

DRAFT**RESOLUTION 20xx-xxx****RESOLUTION ESTABLISHING THE SAN DIEGO
UNIFIED PORT DISTRICT DIRECTORY OF
CLASSIFICATION SPECIFICATIONS FOR FISCAL
YEAR 2017-2018**

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. Assistant Manager, Advertising & Attractions (new position; position is exempt and unclassified);
2. Department Manager, Advertising & Attractions (new position; position is exempt and unclassified);

3. Director, Development Services (new position; position is exempt and unclassified);
4. Director, Environmental Protection (new position; position is exempt and unclassified);
5. Director, Planning (new position; position is exempt and unclassified);
6. Director, Waterfront Arts & Activation (new position; position is exempt and unclassified);
7. Human Resources Recruiter (new position; position is non-exempt and unclassified);
8. Lead Community Service Officer (new position; position is non-exempt and classified);
9. Lead Mapping and Outreach (new position; position is non-exempt and classified);
10. Manager, People Strategies (new position; position is exempt and unclassified);
11. SAP Functional Analyst I (new position; position is exempt and unclassified);
12. SAP Functional Analyst II (new position; position is exempt and unclassified);
13. Accounting Supervisor (changes to salary range; position is exempt and unclassified);
14. Community Relations Liaison Associate (changes to duties; position is exempt and unclassified);
15. Community Service Officer Supervisor (changes to salary - based on provisions previously negotiated and approved in the current Memorandum of Understanding with Teamsters Local 911; position is non-exempt, classified and represented);
16. Department Manager, Development Services (changes to salary range; position is exempt and unclassified);
17. Deputy Port Auditor II (changes to job requirements; position is exempt and unclassified);

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18. Director, Real Estate (changes to job duties and requirements; position is exempt and unclassified);

19. Equal Opportunity Technician (changes to salary range; position is non-exempt and unclassified);

20. Manager, Innovation & User Experience (changes to salary range; position is exempt and unclassified);

21. Manager, Office of General Counsel Administration (changes to job description; position is exempt and unclassified);

22. Program Manager (changes to job duties; position is exempt and unclassified);

23. Project Manager, Waterfront Arts & Activation (previously Project Manager, Arts & Culture) (changes to job title and duties; position is exempt and unclassified);

24. Senior Project Manager, Waterfront Arts & Activation (previously Curator) (changes to job title and duties; position is exempt and unclassified);

25. Systems Administrator (changes to salary range; position is exempt and unclassified);

26. Lead Payroll Technician (position is obsolete and is being removed; position is non-exempt and unclassified);

27. Manager, Commissioner Services (position is obsolete and is being removed; position is non-exempt and unclassified);

28. Senior Training & Organization Development Specialist (position is obsolete and is being removed; position is exempt and unclassified); and

29. Training & Organization Development Specialist (position is obsolete and is being removed; position 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 positions, both Classified and Unclassified, within the San Diego Unified Port District, for Fiscal Year 2017-2018 and said Directory of Classification Specifications for Fiscal Year 2017-2018 is on file in

the office of the District Clerk.

BE IT FURTHER RESOLVED that said Directory of Classification Specifications for Fiscal Year 2017-2018 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 20th day of June 2017, by the following vote: