

(O-98-93)

ORDINANCE NUMBER O- 18476 (NEW SERIES)

ADOPTED ON MAR 31 1998

AN ORDINANCE AMENDING ORDINANCE NO. O-18424 (NEW SERIES), AS AMENDED, ENTITLED "AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 1997-98 AND APPROPRIATING THE NECESSARY MONEY TO OPERATE THE CITY OF SAN DIEGO FOR SAID FISCAL YEAR" BY AMENDING DOCUMENT NO. OO-18424, TO ADD THE POSITION OF PROGRAM COORDINATOR IN THE DEVELOPMENT SERVICES DEPARTMENT AND EXEMPTING SAID POSITION FROM THE CLASSIFIED SERVICE.

WHEREAS, on July 29, 1997, the San Diego City Council withdrew the designation of the County of San Diego as the Local Enforcement Agency (LEA) responsible for regulatory enforcement over solid waste facilities within The City of San Diego; and

WHEREAS, part of the City Council's action was to direct that the LEA function reside in the Development Services Department; and

WHEREAS, on November 19, 1997, the California Integrated Waste Management Board, the State Agency responsible for enforcing the solid waste sections of the California Code of Regulations, approved the City's Enforcement Action Plan for carrying out this responsibility; and

WHEREAS, as a result, Development Services began immediately to function in this capacity through the use of consultants and existing Development Services's staff; and

WHEREAS, in order to carry out the long-term management duties of the LEA, authorization is requested for an unclassified Program Coordinator position to serve as the Solid

Waste LEA Manger; and

WHEREAS, the Civil Service Commission has reviewed the justification for the position on February 6, 1998 and has commented favorably thereon in its memo to the Mayor and Council dated February 17; and

WHEREAS, it is necessary to amend the annual appropriation ordinance to add said position to the Development Services Department; NOW, THEREFORE,

BE IT ORDAINED, by the Council of The City of San Diego, as follows:

Section 1. That Ordinance No. O-18424, as amended, entitled "AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 1997-98 AND APPROPRIATING THE NECESSARY MONEY TO OPERATE THE CITY OF SAN DIEGO FOR SAID FISCAL YEAR" be and the same is hereby amended by amending Document No. OO-18424 by adding the position of PROGRAM COORDINATOR to the budget of the Development Services Department.

Section 2. That pursuant to section 117(a)17 of the City Charter, after having been reviewed and commented upon favorably by the Civil Service Commission on February 6, 1998 as meeting the Charter criterion for exemption from the classified service, and after having considered and reviewed the report thereon from the Civil Service Commission to the Mayor and Council dated February 17, 1998, attached hereto as Attachment A, the position of PROGRAM COORDINATOR in the Development Services Department be and is hereby exempted from the classified service and declared to be in the unclassified service of The City of San Diego.

Section 3. This ordinance is declared to take effect and be in force immediately upon its passage after two public hearings pursuant to the authority contained in sections 16, 17 and 71 of the Charter of The City of San Diego.

APPROVED: CASEY GWINN, City Attorney

By Stuart H. Swett
Stuart H. Swett
Deputy City Attorney

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Or.Dept:Dev.Serv./LandDev.Rev.
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CITY OF SAN DIEGO
MEMORANDUM

DATE: February 17, 1998
TO: Honorable Mayor and Council
FROM: Rich Snapper, Personnel Director
SUBJECT: Exemption of a Program Coordinator Position from the Classified Service

On February 6, 1998, the Civil Service Commission reviewed a request of the Development Services Manager to exempt a Program Coordinator position from the Classified Service. This position will be responsible for implementing the City Council's decision to transfer the Local Enforcement Agency (LEA) regulatory enforcement over solid waste facilities within the City from the County of San Diego to the Development Services Department. This position will administer and implement Titles 14 and 27 of the California Code of Regulations relating to the enforcement of health and safety standards in the conduct of solid waste operations within the City. As such, this position will be a key member of the department's management team, with significant responsibility for developing and implementing policies, procedures and programs for the Local Enforcement Agency.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and approval of the City Council."

Upon review of the duties and responsibilities of this position, the Commission finds that it meets the intent of Charter Section 117. If additional information would be of assistance in your consideration of this matter, staff is available to respond with details as necessary.



Rich Snapper

RS:FG:wp

Attachment

cc: Tina Christiansen, Development Services Manager
Financial Management Department

0-18476 ExemptMemo ATTACHMENT A

CITY OF SAN DIEGO
MEMORANDUM

DATE: January 30, 1998

TO: Civil Service Commission

FROM: Rich Snapper, Personnel Director


SUBJECT: Request to Exempt a New Program Coordinator from the Classified Service

Attached is a request from the Development Services Manager to exempt a new Program Coordinator position from the Classified Service. This is a result of the City Council's decision to withdraw the designation of the County of San Diego as the Local Enforcement Agency (LEA) responsible for regulatory enforcement over solid waste facilities within the City of the San Diego. The function has been transferred to the Development Services Department, which has informed staff that it needs a position to serve as coordinator of the Local Enforcement Agency. This is a revision of their original request for a Program Manager for the LEA.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and the approval of the City Council."

This position will be responsible for administering and implementing Titles 14 and 27 of the California Code of Regulations relating to the enforcement of health and safety standards in the conduct of solid waste operations within the City. It will also be responsible for coordinating and resolving all policy and technical issues, and representing the Local Enforcement Agency in hearings before regulatory bodies, the public, and the solid waste industry.

Staff finds that the duties and responsibilities of this position meet the intent of Charter Section 117 for exemption from the Classified Service. It is therefore recommended that this request be approved.



Rich Snapper

RS:FG:wp

cc: Tina Christiansen, Development Manager

.:ReqExpt

0-18476

December 24, 1997

~~Program Manager~~ ^{Coordinator}

**Solid Waste Local Enforcement Agency Manger^a
Development Services**

Plans, organizes, directs, coordinates and administers the functions of the City's Solid Waste Local Enforcement Agency (LEA) which serves as a local agency for the California Integrated Waste Management Board (CIWMB); assigns and oversees the completion of projects; prepares and administers the LEA budget; disseminates information to the public and other agencies; reviews and/or prepares a variety of reports for the City Council and other agencies; drafts ordinances and resolutions for adoption; researches, reviews, and analyzes information and data for the development of inspection programs and enforcement policies; and provides technical advice and guidance on solid waste issues. Directs, plans and supervises the work of professional and clerical staff; monitors, evaluates, reviews and comments on all proposed legislation, rules, regulations and laws effecting solid waste activities; interviews, hires, and evaluates employees and their job performance; represents the LEA on a variety of special committees; and investigates funding and writes grant proposals.

4) Minimum Qualifications

Education: Bachelor's Degree in Physical/Life Sciences or Environmental Health or closely related field.

Experience: Five years experience in the area of solid waste management and/enforcement, three years in a lead or supervisory capacity.

Special Requirements: Possession of a valid certificate of registration as a Registered Environmental Health Specialist (REHS) issued by the State of California is highly desirable.

City of San Diego
MEMORANDUM

DATE: December 24, 1997
TO: City of San Diego Civil Service Commission
FROM: Tina P. Christiansen, A.I.A., Development Services Manager
SUBJECT: Program Manager, Solid Waste Local Enforcement Agency Manager

On July 29, 1997, the San Diego City Council withdrew the designation of the County of San Diego as the Local Enforcement Agency (LEA) responsible for regulatory enforcement over solid waste facilities within the City of San Diego. Part of City Council's action was to direct that the LEA function reside in Development Services (DS). Subsequently, on November 19, 1997, the California Integrated Waste Management Board (CIWMB), the State Agency responsible for enforcing the solid waste sections of the California Code of Regulations, approved the City's Enforcement Action Plan (EPP) for carrying-out this responsibility.

As a result, Development Services began immediately to function in this capacity through the use of consultants and existing DS staff. In order to carry out the long term management duties of the LEA, Development Services is requesting authorization for an unclassified Program Manager position to serve as the LEA Manager.

The City's LEA Manager will be responsible for the implementation of Titles 14 and 27 of the California Code of Regulations relating to the enforcement of minimum health and safety standards in the conduct of solid waste operations and facilities within the City. In addition, the LEA Manager will deal with pertinent elements of the California Health and Safety, Revenue and Taxation, and Business and Professional Codes. This position requires extensive education, training and experience in both the applicable State and Federal laws governing solid waste operations, and the policy implications and technical issues associated with enforcement of State of California health and safety regulations. The LEA Manager will be responsible for representing the LEA in hearings before the CIWMB as well as with members of public and the solid waste industry. In addition, this Manager will be responsible for administration of the LEA's enterprise fund and supervision of LEA engineering, inspection and office staff. This position will include a significant element of "consequence of error" resulting from the actions of this Manager in dealing with solid waste regulatory and policy issues, the CIWMB, members of the public and the solid waste industry. In fulfilling the responsibilities of the LEA it is expected that the LEA Manager will be required to travel frequently to Sacramento to appear before both the CIWMB and its standing

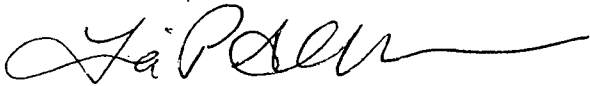
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committees to provide expertise in the development of regulations and policies relating to solid waste operations and facilities.

The LEA Manager will report directly to the Development Services' Environmental Review Manager. State-wide recruitment for the LEA Manager position will begin immediately, and the successful candidate is expected to begin work in March, 1998.

The attached draft position description for the LEA Manager is provided to assist the Commission in reviewing this request.

Please call me at 236-6120 if there are questions regarding this request.



TINA P. CHRISTIANSEN, A.I.A.
Development Services Manager

LHM/lmgb

Attachment: LEA Manager Position Description

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December 24, 1997

Program Coordinator

**Solid Waste Local Enforcement Agency Manager
Development Services**

Plans, organizes, directs, coordinates and administers the functions of the City's solid Waste Local Enforcement Agency (LEA) which serves as a local agency for the California Integrated Waste Management Board (CIWMB); assigns and oversees the completion of projects; prepares and administers the LEA budget; disseminates information to the public and other agencies; reviews and/or prepares a variety of reports for the City Council and other agencies; drafts ordinances and resolutions for adoption; researches, reviews, and analyzes information and data for the development of inspection programs and enforcement policies; and provides technical advice and guidance on solid waste issues.. Directs, plans and supervises the work of professional and clerical staff; monitors, evaluates, reviews and comments on all proposed legislation, rules, regulations and laws effecting solid waste activities; interviews, hires, and evaluates employees and their job performance; represents the LEA on a variety of special committees; and investigates funding and writes grant proposals.

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Education: Bachelor's Degree in Physical/Life Sciences or Environmental health or closely related field.

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