

FILE NUMBER: 2025-101

DATE: Tuesday, April 15, 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, the December 10, 2024, and the February 11, 2025 meetings.

The changes in this item update classification titles 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.

Current Title	New Title	Class Number	Range
Director, People Services	Director, Human Resources	A1400-UE23	26
Assistant Director of People Services	Assistant Director, Human Resources	A2076-UE24	24
Manager, Diversity, Equity, & Inclusion	Manager, Culture	B831-UE21	19
Manager, People Services	Manager, Human Resources	B811-UE23	21
Senior People Services Analyst	Senior Human Resources Analyst	B9444-UE23	17
People Services Analyst	Human Resources Analyst	B239-UE23	12
People Services Technician	Human Resources Technician	B648-UN23	8
Deputy Director of Inclusion and Organizational Development	Deputy Director of Organizational Development and Culture	A2077-UE24	24
Diversity, Equity, & Inclusion Business & Community Partner	Culture Business & Community Partner	B945-UE21	14
Senior Diversity, Equity, & Inclusion Analyst	Senior Culture Analyst	B286-UE21	14
Diversity, Equity, & Inclusion Analyst	Culture Analyst	B234-UE21	12
Diversity, Equity, & Inclusion Technician	Culture Technician	B872-UN21	8

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 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 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 impact on District workforce or contract reporting at this time.

PREPARED BY:

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Attachment(s):

Attachment A: Directory of Classification Specifications, 2024 - 2025