



Legislation Text

File #: 2022-0219, **Version:** 1

DATE: September 13, 2022

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) 2023

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) 2022/2023.

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) 2022/2023

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:

- Updates to Holiday Pay provisions to reflect revised application of hours for alternate work schedules;
- Certain sections and language that are recorded in Memorandums of Understanding with the District's bargaining units have been identified as not required within the Salary Ordinance and are removed;
- Updates to prepare for upcoming changes to minimum wage taking effect in January 2023; 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 2022/2023 was adopted by the Board at its June 14, 2022 meeting. Subsequently, further updates have been 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 classification is added to the directory:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Assistant Director, Engineering -Construction	A2075-UE22	Unclassified	Exempt	115

The following existing classifications are amended in pay:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Intern	G800-UN11	Unclassified	Non-Exempt	62.2 - 65.7
Student Worker	G998-UN16	Unclassified	Non-Exempt	62.2

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

Environmental Review:

The proposed Board actions, including without limitation, an ordinance establishing a schedule of compensation for all officers and employees of the San Diego Unified Port District and a resolution amending the San Diego Unified Port District directory of classification specifications for fiscal year 2023, do not constitute a project under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because there is not a potential to result in a direct or indirect physical change in the environment. Therefore, the proposed Board actions are not subject to CEQA and no further action under CEQA is required.

The proposed Board actions comply 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 proposed Board actions are consistent with the Public Trust Doctrine.

The proposed Board actions do 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 an exclusion finding is not required.

Diversity, Equity, and Inclusion Program:

This agenda sheet has no direct impact on District workforce and contract reporting at this time.

PREPARED BY:

Eric Lawrence
Senior Benefits & Compensation Analyst

Attachment(s):

Attachment A: Salary Ordinance XXXX, 2022-2023, and Directory of Classification Specifications, 2022-2023

Attachment B: Updated Classification Specifications