



Legislation Text

File #: 2022-0128, **Version:** 1

DATE: June 14, 2022

SUBJECT:

ORDINANCE AMENDING SALARY ORDINANCE NO. 3019 ENTITLED "AN ORDINANCE ESTABLISHING A SCHEDULE OF COMPENSATION FOR OFFICERS AND EMPLOYEES OF THE SAN DIEGO UNIFIED PORT DISTRICT" AND RESOLUTION ESTABLISHING THE SAN DIEGO UNIFIED PORT DISTRICT (DISTRICT) DIRECTORY OF CLASSIFICATION SPECIFICATIONS FOR FISCAL YEAR 2022/2023

EXECUTIVE SUMMARY:

This agenda item requests the Board of Port Commissioners (Board) adopt an ordinance amending Salary Ordinance 3019 and requests a resolution establishing the San Diego Unified Port District (District) Directory of Classification Specifications for Fiscal Year 2022/2023.

RECOMMENDATION:

Adopt an Ordinance amending Salary Ordinance No. 3019 Entitled "An Ordinance Establishing a Schedule of Compensation for Officers and Employees of the San Diego Unified Port District" and adopt a Resolution establishing the San Diego Unified Port District Directory of Classification Specifications for Fiscal Year 2022/2023.

FISCAL IMPACT:

This agenda item has no fiscal impact for Fiscal Year 2022/2023.

COMPASS STRATEGIC GOALS:

This agenda item supports the following Strategic Goal(s).

- A Port that the public understands and trusts.
- A Port with an innovative and motivated workforce.
- A financially sustainable Port that drives job creation and regional economic vitality.

DISCUSSION:

The District Salary Ordinance is used to establish salary and benefits for employees each year, and to administer the District's compensation plan for its employees. The current Salary Ordinance year runs from October 1, 2021 through September 30, 2022. During budget process, the existing Salary Ordinance is reviewed for any revisions that may be needed, and the Salary Ordinance is amended

to incorporate those changes.

The Directory of Classification Specifications (Directory) contains a list of all the job descriptions in the District. A new Directory is established each fiscal year. Attached is a redlined version of the Salary Ordinance and Directory reflecting any changes (Attachment A).

Staff has incorporated changes into the Salary Ordinance and Directory to reflect the following:

- new job descriptions, including new titles and job duties, due to realigning departments or reclassification of positions;
- changes to duties for existing job descriptions to better reflect the current structure and roles; and
- [changes to Distribution & Storage Technician classes which will become represented by Teamsters Local 911 under procedures outlined in BPC Policy No. 366 - Employer-Employee Relations Resolution;](#)
- adjustments to ranges and steps to account for changes to minimum wage.; and
- [minor administrative changes](#)

The following new classifications are being added to the Directory:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Facilities Maintenance Technician	F698-CNR22	Classified	Non-Exempt	70.8
Legislative Policy Analyst	B954-UE22	Unclassified	Exempt	110

Please note that new classification specifications do not create budgeted positions nor do they appropriate funds for any position. Classification specifications create job descriptions that departments may use to assign and organize work.

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

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Administrative Assistant II (Classified)	D410-CN22	Classified	Non-Exempt	106
Administrative Assistant II (Unclassified)	D411-UN22	Unclassified	Non-Exempt	106
Assistant to Vice President	D430-UN22	Unclassified	Non-Exempt	110
Crime Intelligence Analyst	B860-UE22	Unclassified	Exempt	110
Distribution & Storage Technician I	D421-CNR22	Classified	Non-Exempt	61.4
Distribution & Storage Technician II	D441-CNR22	Classified	Non-Exempt	64.4
Facility Security Officer	B623-UE22	Unclassified	Exempt	112
Homeland Security Program Manager	B285-UE22	Unclassified	Exempt	113

Intern	G800-UN11	Unclassified	Non-Exempt	61.5-65.7
Lead Community Service Officer	D466-CNR22	Classified	Non-Exempt	73.7
Office Assistant (Classified)	D422-CN22	Classified	Non-Exempt	102
Office Assistant (Unclassified)	D423-UN22	Unclassified	Non-Exempt	102
Police Backgrounds Investigator	C330-CN22	Unclassified	Non-Exempt	90.0
Port Security Manager	B626-UE22	Unclassified	Exempt	113

