

ORDINANCE NUMBER O- 20994 (NEW SERIES)

DATE OF FINAL PASSAGE OCT 10 2018

AN ORDINANCE OF THE COUNCIL OF THE CITY OF SAN DIEGO DESIGNATING FOUR NEW CLASSIFICATIONS, ESTABLISHING THE STANDARD RATES OF PAY FOR THE CLASSIFICATIONS, AND AUTHORIZING THE PAYMENT OF ADDITIONAL COMPENSATION TO THE EMPLOYEES IN THESE CLASSIFICATIONS, CONSISTENT WITH ASSIGNED EMPLOYEE REPRESENTATION UNITS AND OVERTIME GROUPS.

WHEREAS, City of San Diego (City) Civil Service Rule I, section 1, codified at San Diego Municipal Code section 23.0202, provides, in part, that the City's Civil Service Commission, with the approval of the City Council (Council) by ordinance, may designate new classifications of employees in the City's Classified Service, and may combine, alter, or abolish existing classes; and

WHEREAS, Civil Service Rule I, section 1 also states that the Civil Service Commission must maintain a classification plan, based upon employees' duties and responsibilities, to provide for standardization and classification of all positions in the Classified Service, and that this plan must include an outline of classes of positions in the Classified Service arranged in appropriate occupational groups; and

WHEREAS, the City's Civil Service Rule I, section 2, codified at San Diego Municipal Code section 23.0203, provides that each classification in the Classified Service must have standard rates of pay, including a minimum, maximum, and intermediate range steps; and

WHEREAS, San Diego Charter section 130 provides that the Council must, by ordinance, establish a schedule of compensation for officers and employees in the Classified Service, which includes a minimum and maximum standard rate of pay, and provides uniform compensation for like service; and

WHEREAS, under the Meyers-Milias-Brown Act and City Council Policy 300-06, the City may determine appropriate occupational groups or units, based on principles of “community of interest,” as defined in cases decided by the California Public Employment Relations Board and California courts; and

WHEREAS, under the Fair Labor Standards Act, employees are entitled to overtime compensation, unless they perform specified job duties for which they are paid a minimum salary each week to satisfy the salary basis requirements, making them exempt from the overtime requirements; and

WHEREAS, the Mayor, acting through the Chief Financial Officer, is proposing to the Council the creation of a new City department, the Department of Finance, which will perform the functions of the Financial Management Department and Office of the City Comptroller; and

WHEREAS, the creation of the Department of Finance will be determined by the Council in a separate action; and

WHEREAS, in conjunction with the proposal to create the new department, the Chief Financial Officer is also proposing the creation of four new classifications: Finance Analyst I, Finance Analyst II, Finance Analyst III, and Finance Analyst IV; and has presented this proposal to the City’s Civil Service Commission as required by the San Diego Charter and Municipal Code; and

WHEREAS, the proposed Finance Analyst classification series will perform budgetary, financial, and accounting analyses related to Citywide budgetary control and financial management, and will combine the duties currently being performed by the existing Budget Development Analyst and Accountant positions; and

WHEREAS, under the proposal, the new classification series will perform a broader range of financial analyses and financial statement preparation duties and responsibility; and

WHEREAS, on September 6, 2018, the Civil Service Commission reviewed the proposed Finance Analyst classification series, and is recommending approval by the Council; and

WHEREAS, in accordance with Civil Service Rule I and the principles of “community of interest,” the Civil Service Commission has determined that the proposed new classifications of Finance Analyst I, Finance Analyst II, and Finance Analyst III should be placed in the Professional Employee Representation Unit and the classification of Finance Analyst IV should be placed in the No Representation Unit; and

WHEREAS, in accordance with Personnel Manual Index Code H-4, the Civil Service Commission has determined that the proposed classifications of Finance Analyst I, Finance Analyst II, and Finance Analyst III should be placed in Group C of the Addendum to the Personnel Manual Index Code H-4, Overtime, and be eligible for premium rate overtime, and the proposed classification of Finance Analyst IV should be placed in Group F and be ineligible for overtime pay; and

WHEREAS, the recommendations of the Civil Service Commission are now presented to the Council for final determination; NOW THEREFORE,

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

Section 1. Pursuant to the San Diego Charter, including San Diego Charter section 130, and Civil Service Rule I, section 1, codified at San Diego Municipal Code sections 23.0202, the Council creates the classifications of Finance Analyst I, Finance Analyst II, Finance Analyst III, and Finance Analyst IV, and approves the rates of pay for these classifications, as set forth in

Exhibit A, incorporated into this Ordinance by this reference and on file in the Office of the City Clerk as Document No. 00-20994.

Section 2. The Council authorizes the City Comptroller to pay overtime to employees in the classifications of Finance Analyst I, Finance Analyst II, and Finance Analyst III, in accordance with the Civil Service Commission's determination that these employees should be placed in Group C of the Addendum to the Personnel Manual Index Code H-4 Overtime. The Council also authorizes the City Comptroller to exempt employees in the classification of Finance Analyst IV from the payment of overtime compensation under the Fair Labor Standards Act and Personnel Manual Index Code H-4, on the basis that these employees meet the minimum requirements for exemption as determined by their primary job duties and minimum pay, as approved by this Ordinance. The Council further authorizes the Mayor, in consultation with the Personnel Director, Comptroller, and City Attorney, to make any necessary adjustments to overtime calculations related to these classifications, to ensure compliance with the Fair Labor Standards Act, including applicable regulations and case law interpreting the statute.

Section 3. The Council determines that the Finance Analyst I, Finance Analyst II, and Finance Analyst III are appropriately placed in the Professional Employee Representation Unit, and authorizes payment of all other compensation to the employees in these classifications, as determined by the memorandum of understanding, approved by the Council, between the City and the recognized employee organization representing the Professional Employee Representation Unit. The Council further determines that the Finance Analyst IV is appropriately placed in the No Representation Unit, and authorizes payment of all other compensation to the employees in this classification, consistent with Council's authorization of compensation for unrepresented employees in the Fiscal Year 2019 Salary Ordinance (San Diego Ordinance O-20927 (April 24,

2018) and San Diego Resolution R-311678 (April 24, 2018), adopting the City's cafeteria benefits plan and flexible benefit allotments for Fiscal Year 2019.

Section 4. That a full reading of this ordinance is dispensed with prior to passage, a written or printed copy having been made available to the Council and the public prior to the day of its passage.

Section 5. That this ordinance shall take effect and be in force on the thirtieth day from and after its final passage.

APPROVED: MARA W. ELLIOTT, City Attorney

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

JFD:jvg  
September 10, 2018  
Or.Dept:Finance  
Doc. No.: 1831666

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of OCT 09 2018.

ELIZABETH S. MALAND  
City Clerk

By Linda Irwin  
Deputy City Clerk

Approved: 10/10/18  
(date)

Kevin L. Faulconer  
KEVIN L. FAULCONER, Mayor

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

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

**PROPOSED FINANCE ANALYST CLASSIFICATION SERIES  
STANDARD RATES AND STEPS**

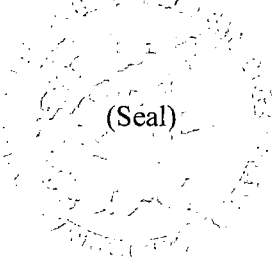
<b>RATE</b>	<b>STEP</b>	<b>BIWEEKLY</b>	<b>HOURLY</b>
Finance Analyst I (1028)	A	2,196.80	27.46
Finance Analyst I (1028)	B	2,306.40	28.83
Finance Analyst I (1028)	C	2,421.60	30.27
Finance Analyst I (1028)	D	2,542.40	31.78
Finance Analyst I (1028)	E	2,669.60	33.37
Finance Analyst II (1029)	A	2,525.60	31.57
Finance Analyst II (1029)	B	2,652.00	33.15
Finance Analyst II (1029)	C	2,784.80	34.81
Finance Analyst II (1029)	D	2,924.00	36.55
Finance Analyst II (1029)	E	3,070.40	38.38
Finance Analyst III (1030)	A	2,779.20	34.74
Finance Analyst III (1030)	B	2,918.40	36.48
Finance Analyst III (1030)	C	3,064.00	38.30
Finance Analyst III (1030)	D	3,216.80	40.21
Finance Analyst III (1030)	E	3,377.60	42.22
Finance Analyst IV (1031)	A	3,446.40	43.08
Finance Analyst IV (1031)	B	3,618.40	45.23
Finance Analyst IV (1031)	C	3,799.20	47.49
Finance Analyst IV (1031)	D	3,988.80	49.86
Finance Analyst IV (1031)	E	4,188.00	52.35

Passed by the Council of The City of San Diego on OCT 09 2018, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Barbara Bry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lorie Zapf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Ward	<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"/>
Georgette Gomez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage OCT 10 2018

AUTHENTICATED BY:



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

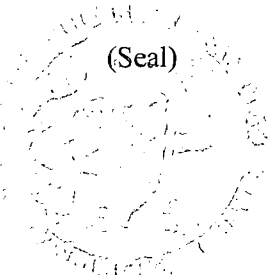
ELIZABETH S. MALAND  
City Clerk of The City of San Diego, California.

By Ginda Irwin, 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

SEP 25 2018, and on OCT 10 2018.

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.



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

By Ginda Irwin Deputy

Office of the City Clerk, San Diego, California
Ordinance Number O- <b>20994</b>