

# 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:** 14  
**Fiscal Year:** 2009/2010  
**Posting Date:** 10/16/2009

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	CON	1	0922 Manager I \$3,282.00 B \$4,188.00	0922 Manager I \$3,282.00 B \$4,188.00

**Working Title:** *Emergency Planning Manager*

**Reporting relationships of subject position(s):**

**MCCP File Number: 09-018**

**Reports To:** *0952 Deputy Director II*

**Supervises:** *none*

**Other Job Codes Considered:**

**Position Summary:**

This position is responsible for the Emergency Operations Plan (EOP), along with developing its Continuity of Operations Plan (COOP). The EOP and COOP will provide the guiding policies and procedures for the Finance & Administration Section (Finance Section) of the City and County of San Francisco in the event of an emergency. The Finance Section's scope of authority and areas of responsibility include: Emergency Financial Policies and Procedures, Employee Compensation, Accounts Payable, Cost Recovery and Training of the City's financial and payroll staff. In addition, the Controller's Office is establishing its Departmental Operations Center (DOC) which will provide management, communication, coordination and support of the Finance Section's Branches (see areas of responsibility above) and help direct and coordinate the various City departments' finance and payroll staffs during an emergency. Policies and procedures for the DOC are included in the EOP and COOP. The scope and impact of this position is city-wide and affects all departments.

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

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ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
2	ART	1	0932 Manager IV \$4,075.00 B \$5,200.00	0932 Manager IV B \$5,200.00

**Working Title:** *Director of Programs*

**Reporting relationships of subject position(s):**

**MCCP File Number: 28-005**

**Reports To:** *0961 Department Head I*

**Supervises:** *1 3546 Curator IV*  
*1 3544 Curator III*  
*4 3542 Curator II*  
*4 3549 Arts Program Assistant*  
*1 1823 Senior Administrative Analyst*  
*1 1844 Senior Management Assistant*

**Other Job Codes Considered:**

**Position Summary:**

This position has a working title of Director of Programs. This position has responsibilities in the following areas: Under general direction from the Director of Cultural Affairs, provide leadership and direction to all of the Arts Commission's programs, other than the Grant Division. The diverse program portfolio includes the Public Art Program, which encompasses over 70 projects with a cumulative value of \$25 million, the Civic Art Collection, which has an estimated value of \$86 million, the Municipal Gallery which produces art exhibitions in three venues, the Street Artists' Program, the Summer Pops Symphony Program, the Civic Design Program, the City Hall Docent Program and the Community Arts and Education Program (encompassing the three sub-divisions of Arts Education, Writerscorp and Facilities Management and Interface with 4 Cultural Centers located in ethnically diverse communities) involving approximately 24 staff out of a total Arts Commission roster of 33 persons.

1. Work with program directors individually to develop new projects and initiatives that fulfill the Arts Commission's mission and legislative mandates while maintaining success of existing programs. Meet regularly with Program Directors and maintain relationships with SF arts community to establish priorities and recommendations regarding art policy development.

2. Evaluate and assess program efficiency and implement changes to remedy operating problems, including budgetary and fiscal matters, contract negotiation and interpretation, public safety, and public relations. Monitor the work and performance of each program and make recommendations to maintain the highest level of individual program quality, service, and mandate fulfillment. Recommend to the Director organizational, structural or financial change to improve and streamline efficiency of program and its accessibility to the widest range of the public.
3. Supervise and evaluate the performance of each of the eight program directors representing the Public Art, Civic Design, Civic Art Collection, Street Artists, Municipal Gallery and Community Arts and Education Program who serve in classifications including: 0922, 1824, 1844, 3544, 3558, 3456 and 1842.
4. Serve as a direct liaison between all Program Directors and the Director of Cultural Affairs and other executive level City and County staff and policy making officials both within city government as well as with outside agencies and jurisdictions. Meet regularly with Director of Cultural Affairs as the representative of each Arts Commission program.

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

Request 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, 4th floor, 1 South Van Ness or from DHR's website at:

[http://www.sfgov.org/site/sfdhr\\_page.asp?id=102488](http://www.sfgov.org/site/sfdhr_page.asp?id=102488)

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  
Karen Taylor, MTA  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Carmela Villasica, HRD  
Linda Cosico, HRD  
Tinhha Luong, PPSD  
Christina Fong, HRD  
CS/RAS Team Leaders  
HRD Support Services  
CS/RAS File  
MCCP File