Staff has also reviewed the Directory for any classifications that are obsolete or have not been used recently. The following classifications are removed from the Directory:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Assistant Executive Director/Acting President/Acting Chief Executive Officer - Board Appointee	Appointee holds same class number as current class	Unclassified	Exempt	-
Assistant Facility Security Officer	B624-UE09	Unclassified	Exempt	111
Assistant Vice President, Business & Technology	A1287-UE03	Unclassified	Exempt	117
Assistant Vice President, Industry & Trade Relations	A1290-UE03	Unclassified	Exempt	117
Budget Administrator	B150-UE03	Unclassified	Exempt	112
Central Services Technician I	D428-CN03	Classified	Non-Exempt	102
Central Services Technician II	D435-CN03	Classified	Non-Exempt	103
Chief Communications Advisor	B943-UE19	Unclassified	Exempt	116
Chief Curator	A2062-UE16	Unclassified	Exempt	113
Chief Policy Advisor	B851-UE14	Unclassified	Exempt	113
Chief Policy Strategist	A2073-UE20	Unclassified	Exempt	117
Community Relations Liaison Assistant	B834-UN15	Unclassified	Non-Exempt	106
Community Relations Liaison Associate	B835-UE17	Unclassified	Exempt	107
Department Manager, Environmental and Land Use Management	B866-UE14	Unclassified	Exempt	113
Director, Enterprise Strategy & Innovation	A2055-UE16	Unclassified	Exempt	115
Director, Environmental & Land Use Management	A1950-UE15	Unclassified	Exempt	115
Director, Government Relations	A1952-UE11	Unclassified	Exempt	115
Director, Land Use Planning	A1393-UE03	Unclassified	Exempt	114
Engineering Document Management Coordinator	B304-CN03	Classified	Non-Exempt	110

Environmental Review Coordinator	B308-CE03	Classified	Exempt	111
Graphics Technician	C300-CE03	Classified	Exempt	107
Homeland Security Intelligence Coordinator	B284-UE12	Unclassified	Exempt	113
Labor Relations Administrator	B603-UE07	Unclassified	Exempt	111
Lead Central Services Technician	B283-CN03	Classified	Non-Exempt	103
Lead Support Services	B861-UE12	Unclassified	Exempt	110
Manager, Attractions & Events	B893-UE16	Unclassified	Exempt	113
Manager, Business Information & Technology Services	B814-UE15	Unclassified	Exempt	113
Manager, Business Systems	B813-UE03	Unclassified	Exempt	113
Manager, Capital Projects	B829-UE03	Unclassified	Exempt	113
Manager, Citizen & Customer Intelligence	B892-UE18	Unclassified	Exempt	114
Manager, Contracts Administration	B249-UE03	Unclassified	Exempt	113
Manager, Corporate Communications	B852-UE11	Unclassified	Exempt	113
Manager, Environmental Policy	B311-UE11	Unclassified	Exempt	113
Manager, Environmental Programs	B825-UE03	Unclassified	Exempt	113
Manager, Financial Planning & Analysis	B803-UE03	Unclassified	Exempt	112
Manager, Innovation & User Experience	B895-UE16	Unclassified	Exempt	114
Manager, Land Use Planning	B832-UE09	Unclassified	Exempt	113
Manager, Sustainable Energy	B882-UE15	Unclassified	Exempt	112
Maritime Policy Manager	B900-UE16	Unclassified	Exempt	113
Principal, Business Development & Finance	B853-UE11	Unclassified	Exempt	113
Principal, Development Services	B890-UE16	Unclassified	Exempt	114
Principal, Portfolio Management	B889-UE16	Unclassified	Exempt	114
Principal, Trade Development	B625-UE11	Unclassified	Exempt	113
Senior Appraiser	B280-UE03	Unclassified	Exempt	111
Senior Manager, Public Policy	B854-UE11	Unclassified	Exempt	113
Senior Policy Analyst	B855-UE11	Unclassified	Exempt	111
Supervising Civil Designer	C309-CN03	Classified	Non-Exempt	109
Supervising Mapping Technician	C308-CN03	Classified	Non-Exempt	109
Technical Training Specialist	B840-UN15	Unclassified	Non-Exempt	110
Vice President, Environment & Development Services	A1038-UE12	Unclassified	Exempt	118

Copies of the new and revised Classification Specifications reflecting the proposed changes are attached (Attachment B).

General Counsel's Comments:

Insert text here.

Environmental Review:

The proposed Board action, including without limitation, to amend Salary Ordinance No. 3019 and establish the San Diego Unified Port District (District) Directory of Classification Specifications for Fiscal Year 2022/2023, does not constitute a project under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because there is not a potential to result in a direct or indirect physical change in the environment. Therefore, the proposed Board action is not subject to CEQA and no further action under CEQA is required.

The proposed Board action complies with Sections 21 and 35 of the Port Act, which allow the Board to pass resolutions; and to do all acts necessary and convenient for the exercise of its powers. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the proposed Board action is consistent with the Public Trust Doctrine.

The proposed Board action does not allow for development, as defined in Section 30106 of the California Coastal Act, or new development, pursuant to Section 1.a. of the District's Coastal Development Permit Regulations. Therefore, issuance of a Coastal Development Permit or an exclusion finding is not required.

Diversity, Equity, and Inclusion Program:

This agenda sheet has no direct impact on District workforce or contact reporting at this time.

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Attachment(s):

Attachment A: Salary Ordinance 3019, 2021-2022, and Directory of Classification Specifications, 2022-2023
Attachment B: Updated Classification Specifications