

RESOLUTION 2014-130

RESOLUTION ESTABLISHING THE SAN DIEGO UNIFIED PORT DISTRICT DIRECTORY OF CLASSIFICATION SPECIFICATIONS FOR FISCAL YEAR 2014-2015

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. Assistant General Counsel (title change – formerly Assistant Port Attorney);
2. Business Systems Supervisor (new job description; position is exempt, unclassified and unrepresented);

3. Chief Policy Advisor (new job title – formerly Manager, Government Relations and job description; position is exempt, unclassified and unrepresented);
4. Customer Relations Assistant (new job description; position is non-exempt, classified and unrepresented);
5. Department Manager, Environmental Land Use and Management (new job classification; position is exempt, unclassified and unrepresented);
6. Deputy General Counsel I (new title – formerly Deputy Port Attorney I and job description; position is exempt, unclassified and unrepresented);
7. Deputy General Counsel II (new title – formerly Deputy Port Attorney II and job description; position is exempt, unclassified and unrepresented);
8. Deputy General Counsel III (new title - formerly Deputy Port Attorney III and job description; position is exempt, unclassified and unrepresented);
9. Deputy General Counsel IV (new job classification; position is exempt, unclassified and unrepresented);
10. Director, Marketing and Communications (new job description; position is exempt, unclassified and unrepresented);
11. Environmental Compliance Inspector (new job classification; position is non-exempt, classified and unrepresented);
12. General Counsel (new title – formerly Port Attorney; position is exempt, unclassified and unrepresented);
13. Infrastructure Supervisor (new title – formerly Manager, Infrastructure and job description; position is exempt, unclassified and unrepresented);
14. Legal Assistant (new job title – formerly Legal Secretary and job description; position is non-exempt, unclassified and unrepresented);
15. Manager, Office of General Counsel (new title – former Manager, Office of Port Attorney; position is exempt, unclassified and unrepresented);
16. Paralegal (new job description; position is non-exempt, unclassified and unrepresented);

17. Principal, Special Projects (new job classification; position is exempt, unclassified and unrepresented);

18. Procurement Analyst I (new title – formerly Purchasing Agent and job description; position is non-exempt, classified and unrepresented);

19. Procurement Analyst II (new title – formerly Senior Purchasing Analyst and job description; position is exempt, classified and unrepresented);

20. Procurement Supervisor (new title – formerly Purchasing Supervisor and job description; position is exempt, unclassified and unrepresented);

21. Project Manager, Public Art (new title – formerly Manager, Public Art; position is exempt, unclassified and unrepresented);

22. Public Safety Dispatcher (new job description; position is non-exempt, classified and represented);

23. Risk and Safety Manager (new job description; position is exempt, unclassified and unrepresented);

24. Safety Specialist I (new job description; position is non-exempt, classified and unrepresented);

25. Safety Specialist II (new job description; position is non-exempt, unclassified and unrepresented);

26. Senior Auditor (new job description; position is exempt, unclassified and unrepresented);

27. Senior Business Intelligence Analyst (new job description; position is unclassified and unrepresented); and,

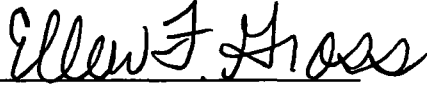
28. Senior Business Systems Analyst (new job description; position is exempt, unclassified and unrepresented).

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 2014-2015 and said Directory of Classification Specifications for Fiscal Year 2014-2015 is on file in the office of the District Clerk.

BE IT FURTHER RESOLVED that said Directory of Classification Specifications for Fiscal Year 2014-2015 supersedes all previous Classification Specifications presently on file in the office of the District Clerk.

APPROVED AS TO FORM AND LEGALITY:
PORT ATTORNEY



By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 10TH day of June 2014, by the following vote:

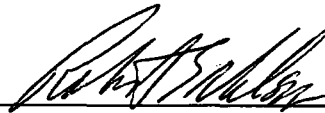
AYES: Bonelli, Castellanos, Malcolm, Merrifield, and Nelson,

NAYS: None.

EXCUSED: Moore and Valderrama.

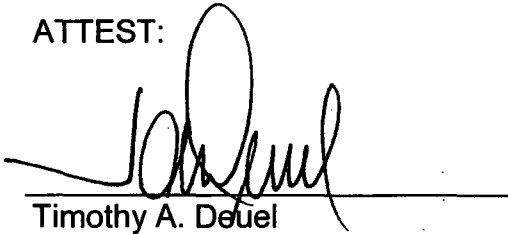
ABSENT: None.

ABSTAIN: None.



Robert E. Nelson, Chairman
Board of Port Commissioners

ATTEST:



Timothy A. Deuel
District Clerk

(Seal)