

DRAFT**RESOLUTION 20xx-xxx****RESOLUTION AMENDING THE SAN DIEGO
UNIFIED PORT DISTRICT DIRECTORY OF
CLASSIFICATION SPECIFICATIONS FOR FISCAL
YEAR 2024/2025**

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix I, (Port Act); and

WHEREAS, Port Act §73 requires that the salaries and wages of officers and employees of the District be set by the Board of Port Commissioners (Board) by ordinance; and

WHEREAS, Port Act §77 requires that the payment of salaries and wages be made at regular periods as set by the Board; and

WHEREAS, pursuant to Ordinance 1832, adopted on July 23, 1996, Personnel Rules and Regulations (Rules) were adopted; and

WHEREAS, Rule 4, Section 1 requires that a classification plan based upon and graded according to duties and responsibilities be adopted by the Board and maintained by the Director, Human Resources, to provide for standardization and classification of all positions in the classified service; and

WHEREAS, the addition of new classifications, the elimination of current classifications, or changes impacting wages, hours or working conditions for current classifications must be submitted to the Board for approval and in accordance with applicable state law; and

WHEREAS, the Directory of Classification Specifications (Directory) contains a list of all the job descriptions in the District; and

WHEREAS, 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 December 10, 2024 meetings; and

WHEREAS, the changes in this item update classification specifications only, which serve as job descriptions for the District; and

WHEREAS, these updates do not change the existing personnel budget currently allocated in the FY 2024/2025 budget; and

WHEREAS, 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

WHEREAS, the following classification title is being updated:

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That there is hereby established and approved an amended Directory of Classification Specifications and said amended Directory of Classification Specifications for Fiscal Year 2024-2025 is on file in the Office of the District Clerk.

BE IT FURTHER RESOLVED that said amended Directory of Classification Specifications for Fiscal Year 2024-2025 supersedes all previous Classification Specifications presently on file in the Office of the District Clerk.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 11th day of February 2025, by the following vote: