



Legislation Text

File #: 2021-0036, **Version:** 1

DATE: June 15, 2021

SUBJECT:

ORDINANCE AMENDING SALARY ORDINANCE NO. 2980 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 2021/2022

EXECUTIVE SUMMARY:

This is a companion item to the Fiscal Year (FY) 2022 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 FY2022 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 FY2022 to include these changes.

RECOMMENDATION:

Adopt an Ordinance amending Salary Ordinance No. 2980 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 FY2022".

FISCAL IMPACT:

This agenda item has not fiscal impact for FY2022.

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, and to administer the District's compensation plan for its employees. The current Salary Ordinance year runs from October 1, 2020 through September 30, 2021. 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. 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; and
- minor administrative or clerical changes.

The Salary Ordinance also reflects that the District has agreed with the San Diego Harbor Police Officers' Association and Teamsters Local 911 to restore previously deferred pay increases and uniform allowances retroactive to October 1, 2020. These pay increases and uniform allowances were originally deferred based on the financial impact of the coronavirus pandemic.

The following new classifications are being added to the Directory:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Senior Business Partner, People & Organizational Development	B9444-UE21	Unclassified	Exempt	113

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
Assistant Chief of Harbor Police	A2013-UE11	Unclassified	Exempt	117
Director, Guest Experiences (previously Director, Port as a Service)	A2056-UE21	Unclassified	Exempt	115

Director, Parks & Recreation (previously Director, Waterfront Arts & Activation)	A2066-UE21	Unclassified	Exempt	114
Diversity, Equity, & Inclusion Analyst (previously Equal Opportunity Analyst)	B234-UE21	Unclassified	Exempt	110
Diversity, Equity, & Inclusion Technician (previously Equal Opportunity Technician)	B872-UN21	Unclassified	Non-Exempt	108
Harbor Police Captain	A2011-UE17	Unclassified	Exempt	116
Land Surveyor	B272-CN21	Classified	Non-Exempt	111
Manager, Diversity, Equity, & Inclusion (previously Manager, Equal Opportunity)	B831-UE21	Unclassified	Exempt	113
Program Manager	B282-UE21	Unclassified	Exempt	113
Project Manager (previously Project Manager, Waterfront Arts & Activation)	B209-UE21	Unclassified	Exempt	110
Senior Diversity, Equity, & Inclusion Analyst (previously Senior Equal Opportunity Analyst)	B286-UE21	Unclassified	Exempt	111
Senior Project Manager (previously Senior Project Manager, Waterfront Arts & Activation)	B100-UE21	Unclassified	Exempt	111
Student Worker	G998-UN16	Unclassified	Exempt	60.1

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 attachments, as presented to it, and approves the same as to form and legality.

Environmental Review:

The proposed Board direction or action, including without limitation, amending the Salary Ordinance and establishing the Directory of Classification Specifications, 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.

The proposed Board direction or action complies with Sections 35 and 73 of the Port Act, which allow the Board to do all acts necessary and convenient for the exercise of its powers and to fix the salaries of officers and employees by ordinance. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the proposed Board direction or action is consistent with the Public Trust Doctrine.

The proposed 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.

Diversity, Equity, and Inclusion:

Not applicable.

PREPARED BY:

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Attachment(s):

Attachment A: Salary Ordinance 2980, 2020-2021, and Directory of Classification Specifications, 2021-2022

Attachment B: Updated Classification Specifications