



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: August 30, 2011

Re: **Notice of Proposed Classification Actions – Final Notice No. 05 FY 2011/2012 (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 August 30, 2011.

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
  - Micki Callahan, DHR
  - Martin Gran, DHR
  - Carmela Villasica, DHR
  - Christina Penland, DHR
  - Linda Cosico, DHR
  - Christina Fong, DHR
  - Rich David, DHR
  - Anita Sanchez, CSC
  - Debra Nebreda, CON
  - Tinhha Luong, CON
  - Maria Newport, SFERS
  - Clare Leung, MTA
  - RAS Team Leader(s)
  - DHR Support Services
  - Shawn Sherburne, SFUSD
  - E-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:** 05  
**Fiscal Year:** 2011/2012  
**Posted Date:** August 22, 2011

***ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):***  
***(Final Job specification(s) attached.)***

<b>Item #</b>	<b>Class/Title</b>
<b>1</b>	<b>0991 Manager I, SFUSD</b>
<b>Item #</b>	<b>Class/Title</b>
<b>2</b>	<b>0992 Manager II, SFUSD</b>
<b>Item #</b>	<b>Class/Title</b>
<b>3</b>	<b>0993 Director, SFUSD</b>
<b>Item #</b>	<b>Class/Title</b>
<b>4</b>	<b>0994 Executive Director, SFUSD</b>
<b>Item #</b>	<b>Class/Title</b>
<b>5</b>	<b>0995 Deputy Director, SFUSD</b>
<b>Item #</b>	<b>Class/Title</b>
<b>6</b>	<b>0996 Department Head, SFUSD</b>

**For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at [Christina.Penland@sfgov.org](mailto:Christina.Penland@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  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Christina Penland, DHR  
Maria Newport, SFERS  
Clare Leung, MTA  
Shawn Sherburne, SFUSD  
E-File

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

**Title: MANAGER I, SFUSD**

**Job Code: 0991**

**INTRODUCTION**

Under administrative direction, this class provides mid-level management functions in the San Francisco Unified School District with responsibility for a section, program or defined functional area and may assume responsibility for one or more section(s) or operational area(s) or operationally-related services.

Incumbents in these positions make decisions which impact the daily operations and implementation of established procedures and policies of the related units/sections and solve problems requiring analyses of issues that may result in deviations from routine processes, new technology and/or additional resources. These Managers typically contact and/or establish working relationships with others at similar levels within the organization and coordinate budget preparation, monitoring of expenditures and financial reporting for the assigned section; and perform related duties as required.

**DISTINGUISHING FEATURES**

Distinctions between class levels in the management series are based on the program's complexity, sensitivity and/or size, organizational impact, the nature and number of functions/programs managed, decision-making responsibility, level of supervision exercised, nature of positions supervised, and the nature and scope of duties assumed such as hand-on work versus planning and policy development activities.

Incumbents in this class assume responsibility for multiple sections and provide leadership over related functions or services. Inappropriate decisions at this level would impact the economic vitality, health, or welfare of a segment of the District population.

Incumbents make decisions which require discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. At this level, inappropriate decisions may compromise the effective functioning of the section and result in a negative impact on the health or welfare of a segment of the District population.

This class is distinguished from the SFUSD Manager II by the latter's responsibility for one or more large section(s) or functional areas. This class is further distinguished from the SFUSD Manager II by the latter's responsibility for providing complex leadership to diverse programs or services.

**SUPERVISION RECEIVED/EXERCISED:**

Typically reports to SFUSD senior level managers, Executive Director or Director

Typically exercises management and supervision over mid-level staff or supervisors of clerical, maintenance and/or technical employees

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*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. Manage programs, operational activities, or projects of assigned section or program area; supervise, train and evaluate the activities of personnel and/or coordinates and monitors the

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

**Title: MANAGER I, SFUSD**

**Job Code: 0991**

work of consultants and contractors working for the department; work with other managers and staff to evaluate and implement goals, responsibilities, policies and procedures of the division.

