



Legislation Text

File #: 2021-0283, **Version:** 1

DATE: September 14, 2021

SUBJECT:

SCHEDULE OF COMPENSATION

A) ORDINANCE ESTABLISHING A SCHEDULE OF COMPENSATION FOR ALL OFFICERS AND EMPLOYEES OF THE SAN DIEGO UNIFIED PORT DISTRICT

B) RESOLUTION AMENDING THE SAN DIEGO UNIFIED PORT DISTRICT DIRECTORY OF CLASSIFICATION SPECIFICATIONS FOR FISCAL YEAR (FY) 2022

EXECUTIVE SUMMARY:

This agenda item requests the Board of Port Commissioners (Board) adopt an ordinance establishing a schedule of compensation for all officers and employees of the San Diego Unified Port District (District). In addition, this agenda item requests a resolution amending the Directory of Classification Specifications for Fiscal Year (FY) 2021/2022.

RECOMMENDATION:

A) Adopt Salary Ordinance XXXX

B) Adopt a resolution amending the San Diego Unified Port District Directory of Classification Specifications for Fiscal Year (FY) 2021/2022

FISCAL IMPACT:

This agenda item has no fiscal impact.

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:

Salary Ordinance:

The San Diego Unified Port District Act (codified as Harbors & Navigation Code, App. I) requires that the salaries and wages of officers and employees of the District be set by the Board by ordinance

(Section 73) and that the payment of salaries and wages be made at regular periods as set by the Board by ordinance (Section 77). These requirements are addressed via the Salary Ordinance, which establishes salary and benefits for employees each salary year. The salary year runs from October 1 through September 30 of each year.

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

- Provisions negotiated in the Side Letter Agreements with both Teamsters Local 911 and the San Diego Harbor Police Officers' Association (SDHPOA);
- Provisions negotiated in the existing Memorandum of Understanding with the SDHPOA;
- Certain paragraphs and language have been identified as not required or unnecessary and are removed from the Salary Ordinance. Some of this language is recorded elsewhere, such as in Memorandums of Understanding, or other policies and procedures; and
- Minor administrative changes.

Directory of Classification Specifications:

The Directory of Classification Specifications (Directory) contains a list of all the job descriptions in the District. The Directory for FY 2021/2022 was adopted by the Board at its June 15, 2021, meeting. Subsequently, other updates have been identified or planned by staff and are submitted for the Board's consideration and approval. Please note that new and updated classification specifications only revise the District's job descriptions, they do not create new budgeted positions and do not necessarily change any individual employee's salary.

The following new classifications are added to the directory:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
CADD/BIM Coordinator	B947-UE21	Unclassified	Exempt	113
Diversity, Equity, & Inclusion Business & Community Partner	B945-UE21	Unclassified	Exempt	112
External Community Relations Partner	B949-UE21	Unclassified	Exempt	112
Principal, Strategic Planning	B948-UE21	Unclassified	Exempt	114
Senior Land Surveyor	B946-CE21	Classified	Exempt	113

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

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Associate Engineer	B205-CE21	Classified	Exempt	111
Capital Project Manager (previously Capital Project Manager II)	B214-UE21	Unclassified	Exempt	114
Commissioner Services Assistant	B177-UN21	Unclassified	Non-Exempt	108

Deputy District Clerk/Docket Coordinator	B660-UE21	Unclassified	Exempt	110
Deputy District Clerk/Records Manager	B655-UE21	Unclassified	Exempt	110
Document Management Assistant	D440-CN21	Classified	Non-Exempt	102
Document Management Associate	B151-UN21	Unclassified	Non-Exempt	107
Executive Vice President/ Chief of Staff (previously Executive Vice President)	A1165-UE21	Unclassified	Exempt	118
Land Surveyor	B272-CN21	Classified	Non-Exempt	112
Management Analyst	B303-UE21	Unclassified	Exempt	110
Manager, Commissioner & Executive Services	B865-UE21	Unclassified	Exempt	112
Parking Meter Repair/Collector	F656-CNR21	Classified	Non-Exempt	71.7
Program Manager, Planning & Environment (previously Program Manager, Planning & Green Port)	B887-UE21	Unclassified	Exempt	113
Senior Policy Administrator	B819-UE21	Unclassified	Exempt	113
Vice President, Business Operations (previously Vice President, Operations/COO)	A1015-UE21	Unclassified	Exempt	118
Vice President, Facilities & Engineering (previously Vice President, Real Estate, Engineering, & Facilities)	A2072-UE21	Unclassified	Exempt	118
Vice President, Planning & Environment (previously Vice President, Planning, Environment, & Government Relations)	A2071-UE21	Unclassified	Exempt	118
Vice President, Strategy & Policy (previously Vice President, Public Policy)	A1026-UE21	Unclassified	Exempt	118

The following classifications are removed from the directory, as the duties and roles are incorporated into other job titles:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Capital Project Manager I	B215-UE03	Unclassified	Exempt	113
Vice President, Strategy & Business Development	B250-CNR03	Unclassified	Exempt	118

General Counsel's Comments:

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

Environmental Review:

The proposed Board action, including without limitation, an ordinance establishing a schedule of compensation and a resolution amending 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 action complies with Section 35 of the Port Act, which allows the Board 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 proposed Board action is consistent with the Public Trust Doctrine.

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.

Diversity, Equity, and Inclusion Program:

No direct DEI impact.

PREPARED BY:

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Attachment(s):

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

Attachment B: Updated Classification Specifications