary; classification is non-exempt and classified); and
8. Distribution & Storage Technician II (change in job duties and salary; classification is non-exempt and classified); and
9. Facility Security Officer (change in job duties; classification is exempt and unclassified); and
10. Homeland Security Program Manager (change in job duties; classification is exempt and unclassified); and
11. Intern (change in salary; classification is non-exempt and unclassified); and
12. Lead Community Service Officer (change in job duties; classification is non-exempt and classified); and
13. Office Assistant (Classified) (change in job duties; classification is non-exempt and classified); and
14. Office Assistant (Unclassified) (change in job duties; classification is non-exempt and unclassified); and

15. Police Backgrounds Investigator (change in job duties; classification is non-exempt and unclassified); and

16. Port Security Manager (change in job duties; classification is exempt and unclassified); and

17. Assistant Executive Director/Acting President/Acting Chief Executive Officer – Board Appointee (classification is obsolete and is being removed; classification was exempt and unclassified); and

18. Assistant Facility Security Officer (classification is obsolete and is being removed; classification was exempt and unclassified); and

19. Assistant Vice President, Business & Technology (classification is obsolete and is being removed; classification was exempt and unclassified); and

20. Assistant Vice President, Industry & Trade Relations (classification is obsolete and is being removed; classification was exempt and unclassified); and

21. Budget Administrator (classification is obsolete and is being removed; classification was exempt and unclassified); and

22. Central Services Technician I (classification is obsolete and is being removed; classification was non-exempt and classified); and

23. Central Services Technician II (classification is obsolete and is being removed; classification was non-exempt and classified); and

24. Chief Communications Advisor (classification is obsolete and is being removed; classification was exempt and unclassified); and

25. Chief Curator (classification is obsolete and is being removed; classification was exempt and unclassified); and

26. Chief Policy Advisor (classification is obsolete and is being removed; classification was exempt and unclassified); and

27. Chief Policy Strategist (classification is obsolete and is being removed; classification was exempt and unclassified); and

28. Community Relations Liaison Assistant (classification is obsolete and is being removed; classification was non-exempt and unclassified); and

29. Community Relations Liaison Associate (classification is obsolete and is being removed; classification was exempt and unclassified); and

30. Department Manager, Environmental and Land Use Management (classification is obsolete and is being removed; classification was exempt and unclassified); and

31. Director, Enterprise Strategy & Innovation (classification is obsolete and is being removed; classification was exempt and unclassified); and

32. Director, Environmental & Land Use Management (classification is obsolete and is being removed; classification was exempt and unclassified); and

33. Director, Government Relations (classification is obsolete and is being removed; classification was exempt and unclassified); and

34. Director, Land Use Planning (classification is obsolete and is being removed; classification was exempt and unclassified); and

35. Engineering Document Management Coordinator (classification is obsolete and is being removed; classification was non-exempt and classified); and

36. Environmental Review Coordinator (classification is obsolete and is being removed; classification was exempt and classified); and

37. Graphics Technician (classification is obsolete and is being removed; classification was exempt and classified); and

38. Homeland Security Intelligence Coordinator (classification is obsolete and is being removed; classification was exempt and unclassified); and

39. Labor Relations Administrator (classification is obsolete and is being removed; classification was exempt and unclassified); and

40. Lead Central Services Technician (classification is obsolete and is being removed; classification was non-exempt and classified); and

41. Lead Support Services (classification is obsolete and is being removed; classification was exempt and unclassified); and

42. Manager, Attractions & Events (classification is obsolete and is being removed; classification was exempt and unclassified); and

43. Manager, Business Information & Technology Services (classification is obsolete and is being removed; classification was exempt and unclassified); and

44. Manager, Business Systems (classification is obsolete and is being removed; classification was exempt and unclassified); and
45. Manager, Capital Projects (classification is obsolete and is being removed; classification was exempt and unclassified); and
46. Manager, Citizen & Customer Intelligence (classification is obsolete and is being removed; classification was exempt and unclassified); and
47. Manager, Contracts Administration (classification is obsolete and is being removed; classification was exempt and unclassified); and
48. Manager, Corporate Communications (classification is obsolete and is being removed; classification was exempt and unclassified); and
49. Manager, Environmental Policy (classification is obsolete and is being removed; classification was exempt and unclassified); and
50. Manager, Environmental Programs (classification is obsolete and is being removed; classification was exempt and unclassified); and
51. Manager, Financial Planning & Analysis (classification is obsolete and is being removed; classification was exempt and unclassified); and
52. Manager, Innovation & User Experience (classification is obsolete and is being removed; classification was exempt and unclassified); and
53. Manager, Land Use Planning (classification is obsolete and is being removed; classification was exempt and unclassified); and
54. Manager, Sustainable Energy (classification is obsolete and is being removed; classification was exempt and unclassified); and
55. Maritime Policy Manager (classification is obsolete and is being removed; classification was exempt and unclassified); and
56. Principal, Business Development & Finance (classification is obsolete and is being removed; classification was exempt and unclassified); and
57. Principal, Development Services (classification is obsolete and is being removed; classification was exempt and unclassified); and
58. Principal, Portfolio Management (classification is obsolete and is being removed; classification was exempt and unclassified); and

59. Principal, Trade Development (classification is obsolete and is being removed; classification was exempt and unclassified); and

60. Senior Appraiser (classification is obsolete and is being removed; classification was exempt and unclassified); and

61. Senior Manager, Public Policy (classification is obsolete and is being removed; classification was exempt and unclassified); and

62. Senior Policy Analyst (classification is obsolete and is being removed; classification was exempt and unclassified); and

63. Supervising Civil Designer (classification is obsolete and is being removed; classification was non-exempt and classified); and

64. Supervising Mapping Technician (classification is obsolete and is being removed; classification was non-exempt and classified); and

65. Technical Training Specialist (classification is obsolete and is being removed; classification was non-exempt and unclassified); and

66. Vice President, Environment & Development Services (classification is obsolete and is being removed; classification was exempt and unclassified); and

**WHEREAS**, the Directory for FY 2022/2023 was adopted by the BPC on June 14, 2022.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That there is hereby established and approved a Directory of Classification Specifications for all positions, both Classified and Unclassified, within the San Diego Unified Port District, for Fiscal Year 2022/2023 and said Directory of Classification Specifications for Fiscal Year 2022/2023 is on file in the Office of the District Clerk.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL

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By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 14<sup>th</sup> day of June 2022, by the following vote: