

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

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

Date July 25, 2008

Re: **Notice of Proposed Classification Actions – MCCP Final Notice No. 4 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 July 21, 2008.

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: 4
Fiscal Year: 2008/2009
Posting Date: 7/14/2008

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	DSS	1	0931 Manager III \$3,618.00 B \$4,617.00	0931 Manager III \$3,618.00 B \$4,617.00

Working Title: *DCIP Program Manager*

Reporting relationships of subject position(s): **MCCP File Number: 45-040**

Reports To: *0963 Department Head III*

Supervises:
 2 2920 *Medical Social Worker*
 1 1824 *Principal Administrative Analyst*
 8 2320 *Registered Nurse*

Other Job Codes Considered: *2322 Nurse Manager*

Position Summary:

Under general administrative direction, this position will function as a senior manager and assume sole responsibility for coordinating and implementing program planning, defining organizational structure, staffing requirements, resource allocation and identification of future resource needs for the following: the Diversion and Community Integration Program (DCIP); Community Living Fund (CLF); DAAS Quality Assurance/Quality Improvement (QA/QI); and APS and IHSS nursing program.

This position will also serve as the interface with the executive management in DAAS/H.S.A and other various managerial levels of city/county government and outside agencies, and as a representative for DAAS in meetings involving administrative systems, policies or procedures.

This position will manage the structure, functions, and oversight of the DCIP, as a start-up program and its ongoing efforts; manage, monitor and evaluate the various programs' organizational structures, staffing levels, financial systems and further identify and recommend problem solving solutions to implement revisions, adjustment and changes; and perform related duties as required.

For additional information regarding the above proposed action, please contact Lillian Chow at (415) 557-4926.

ALLOCATE THE FOLLOWING POSITION(S):

Notice No: 4
 Fiscal Year: 2008/2009
 Posting Date: 7/14/2008

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
2	DSS	1	0923 Manager II \$3,353.00 B \$4,278.00	0923 Manager II \$3,353.00 B \$4,278.00

Working Title: *Licensing Program Manager*

Reporting relationships of subject position(s): **MCCP File Number: 45-041**

Reports To: *0954 Deputy Director IV*

Supervises: *1 2916 Social Work Specialist*
1 2944 Protective Services Supervisor
1 2914 Social Work Supervisor
3 2912 Senior Social Worker

Other Job Codes Considered:

Position Summary:

Under the general direction of the Family and Children’s Services Division of the Human Services Agency, this position is responsible for the overall management and direction of developing, and implementing goals, objectives, policies and priorities for planning, monitoring and evaluating the FCS Division in the areas of licensing and relative approval units, special care rate units and community resource specialist functions.

This position is responsible for the management of program performance analysis, development and implementation of improvement plans, ongoing monitoring of mandated outcome improvement activities and management of related grants and initiatives. The duties of the position will include managing, directing and coordinating grant funded projects, conducting complex analysis; managing, coordinating, and developing budgets and related monitoring of expenditures and financial reporting; and evaluating and developing policies and procedures.

This position will also develop, implement and maintain policies and procedures that have significant impact on division outcomes, policies and processes; act as a liaison to multiple county departments, community-based organizations and State government offices; analyze and resolve complex issues and problems; direct the allocation of resources; coordinate and participate in budget preparation and development; and plan, develop and implement complex projects and programs which span a number of divisions and department’s programs.

For additional information regarding the above proposed action, please contact Lillian Chow at (415) 557-4926.

Request to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, 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, 1st floor, 44 Gough Street.

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