

DRAFT**RESOLUTION 20xx-xxx****RESOLUTION AMENDING 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, the Directory for FY 2022/2023 was adopted by the Board at its June 14, 2022, meeting, and amended at the September 13, 2022, October 11, 2022, and January 10, 2023, meetings; and

WHEREAS, subsequently, additional updates have been identified; 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. Assistant Vice President, Facilities & Engineering (new classification; classification is exempt and unclassified); and
2. Executive Assistant to President/CEO (previously Assistant to President/CEO) (change in job title and job duties; change in classification to exempt and unclassified); and
3. Lead Distribution & Storage Technician (change in classification to represented status and salary range; classification is non-exempt and classified).

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 an amended 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 amended Directory of Classification Specifications for Fiscal Year 2022/2023 is on file in the Office of the District Clerk.

BE IT FURTHER RESOLVED that said amended Directory of Classification Specifications for Fiscal Year 2022/2023 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/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 11th day of April 2023, by the following vote: