

DRAFT**RESOLUTION 20xx-xxx****RESOLUTION AMENDING THE SAN DIEGO UNIFIED
PORT DISTRICT DIRECTORY OF CLASSIFICATION
SPECIFICATIONS FOR FISCAL YEAR (FY) 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, 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 2021/2022 was adopted by the BPC on June 15, 2021; and

WHEREAS, subsequently, additional updates have been identified; and

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

1. CADD/BIM Coordinator (new classification; classification is exempt and unclassified); and
2. Diversity, Equity & Inclusion Business & Community Partner (new classification; classification is exempt and unclassified); and
3. External Community Relations Partner (new classification; classification is exempt and unclassified); and
4. Principal, Strategic Planning (new classification; classification is exempt and unclassified); and
5. Senior Land Surveyor (new classification; classification is exempt and classified); and
6. Associate Engineer (change to job description; classification is exempt, classified); and
7. Capital Project Manager (change to job title and job description; classification is exempt and unclassified);
8. Commissioner Services Assistant (change to job description; classification is non-exempt and unclassified); and
9. Deputy District Clerk/Docket Coordinator (change to job description; classification is exempt and unclassified); and
10. Deputy District Clerk/Records Manager (change to job description; classification is exempt and unclassified); and
11. Document Management Assistant (change to job description; classification is non-exempt and classified); and
12. Document Management Associate (change in job description; classification is non-exempt and unclassified); and
13. Executive Vice President / Chief of Staff (change in job title and job description; classification is exempt and unclassified); and
14. Land Surveyor (change in salary; classification is non-exempt and classified)
15. Management Analyst (change in job description, classification is exempt and unclassified); and

16. Manager, Commissioner & Executive Services (change in job description, classification is exempt and unclassified); and

17. Parking Meter Repair/Collector (change in job description, classification is non-exempt and classified); and

18. Program Manager, Planning & Environment (change in job title and job description, classification is exempt and unclassified); and

19. Senior Policy Administrator (change in job description, classification is exempt and unclassified); and

20. Vice President, Business Operations (change in job title and job description, classification is exempt and unclassified); and

21. Vice President, Facilities & Engineering (change in job title and job description, classification is exempt and unclassified); and

22. Vice President, Planning & Environment (change in job title and job description, classification is exempt and unclassified); and

23. Vice President, Strategy & Policy (change in job title and job description, classification is exempt and unclassified); and

24. Capital Project Manager I (duties/roles are incorporated into other job titles and classification is being removed; classification was exempt and unclassified); and

25. Vice President, Strategy & Business Development (duties/roles are incorporated into other titles and classification is being removed; classification was 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

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 14th day of September 2021, by the following vote: