

## RESOLUTION 2015-79

### RESOLUTION ESTABLISHING THE SAN DIEGO UNIFIED PORT DISTRICT DIRECTORY OF CLASSIFICATION SPECIFICATIONS FOR FISCAL YEAR 2015-2016

**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 (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 Human Resources Department recently completed a review of all existing classification specifications to ensure they are current; and

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

1. Administrative Assistant I (Classified) (changes to minimum qualifications; position is non-exempt, classified and unrepresented);
2. Administrative Assistant I (Unclassified) (changes to minimum qualifications; position is non-exempt, unclassified and unrepresented);

3. Area Real Estate Manager (removed from Directory; position is exempt, unclassified and unrepresented);
4. Assistant Director, Engineering-Construction (removed from Directory; position is exempt, unclassified and unrepresented);
5. Assistant Director, Environmental Services (removed from Directory; position is exempt, unclassified and unrepresented);
6. Assistant Director, General Services (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);
7. Assistant Environmental Specialist (changes to job description, changes to minimum qualifications; position is non-exempt, classified and unrepresented);
8. Assistant Redevelopment Planner (changes to job description, changes to minimum qualifications; position is non-exempt, classified and unrepresented);
9. Associate Environmental Specialist (changes to job description; position is non-exempt, classified and unrepresented);
10. Associate Redevelopment Planner (changes to job description, changes to minimum qualifications; position is non-exempt, classified and unrepresented);
11. Benefits Analyst (changes to job description; position is exempt, unclassified and unrepresented);
12. Benefits and Compensation Manager (new job title - formerly Benefits Manager; changes to job description; position is exempt, unclassified and unrepresented);
13. Business Systems Analyst (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);
14. Commissioner Services Assistant (changes to job description; position is non-exempt, classified and unrepresented);
15. Community Relations Liaison Assistant (changes to minimum qualifications; position is non-exempt, unclassified and unrepresented);

16. Construction Inspector (changes to job description, changes to minimum qualifications; position is non-exempt, classified and unrepresented);

17. Contracts Administrator (removed from Directory; position is non-exempt, classified and unrepresented);

18. Contracts Supervisor (removed from Directory; position is exempt, unclassified and unrepresented);

19. Department Manager, Financial Services (new job classification; position is exempt, unclassified and unrepresented);

20. Department Manager, Real Estate (new job classification; position is exempt, unclassified and unrepresented);

21. Deputy Treasurer (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

22. Director, Audit, Risk Management & Safety (removed from Directory; position is exempt, unclassified and unrepresented);

23. Director, Business Development & Marketing (removed from Directory; position is exempt, unclassified and unrepresented);

24. Director, Business Information and Technology Services (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

25. Director, Environmental & Land Use Management (changes to job description; position is exempt, unclassified and unrepresented);

26. Director, Financial Services (changes to job description; position is exempt, unclassified and unrepresented);

27. Director, General Services (new job title - formerly Director, General Services and Procurement; changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

28. Director, Human Resources (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

29. Director, Maritime (new job title - formerly Director, Maritime Operations; changes to job description; position is exempt, unclassified and unrepresented);

30. Director, Maritime Trade Development (removed from Directory; position is exempt, unclassified and unrepresented);

31. Director, Procurement Services/Chief Procurement Officer (new job classification; position is exempt, unclassified and unrepresented);

32. Document Management Assistant (changes to job description, changes to minimum qualifications; position is non-exempt, classified and unrepresented);

33. Document Management Associate (changes to job description, changes to minimum qualifications; position is non-exempt, unclassified and unrepresented);

34. Equal Opportunity Analyst (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

35. Equal Opportunity Technician (new job classification; position is non-exempt, unclassified and unrepresented);

36. Executive Assistant I (Classified) (changes to job description; position is non-exempt, classified and unrepresented);

37. Financial Analyst (changes to job description; position is non-exempt, unclassified and unrepresented);

38. Human Resources Analyst (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

39. Human Resources Assistant (Classified) (removed from Directory; position is non-exempt, classified and unrepresented);

40. Human Resources Assistant (new job title - formerly Human Resources Assistant (Unclassified); changes to minimum qualifications; position is non-exempt, unclassified and unrepresented);

41. Human Resources Technician (Classified) (removed from Directory; position is non-exempt, classified and unrepresented);

42. Human Resources Technician (new job title - formerly Human Resources Technician (Unclassified); changes to job description, changes to minimum qualifications; position is non-exempt, unclassified and unrepresented);

43. Information Technology Security Analyst (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

44. Lease Assistant (removed from Directory; position is non-exempt, classified and unrepresented);

45. Manager, Audit Services (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

46. Manager, Business Information & Technology Services (changes to minimum qualifications; position is exempt, unclassified and unrepresented);

47. Manager, Engineering-Construction (changes to job description; position is exempt, unclassified and unrepresented);

48. Manager, Equal Opportunity (changes to job description; position is exempt, unclassified and unrepresented);

49. Manager, Maritime Commercial Trade and Properties (new job classification; position is exempt, unclassified and unrepresented);

50. Manager, Maritime Operations (new job title - formerly Marine Terminal Superintendent; changes to job description; position is exempt, unclassified and unrepresented);

51. Multi-Media Specialist (new job classification; position is non-exempt, classified and unrepresented);

52. Network Engineering & Telecommunications Supervisor (removed from Directory; position is exempt, unclassified and unrepresented);