2. Monitor the work of and coach subordinates to improve performance.
3. Evaluate procedures, identify and analyze problems and issues and may implement and document new procedures of the assigned section/program.
4. Participate in budget development by providing detailed justification and persuasive arguments for proposals or initiatives.
5. Coordinate budget preparation, monitor expenditures and financial reporting for assigned section; prepare reports, memoranda, and correspondence; and maintain statistical records; implement and closely monitor budget expenditures; provide executive management with an early warning and practical options to potential cost overruns.
6. Direct the allocation of resources to achieve timely outcomes and measurable goals within budget; adjust plans and programs to meet emerging or new programs, while continuing to address major departmental priorities.
7. Assist in developing and implementing operational policies to ensure the efficient operation of section or program.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

**Knowledge of:**

Management and administrative techniques applicable to operations in the area assigned

Board of Education rules, administrative regulations and policies, and related legislation

District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts

Federal and State laws and regulations

Principles and practices of organization, management, personnel administration, budget preparation and implement, and expenditure control

Effective administrative and managerial practices.

**Skills to operate:**

Basic office equipment including computer, peripherals, telephone

**Ability to:**

Management and administrative techniques applicable to operations in the area assigned

Board of Education rules, administrative regulations and policies, and related legislation

District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts

Federal and State laws and regulations

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

**Title: MANAGER I, SFUSD**

**Job Code: 0991**

Principles and practices of organization, management, personnel administration, budget preparation and implement, and expenditure control

Effective administrative and managerial practices

**MINIMUM QUALIFICATIONS, LICENSE, AND CERTIFICATION**

Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual positions.

**ORIGINATION DATE:** August 30, 2011

**AMENDED DATE:**

**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):** SFUSD

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

**Title: MANAGER II, SFUSD  
Job Code: 0992**

**INTRODUCTION**

Under administrative direction, incumbents in this class provide mid-level management functions in the San Francisco Unified School District with responsibility for a section, program or defined functional area and may assume responsibility for one or more section(s) or operational area(s) or operationally-related services.

Incumbents in these positions make decisions which impact the daily operations and implementation of established procedures and policies of the related units/sections and solve problems requiring analyses of issues that may result in deviations from routine processes, new technology and/or additional resources. These Managers typically contact and/or establish working relationships with others at similar levels within the organization and coordinate budget preparation, monitoring of expenditures and financial reporting for the assigned section.

**DISTINGUISHING FEATURES**

Distinctions between class levels in the management series are based on the program's complexity, sensitivity and/or size, organizational impact, the nature and number of functions/programs managed, decision-making responsibility, level of supervision exercised, nature of positions supervised, and the nature and scope of duties assumed such as hand-on work versus planning and policy development activities.

Incumbents in this class assume responsibility for one or more large section(s) or functional areas and provide complex leadership over diverse programs or services. Inappropriate decisions at this level would impact the economic vitality, health, or welfare of a large segment of the District population.

This class is distinguished from the SFUSD Manager I by the former's responsibility for multiple sections providing complex, related functions or services. Inappropriate decisions at the SFUSD Manager II level would impact the economic vitality, health, or welfare of a segment of the District population.

This class is further distinguished from the SFUSD Director by the latter's responsibility for divisions which provide routine programs and services within a broad functional area. Incumbents in these positions make decisions which typically involve program planning and directing, as well as, organizing new and future resource needs. These decisions directly impact the effective functioning of the division and incumbents develop policies and/or procedures affecting the District infrastructure or the provision and delivery of public services. Inappropriate decisions would negatively affect the health and welfare of a segment of the population or the economic vitality of a segment of District community.

**SUPERVISION RECEIVED/EXERCISED:**

Typically reports to SFUSD senior level managers, Executive Director or Director

Typically exercises management and supervision over mid-level staff or supervisors of clerical, maintenance and/or technical employees

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

**Title: MANAGER II, SFUSD**

**Job Code: 0992**

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*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. Manage programs, operational activities, or projects of assigned section or program area; supervises, trains and evaluates the activities of personnel and/or coordinates and monitors the work of consultants and contractors working for the department; works with other managers and staff to evaluate and implement goals, responsibilities, policies and procedures of the division.
2. Monitor the work of and coach subordinates to improve performance.
3. Evaluate procedures, identify and analyze problems and issues and may implement and document new procedures of the assigned section/program.
4. Participate in budget development by providing detailed justification and persuasive arguments for proposals or initiatives.
5. Coordinate budget preparation, monitor expenditures and financial reporting for assigned section; prepare reports, memoranda, and correspondence; and maintain statistical records; implement and closely monitor budget expenditures; provide executive management with an early warning and practical options to potential cost overruns.
6. Direct the allocation of resources to achieve timely outcomes and measurable goals within budget; adjust plans and programs to meet emerging or new programs, while continuing to address major departmental priorities.
7. Assist in developing and implementing operational policies to ensure the efficient operation of section or program.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

**Knowledge of:**

Management and administrative techniques applicable to operations in the area assigned

Board of Education rules, administrative regulations and policies, and related legislation

District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts

Federal and State laws and regulations

Principles and practices of organization, management, personnel administration, budget preparation and implement, and expenditure control

Effective administrative and managerial practices.

**Skills to operate:**

Basic office equipment including computer, peripherals, telephone

**Ability to:**

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

**Title: MANAGER II, SFUSD**

**Job Code: 0992**

Manage, administer and/or coordinate a complex operational section  
Plan, coordinate and direct work of subordinates and consultants/contractors  
Analyze and report upon operating conditions and problems  
Recommend appropriate solutions  
Deal tactfully and effectively with personnel at all levels and the general public  
Conduct analysis of operations and development plans as required  
Prepare and present comprehensive reports

**MINIMUM QUALIFICATIONS, LICENSE, AND CERTIFICATION**

Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual positions.

**ORIGINATION DATE:** August 30, 2011

**AMENDED DATE:**

**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):** SFUSD



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

**Title: DIRECTOR, SFUSD  
Job Code: 0993**

**INTRODUCTION**

Under general administrative direction, incumbents in this class function as senior managers operating within a broad policy framework and typically manage a division of the San Francisco Unified School District. Incumbents assume sole responsibility for a functional area(s) of service; coordinate and implement program planning; and define organizational structure, staffing requirements, resource allocation and identification of future resource needs. Incumbents also interface with all managerial levels of the District and outside agencies, and serve as representatives of the division or department in meetings involving administrative systems, policies or procedures; and perform related duties as required.

**DISTINGUISHING FEATURES**

Distinctions between class levels in the management series are based on the program's complexity, sensitivity and/or size, organizational impact, the nature and number of functions/programs managed, decision-making responsibility, level of supervision exercised, nature of positions supervised, and the nature and scope of duties assumed such as hand-on work rather than planning and policy development activities.

Incumbents in this class typically assume responsibility for divisions which provide routine programs and services within a broad functional area. Incumbents in these positions make decisions which typically involve program planning and directing, as well as, organizing new and future resource needs. These decisions directly impact the effective functioning of the division and incumbents develop policies and/or procedures affecting the District infrastructure or the provision and delivery of public services. Inappropriate decisions would negatively affect the health and welfare of a segment of the population or the economic vitality of a segment of the SFUSD.

This class is distinguished from the SFUSD Manager II by scope, decision-making - type and independence; internal and external organizational impact; level of supervision; working relationships - level and purpose, and budgetary responsibility. The SFUSD Director is also distinguished from the SFUSD Manager II by the latter's responsibility for one or more large section(s) or functional areas and responsibility for providing complex, diverse programs or services.

This class is further distinguished from the SFUSD Executive Director by the latter's responsibility for major complex, functionally-related areas organized into multiple departmental divisions; develop and establish policies and procedures and make decisions which impact the daily operations including management and allocation of resources for a major organizational unit/division/bureau/area.

**SUPERVISION RECEIVED/EXERCISED:**

Typically reports to SFUSD senior executive level managers, Deputy Director or Department Head  
Typically exercises management and supervision over mid-level management and subordinate staff

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*The duties specified below are representative of the range of duties assigned to this job code/class and are not intended*

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

**Title: DIRECTOR, SFUSD  
Job Code: 0993**

*to be an inclusive list.*

1. Plan, monitor, evaluate, and supervise the operation of a division; coordinate the work of the various subdivisions; advise and consult with section managers; meet with appropriate staff to identify and resolve problems or conflicts; make or recommends final decisions regarding policy, operations, and administrative procedures.
2. Develop, implement and maintain procedures, administrative monitoring practices and controls in order to obtain smooth and effective operation of a division; coordinate work activities of one division with other divisions within the department to prevent delays in required actions or to improve programs or services; assist in the identification, development and implementation of departmental goals, objectives, policies, and priorities; assist in the determination of resource allocation and levels of service according to established policies.
3. Receive and analyze division and departmental reports; direct the preparation of monthly and annual reports; direct the gathering and analysis of information and reports necessary to document and evaluate processes.
4. Monitor the work of and coach subordinates to improve performance.
5. Direct the allocation of resources to achieve timely outcomes and measurable goals within budget; adjust plans and programs to meet emerging or new programs, while continuing to address major departmental priorities.
6. Monitor and evaluates the effectiveness and efficiency of the division's service delivery system, organizational structure, staffing levels, financial systems, and other internal operations; identify and recommend alternative approaches or improvements; implement revisions, adjustments and changes.
7. May serve as liaison for the District with a variety of outside staff, policy-making officials, and officials of outside agencies; explain and justify Departmental or administrative procedures, policies, or programs; negotiate and resolve difficult and complex issues and problems.
8. May plan, develop, implement or direct major or complex projects or programs which span a number of the department's established sections or divisions; direct the research of complex, highly technical issues; analyze alternative solutions or approaches; recommend most effective course of action.
9. Participate in budget development by providing detailed justification and persuasive arguments for proposals or initiatives; oversee and administer division budget; direct and monitor expenditures in accordance with the approved budget; direct the preparation and maintenance of a wide variety of statistical, fiscal, and operational reports and studies; and provide executive management with an early warning and practical options to potential cost overruns.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

**Knowledge of:**

Management and administrative techniques applicable to operations in the area assigned

Board of Education rules, administrative regulations and policies, and related legislation

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

**Title: DIRECTOR, SFUSD**

**Job Code: 0993**

District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts

Federal and State laws and regulations

Principles and practices of organization, management, personnel administration, budget preparation and implement, and expenditure control

Effective administrative and managerial practices

**Skills to operate:**

Basic office equipment including computer, peripherals, telephone

**Ability to:**

Manage, supervise, train, and coordinate complex functional areas of responsibility and groups of employees

Identify, analyze and report upon activities, issues, and problems and recommend appropriate solutions

Establish and maintain effective working relationships with departmental staff, representatives of other agencies and the public

Present facts clearly and concisely orally and in writing

Make group presentations

**MINIMUM QUALIFICATIONS, LICENSE, AND CERTIFICATION**

Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual positions.

**ORIGINATION DATE:** August 30, 2011

**AMENDED DATE:**

**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):** SFUSD

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

**Title: EXECUTIVE DIRECTOR, SFUSD**  
**Job Code: 0994**

**INTRODUCTION**

Under policy direction, this classification functions at the executive level of department management and are responsible for all functions and activities of a major division or area of the San Francisco Unified School District. Incumbents in this class provide leadership and direction in developing new programs and establishing organizational policies, priorities and objectives; direct and coordinate the implementation of program changes; serve as technical advisor; and perform related duties as required.

**DISTINGUISHING FEATURES**

Distinctions between class levels in the management series are based on the program's complexity, sensitivity and/or size, organizational impact, nature and number of functions/programs managed, decision-making responsibility, level of supervision exercised, nature of positions supervised, and the nature and scope of duties assumed such as hands-on work rather than planning and policy development activities.

Incumbents in this class are the highest, non-deputy level of executive management and assume responsibility for major complex, functionally-related areas organized into multiple departmental divisions; develop and establish policies and procedures and make decisions which impact the daily operations including management and allocation of resources for a major organizational unit/division/bureau/area. Decisions made by incumbents affect multiple divisions and impact the economic vitality of the District or the health and welfare of a segment of the SFUSD population. These Managers typically interact with executive and regulatory representatives and negotiate solutions to major issues which may involve policy and procedural changes.

This class is distinguished from the SFUSD Director by scope, decision-making type, working relationship, internal organizational impact, level of supervision, consequence of error and budgetary responsibility. The SFUSD Executive Director is also distinguished from the SFUSD Director by the latter's responsibility for divisions of medium/large size performing technically complex functions which are organized into multiple or diverse sections and/or units.

This class is further distinguished from a SFUSD Deputy Director in that the latter functions at the highest level of department management and are responsible for all functions and activities of a major division or area.

**SUPERVISION RECEIVED/EXERCISED:**

Typically reports to SFUSD senior executive level management, Deputy Director or Department Head

Typically exercises management and supervision over senior, mid-level management and subordinate staff

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*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. Develop and implement division goals, objectives, policies, and priorities; determine service

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

**Title: EXECUTIVE DIRECTOR, SFUSD**

**Job Code: 0994**

levels and resource allocation.

2. Monitor the work of and coach subordinates to improve performance.
3. Direct the allocation of resources to achieve timely outcomes and measurable goals within budget; adjust plans and programs to meet emerging or new programs, while continuing to address major departmental priorities.
4. Plan, organize, direct, control and review the operation of major departmental functions and activities.
5. Monitor the efficiency and effectiveness of the departmental organization structure, staff assignments, service levels and administrative systems; identify and analyze opportunities for improvement; implement improvements.
6. Communicate regularly with executive-level management regarding the District's activities and coordination of efforts with other entities in addressing the needs of the District; represent the District before legislative boards, outside organizations, and the media.
7. Assess and respond to community needs; provide consultation and advice to boards, committees and representatives from federal, state and local agencies.
8. Participate in budget development by providing detailed justification and persuasive arguments for proposals or initiatives; implement and closely monitor budget expenditures of the operating budget for a major area of responsibility typically including multiple divisions.
9. Provide executive management with an early warning and practical options to potential cost overruns.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

**Knowledge of:**

Management and administrative techniques applicable to operations in the area assigned

Board of Education rules, administrative regulations and policies, and related legislation

District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts

Federal and State laws and regulations

Principles and practices of organization, management, personnel administration, budget preparation and implement, and expenditure control

Effective administrative and managerial practices.

**Skills to operate:**

Basic office equipment including computer, peripherals, telephone

**Ability to:**

Direct subordinate managers engaged in diverse activities

Exercise administrative ingenuity, independent analysis, adaptability and judgment on highly

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

**Title: EXECUTIVE DIRECTOR, SFUSD**

**Job Code: 0994**

specialized proposals with difficult, complicated choices of action

Make recommendations and present them effectively to the Mayor, executive staff and the public

Apply the principles and practices of public administration, financial and personnel management

Clearly interpret all applicable laws, ordinances and codes relating to the department

Direct research, survey techniques and statistical methods

Communicate effectively, orally and in writing

Establish and maintain effective working relations with officials, subordinate staff, directors and members of other departments, civic organizations, agencies and the public

Remain calm and provide guidance to managers in crisis situations.

**MINIMUM QUALIFICATIONS, LICENSE, AND CERTIFICATION**

Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual positions.

**ORIGINATION DATE:** August 30, 2011

**AMENDED DATE:**

**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):** SFUSD

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

**Title: DEPUTY DIRECTOR, SFUSD  
Job Code: 0995**

**INTRODUCTION**

Under policy direction, plans, develops and implements all functions and activities of a division/bureau of the San Francisco Unified School District based on effective responsiveness to the public and/or other client needs; develops and implements policies, goals and objectives, and ensures the enforcement of all applicable laws, ordinances and regulations; and prepares and presents reports to SFUSD Department Head and Commissions/Boards on activities, issues and needs of the division/bureau; and performs related duties as required.

**DISTINGUISHING FEATURES**

Deputy Directors, SFUSD function at the highest level of department management and are responsible for all functions and activities of a major division or area. This class is exempt from Civil Service and incumbents generally serve at the pleasure of the Department Head, SFUSD.

Positions in this class provide executive direction for highly specialized professional functions within departments. Incumbents in these positions make decisions critically impacting diverse functions of the division/bureau; manage organizational changes; and provide direction to directors or managers responsible for major program areas.

**SUPERVISION RECEIVED/EXERCISED:**

Reports to a SFUSD Department Head

Typically exercises management and supervision over senior and mid-level managers and subordinate staff

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*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. Direct the development and implementation of timely division/bureau goals, policies, and strategic plans; manage the allocation of resources and service levels to meet client needs.
2. Oversee the operation of division/bureau functions, activities and programs; set objectives and monitor the performance of subordinate staff engaged in defined activities.
3. Monitor the organizational structure, staff assignments, service levels and administrative systems required to accomplish a department's mission and objectives in an effective and efficient manner; direct the identification and analysis of opportunities for service enhancements.
4. Consult with the Superintendent regarding the activities of the functional area assigned and coordinate with other departments in addressing service needs; may represent the District before or provide information to commissions, boards, committees and representatives from federal, state and local agencies, organizations, and the media.
5. Direct the development and implementation of the operational budget; monitor expenditures to ensure adherence to the approved budget.

