

# 55 #59-A  
(O-2016-144) 6/28/16

ORDINANCE NUMBER O- 20682 (NEW SERIES)

DATE OF FINAL PASSAGE JUL 19 2016

AN ORDINANCE OF THE COUNCIL OF THE CITY OF  
SAN DIEGO EXEMPTING ONE PROGRAM COORDINATOR  
POSITION IN THE OFFICE OF THE CITY CLERK FROM THE  
CLASSIFIED SERVICE.

WHEREAS, on June 2, 2016, the City of San Diego (City)'s Civil Service Commission reviewed a request from the Office of the City Clerk (Office) to exempt one Program Coordinator position from the Classified Service; and

WHEREAS, the Program Coordinator position will be responsible for overseeing multiple administrative functions within the Office's three divisions; and

WHEREAS, specifically, this position will be responsible for overseeing the Office's budget utilizing information provided by the deputy directors of the three divisions; evaluating the Office's information technology and budgetary needs within its divisions and making recommendations to the City Clerk on the allocation of these resources; ensuring proper training is provided to staff related to the Office's Volunteer Program and ongoing customer service training; ensuring the Passport Facility's daily operations are operating in accordance with U.S. Department of State regulations; and formulating policy and procedural changes to expand and improve services; and

WHEREAS, San Diego Charter (Charter) section 117(a)(17) 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, on June 2, 2016, upon review of the duties and responsibilities of the Program Coordinator position, as provided by the Office, the Civil Service Commission determined that the Program Coordinator position meets the standard set forth in Charter section 117(a)(17) to be placed in the Unclassified Service; and

WHEREAS, the determinations of the Civil Service Commission are set forth in a memorandum dated June 8, 2016, from 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 the City Council has received and reviewed a memorandum from Personnel Director Hadi Dehghani, dated June 8, 2016, which documents that, on June 2, 2016, the City's Civil Service Commission reviewed and favorably commented on a proposal from the Office to exempt one Program Coordinator position from the Classified Service. The Program Coordinator position will be responsible for overseeing multiple administrative functions within the Office's three divisions.

Section 2. That pursuant to Charter section 117(a)(17), with the Civil Service Commission's review and approval, the City Council exempts from the Classified Service and declares to be in the Unclassified Service of the City one Program Coordinator position, performing the duties set forth in the June 8, 2016, memorandum from Personnel Director Hadi Dehghani to the Honorable Council President and City Council, and in this ordinance.

Section 3. That a full reading of this ordinance is dispensed with prior to passage, a written copy having been made available to the City Council and the public prior to the day of its passage.

Section 4. 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:cm  
June 14, 2016  
Or.Dept: Financial Management  
Doc. No.: 1305526

I certify that this Ordinance was passed by the Council of the City of San Diego, at this meeting of JUL 12 2016.

ELIZABETH S. MALAND  
City Clerk

By May Amanda  
Deputy City Clerk

Approved: 7/19/16  
(date)

Kevin L. Faulconer  
KEVIN L. FAULCONER, Mayor

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

\_\_\_\_\_  
KEVIN L. FAULCONER, Mayor

Passed by the Council of The City of San Diego on JUL 12 2016, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Sherri Lightner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lorie Zapf	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Todd Gloria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Myrtle Cole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Kersey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Cate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Sherman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Alvarez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marti Emerald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage JUL 19 2016

AUTHENTICATED BY:

KEVIN L. FAULCONER  
Mayor of The City of San Diego, California.

(Seal)

ELIZABETH S. MALAND  
City Clerk of The City of San Diego, California.

By *Janette J. Davis*, Deputy

I HEREBY CERTIFY that the foregoing ordinance was not finally passed until twelve calendar days had elapsed between the day of its introduction and the day of its final passage, to wit, on

JUN 28 2016

, and on

JUL 19 2016

I FURTHER CERTIFY that said ordinance was read in full prior to passage or that such reading was dispensed with by a vote of five members of the Council, and that a written copy of the ordinance was made available to each member of the Council and the public prior to the day of its passage.

(Seal)

ELIZABETH S. MALAND  
City Clerk of The City of San Diego, California.

By *Janette J. Davis*, Deputy

Office of the City Clerk, San Diego, California

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