

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, December 10, 2024 and February 11, 2025 meetings; and

WHEREAS, the changes in this item update classification titles 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 classification titles are being updated:

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

Diversity, Equity, & Inclusion Technician	Culture Technician	B872-UN21	Unclassified	Non-exempt	8
----------------------------------------------------	--------------------	-----------	--------------	------------	---

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 15th day of April 2025, by the following vote: