



Legislation Details (With Text)

File #: 2020-0184 **Version:** 1 **Name:**
Type: Action Item **Status:** Passed
File created: 4/21/2020 **In control:** Board of Port Commissioners
On agenda: 6/23/2020 **Final action:** 6/23/2020
Title: ORDINANCE AMENDING SALARY ORDINANCE NO. 2953 ENTITLED "AN ORDINANCE ESTABLISHING A SCHEDULE OF COMPENSATION FOR OFFICERS AND EMPLOYEES OF THE SAN DIEGO UNIFIED PORT DISTRICT" AND RESOLUTION ESTABLISHING THE SAN DIEGO UNIFIED PORT DISTRICT (DISTRICT) DIRECTORY OF CLASSIFICATION SPECIFICATIONS FOR FISCAL YEAR 2020/2021

Sponsors:

Indexes:

Code sections:

Attachments: 1. 13.1 2020-0184 Attachment A, 2. 13.1 2020-0184 Attachment B, 3. 13.1 2020-0184 Draft Ordinance, 4. 13.1 2020-0184 Draft Resolution

Date	Ver.	Action By	Action	Result
6/23/2020	1	Board of Port Commissioners	adopted	Pass

DATE: June 23, 2020

SUBJECT:

ORDINANCE AMENDING SALARY ORDINANCE NO. 2953 ENTITLED "AN ORDINANCE ESTABLISHING A SCHEDULE OF COMPENSATION FOR OFFICERS AND EMPLOYEES OF THE SAN DIEGO UNIFIED PORT DISTRICT" AND RESOLUTION ESTABLISHING THE SAN DIEGO UNIFIED PORT DISTRICT (DISTRICT) DIRECTORY OF CLASSIFICATION SPECIFICATIONS FOR FISCAL YEAR 2020/2021

EXECUTIVE SUMMARY:

This is a companion item to the Fiscal Year (FY) 2021 Final Budget. During the annual budget process, staff reviews the District Salary Ordinance and the Directory of Classification Specifications to determine what changes are needed to align the existing Salary Ordinance with the new budget document.

At the same time, staff reviews current classification specifications to determine if any changes are necessary. Changes may be a result of adoption of the FY2021 Final Budget, or may be adjustments to titles, job duties, or requirements to better fit current practice and departmental needs.

This agenda item amends the existing Salary Ordinance and establishes a new Directory of Classification Specifications for FY2021 to include these changes.

RECOMMENDATION:

Adopt an Ordinance amending Salary Ordinance No. 2953 Entitled "An Ordinance Establishing a Schedule of Compensation for Officers and Employees of the San Diego Unified Port District and adopt a Resolution establishing the San Diego Unified Port District Directory of Classification Specifications for FY2021.

FISCAL IMPACT:

This agenda item has no fiscal impact for FY2021.

COMPASS STRATEGIC GOALS:

This agenda item supports the following Strategic Goal(s).

- A Port that the public understands and trusts.
- A Port with an innovative and motivated workforce.
- A financially sustainable Port that drives job creation and regional economic vitality.

DISCUSSION:

The District Salary Ordinance is used to establish salary and benefits for employees each year. The Salary Ordinance year runs from October 1 through September 30 and is used to administer the District's compensation plan for its employees. Each year, as part of the budget process, the existing Salary Ordinance is reviewed against any budget changes and the Salary Ordinance is amended to incorporate those changes.

The Directory of Classification Specifications (Directory) contains a list of all the job descriptions in the District. Staff annually reviews the existing Directory to confirm the accuracy of each job description and updates them as needed to meet current practice and departmental needs. A new Directory is established each fiscal year. Attached is a redlined version of the Salary Ordinance and Directory reflecting any changes (Attachment A).

Staff has incorporated changes into the Salary Ordinance and Directory to reflect the following:

- new job descriptions, including new titles and job duties, due to realigning departments or reclassification of positions;
- restructuring of duties to reflect new strategic initiatives or reorganization of duties;
- changes to titles for existing job descriptions to better reflect the current structure and duties;
- addition of two federally mandated paid leave types, Public Health Emergency Leave and Emergency Sick Leave, under the Families First Coronavirus Response Act; and
- minor administrative or clerical changes.

The following new classifications are being added to the Directory:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Assistant Director, Real Estate	A2001-UE20	Unclassified	Exempt	114
Chief Policy Strategist	A2073-UE20	Unclassified	Exempt	117

Please note that new classification specifications do not create budgeted positions nor do they appropriate funds for any position. Classification specifications create job descriptions that departments may use to assign and organize work.

The following existing classifications are amended in job title, duties, and/or pay:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Business Partner, Organization & People Development (previously People Strategies Business Partner)	B884-UE20	Unclassified	Exempt	112
Director, Organization & People Development (previously Director, People Strategies)	A2048-UE20	Unclassified	Exempt	114
Executive Vice President	A1165-UE03	Unclassified	Exempt	118
Geographic Information Systems Analyst II	B936-UE20	Unclassified	Exempt	110
Manager, Organization & People Development (previously Manager, People Strategies)	B921-UE20	Unclassified	Exempt	113
Program Director (previously Program Director, Planning & Green Port)	B886-UE20	Unclassified	Exempt	114
Vessel Equipment Mechanic (previously Marine Mechanic)	F607-CNR20	Classified	Non-Exempt	73.9

Copies of the new and revised Classification Specifications reflecting the proposed changes are attached (Attachment B).

General Counsel’s Comments:

The Office of the General Counsel has reviewed this agenda sheet and proposed salary ordinance and resolution as presented to it, and approves same as to form and legality.

Environmental Review:

The Board direction or action, including without limitation, an ordinance amending a salary ordinance and resolution establishing classification specifications for fiscal year 2020/2021, does not constitute a “project” under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because it will not have a potential to result in a direct or indirect physical change in the environment and is, therefore, not subject to CEQA. No further action under CEQA is required.

In addition, the Board action complies with Sections 21 and 35 of the Port Act, which allow the Board to pass resolutions; and to do all acts necessary and convenient for the exercise of its powers. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the Board action is consistent with the Public Trust Doctrine.

Finally, the Board direction or action does not allow for “development,” as defined in Section 30106 of the California Coastal Act, or “new development,” pursuant to Section 1.a. of the District’s Coastal Development Permit Regulations. Therefore, issuance of a Coastal Development Permit or exclusion is not required.

Equal Opportunity Program:

Not applicable.

PREPARED BY:

Eric Lawrence
Senior Compensation & Benefits Analyst

Attachment(s):

Attachment A: Salary Ordinance 2953, 2019-2020, and Directory of Classification Specifications, 2020-2021

Attachment B: Updated Classification Specifications