

ORDINANCE NUMBER O- 21443 (NEW SERIES)DATE OF FINAL PASSAGE MAR 24 2022

AN ORDINANCE OF THE COUNCIL OF THE CITY OF
SAN DIEGO EXEMPTING A PROGRAM MANAGER
POSITION AND A PROGRAM COORDINATOR POSITION IN
THE DEVELOPMENT SERVICES DEPARTMENT FROM THE
CLASSIFIED SERVICE.

WHEREAS, on October 7 and November 4, 2021, the San Diego Civil Service Commission (Civil Service Commission) reviewed requests from the Development Services Department (Department) to exempt a Program Manager position and a Program Coordinator position from the Classified Service; and

WHEREAS, the Program Manager position will oversee the implementation and administration of the enforcement process for the City's Short-Term Residential Occupancy Ordinance. This position will be responsible for developing policies and procedures to enforce ordinance provisions; implementing performance metrics and standards to evaluate compliance efforts; making recommendations to improve the administration of the enforcement process to include developing analytical procedures; and reporting to stakeholders and the Council on performance metrics associated with the enforcement process; and

WHEREAS, the Program Coordinator position will oversee all aspects of the Project Management and Submittal Division's customer service policies and procedures. This position will develop and implement policies and procedures aimed at enhancing customer service; evaluate customer experience surveys to improve customer service procedures; evaluate the effectiveness of permit processing programs; analyze service trends and customer complaints to develop long-term improvements and recommend changes to procedures and/or communications; and develop, coordinate, and implement policies to improve operational efficiencies related to customer interactions; and

WHEREAS, San Diego Charter (Charter) section 117 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 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 Manager position and the Program Coordinator position 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 findings of the Civil Service Commission are presented to the Council as set forth in the memorandums dated October 8 and November 5, 2021, to the Honorable Council President and members of the Council, prepared on behalf of the Civil Service Commission by the Personnel Director; 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 Development Services Department initiated advisory review and comment from the Civil Service Commission related to the proposed exemptions of a Program Manager position and a Program Coordinator position from the Classified Service. On October 7 and November 4, 2021, the Civil Service Commission reviewed the proposed exemptions and commented favorably as meeting Charter section 117 criteria for placement of the positions in the Unclassified Service. Having considered and reviewed the findings of the Civil Service Commission, as set forth in the memorandums dated October 8 and November 5, 2021, to the Honorable Council President and members of the Council, prepared on behalf of the Civil Service Commission by the Personnel Director, the

Council now exempts from the Classified Service the Program Manager position and the Program Coordinator position identified in the memorandums by the Department, and declares the positions to be in the Unclassified Service.

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 /s/Miguel Merrell
Miguel Merrell
Deputy City Attorney

MM:jvg
1/27/22
Or.Dept: Development Services
Doc. No.: 2870904

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of MAR 15 2022.

ELIZABETH S. MALAND
City Clerk

By [Signature]
Deputy City Clerk

Approved: 3/24/22
(date)

[Signature]
TODD GLORIA, Mayor

Vetoed: _____
(date)

TODD GLORIA, Mayor

Passed by the Council of The City of San Diego on MAR 15 2022, 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Cate	<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 MAR 24 2022.

AUTHENTICATED BY:

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

(Seal)

ELIZABETH S. MALAND
City Clerk of The City of San Diego, California.
By [Signature], 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

MAR 01 2022, and on MAR 24 2022.

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 [Signature], Deputy

Office of the City Clerk, San Diego, California
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