

ORDINANCE NUMBER O- 21715 (NEW SERIES)

DATE OF FINAL PASSAGE SEP 18 2023

AN ORDINANCE OF THE COUNCIL OF THE CITY OF
SAN DIEGO EXEMPTING AN ASSISTANT DEPUTY
DIRECTOR, A PRINCIPAL ACCOUNTANT, AND A
PROGRAM COORDINATOR POSITION IN THE
DEVELOPMENT SERVICES DEPARTMENT FROM THE
CLASSIFIED SERVICE.

WHEREAS, on July 6, 2023, the Civil Service Commission of the City of San Diego (City) reviewed a request from the Development Services Department (Department) to exempt an Assistant Deputy Director, a Principal Accountant, and a Program Coordinator position from the Classified Service; and

WHEREAS, the Assistant Deputy Director position will assist with overseeing the Business Operations and Support Services Division. This position will manage fiscal operations and land use records; develop procedures for the Division; implement and provide process improvement updates; and develop policies for the refund process, telework terms, and the Department training program; and

WHEREAS, the Principal Accountant position will oversee accounting activities within the permit tracking system, cashier services, and the City's financial system known as SAP. This position will serve as an internal auditor; liaison with the Office of the City Auditor; develop policies for delinquent account management and permit fee updates; and coordinate process revisions; and

WHEREAS, the Program Coordinator position will develop and coordinate the Cannabis Social Equity Program in the Cannabis Business Division. This position will develop and implement policies and procedures for the Program; assist with drafting and evaluating related

San Diego Municipal Code amendments; develop training and education materials, an equity workforce plan, and criteria for grant applications; and coordinate with local consultants; 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 July 7, 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-21715; 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 Assistant Deputy Director, the Principal Accountant, and the Program Coordinator position 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- 21715.

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
July 6, 2023
Or.Dept: Developmental Services
Doc. No.: 3349668

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of SEP 12 2023.

DIANA J.S. FUENTES
City Clerk

By 
Deputy City Clerk

Approved: 9/15/23
(date)


TODD GLORIA, Mayor

Vetoed: _____
(date)

TODD GLORIA, Mayor

(Note: The date of final passage is September 18, 2023, which represents the day this ordinance was returned to the Office of the City Clerk with the Mayor's signature of approval.)

SEP 12 2023

Passed by the Council of The City of San Diego on _____, 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Date of final passage SEP 18 2023

AUTHENTICATED BY:

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

(Seal)

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

JUL 25 2023, and on SEP 18 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

21715

Ordinance Number O-_____