

ORDINANCE NUMBER O- 20103 (NEW SERIES)

DATE OF FINAL PASSAGE OCT 18 2011

AN ORDINANCE OF THE COUNCIL OF THE CITY OF SAN DIEGO EXEMPTING TWO PROGRAM MANAGER POSITIONS IN THE OFFICE OF THE CITY TREASURER FROM THE CLASSIFIED SERVICE OF THE CITY OF SAN DIEGO.

WHEREAS, on August 4, 2011, the Civil Service Commission of the City of San Diego (Civil Service Commission) reviewed a request from the Office of the City Treasurer to exempt two Program Manager positions from the Classified Service of the City of San Diego; and

WHEREAS, the first Program Manager position will oversee the Delinquent Accounts Program, which collects approximately \$25 million each year in past due accounts receivable for the City; and

WHEREAS, this position will have significant responsibilities for drafting program policy and procedures, ensuring proper internal controls and safeguards over City assets are in place, maximizing revenue recovery opportunities, and will manage a team of twenty-nine employees; and

WHEREAS, the second Program Manager position will oversee the Parking Administration and Parking Meter Operations Program, which collects approximately \$29 million annually in combined parking citation and parking meter revenue; and

WHEREAS, this position will draft needed policies and procedures, oversee program contract administration, ensure proper internal controls are in place, and manage a team of twenty-three employees; and

WHEREAS, San Diego Charter (Charter) section 117 states that the Unclassified Service shall include “[m]anagerial employees having significant responsibilities for formulating or administering departmental 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”; and

WHEREAS, upon review of the duties and responsibilities of the two Program Manager positions, as provided by the Office of the City Treasurer, the Civil Service Commission found that the justification for the positions to be placed in the Unclassified Service meets the intent of Charter section 117; and

WHEREAS, the finding of the Civil Service Commission is set forth in a memorandum dated August 16, 2011, prepared on behalf of the Civil Service Commission by Hadi Dehghani, Personnel Director, to the Honorable Council President and City Council; NOW, THEREFORE,

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

Section 1. That pursuant to San Diego Charter section 117(a)(17), after having been reviewed on August 4, 2011, and commented upon favorably by the Civil Service Commission, as meeting Charter criteria for exemption from the Classified Service, and after having considered and reviewed the finding of the Civil Service Commission, as set forth in the Memorandum to the Honorable Council President and City Council, from Hadi Dehghani, Personnel Director, on behalf of the Civil Service Commission, dated August 16, 2011, attached hereto as Attachment A and fully incorporated herein by reference, the two positions of Program Manager in the Office of the City Treasurer, performing the duties described in the August 16, 2011, Memorandum, shall be and are 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 passage, a written or printed copy having been made available to the City Council and the public prior to the day of its passage.

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

APPROVED: JAN I. GOLDSMITH, City Attorney

By Joan F. Dawson  
Joan F. Dawson  
Deputy City Attorney

JFD:ccm  
9/8/2011  
Or.Dept:City Treasurer  
Doc #242306

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of ~~OCT 11 2011~~.

ELIZABETH S. MALAND  
City Clerk

By [Signature]  
Deputy City Clerk

Approved: 10-18-11  
(date)

[Signature]  
JERRY SANDERS, Mayor

Vetoed: \_\_\_\_\_  
(date)

\_\_\_\_\_  
JERRY SANDERS, Mayor

CITY OF SAN DIEGO  
MEMORANDUM

DATE: August 16, 2011  
TO: Honorable Council President and City Council  
FROM: Hadi Dehghani, Personnel Director  
SUBJECT: Exemption of two Program Manager Positions from the Classified Service

RECEIVED  
CITY COUNCIL OFFICES  
2011 AUG 17 AM 10:51

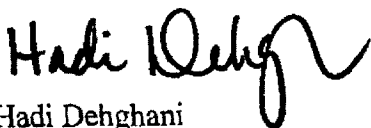
On August 4, 2011, the Civil Service Commission reviewed a request from the Office of the City Treasurer to exempt two Program Manager positions from the Classified Service. Both requested positions will work in the Revenue Collections Division which administers the Delinquent Accounts Program and the Parking Administration and Parking Meter Operations Programs.

The first Program Manager position will oversee the Delinquent Accounts Program which collects approximately \$25 million each year in past due accounts receivable for the City. This position will have significant responsibilities for drafting program policy and procedures, ensuring proper internal controls and safeguards over City assets are in place, maximizing revenue recovery opportunities, and will manage a team of 29 employees.

The second Program Manager position will oversee the Parking Administration and Parking Meter Operations Program which collects approximately \$29 million annually in combined parking citation and parking meter revenue. This position will draft needed policies and procedures, oversee program contract administration, ensure proper internal controls are in place, and manage a team of 23 employees.

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 these positions, the Commission finds that they meet 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.



Hadi Dehghani  
Personnel Director