



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2205 DEVELOPMENT PROJECT MANAGER I
SALARY: \$4216 to \$5079, Monthly**

**#T2206 DEVELOPMENT PROJECT MANAGER II
SALARY: \$4853 to \$5861, Monthly**

**#T2207 DEVELOPMENT PROJECT MANAGER III
SALARY: \$5595 to \$6764, Monthly**

APPLY: FIRST DATE: May 25, 2001

***LAST DATE: February 26, 2003**

Please apply promptly. As soon as sufficient applications are received, the application filing period may close within five days. Persons may apply only once during this application filing period.

NOTE: Immediate vacancies will be filled when sufficient applicants have been processed. Later applicants will be eligible for employment consideration as future positions may become available.

NOTE: Employees with current, valid, State of California Registration as a Civil Engineer are eligible for an additional 15% pay.

REQUIREMENTS: For each position, you must meet the requirement(s) listed below on the date you apply, unless otherwise indicated.

EDUCATION: Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter). **NOTE:** Additional qualifying experience may be substituted for education lacked on a year-for-year basis. **AND**

EXPERIENCE:

DEVELOPMENT PROJECT MANAGER I: You may qualify through any combination of the experience options listed below that equals two years.

1. Two years of full-time experience in the review of residential or commercial projects for compliance with applicable codes and regulations covered by the Uniform Building Code, Title 24, and the Municipal Code including zoning, engineering, water and sewer, and other land development requirements.
2. Two years of full-time professional engineering or planning experience in the application of municipal codes, governing agency policies and engineering standards, or community and general plans in land development or construction.
3. Two years of full-time experience in commercial, industrial, governmental, or large scale residential development project management.

DEVELOPMENT PROJECT MANAGER II: Any combination of the experience listed above that equals three years, which includes a minimum of one year of experience as described in Option 2 and Option 3 above.

DEVELOPMENT PROJECT MANAGER III: Any combination of the experience listed above that equals four years, which includes a minimum of two years of experience as described in Option 2 and Option 3 above.

DESIRABLE SKILLS: 1) Ability to read complex land development and construction plans; 2) a high level of organizational and interpersonal skills; 3) excellent oral and written communication skills; 4) experience in preparing and delivering PowerPoint presentations; and 5) supervisory experience for Development Project Managers III **ONLY**.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program for employment and vigorously supports diversity in the workplace. Applicants with disabilities who require special testing arrangements may call (619) 236-6358. This information is available in alternative formats for persons with disabilities can call (619) 236-6467 or for TT (619) 236-6776.

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DUTIES: Development Project Managers serve as the single point of contact for the customer on assigned development projects facilitating and managing the land development review and approval process. Duties include assembling and managing an appropriate multi-disciplinary team; establishing and maintaining project review timetables and schedules; maintaining a project diary including an official record of issues of importance, decisions, and contacts; and preparing and making oral and written presentations to community groups, decision makers, and Development Services management. Development Project Managers I, II, and III manage increasingly complex and difficult projects.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Separate eligible lists will be established for **Development Project Manager I, II, III**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER