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**File #:**2023-0287

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**DATE:** December 5, 2023

**SUBJECT:**

**ORDINANCE AMENDING SALARY ORDINANCE NO. 3105 ENTITLED "AN ORDINANCE ESTABLISHING A SCHEDULE OF COMPENSATION FOR OFFICERS AND EMPLOYEES OF THE SAN DIEGO UNIFIED PORT DISTRICT" AND RESOLUTION AMENDING THE SAN DIEGO UNIFIED PORT DISTRICT (DISTRICT) DIRECTORY OF CLASSIFICATION SPECIFICATIONS FOR FISCAL YEAR 2023/2024**

**EXECUTIVE SUMMARY:**

This agenda item requests the Board of Port Commissioners (Board) adopt an ordinance amending Salary Ordinance 3105 and requests a resolution amending the San Diego Unified Port District (District) Directory of Classification Specifications for Fiscal Year 2023/2024.

**RECOMMENDATION:**

Adopt an Ordinance amending Salary Ordinance No. 3105 entitled "An Ordinance Establishing a Schedule Of Compensation For Officers And Employees Of The San Diego Unified Port District" and Resolution amending the San Diego Unified Port District (District) Directory Of Classification Specifications For Fiscal Year 2023/2024.

**FISCAL IMPACT:**

This agenda item has no fiscal impact. This amendment creates new job descriptions that departments may use to organize and assign work and adds language clarifying pay provisions previously approved at the October 10, 2023 Board meeting. It does not impact pay for current employees and does not change personnel expenses budgeted for Fiscal Year 2024.

**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, 2023 through September 30, 2024.

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. This item amends the Directory to incorporate the changes noted below.

The following new classifications are added to the Directory:

Class Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Assistant Vice President, General Services	A2076-JE23	Unclassified	Exempt	28
Payroll Supervisor	B256-JE23	Unclassified	Exempt	15
Principal Outreach Specialist	B956-CE23	Classified	Exempt	15
Principal, Social Media	B957-CE23	Classified	Exempt	15

This amendment also adds language to the Ordinance clarifying details regarding the application of Longevity Pay for unrepresented employees, which was originally approved at the October 10, 2023 meeting.

Attached is a redlined version of the Salary Ordinance and Directory reflecting proposed changes (Attachment A), as well as the new classifications (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, amending Salary Ordinance No. 3105 entitled “An Ordinance Establishing a Schedule of Compensation for Officers and Employees of the San Diego Unified Port District” and the San Diego Unified Port District Directory of Classification Specifications for Fiscal Year 2023/2024, do not constitute a project under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because there is no 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 allows for the Board to pass resolutions; and to do all acts necessary and convenient for the exercise of its powers.

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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 DEI impact on District workforce or contract reporting at this time.

**PREPARED BY:**

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Attachment(s):

Attachment A: Salary Ordinance XXXX, 2023/2024 and Directory of Classification Specifications, 2023/2024

Attachment B: Updated Classification Specifications