

ANITA C. PYLE

2008-Present

**CITY OF SAN DIEGO – ENVIRONMENTAL SERVICES DEPARTMENT
Supervising Management Analyst**

- Prepare complex budget and administrative assignments and reports
- Supervise a staff of professional and administrative staff
- Oversee the payment of energy bills for the City of San Diego
- Prepare energy consumption and demand estimates for future years
- Perform research and analysis of energy related costs and legislation
- Establish and administer the Energy Efficiency Block Grant Program (EECBG)
- Establish internal controls and review accounting procedures to ensure federal grant requirements are met
- Work with the Mayor and Council Offices as well as Dept. Management to develop policies regarding EECBG, SEP and other new grants related to Energy

2003 – 2008

**CITY OF SAN DIEGO – CITY PLANNING AND COMMUNITY INVESTMENT
Administrator, Community Development Block Grant (CDBG) Program**

- Administer all aspects of the City's \$15+ million annual Community Development Block Grant (CDBG) Entitlement Funds
- Work closely with City Council Offices, 30+ Project Managers throughout the City, Community Planning Groups, Non-profit agencies, community members, Federal Department of Housing and Urban Development (HUD), City Auditors Staff, City Attorney's Office & other agencies
- Monitor CDBG grant compliance of 400+ active projects
- Prepare the annual action plan and performance report to HUD
- Respond to all audits (internal and external)
- Provide technical assistance to CDBG applicants, non-profit agencies, City staff (Project Managers), City Council Staff, and others working with CDBG Funds
- Provide leadership and supervision to other members of the CDBG team

1997- 2002

**CITY OF SAN DIEGO - REAL ESTATE ASSETS DEPARTMENT
Support Services Manager**

- Lead, develop and motivate a team of 14 employees including Budget Analysts, Information Systems Analysts, Clerical and Public Information Staff, etc. engaged in budget development, budget administration, revenue analysis, Accounting, Contract administration, Information Systems, Lease Billing, Payroll, and GIS-Arcview Mapping functions.
- Serve as the Personnel Liaison for the Department. Responsible for all position classification studies, announcements of job opening and interviews and selections.
- Serve as the Chief Budget Administrator for the Department. Responsible for reviewing all divisions' budget submittals, assisting Deputy Directors in developing proposals for additions and reductions for the City Manager; Reviewing and analyzing revenues and expenditures and providing data to Department Director.
- Establish rewards programs, productivity standards, and training programs

1993 - 1997

CITY OF SAN DIEGO - FINANCIAL MANAGEMENT DEPARTMENT

Associate Management Analyst & Senior Revenue Analyst

- Develop revenue projections for major revenue sources to the City of San Diego such as Sales Tax; Transient Occupancy Tax (T.O.T.) and Gas Tax, etc.
- Responsible for updating forecasting methodologies.
- Responsible for keeping abreast of economic patterns and any information that may impact revenues: i.e. Attend economic conferences; Review newspapers, Internet, economic journals, forecasting methodologies used by other agencies.
- Compare and reconcile our preliminary projections with ones made by the State, County and the City's Auditors Office.
- Prepare City Managers Reports for the Annual Appropriations Ordinance and the Tax Ordinance.
- Prepare revenue schedules and all revenue related information for the annual budget documents.
- Work closely with Auditors Office and the City Treasurer when developing revenue projections and drafting the annual appropriation ordinance
- Serve as "Budget Liaison" for several Departments: Transportation, Environmental Services, Real Estate Assets and Fire; review all budget submittals and provide assistance as needed. Review all revenue and expense statements
- Organize "Community Budget Forums" and provide assistance to City Manager
- Work on presentations to City Council during annual Budget Hearings
- Manage the TransNet, Gas Tax, Storm Drain budgets

1991 - 1993

CITY OF SAN DIEGO - POLICE DEPARTMENT

Fiscal Management Division and Crime Analysis Division

Associate Budget Analyst & Crime Analyst

- Responsible for preparation and administration of sections of the Police Department's annual budget of approximately \$165 million at that time
- Project and analyze revenues; research any variances from projections
- Work on the "Drug Market Analysis Study" as a Crime Analyst
- Research and analyze crime statistics in San Diego; Assist in solving crimes

EDUCATION:

MASTER OF BUSINESS ADMINISTRATION

California State University, Hayward, California

BACHELOR OF ARTS & 3 TEACHING CREDENTIALS

Rutgers College, Rutgers University, New Jersey

MEMBERSHIPS:

NATIONAL MANAGEMENT ASSOCIATION,

Served as President, Vice President, Board Member of City of San Diego Chapter and President and Treasurer of San Diego Area Council

CALIFORNIA WOMEN IN GOVERNMENT -Served as Vice President

SAN DIEGO/ IMPERIAL COUNTIES GIRL SCOUTS – Served as Troop Leader