



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: April 30, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 40 FY 2009/2010 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective April 30, 2010.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

CC: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Clare Leung, MTA
Suzanne Wong, MTA
File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 40
Fiscal Year: 2009/2010
Posted Date: April 23, 2010

***RETITLE AND AMEND THE FOLLOWING JOB SPECIFICATION:
(Final job specification attached.)***

Item #	From	To
1	4119 Performing Arts Center Aide	4119 Events and Facilities Specialist

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Clare Leung, MTA
Suzanne Wong, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: EVENTS AND FACILITIES SPECIALIST
Job Code: 4119**

INTRODUCTION

Under direction serves as an aide to management in the administration, maintenance, operation and promotion of the War Memorial and Performing Arts and Recreation and Park facilities; coordinates custodial, security and service functions; assists in sales and promotion activities; manages booking and scheduling of events; and performs related duties as required.

DISTINGUISHING FEATURES

Positions in this class perform administrative or managerial duties in a staff capacity to assist the Managing Director and the Assistant Managing Director of the War Memorial and Performing Arts Center and Recreation and Park. Incumbents work independently on assignments relating to sales, booking, promotion and operations, and are expected to show initiative in recommending policy or procedural changes to maximize usage of the facilities. The nature of the work requires frequent contact with facility users, the general public and departmental personnel.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Familiarizes all facility users with rules and regulations of the Center; evaluates user needs to determine necessary facility services and personnel for each event.
2. Develops and maintains operating manuals for security and custodial personnel; develops and implements procedures regarding the safety of personnel and patrons in the facilities; investigates and reports on all theft or security incidents.
3. Coordinates nursing staff for all events; keeps nursing stations properly equipped; reviews and investigates all accident and hospital reports.
4. Responds to inquiries in writing, in person or on the telephone regarding rental guidelines, costs, services and facilities; provides cost estimates to tenant organizations; prepares and administers rental contracts.
5. Maintains activity calendar for facilities; resolves conflicts over booking dates; maintains records on all tenants and events.
6. Arranges publicity releases and newspaper coverage of department's events, programs and activities; maintains mailing list for use in press releases; coordinates bulk rate advertising system for tenants.
7. Monitors and approves all advertising, posters, handouts, flyers and programs developed

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: EVENTS AND FACILITIES SPECIALIST

Job Code: 4119

by guest tenants; maintains and updates Center Sales Brochure and press mailing list.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires considerable knowledge of: principles practices, methods and techniques of theater management, including operations, promotions and contract administration.

Requires considerable ability to: plan, organize, coordinate and promote the activities of the department; make sound judgments and recommendations as to procedures and policies; establish and maintain effective working relationships with facility users, the general public and departmental employees.

Requires skill in: speaking effectively and writing clearly and concisely; preparing a variety of records and reports for administration and publication.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Baccalaureate degree from an accredited college or university with major course work in Business Administration or a related field; AND
2. Three (3) years of verifiable professional level administrative experience at a public assembly facility (eg, stadiums, arenas, convention facilities and/or outdoor venues such as state fairs); OR
3. Two (2) years of verifiable professional level administrative experience at a performing arts facility or organization, or a large scale special events planner (eg concerts, races or walks), or an athletic events coordinator (eg, leagues, sports promotion, or school athletic department) OR
4. An equivalent combination of verifiable education and professional level administrative experience as described in #2 or #3 may be substituted for the educational requirement on a year-for-year basis up to a maximum of two (2) years.

LICENSE AND CERTIFICATION

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: EVENTS AND FACILITIES SPECIALIST
Job Code: 4119**

PROMOTIVE LINES

ORIGINATION DATE: 9-20-82

AMENDED DATE: 4-30-10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN