

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

Clerically Amended: 2/24/2009
Correction of Reporting Relationship and Position Summary.

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

Date January 26, 2009

Re: **Notice of Proposed Classification Actions – MCCP Final Notice No. 19 FY 2008/2009 (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 January 16, 2009.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to read "Kerry Ko", written over a horizontal line.

Kerry Ko
Deputy Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
John Leon, DHR
Linda Cosico, DHR
Micki Callahan, DHR
Steve Ponder, ERD
Christina Fong, ERD
Rich David, ERD
Carmela Villasica, ERD
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
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.

ALLOCATE THE FOLLOWING POSITION(S):

Notice No: 19
Fiscal Year: 2008/2009
Posting Date: 1/16/2009

Clerically Amended: 2/24/2009

Correction of Reporting Relationship and Position Summary

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	DPH	1	0941 Manager VI \$4,492.00 B \$5,733.00	0941 Manager VI \$4,492.00 B \$5,733.00

Working Title: *Associate Administrator for Facilities Management*

Reporting relationships of subject position(s): **MCCP File Number: 81-194**

Reports To: *0943 Manager VIII*

- Supervises:**
- 1 0931 Manager III*
 - 1 0922 Manager I*
 - 1 7120 Buildings And Grounds Maintenance Superintende*
 - 1 5508 Project Manager IV*
 - 1 6138 Industrial Hygienist*

Other Job Codes Considered:

Position Summary:

Under the direction of the LHH Executive Administrator, the Associate Administrator of Facilities Support assumes responsibility for overseeing and leading the operations of the following departments at LHH Facilities Services, Biomedical Engineering Services, Food Services, Environmental Services/Housekeeping/Linen Services, Materials Management, and Safety. The Associate Administrator of Facilities Support is also responsible for Facilities Planning, Architecture, Space Management, Construction, and Leases for LHH; developing compliance programs to meet regulatory requirements; and managing an operating budget of approximately \$40 million. This position is responsible for the following:

- Facilities Services Department, which includes approximately 1.3 million square foot of hospital space.
- Biomedical Engineering Services across LHH Campus.
- Facilities Planning, Architecture, Space Management, Construction, and Leases for LHH, the Facilities Master Planning and completion of the Replacement Project.
- Manage Food Services Department
- Capital Budget Planning and Management across LHH.
- Environmental Services/Housekeeping, Waste Management and Pest Control across the LHH campus.

- Researches and develops compliance programs with regulatory requirements for hospitals and clinics on a city, state and federal level (i.e. JCAHO, DHS, CAL/OSHA etc.)
- Materiel's Management
- Linen Services, Messenger Services and Mail Services at LHH.
- Environmental Health and Safety at LHH.
- Represents LHH to the community, regulatory agencies, and media as needed.
- May serve as Acting CEO at LHH during CEO's absence.
- Manage operating budget of approximately \$40 million.
- Develop start-up and operational plans for moving into the new hospital building. These plans are for facility services, housekeeping, linen, messengers, mail services, safety management and biomedical engineering.

For additional information regarding the above proposed action, please contact Anne Marie Monroe at (415) 557-4914.

Request to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94102. 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, 4st floor, 1 South Van Ness.

Appeal procedures for affected employees, the Municipal Executives' Association and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO are in accordance with separate agreements.

cc: All Employee Organizations
 All Departmental Personnel Officers
 Regina Tharayil, MTA
 Anita Sanchez, CSC
 Harvey Rose, Budget Analyst
 Carmela Villasica, ERD

Linda Cosico, HRD
 Tinhha Luong, PPSD

Chistina Fong, ERD
 MSS Team Leaders
 HRD Support Services

MSS File
 MCCP File