

DRAFT**RESOLUTION 20xx-xxx****RESOLUTION AMENDING THE SAN DIEGO UNIFIED
PORT DISTRICT (DISTRICT) DIRECTORY OF
CLASSIFICATION SPECIFICATIONS FOR FISCAL YEAR
2021/2022**

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 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, District staff annually reviews and updates the existing Directory of Classification Specifications (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 Directory for FY 2021/2022 was adopted by the BPC on June 15, 2021 meeting, and amended at the September 14, 2021 meeting; and

WHEREAS, the changes in this item update classification specifications only, which serve as job descriptions for the District. These updates do not change the existing personnel budget currently allocated in the FY 2021/2022 budget.

WHEREAS, the District has negotiated new classification classifications and updates to existing job descriptions with Teamsters Local 911. District staff has also identified updates to unrepresented classification specifications to better reflect current duties, as well as minor administrative changes.

WHEREAS, the new classifications are added to the Directory:

| Class Title | Class Number | Unclassified/ Classified | FLSA Exempt/ Non-Exempt | Range |
|-------------------------|--------------|-----------------------------|-------------------------------|-------|
| Labor Relations Analyst | B950-UE21 | Unclassified | Exempt | 110 |
| Landscape Supervisor | F697-CER21 | Classified | Exempt | 78.3 |
| Landscape Technician I | F696-CNR21 | Classified | Non-Exempt | 66.9 |

The following existing classifications are amended in job title and/or duties:

| Class Title | Class Number | Unclassified/ Classified | FLSA Exempt/ Non-Exempt | Range |
|---|--------------|-----------------------------|-------------------------------|-------|
| Accountant | B243-CN21 | Classified | Non-Exempt | 109 |
| Landscape Technician II (previously Gardener) | F666-CNR21 | Classified | Non-Exempt | 68.9 |
| Lead Landscape Technician (previously Lead Gardener) | F654-CNR03 | Classified | Non-Exempt | 71.8 |
| Police Records Assistant | D400-CN21 | Classified | Non-Exempt | 104 |
| Senior Accountant | B245-CE21 | Classified | Exempt | 112 |

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

That staff recommends the Board adopt a resolution amending the San Diego Unified Port District Directory of Classification Specifications for Fiscal Year 2021/2022.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 9th day of November 2021, by the following vote: