

ORDINANCE NUMBER O- 21011 (NEW SERIES)

DATE OF FINAL PASSAGE NOV 14 2018

AN ORDINANCE OF THE COUNCIL OF THE CITY OF SAN DIEGO  
EXEMPTING ONE PROGRAM COORDINATOR POSITION  
IN THE RISK MANAGEMENT DEPARTMENT FROM THE  
CLASSIFIED SERVICE OF THE CITY OF SAN DIEGO.

WHEREAS, on October 4, 2018, the San Diego Civil Service Commission (Civil Service Commission) reviewed a request from the Risk Management Department (Department) to exempt one Program Coordinator position from the Classified Service for the City of San Diego (City); and

WHEREAS, the Program Coordinator position will oversee internal controls for the Department's claims management system and finance activities; and

WHEREAS, this Program Coordinator position will develop reports to monitor internal controls and ensure disseminated finance and claims information complies with security policies, privacy rights, and related legislative mandates; develop internal control standard operating procedures for financial transactions in the claims management system; incorporate internal control procedures into the City's Process Narrative; oversee and administer the City's new claims reporting system; perform data analysis on Department programs to identify areas of risk; and set policies for the new claims reporting system related to security and user access; and

WHEREAS, San Diego Charter (Charter) section 117 provides that the Unclassified Service shall include "[m]anagerial 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 the approval of the City Council"; and

WHEREAS, upon review of the duties and responsibilities of the Program Coordinator, as described by the Department, the Civil Service Commission determined that the position meets the requirements in Charter section 117 to exempt the position from the Classified Service;

NOW, THEREFORE,

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

Section 1. That pursuant to Charter section 117(a)(17), the Department initiated advisory review and comment from the Civil Service Commission relating to the proposed exemption of a Program Coordinator position from the Classified Service. On October 4, 2018, the Civil Service Commission reviewed the proposed exemption and commented favorably upon it, finding that the position is managerial with significant responsibilities for formulating or administering departmental policies and programs. As set forth in the October 8, 2018 Memorandum to the Honorable Council President and City Council, from Douglas Edwards, Personnel Director, the Civil Service Commission is advising the Council that the position meets the Charter criteria for placement in the Unclassified Service. The Council has considered and reviewed the advice of the Civil Service Commission, and now exempts from the Classified Service the Program Coordinator position, overseeing internal controls for the Department's claims management system and finance activities, with specific duties described in the October 8, 2018 Memorandum. The Council declares the position to be in the Unclassified Service.

Section 2. 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 3. 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  
10/9/2018  
Or.Dept: Risk Management  
Doc. No.: 1852801

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of NOV 13 2018.

ELIZABETH S. MALAND  
City Clerk

By Lizda Drwen  
Deputy City Clerk

Approved: 11/14/18  
(date)

Kevin L. Faulconer  
KEVIN L. FAULCONER, Mayor

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

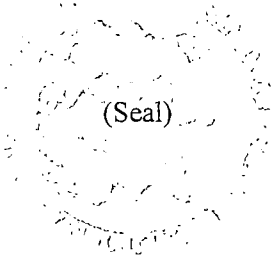
\_\_\_\_\_  
KEVIN L. FAULCONER, Mayor

Passed by the Council of The City of San Diego on NOV 13 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 NOV 14 2018

AUTHENTICATED BY:



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

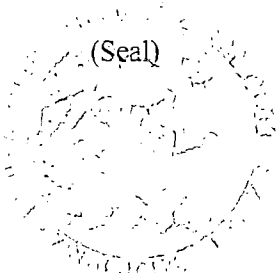
ELIZABETH S. MALAND  
City Clerk of The City of San Diego, California.

By Linda Bruin, 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

OCT 23 2018, and on NOV 14 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 Linda Bruin, Deputy

Office of the City Clerk, San Diego, California

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