SAN DIEGO CITY CIVIL SERVICE COMMISSION

TRANSFER OPPORTUNITIES
OPEN ONLY TO CURRENT CITY OF SAN DIEGO EMPLOYEES

JULY 31, 2023

If you are interested in any of these opportunities and feel that you meet the minimum qualifications, call the Contact person no later than the date shown. Remember, the appointing authority is not obligated to interview everyone on the transfer list and may choose not to select from the transfer list at all.

Generally, to be eligible for transfer, you must:
1. Meet the minimum qualifications for the classification.
2. Be in a class for which E step is paid the same as or more than E step of the class to which a transfer is desired.
3. Have satisfactory performance in your current position.

The requirements for a transfer are found in Personnel Manual Index Code E-7.

ADMINISTRATIVE AIDE II
MONTHLY SALARY: $4,804 - $5,790

ADMINISTRATIVE AIDE I (UNDERFILL)
MONTHLY SALARY: $4,173 - $5,025

FIRST DATE TO APPLY: July 31, 2023 LAST DATE TO APPLY: August 11, 2023

LOCATION: Communications Department, City Administration Building, 202 C Street, Fourth Floor, San Diego, CA 92101.

VACANCY INFO: The Communications Department has one permanent, full-time Administrative Aide II vacancy. Work hours are 8:00 a.m. – 5:00 p.m., Monday through Friday; available teleworking opportunity.

DUTIES: The Communications Department is retooling Publishing Services to maximize operational efficiencies and deliver the best services to client departments. The position will be responsible for, but not limited to analyzing, preparing and administering the Publishing Services’ budget (from budget monitoring to development); obtaining quotes for client departments from outside vendors for outsourced requests; processing purchase requisitions/orders for quotes from outside vendors; processing payment of invoices; preparing reports and correspondences; answering incoming calls; helping attend to incoming customers; supporting department management and performing special projects as assigned.

QUALIFICATIONS: The ideal candidate will have the ability to administer and manage an operating budget, process purchase requisitions, purchase orders, and invoices, be proficient in SAP (including SAPIMON), have excellent problem-solving skills, the ability to multi-task, have strong interpersonal and verbal communication skills, the ability to work alone and with a team, strong organizing skills, and the desire to provide outstanding customer service.

CONTACT: To be considered for this position, please submit your resume and a letter of interest, highlighting your relevant experience, education and training, along with your resume to Maureen Jugar, Deputy Director, at Mjugar@sandiego.gov or (619) 822-7129 by 5:00 p.m. PST, Friday, August 11, 2023. All resumes will be reviewed and only the most qualified candidates will be invited to participate in the selection process.

To be interviewed for any position on this Transfer Opportunities Notice, you must be on the appropriate Personnel Department Transfer List. If you are NOT currently on the transfer list (submit a Personnel Action Request Form to Personnel prior to the last date to apply indicated above).
The provisions of this bulletin do not constitute an expressed or implied contract.

The Personnel Department will accept online applications only. Application materials must be submitted NO LATER THAN 5:00 P.M. ON THE FILING DATE. Failure to submit your application by 5:00 p.m. on the final filing date may result in missed employment opportunities.

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.

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.

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

City employees initially hired on or after the effective date of Proposition B, a voter-approved San Diego Charter amendment to modify City employee retirement benefits, will not be eligible to participate in the City’s Defined Benefit Plan administered by the San Diego City Employee’s Retirement System.

Benefits may change due to employer-employee contract negotiations.

Requirements for Promotional Examinations

1. Current City employment, 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 City of San Diego is committed to a drug/alcohol-free workplace.

The City of San Diego 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.

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/alcohol 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/alcohol-free workplace.

A CITY MEDICAL EXAMINATION including drug/alcohol 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/alcohol-free workplace.