

RESOLUTION 2013-120

RESOLUTION ESTABLISHING THE SAN DIEGO UNIFIED PORT DISTRICT DIRECTORY OF CLASSIFICATION SPECIFICATIONS FOR FISCAL YEAR 2013-2014

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, pursuant to Ordinance 1832, adopted on July 23, 1996, Personnel Rules and Regulations 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 of Port Commissioners (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, 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 Human Resources Department recently completed a review of all existing classification specifications to ensure they are current; and

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

1. Manager, Business Development & Recreation Services (title change – formerly Manager, Community Services);
2. Assistant Director, Engineering-Construction (new job classification and description; position is exempt, unclassified and unrepresented);

3. Assistant to the Port Auditor (new job classification and description; position is non-exempt, unclassified and unrepresented);

4. Manager, Business Information & Technology Services (new job classification and description; position is exempt, unclassified and unrepresented);

5. Public Information Officer (new job classification and description; position is exempt, unclassified and unrepresented);

6. Quality Assurance Technician (new job classification and description; position is non-exempt, classified and unrepresented); and

7. Technology Security Supervisor (new job classification and description; position is exempt, unclassified and unrepresented.)

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 a Directory of Classification Specifications for all positions, both Classified and Unclassified, within the San Diego Unified Port District, for Fiscal Year 2013-2014 and said Directory of Classification Specifications for Fiscal Year 2013-2014 is on file in the office of the District Clerk.

BE IT FURTHER RESOLVED that said Directory of Classification Specifications for Fiscal Year 2013-2014 supersedes all previous Classification Specifications presently on file in the office of the District Clerk.

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 16th day of July, 2013, by the following vote:

AYES: Castellanos, Malcolm, Merrifield, Moore, Nelson, Smith, Valderrama

NAYS: None.

EXCUSED: None.

ABSENT: None.

ABSTAIN: None.



Ann Y. Moore, Chair
Board of Port Commissioners

ATTEST:



Laura Nicholson
Deputy District Clerk

(Seal)