

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**DEVELOPMENT PROJECT MANAGER II - 1185**

**DEFINITION:**

Under general direction, to perform moderately complex professional development project management work; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Development Project Manager II is distinguished from other levels within the series primarily based on the complexity and sensitivity of the projects assigned. Typical projects are of variable duration involving multiple agencies including planned development permits, coastal development permits, conditional use permits, and variances.

**\* EXAMPLES OF DUTIES:**

- Serves as a single point of contact and liaison and project expert for all stakeholders between City staff and development customers;
- Ensures project compliance with all local, State, and Federal land use regulations;
- Assembles and coordinates the work of a multi-disciplinary project team;
- Conducts preliminary project reviews;
- Establishes and maintains project review timetables and schedules;
- Maintains project diary and official records;
- Makes presentations to community groups and department management;
- May lead or supervise the work of other project management staff;
- Performs other project management duties as needed.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** a combination of full-time professional experience as specified below that equals three years. Qualifying experience must include a minimum of one year of experience as specified in Option 2 or Option 3: 1) experience in the review of mixed-used, residential, commercial, or capital improvement projects for compliance with federal, state (e.g., California Code of Regulations), or municipal codes and regulations, which must include one of the following: zoning, engineering, water, sewer, landscape, other land development, or land use. 2) experience in engineering or planning in the application (e.g.,

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

review, analysis, and/or interpretation) of federal, state, or municipal codes and regulations, governing agency policies and engineering standards, and/or community and general plans in land development or construction. 3) project management experience in mixed-use, commercial, industrial, governmental, or large-scale residential development.