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

**Title: DEPUTY DIRECTOR, SFUSD**  
**Job Code: 0995**

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

**Knowledge of:**

Management and administrative techniques applicable to operations in the area assigned

Board of Education rules, administrative regulations and policies, and related legislation

District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts

Federal and State laws and regulations

Principles and practices of organization, management, personnel administration, budget preparation and implement, and expenditure control

Functional expertise associated with a department's mission.

**Skills to operate:**

Basic office equipment including computer, peripherals, telephone

**Ability to:**

Provide strong leadership skills

Direct subordinate staff engaged in diverse activities

Exercise administrative ingenuity, independent analysis, adaptability and judgment on highly specialized proposals with difficult, complicated choices of action

Make recommendations and present them effectively to the Superintendent, commissions, boards, committees, other agencies and the public

Apply the principles and practices of public administration, financial and personnel management

Clearly interpret all applicable laws, ordinances and codes

Direct research, survey techniques and statistical methods

Communicate effectively with subordinates, other city employees, the general public, members of civic organizations, or other agencies

Provide guidance to managers in a calm, effective manner in crisis situations.

**MINIMUM QUALIFICATIONS, LICENSE, AND CERTIFICATION**

Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual positions.

**ORIGINATION DATE:** August 30, 2011

**AMENDED DATE:**



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

**Title: DEPUTY DIRECTOR, SFUSD  
Job Code: 0995**

**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):**                      SFUSD

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

**Title: DEPARTMENT HEAD, SFUSD**  
**Job Code: 0996**

**INTRODUCTION**

Under broad policy direction, creates the mission and long-term vision of the San Francisco Unified School District, based on effective responsiveness to the public and/or other client needs; oversees the development of strategic plans and interim goals; establishes policies and determines priorities; adjusts plans to respond to emerging and/or urgent issues; directs the allocation of resources to achieve timely outcomes and measurable goals within budget guidelines; and performs related duties as required.

**DISTINGUISHING FEATURES**

Incumbents in this class make policy decisions of critical impact affecting the District and assume ultimate responsibility for all programs and activities of the operating department. This class is exempt from Civil Service appointment and incumbents generally serve at the pleasure of the Superintendent.

**SUPERVISION RECEIVED/EXERCISED:**

Reports to the Superintendent of Schools

Typically exercises management and supervision over SFUSD Deputy Directors and subordinate staff

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*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. Direct the development and timely implementation of departmental goals, policies, and strategic plans; manage the allocation of resources and service levels to meet client needs.
2. Oversee the operation of all departmental functions, activities and programs; set objectives and monitor the performance of subordinate staff engaged in defined activities.
3. Determine the organizational structure, staff assignments, service levels and administrative systems required to accomplish a department's mission in an effective and efficient manner.
4. Consult with the Superintendent regarding department programs; coordinate activities with other entities; represent a department before and/or provides information to commissions, boards, committees and representatives from federal, state, and local agencies organizations, or the media.
5. Oversee financial long-term planning; direct the preparation and implementation of the department's annual budget; monitor expenditures to ensure adherence to the approved budget.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

**Knowledge of:**

Management and administrative techniques applicable to operations in the area assigned

Board of Education rules, administrative regulations and policies, and related legislation

District policies and procedures, goals and objectives, organizational structure and functions, and

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

**Title: DEPARTMENT HEAD, SFUSD  
Job Code: 0996**

negotiated contracts

Federal and State laws and regulations

Principles and practices of organization, management, personnel administration, budget preparation and implement, and expenditure control

Functional expertise associated with a department's mission

**Skills to operate:**

Basic office equipment including computer, peripherals, telephone

**Ability to:**

Provide strong leadership skills

Direct deputy directors and other subordinate staff engaged in diverse activities

Exercise administrative ingenuity, independent analysis, adaptability and judgment on highly specialized proposals with difficult, complicated choices of action

Make recommendations and present them effectively to Superintendent, commissions, boards, committees, agencies, or the public

Apply the principles and practices of public administration, financial and personnel management

Clearly interpret all applicable laws, ordinances and codes

Direct research, survey techniques and statistical methods

Communicate effectively with subordinates, other city employees, the general public, members of civic organizations or other agencies

Provide guidance to managers in a calm, effective manner during crisis situations

**MINIMUM QUALIFICATIONS, LICENSE, AND CERTIFICATION**

Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual positions.

**ORIGINATION DATE:** August 30, 2011

**AMENDED DATE:**

**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):** SFUSD