

**DRAFT**

**RESOLUTION 20xx-xxx**

**RESOLUTION AMENDING THE SAN DIEGO UNIFIED  
PORT DISTRICT (DISTRICT) DIRECTORY OF  
CLASSIFICATION SPECIFICATIONS FOR FISCAL YEAR  
2023/2024**

**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 (BPC) by ordinance; and

**WHEREAS**, Port Act §77 requires that the payment of salaries and wages be made at regular periods as set by the BPC; 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 BPC 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 BPC for approval and in accordance with applicable state law; and

**WHEREAS**, District staff annually reviews and updates the existing Directory of Classification Specifications (Directory) to confirm its accuracy and to update it to current practice; and

**WHEREAS**, a new Directory is established for each new fiscal year; and

**WHEREAS**, the Directory for Fiscal Year 2023/2024 was adopted by the BPC on June 13, 2023; and

**WHEREAS**, subsequently, additional updates have been identified; and

**WHEREAS**, staff recommends that the BPC amend the Directory to reflect the following changes:

1. Assistant Vice President, General Services (new classification; classification is exempt and unclassified); and
2. Payroll Supervisor (new classification, classification is exempt and unclassified); and
3. Principal Outreach Specialist (new classification, classification is exempt and classified); and
4. Principal, Social Media (new classification, classification is exempt and classified).

**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 for all positions, both Classified and Unclassified, within the San Diego Unified Port District, for Fiscal Year 2023-2024 and said amended Directory of Classification Specifications for Fiscal Year 2023-2024 is on file in the Office of the District Clerk.

**BE IT FURTHER RESOLVED** that said amended Directory of Classification Specifications for Fiscal Year 2023-2024 supersedes all previous Classification Specifications presently on file in the Office of the District Clerk.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL

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By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 5th day of December 2023, by the following vote: