

(O-2001-78)

ORDINANCE NUMBER O- 18893 (NEW SERIES)

ADOPTED ON NOV 27 2000

AN ORDINANCE EXEMPTING A PROGRAM MANAGER  
POSITION FROM THE CLASSIFIED SERVICE IN THE  
CHIEF'S OFFICE OF THE SAN DIEGO POLICE  
DEPARTMENT.

WHEREAS, on September 7, 2000, the Civil Service Commission reviewed and approved a request from the San Diego Police Department to exempt a Program Manager position from the classified service; and

WHEREAS, this position will perform executive level staff functions, including but not limited to the following: represent the Chief with other City Departments on matters impacting or related to the Police Department; direct and coordinate the processing of City Council Requests for Action (1472s), Council Committee Reports, Council referrals to the Chief; serve as the Chief's liaison to the Public Safety and Neighborhood Services Committee, represent the Chief with Mayor and Council staffs, Intergovernmental Relations staff, and other government entities; brief the Manager's Office and Mayor and Council Offices regarding upcoming docket items; draft speeches and presentations for the Chief to be delivered to various community, business and professional organizations; perform other high level executive staff duties as required; and

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

Section 1. 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 September 7,

2000, 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 September 11, 2000, attached hereto as Attachment A, the position of Program Manager in the Chief's Office of the San Diego Police 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 2. That a full reading of this ordinance is dispensed with prior to its final passage, a written or printed copy having been available to the City Council and the public a day prior to its final passage.

Section 3. This ordinance shall take effect and be in force on the thirtieth day from and after its passage.

APPROVED: CASEY GWINN, City Attorney

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

SHS:smf  
10/20/00  
Or.Dept.:Police  
O-2001-78  
Form=ecom.ord

519 2365515

**CITY OF SAN DIEGO  
MEMORANDUM**

**DATE:** September 11, 2000

**TO:** Honorable Mayor and Council

**FROM:** Rich Snapper, Personnel Director

**SUBJECT:** Exemption of a Program Manager position from the Classified Service

---

On September 7, 2000, the Civil Service Commission reviewed a request of the Police Chief to exempt a Program Manager position from the Classified Service. This position will be responsible for planning, organizing, and participating on behalf of the Police Chief on task forces, and/or committees dealing with law enforcement issues. This position will also be responsible for representing the Police Chief at the Public Safety and Service Council Committees as well as at various other law enforcement related organizations.

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:HD:wp

Attachment

cc: David Bejarano, Police Chief  
Financial Management Department

Hi from Pro Mgr PD

0-18893 **ATTACHMENT A**

CITY OF SAN DIEGO  
MEMORANDUM

**DATE:** September 1, 2000  
**TO:** Civil Service Commission  
**FROM:** Rich Snapper, Personnel Director  
**SUBJECT:** Request to Exempt a Program Manager Position from the Classified Service

---

The Police Chief has requested that a Program Manager position be exempted from the Classified Service.

This position which will report to the Executive Assistant Police Chief will be responsible for planning, organizing, and participating on behalf of the Police Chief on task forces and/or committees dealing with law enforcement issues; for receiving, evaluating, and responding to requests for information from governmental agencies, elected official, and business organizations; and for briefing the City Manager's office, and the Council Staff on upcoming police-related issues. In addition, this position will represent the Police Chief at the Public Safety and Service Council Committee as well as at various other law enforcement related organizations.

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 exempt 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, staff finds that it meets the intent of Charter Section 117. Based on the above, it is recommended that this request be approved.



Rich Snapper  
Personnel Director

Gerald  
Green

CITY OF SAN DIEGO  
MEMORANDUM

DATE: July 14, 2000

TO: Civil Service Commission via *0/3/00*  
Rich Snapper, Personnel Director

FROM: David Bejarano, Chief of Police

SUBJECT: Request to Exempt One Program Manager Position from the Classified Service

---

Charter Section 117 states: "The Unclassified Service shall include...17. "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 advisory review and comment of the Civil Service Commission and approval of the City Council." The Police Department hereby requests concurrence from the Civil Service Commission to exempt one Program Manager position to work directly for the Chief

The individual in this position will serve in an executive staff level capacity. He or she will represent the Chief with other City departments on matters impacting Police issues, will direct and coordinate the preparation, processing and presentation of City Council Requests for Action, Council Committee Reports from the Chief, City Council Route Slip processing, AIM and Council referrals to the Chief. The incumbent will represent the Chief with Mayor and City Council staffs, Intergovernmental Relations staff and other governmental entities; research and analyze pending, proposed and/or potential legislation related to law enforcement issues and advise the Chief of these matters, and perform other high level executive staff functions and duties.

If is respectfully requested that the Commission support the request to exempt this position from the Classified Service.

*D. Bejarano*  
David Bejarano

cc: Dan Kelley, Labor Relations Manager

DB/cl

*0*18893

CITY OF SAN DIEGO  
MEMORANDUM

00 AUG 17 AM 9: 27  
CITY OF SAN DIEGO  
PERSONNEL DEPT.

DATE: August 16, 2000  
TO: Hadi Dehghani, Classification Supervisor  
FROM: Cathy Lexin, Director of Administrative Services  
SUBJECT: Request to Exempt One Program Manager

---

In addition to the information provided in the memorandum dated July 14, 2000 from the Chief, the following additional information is provided regarding the Chief's request to exempt one Program Manager position from the Classified Service.

The individual in this position will report directly to the Executive Assistant Chief of Police, and will also work directly with the Chief on many assignments.

Examples of how this individual will represent the Chief include the following.

- ▶ Brief the City Manager's Office and City Council Aides on upcoming docket items.
- ▶ Plan, organize and participate on behalf of the Chief on task forces and/or committees dealing with law enforcement issues.
- ▶ Serve as the Chief's liaison to the Public Safety and Service Council Committee.
- ▶ Serve as liaison to law enforcement-related organizations for which the Chief is a member such as the International Chiefs of Police Association, Major City Chiefs Association, San Diego County Sheriff/Chiefs Association, etc.

Examples of the high level executive staff functions and duties include the following.

- ▶ Develop and administer a system for handling City Council Route Slip processing, and well as other requests for information received by the Chief's Office (e.g. from other governmental agencies, elected officials, community and business organizations, and members of the community. The employee will be responsible for receiving, logging, evaluating, requests for information. In some cases the employee will assign the request to a command for response; in other cases the employee will prepare the response. The employee will review and approve all responses prepared for the Chief's signature and ensure timely follow through on these assignments.
- ▶ Establish and administer departmental procedures for the preparation and processing of the department's requests for City Manager (1544) or City Council Actions (1472), including any applicable resolutions, ordinances, contracts, agreements, etc.

0-18893

August 16, 2000

Page Two

- ▶ Plan, coordinate and strategically prioritize issues needing to come before the City Council and/or Council Committees, and ensure timely follow through on necessary actions.
- ▶ Develop and maintain an ongoing liaison with representatives of the Mayor and City Council Offices, Council Committee Consultants, City Manager's Office, City Clerk's Docket Office and other appropriate intergovernmental entities, and keep the Chief apprised of developing issues and/or concerns affecting the Police Department.
- ▶ Draft speeches and/or presentations for the Chief to be delivered to various business and community groups and organizations.
- ▶ Receive and respond to sensitive complaints to the Chief's Office.

I hope this additional information addresses your questions. Thank you for your assistance.



Cathy Lexin  
Director of Administrative Services