

THE FILE NUMBER: 2025-036

DATE: Tuesday, February 11, 2025

SUBJECT: Directory of Classification Specifications for Fiscal Year 2024/2025

DESCRIPTION: Resolution Amending the San Diego Unified Port District Directory of Classification Specifications for Fiscal Year 2024/2025.

EXECUTIVE SUMMARY:

This agenda item requests the Board of Port Commissioners (Board) adopt a resolution amending the San Diego Unified Port District (District) Directory of Classification Specifications for Fiscal Year 2024/2025.

RECOMMENDATION:

Adopt a resolution amending the San Diego Unified Port District (District) Directory of Classification Specifications for Fiscal Year 2024/2025.

FISCAL IMPACT:

There is no fiscal impact caused by approval of this action. Funds required for the current Fiscal Year are included in the approved Fiscal Year 2025 Budget in the Personnel Expense appropriation.

COMPASS STRATEGIC GOALS:

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

- A Port that the public understands and trusts.
- A thriving and modern maritime seaport.
- A Port with an innovative and motivated workforce.

DISCUSSION:

The Directory of Classification Specifications (Directory) contains a list of all the job descriptions in the District. The Directory for FY 2024/2025 was adopted by the Board at its October 16, 2024 meeting, and amended at the November 13, 2024, and the December 10, 2024 meetings.

The changes in this item update classification specifications only, which serve as job descriptions for the District. These updates do not change the existing personnel budget currently allocated in the FY2024/2025 budget.

The following new classifications are added to the Directory:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Small Business Enterprise Administrator	B962-UE24	Unclassified	Exempt	18
Workforce Partnership Administrator	B961-UE24	Unclassified	Exempt	18

The following classification title is being updated:

Current Classification Title	New Title	Classification	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Vice President, Business Operations	Vice President, Real Estate	Real Estate	A1015-UE21	Unclassified	Exempt	29

General Counsel's Comments:

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

Environmental Review:

The proposed Board action, including without limitation a resolution amending the San Diego Unified Port District Directory of Classification Specifications for Fiscal Year 2024/2025, does 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 action is not subject to CEQA and no further action under CEQA is required.

The proposed Board action complies with Sections 21 and 35 of the Port Act which allow for 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 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 an exclusion finding is not required.

Diversity, Equity, and Inclusion Program:

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

PREPARED BY:

Scott Laing
Senior People Services Analyst, People Services

Attachment(s):

Attachment A: Directory of Classification Specifications 2024-2025

Attachment B: Workforce Partnership Administrator Classification

Attachment C: Small Business Enterprise Administrator Classification