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: 23
Fiscal Year: 2009/2010
Posting Date: 12/11/2009

ITEM #	DEPT/ DIVISION	# OF POSITION	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	POL	1	0922 Manager I	0922 Manager I
			$3,282.00 **B** $4,188.00	$3,282.00 **B** $4,188.00

Working Title: *Police Chief's Office Manager*

Reporting relationships of subject position(s):   **MCCP File Number: 38-003**

Reports To: *0390 Chief Of Police*

Supervises:
1	Q 4	*Police Officer III*
1	Q 2	*Police Officer*
1	1454	*Executive Secretary III*
1	1426	*Senior Clerk Typist*

Other Job Codes Considered:

Position Summary:

Under administrative direction serve as the Police Chief's Office Staff Manager to the Chief of Police for the City of San Francisco Police Department. Provide mid-level management functions within the operational department, with responsibility within SFPD administration. Provide complex administrative assistance and support to the Chief of Police. Act as liaison between the Chief of Police, Police Commissioners, Command Staff, Departmental Public Affairs Office, Mayor's Office, other city departments, legislative bodies, public agencies and the general public. Assess, investigate and resolve escalated complaints on behalf of the Chief of Police from city departments, community partners and the general public when appropriate. Independently prepare a variety of complex high-level memorandum and correspondence to the Mayor, Board of Supervisors, Police Commission and Command staff. Review and edit documents for the Chief of Police's signature. Manage office administration which includes: maintaining the schedule for the Chief of Police, as well as any travel arrangements, assists the Chief of Police in preparing for meetings, order supplies, pay invoices, supervise subordinate sworn and non-sworn staff. Oversee Executive Secretarial staff. Serve as a representative of the department at meetings involving administrative systems, polices and/or procedures. This position applies general goals and policy statements in resolving organizational and service delivery problems. Performs related duties as required. This position requires a high degree of independent work and judgment.

The incumbent of this position will: manage, administer and coordinate complex operational needs of the Chief's Office. This will include but not be limited to: plan, coordinate and direct the work of subordinates; analyze and report upon operation conditions and problems; recommend appropriate solutions; deal tactfully and effectively with personnel at all levels and the general public; conduct analysis of operations and develop plans as required and prepare and present comprehensive reports.

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