

**FILE NUMBER: 2025-145**

**DATE:** Friday, June 6, 2025

**SUBJECT: Directory of Classification Specifications for Fiscal Year 2026**

**DESCRIPTION: Resolution Establishing the San Diego Unified Port District (District) Directory of Classification Specifications for Fiscal Year 2026**

**EXECUTIVE SUMMARY:**

This agenda item requests the Board of Port Commissioners (Board) adopt a resolution establishing the San Diego Unified Port District (District) Directory of Classification Specifications for Fiscal Year 2026.

**RECOMMENDATION:**

Adopt a resolution establishing the San Diego Unified Port District (District) Directory of Classification Specifications for Fiscal Year 2026.

**FISCAL IMPACT:**

This action updates classification specifications only and does not affect the actual funding approved by the Board in the Fiscal Year 2026 Personnel Budget. While most salaries will remain unchanged, some may require slight adjustments if they fall outside the new salary range limits.

**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 2025 was adopted by the Board at its June 18, 2024 meeting. The Directory for FY 2026 updates classifications only, which serve as job descriptions for the District. These updates do not change the existing personnel budget currently allocated in the 2026 budget.

The below classifications are retitled based on the recent organizational reorganization and alignment of leadership roles:

Current Title	New Title	Class Number	Range
Assistant Chief of Harbor Police/Public Safety	Assistant Chief of Harbor Police	A2013-UE11	28
Assistant Director, General Services	Assistant Director, Field Operations	A2030-UE15	22
Chief Engineer/Engineering-Construction	Director, Engineering-Construction	A1201-UE03	26
Chief Financial Officer/Treasurer	Chief Financial Officer	A1150-UE03	29
Chief Information Security Officer	Director, Information Security	A2067-UE17	26
Director, Guest Experiences	Director, Field Operations	A2056-UE21	24
Director, Marketing & Communications	Director, Communications & Community Engagement	A1395-UE16	24
Director, Procurement Services/Chief Procurement Officer	Director, Procurement Services	A2047-UE15	24
Manager, Marketing & Communications	Manager, Communications & Community Engagement	B862-UE12	18
Vice President, Administration/CAO	Chief Administrative Officer	A1025-UE03	29
Vice President, Maritime	Chief Operations Officer	A2069-UE19	29
Vice President, Planning & Environment	Chief Sustainability & Innovation Officer	A2071-UE21	29
Vice President, Public Safety/Chief of Harbor Police	Chief of Harbor Police	A1500-UE03	29
Vice President, Strategy & Policy	Chief Government and Public Relations Officer	A1026-UE21	29

The following are new classifications are being added to the Directory of Classifications:

Title	Class Number	Unclassified/ Classified	FLSA Exempt/ Non-Exempt	Range
Emergency Management Coordinator	B962-UE25	Unclassified	Exempt	17

The following classifications have adjustments to their assigned salary range:

Current Title or Proposed Title	Class Number	Current Range	Proposed Range
Department Business Manager	B810-UE08	18	21
Director, Engineering-Construction (previously Chief Engineer/Engineering/Construction)	A1201-UE03	29	26
Director, Information Technology	A1900-UE19	25	26
Director, Facilities and Maintenance	A2056-UE21	24	25

The following classifications have been identified as obsolete and are proposed for removal from the classification plan:

Classification Title	Class Number	Range
Assistant Vice President	A2058-UE16	28
Assistant Vice President, Administrative Services	A1381-UE03	28
Assistant Vice President, General Services	A2076-UE23	28
Assistant Vice President, Government Relations & Communication	A1035-UE08	28
Assistant Vice President, Operations	A1220-UE03	28
Director, General Services	A1396-UE15	25
Executive Vice President/Chief of Staff	A1165-UE21	29
Vice President, Marketing & Communications	A2070-UE19	29
Vice President, Facilities & Engineering	A2072-UE21	29
Vice President, Real Estate	A1015-UE21	29
Chief Technology Officer	A2057-UE16	28

**General Counsel's Comments:**

The Office of the General Counsel has reviewed this agenda item as presented to it and approves the same as to form and legality.

**Environmental Review:**

The proposed Board action, including without limitation a resolution establishing the San Diego Unified Port District Directory of Classification Specifications for Fiscal Year 2026, 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 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:**

Not applicable.

**PREPARED BY:**

Scott Laing  
Senior Human Resources Analyst, Human Resources

Attachment(s):

Attachment A: Directory of Classifications FY26

Attachment B: Updated Classification Specifications