

DRAFT**RESOLUTION 20xx-xxx****RESOLUTION AMENDING THE SAN DIEGO UNIFIED
PORT DISTRICT DIRECTORY OF CLASSIFICATION
SPECIFICATIONS FOR FISCAL YEAR (FY) 2019/2020**

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, 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 Directory for Fiscal Year 2019/2020 was adopted by the BPC on June 18, 2019; and

WHEREAS, subsequently, additional updates have been identified; and

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

1. Chief Communications Advisor (new classification; classification is exempt and unclassified); and
2. Harbor Police Corporal (change to job duties; classification is non-exempt, classified and represented); and
3. Human Resources Recruiter (change to job status; classification is exempt and unclassified);
4. Student Worker (change to salary range; classification is non-exempt and unclassified); and
5. Vice President, Planning, Environment, and Government Relations (change to job title; classification is exempt and unclassified).

WHEREAS, staff additionally recommends to an increase of three percent (3%) to the salary ranges for unrepresented employees, to maintain salary structure levels with changes to cost of living and wages over time.

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 2019-2020 and said amended Directory of Classification Specifications for Fiscal Year 2019-2020 is on file in the Office of the District Clerk.

BE IT FURTHER RESOLVED that said amended Directory of Classification Specifications for Fiscal Year 2019-2020 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 16th day of September 2019, by the following vote: