



## Legislation Details (With Text)

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**File created:** 5/11/2017    **In control:** Board of Port Commissioners  
**On agenda:** 6/20/2017    **Final action:**  
**Title:** ORDINANCE AMENDING SALARY ORDINANCE NO. 2868 AND RESOLUTION ESTABLISHING THE SAN DIEGO UNIFIED PORT DISTRICT (DISTRICT) DIRECTORY OF CLASSIFICATION SPECIFICATIONS FOR FY 2017/2018

**Sponsors:**

**Indexes:**

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**Attachments:** 1. 24B. 2017-0260 Attachment A, 2. 24B. 2017-0260 Attachment B, 3. 24B. 2017-0260 Draft Ordinance, 4. 24B. 2017-0260 Draft Resolution

Date	Ver.	Action By	Action	Result
6/20/2017	1	Board of Port Commissioners	adopted	Pass

**DATE:** June 20, 2017

**SUBJECT:**

**ORDINANCE AMENDING SALARY ORDINANCE NO. 2868 AND RESOLUTION ESTABLISHING THE SAN DIEGO UNIFIED PORT DISTRICT (DISTRICT) DIRECTORY OF CLASSIFICATION SPECIFICATIONS FOR FY 2017/2018**

### **EXECUTIVE SUMMARY:**

This is a companion item to the FY 2017/2018 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. As a result of adopting the District's FY 2017/2018 Final Budget, changes to the existing Salary Ordinance and the Directory of Classification Specifications are necessary.

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 FY 2017/2018 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 FY 2017/2018 to include these changes.

### **RECOMMENDATION:**

Adopt an Ordinance amending Salary Ordinance No. 2868 and adopt a Resolution establishing the San Diego Unified Port District Directory of Classification Specifications for FY 2017/2018.

### **FISCAL IMPACT:**

This agenda item has no fiscal impact.

### **COMPASS STRATEGIC GOALS:**

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

- 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. Attached is a redlined version of the Salary Ordinance reflecting any changes (Attachment A).

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. Staff recently completed the annual review and incorporated the changes into the new Directory to reflect the following:

- new job descriptions, including new titles and job duties, due to streamlining 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; and
- minor administrative changes.

The following **new** classifications are being added to the Directory:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Assistant Manager, Advertising & Attractions	B922-UE17	Unclassified	Exempt	110
Department Manager, Advertising & Attractions	B906-UE17	Unclassified	Exempt	114
Director, Development Services	A2064-UE17	Unclassified	Exempt	115
Director, Environmental Protection	A2063-UE17	Unclassified	Exempt	115
Director, Planning	A2065-UE17	Unclassified	Exempt	115
Director, Waterfront Arts & Activation	A2066-UE17	Unclassified	Exempt	114
Human Resources Recruiter	B926-UN17	Unclassified	Non-Exempt	109
Lead Community Service Officer	D466-CNR17	Classified	Non-Exempt	71.9
Lead Mapping and Outreach	B925-CN17	Classified	Non-Exempt	110
Manager, People Strategies	B921-UE17	Unclassified	Exempt	113
SAP Functional Analyst I	B923-UE17	Unclassified	Exempt	111
SAP Functional Analyst II	B924-UE17	Unclassified	Exempt	113

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

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Accounting Supervisor	B254-UE03	Unclassified	Exempt	113
Community Relations Liaison Associate	B835-UE17	Unclassified	Exempt	107
Community Service Officer Supervisor	B170-CNR03	Classified	Non-Exempt	76.8
Department Manager, Development Services	B907-UE16	Unclassified	Exempt	113
Deputy Port Auditor II	B208-UE17	Unclassified	Exempt	113
Director, Real Estate	A1225-UE17	Unclassified	Exempt	115
Equal Opportunity Technician	B872-UN15	Unclassified	Non-Exempt	108
Manager, Innovation & User Experience	B895-UE16	Unclassified	Exempt	114
Manager, Office of General Counsel Administration	B400-UE17	Unclassified	Exempt	114
Program Manager	B282-UE17	Unclassified	Exempt	113
Project Manager, Waterfront Arts & Activation (previously Project Manager, Arts & Culture)	B209-UE17	Unclassified	Exempt	110
Senior Project Manager, Waterfront Arts & Activation (previously Curator)	B100-UE17	Unclassified	Exempt	111
Systems Administrator	B870-UE15	Unclassified	Exempt	113

Changes to unrepresented salary ranges are a result of adjusting for internal equity and will not impact current actual pay for employees. The change to the represented Community Service Officer Supervisor classification is based on provisions previously negotiated and approved in the current Memorandum of Understanding with Teamsters Local 911.

The following classifications are **obsolete and are being removed** from the Directory:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Lead Payroll Technician	C325-UN06	Unclassified	Non-Exempt	106
Manager, Commissioner Services	B156-UE03	Unclassified	Non-Exempt	111
Senior Training & Organization Development Specialist	B253-UE15	Unclassified	Exempt	113
Training & Organization Development Specialist	B801-UE15	Unclassified	Exempt	111

The Manager, Commissioner Services classification is not in use. Manager, Commissioner & Executive Services, B865-UE12, is currently in use and will remain in the Directory.

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 reviewed this agenda sheet, Salary Ordinance and revised Classification Specifications as presented to it and approves same as to form and legality.

#### **Environmental Review:**

The proposed Board action 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 proposed Board action allows for the District to implement its obligations under the Port Act and/or other laws. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the proposed Board action is consistent with the Public Trust Doctrine.

Finally, the proposed Board 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:**

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**Attachment(s):**

**Attachment A:** Salary Ordinance 2868, 2016-2017, and Directory of Classification Specifications, 2017-2018

**Attachment B:** Updated Classification Specifications