53. Network Systems Analyst (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

54. Office Assistant (Classified) (changes to minimum qualifications; position is non-exempt, classified and unrepresented);

55. Office Assistant (Unclassified) (changes to minimum qualifications; position is non-exempt, unclassified and unrepresented);

56. Payroll Specialist (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

57. Photojournalist (removed from Directory; position is non-exempt, classified and unrepresented);

58. Principal Appraiser (removed from Directory; position is exempt, unclassified and unrepresented);

59. Procurement Analyst I (changes to job description, changes to minimum qualifications; position is non-exempt, classified and unrepresented);

60. Procurement Analyst II (changes to job description, changes to minimum qualifications; position is exempt, classified and unrepresented);

61. Procurement Supervisor (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

62. Program Manager, Real Estate (new job classification; position is exempt, unclassified and unrepresented);

63. Project Estimator (removed from Directory; position is non-exempt, classified and unrepresented);

64. Project Manager, Public Art (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

65. Senior Accountant (changes to job description, changes to minimum qualifications; position is exempt, classified and unrepresented);

66. Senior Administrative Assistant (Unclassified) (changes to job description; position is non-exempt, unclassified and unrepresented);

67. Senior Asset Manager (removed from Directory; position is exempt, unclassified and unrepresented);

68. Senior Auditor (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

69. Senior Business Intelligence Analyst (changes to job description; position is exempt, unclassified and unrepresented);

70. Senior Business Systems Analyst (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

71. Senior Construction Inspector (changes to job description, changes to minimum qualifications; position is non-exempt, classified and unrepresented);

72. Senior Environmental Specialist (changes to job description, changes to minimum qualifications; position is exempt, classified and unrepresented);

73. Senior Equal Opportunity Analyst (changes to job description; position is exempt, unclassified and unrepresented);

74. Senior Financial Analyst (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

75. Senior Human Resources Analyst (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

76. Senior Management Analyst (changes to job description; position is exempt, unclassified and unrepresented);

77. Senior Redevelopment Planner (changes to job description, changes to minimum qualifications; position is exempt, classified and unrepresented);

78. Senior Strategic Financial Planning Administrator (removed from Directory; position is exempt, unclassified and unrepresented);

79. Senior Systems Administrator (new job classification; position is exempt, unclassified and unrepresented);

80. Senior Training & Organization Development Specialist (changes to job description; position is exempt, unclassified and unrepresented);

81. Staff Assistant I (Classified) (changes to minimum qualifications; position is non-exempt, classified and unrepresented);

82. Staff Assistant II (Classified) (changes to job description, changes to minimum qualifications; position is non-exempt, classified and unrepresented);

83. Systems Administration Supervisor (new job classification; position is exempt, unclassified and unrepresented);

84. Systems Administrator (new job classification; position is exempt, unclassified and unrepresented);

85. Systems Support Analyst I (changes to job description, changes to minimum qualifications; position is non-exempt, unclassified and unrepresented);

86. Systems Support Analyst II (changes to job description, changes to minimum qualifications; position is exempt, unclassified and unrepresented);

87. Technical Training Specialist (new job title - formerly Quality Assurance Technician; position is non-exempt, unclassified and unrepresented);

88. Training & Organization Development Specialist (changes to job description; position is exempt, unclassified and unrepresented);

89. Training Administration Coordinator (removed from Directory; position is exempt, unclassified and unrepresented);

90. Web Content Specialist (removed from Directory; position is non-exempt, classified 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 2015-2016 and said

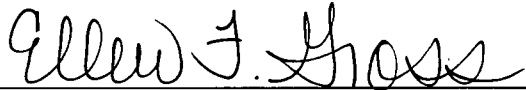


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Directory of Classification Specifications for Fiscal Year 2015-2016 is on file in the office of the District Clerk.

**BE IT FURTHER RESOLVED** that said Directory of Classification Specifications for Fiscal Year 2015-2016 supersedes all previous Classification Specifications presently on file in the office of the District Clerk.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL

A handwritten signature in cursive script, reading "Ellen J. Gross", written over a horizontal line.

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 11<sup>th</sup> day of June 2015, by the following vote:

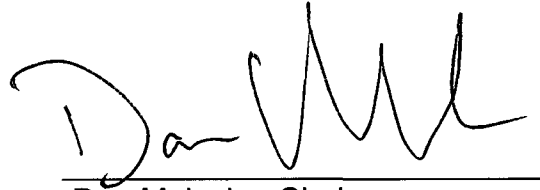
AYES: Bonelli, Castellanos, Malcolm, Merrifield, and Valderrama.

NAYS: None.

EXCUSED: Moore and Nelson.

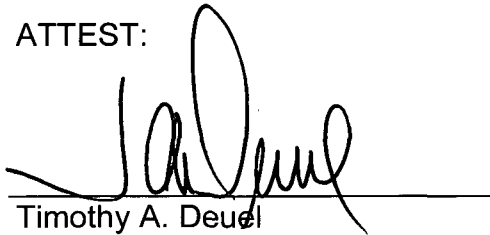
ABSENT: None.

ABSTAIN: None.



Dan Malcolm, Chairman  
Board of Port Commissioners

ATTEST:



Timothy A. Deuel  
District Clerk

