

#624  
7/11/23

(O-2023-188)

ORDINANCE NUMBER O- 21691 (NEW SERIES)

DATE OF FINAL PASSAGE JUL 14 2023

AN ORDINANCE OF THE COUNCIL OF THE CITY OF  
SAN DIEGO EXEMPTING TWO PROGRAM MANAGER AND  
FOUR PROGRAM COORDINATOR POSITIONS IN THE  
HUMAN RESOURCES DEPARTMENT FROM THE  
CLASSIFIED SERVICE.

WHEREAS, on June 1, 2023, the Civil Service Commission of the City of San Diego (City) reviewed a request from the Human Resources Department (Department) to exempt two Program Manager and four Program Coordinator positions from the Classified Service; and

WHEREAS, one Program Manager position will oversee the Recruiting and Retention Section; identify critical position gaps and design a recruitment strategy that includes preparing, sourcing, screening, selecting, hiring, and onboarding Unclassified employees; oversee the City's Compensation Philosophy, monitor compensation trends, and provide guidance to the City's Executive Team regarding Unclassified compensation adjustments; and develop human resource policies, initiatives, and programs related to the recruiting and retention of Unclassified employees; and

WHEREAS, one Program Manager position will serve as a Senior Human Resources Officer (HRO); serve as liaison to all City departments by providing guidance and policy advice on labor employment issues and regulations, the meet and confer process, grievance resolution, disciplinary actions and appeals, leave provisions, federal and state employment and labor laws, and rewards and recognition programs; participate in labor negotiations and analyze proposals before meeting and conferring with the impacted employee organizations; and develop human resource policies affecting labor and employee relations; and

WHEREAS, two Program Coordinator positions will support the Recruiting and Retention Program; liaison with City departments to identify critical position gaps; implement recruitment strategies; implement the City's Compensation Philosophy; monitor compensation trends; provide guidance to City departments regarding Unclassified compensation adjustments; and develop human resource policies, initiatives, and programs related to the recruitment and retention of Unclassified employees; and

WHEREAS, two Program Coordinator positions will serve as Human Resources Coordinators. One position will be assigned to perform employee relations duties such as liaising with City departments to provide guidance and policy advice on various employment issues such as City policies and regulations, grievance resolution, federal and state labor laws, and rewards and recognition programs; implement employment related trainings and provide ongoing mentoring; represent the City on various City committees; and develop human resource policies affecting employee relations. The second position will be assigned to perform labor relations duties such as assisting City liaisons with the City's Recognized Employee Organizations; assist in meet and confer processes; make presentations to the Mayor, City Council, and management; facilitate Labor Management Committee meetings; provide guidance, policy advice, and trainings; and develop human resource policies, initiatives, and programs related to labor relations; and

WHEREAS, San Diego City Charter (Charter) section 117 states 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 positions, as described by the Department, the Civil Service Commission found they meet the intent of Charter section 117 to exempt the positions from the Classified Service; and

WHEREAS, the finding by the Civil Service Commission is set forth in the memorandum dated June 2, 2023, to the Honorable Council President and members of the City Council (Council), prepared on behalf of the Civil Service Commission by the Personnel Director, on file in the Office of the City Clerk as Document No. OO-21691; and

WHEREAS, the Office of the City Attorney has drafted this ordinance based on the information provided by City staff, with the understanding that this information is complete, true, and accurate; NOW, THEREFORE,

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

Section 1. That pursuant to Charter section 117, the Council exempts from the Classified Service the two Program Manager and four Program Coordinator positions in the Department whose duties and responsibilities were reviewed by the Civil Service Commission, as described in the memorandum on file in the Office of the City Clerk as Document No. OO-21691.

Section 2. That a full reading of this ordinance is dispensed with prior to passage, a written 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.

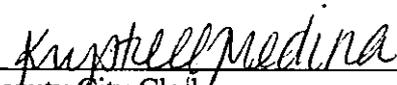
APPROVED: MARA W. ELLIOTT, City Attorney

By   
Miguel Merrell  
Deputy City Attorney

MM:jvg  
June 8, 2023  
Or.Dept: Department of Finance  
Doc. No.: 3326910

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of JUL 11 2023.

DIANA J.S. FUENTES  
City Clerk

By   
Deputy City Clerk

Approved: 7/14/23  
(date)

  
TODD GLORIA, Mayor

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

\_\_\_\_\_  
TODD GLORIA, Mayor

Passed by the Council of The City of San Diego on JUL 11 2023, by the following vote:

| Councilmembers           | Yeas                                | Nays                     | Not Present              | Recused                  |
|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Joe LaCava               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jennifer Campbell        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stephen Whitburn         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Monica Montgomery Steppe | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Marni von Wilpert        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kent Lee                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Raul A. Campillo         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vivian Moreno            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sean Elo-Rivera          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Date of final passage JUL 14 2023

AUTHENTICATED BY:

(Seal)

TODD GLORIA  
Mayor of The City of San Diego, California.

DIANA J.S. FUENTES  
City Clerk of The City of San Diego, California.

By Kristell Medina, 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 27 2023, and on JUL 14 2023.

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)

DIANA J.S. FUENTES  
City Clerk of The City of San Diego, California.

By Kristell Medina, Deputy

Office of the City Clerk, San Diego, California  
Ordinance Number O- 21691