

**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 (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; and

**WHEREAS**, the Directory for FY 2021/2022 was adopted by the Board at its June 15, 2021, meeting, and amended at the September 14, 2021, and the November 9, 2021, 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 2021/2022 budget; and

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

1. Development Manager (new classification; classification is exempt and unclassified); and
2. Director, Safety (new classification; classification is exempt and unclassified); and
3. Paralegal/Assistant Manager, Office of General Counsel Administration (new classification; classification is exempt and unclassified); and
4. Public Safety Dispatcher (Part-Time Experienced) (new classification; classification is non-exempt and classified); and
5. Manager, Office of General Counsel Administration (change in job duties; classification is exempt and unclassified); and
6. Public Safety Dispatcher (change in job duties; classification is non-exempt and unclassified); and
7. Special Projects Manager (new classification; 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 an amended Directory of Classification Specifications for all positions, both Classified and Unclassified, within the San Diego Unified Port District, for Fiscal Year 2021/2022 and said amended Directory of Classification Specifications for Fiscal Year 2021/2022 is on file in the Office of the District Clerk.

**BE IT FURTHER RESOLVED** that said amended Directory of Classification Specifications for Fiscal Year 2021/2022 supersedes all previous Classification Specifications presently 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 12<sup>th</sup> day of April 2022, by the following vote: