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RESOLUTION 20xx-xxx

**RESOLUTION ESTABLISHING THE SAN DIEGO
UNIFIED PORT DISTRICT DIRECTORY OF
CLASSIFICATION SPECIFICATIONS FOR FISCAL
YEAR 2018-2019**

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 1, (Port Act); and

WHEREAS, pursuant to Ordinance 1832, adopted on July 23, 1996, Personnel Rules and Regulations (Rule) 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 Board of Port Commissioners (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; and

WHEREAS, the Human Resources Department recently completed a review of all existing classification specifications to ensure they are current and accurate; and

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

1. Director, Environmental Conversation (new classification; classification is exempt and unclassified);
2. Enterprise Architect (new classification; classification is exempt and unclassified);

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3. Human Resources Business Partner (new classification; classification is exempt and unclassified);
4. Principal, Economics & Policy (new classification; classification is exempt and unclassified);
5. Retirement Programs Administrator (new classification; classification is exempt and unclassified);
6. Senior Multi-Media Specialist (new classification; classification is non-exempt and classified);
7. Department Manager, Development Services (changes to job description, job duties, and salary range; classification is exempt and unclassified);
8. Manager, Citizen & Customer Intelligence (changes to job description and job duties; classification is exempt and unclassified);
9. Port Security Manager (previously Facility Security Coordinator) (changes to job title and job description; classification is exempt and unclassified);
10. Principal Marketing/Public Relations Representative (changes to salary range; classification is exempt and unclassified);
11. Program Manager (changes to job duties; classification is exempt and unclassified);
12. Project Manager, Waterfront Arts & Activation (changes to job description and job duties; classification is exempt and unclassified);
13. Public Information Officer (changes to job description, job duties and salary range; classification is exempt and unclassified); and
14. Senior Project Manager, Waterfront Arts & Activation (changes to duties; classification is exempt and unclassified).

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 classifications, both Classified and Unclassified, within the San Diego Unified Port District, for Fiscal Year 2018-2019 and said Directory of Classification Specifications for Fiscal Year 2018-2019 is on file in the office of the District Clerk.

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BE IT FURTHER RESOLVED that said Directory of Classification Specifications for Fiscal Year 2018-2019 supersedes all previous Classification Specifications presently on file in the office of the District Clerk.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL

By: Assistant/Senior/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 12th day of June 2018, by the following vote: