

ORDINANCE NUMBER O- 18894 (NEW SERIES)

ADOPTED ON NOV 27 2000

AN ORDINANCE AMENDING ORDINANCE NO. O-18806 (NEW SERIES), ENTITLED "AN ORDINANCE ESTABLISHING A SCHEDULE OF COMPENSATION FOR OFFICERS AND EMPLOYEES OF THE CITY OF SAN DIEGO FOR THE FISCAL YEAR 2000-01" BY AMENDING EXHIBIT C TO ADD ONE MEDICAL REVIEW OFFICER POSITION TO THE UNCLASSIFIED SALARY TABLES AND EXEMPTING SAID POSITION FROM THE CLASSIFIED SERVICE.

WHEREAS, on September 7, 2000, the Civil Service Commission reviewed a request of the Retirement Department to exempt a Medical Review Officer Position from the classified service; and

WHEREAS, this position will be responsible for formulating and administering the policies and procedures governing the disability retirement program, and advising staff and the Retirement Board concerning disability retirement issues; and

WHEREAS, the Civil Service Commission has reviewed the justification for the position and has commented favorably thereon in its memo to the Mayor and Council dated September 11, 2000; and

WHEREAS, it is necessary to amend the annual salary ordinance to add said position to the unclassified salary tables; NOW, THEREFORE,

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 Medical Review Officer in the Retirement 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 Ordinance No. O-18806, as amended, entitled "AN ORDINANCE ESTABLISHING A SCHEDULE OF COMPENSATION FOR OFFICERS AND EMPLOYEES OF THE CITY OF SAN DIEGO FOR THE FISCAL YEAR 2000-01" be and the same is hereby amended by amending Exhibit C to add the position of Medical Review Officer to the unclassified salary tables as indicated in Attachment B.

Section 3. 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 4. 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
10/09/00
Or.Dept.:Retire.
O-2001-73
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**CITY OF SAN DIEGO
MEMORANDUM**

DATE: September 11, 2000
TO: Honorable Mayor and Council
FROM: Rich Snapper, Personnel Director
SUBJECT: Exemption of a Medical Review Officer position from the Classified Service

On September 7, 2000, the Civil Service Commission reviewed a request of the President of the Retirement Board to exempt a Medical Review Officer position from the Classified Service. This position will be responsible for formulating and administering the policies and procedures governing the disability retirement program, and advising staff and the Retirement Board concerning disability retirement issues.

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

Rich Snapper
RS:HD:wp

Attachment

cc: Lawrence Grissom, Retirement Administrator
Financial Management Department

Exempt Medical Officer

0-18894 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 Medical Review Officer Position from the Classified Service

The President of the Retirement Board has requested that a Medical Review Officer position be exempted from the Classified Service.

A similar request was originally made on May 27, 1999. Staff at the time recommended the approval of the request. However, at the Civil Service Commission meeting on June 3, 1999, the Municipal Employee Association spoke in opposition to this request. The Commission did not take any action on this item but referred the issue back to the Retirement Department to work with MEA for a mutually acceptable alternative.

On June 23, 1999 the Personnel Department created the Medical Review Officer as an option title off of the Supervising Management Analyst classification in recognition of the duties and the level of responsibility of this position. Recruitment on this position was conducted from June 25, 1999 through July 7, 1999. Subsequently, the Retirement Department hired the current incumbent on July 6, 1999. On April 13, 2000, the Civil Service Commission approved staff recommendation for creation of a new class of Medical Review Officer effective July 1, 2000 (attached).

This position which reports directly to the Retirement Board via the Retirement Administration, is responsible for formulating and administering the policies and procedures governing the disability retirement program, for reviewing, analyzing, and investigating all disability retirement applications, and for advising staff and the Retirement Board concerning disability retirement issues. As such, this position is given significant responsibilities for formulating and administering disability retirement policies and programs.

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

Board of Administration
San Diego City Employees' Retirement System
MEMORANDUM

533-4660

DATE: August 18, 2000

TO: The Civil Service Commission, via Rich Snapper, Personnel Director

FROM: Frederick Pierce, IV, President of the Board of Administration for the San Diego City Employees' Retirement System

SUBJECT: Request to Exempt the Position of Medical Review Officer from the Classified Service

On behalf of the Board of Administration ("Retirement Board") for the San Diego City Employees' Retirement System ("Retirement System"), I am requesting the exemption of the position of Medical Review Officer from the Classified Service in accordance with Charter Section 117(a)(17).

The Medical Review Officer reports directly to the Retirement Board via the Retirement Administrator. She performs administrative services at the managerial level as defined in Charter Section 117(a)(17). She has significant responsibilities for the formulation and administration of the policies and procedures governing the disability retirement program administered by the Retirement Board. These policies and programs are necessary to assist the Board in fulfilling its fiduciary and administrative responsibilities.

The duties of the Medical Review Officer are outlined in the attached draft class specification. Generally, these duties include the independent review, analysis and investigation of all disability retirement applications. In addition, the Medical Review Officer formulates policies and procedures necessary for the evaluation and administration of disability retirement benefits.

Specifically, the Medical Review Officer attends the monthly meetings of the Retirement Board and makes recommendations regarding applications for disability retirement. She responds to technical questions raised regarding disability applications. She also authorizes tests and examinations of disability applicants, selects and negotiates contracts with physicians and physician groups and reviews and approves the medical billings.

The discretionary authority afforded to the Medical Review officer is at the highest level in light of the Board's fiduciary duties and responsibilities to its members, retirees, beneficiaries, participating employers (the City of San Diego and the Unified Port District) and the trust fund. The consequence of error is significant. A recommendation

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Civil Service Commission
August 18, 2000
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made in haste or one unsupported by the facts, law or medical evidence could expose the Retirement System to litigation subjecting the trust fund to unwarranted claims or deny an applicant a benefit he or she may be entitled to.

I will be happy to answer any questions the Commission may have during its advisory review.



LEC/sn

Attachments

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0-18894

Miscellanaous F

Salary Rate-2014/Minimum and Maximum

Monthly	\$ 4,496.00	-	\$ 6,806.00
Bi-weekly	\$ 2,068.00	-	\$ 3,130.40
Hourly	\$ 25.85	-	\$ 39.13

2274 Medical Review Officer (UC)