NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 42
Fiscal Year: 2011/2012
Posted Date: 03/20/12
Reposted Date: 03/29/2012

REESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>1682</td>
<td>Controller</td>
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For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Employee Relations Unit
    DHR – Class and Comp Unit
    DHR – Recruitment and Assessment Unit
    DHR – Support Services
    Anita Sanchez, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    E-File
INTRODUCTION

Under legislative direction, this single position class, appointed by the Mayor and Board of Supervisors serves as Controller, Auditor and Chief Accounting Officer of the City and County of San Francisco; carries out the fiscal responsibilities required of this office by charter, ordinances, state laws and other regulatory actions.

Responsibilities include: developing and establishing policy, determining priority of policies, interpreting policies and regulations and executing all policies and procedures relating to the fiscal aspects of the City; controlling the receipt, expenditure and accounting for all City and County funds; making continuous responsible contacts with governmental officials, legislative bodies and outside groups and organizations describing, analyzing and providing policy options for dealing with the financial and general management affairs of the City; handling difficult financial negotiations; directing the preparation of, and approving a wide variety of specialized and complex reports and documents relating to the fiscal activities of the City and County of San Francisco.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, 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. Directs the financial activities of all officers, commissions, boards and employees of the City and County of San Francisco charged with the receipt, collection or disbursement of City and County funds or other funds that City and County officials or employees may deal with.

2. Works directly with the Mayor, Board of Supervisors, their staff, the public, media and others to describe, analyze and provide policy options for dealing with the financial and general management affairs of the City and County of San Francisco.

3. Directs the preparation of budgets, advises on budget decisions and controls spending according to adopted budgets.

4. Oversees the payment of all City vendors and employees in conformance with applicable regulations and memoranda of understanding.

5. Oversees City accounting functions to achieve fiscal accuracy and compliance.

6. Directs the financial and performance audits of accounts of all boards, officers, commissions and employees of the City.

7. Participates as a member of the general management of the City through COIT, Capital Planning Committee and other forums.

8. Directs the preparation of a wide variety of financial reports relating to the financial affairs of the City.
Title: Controller
Job Code: 1682

9. Directs the identification of and reporting on all legislation introduced at the Board of Supervisors that might have a material economic impact on the City.

10. Directs the issuance and management of the City’s general fund debt obligation.

11. Directs the City’s Human Capital Management system.

12. Performs other duties as requested by the Mayor, Board of Supervisors and other officials.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Accounting, auditing and related fiscal methods and procedures particularly as they apply to the City and County of San Francisco; laws, ordinances and regulations governing the operations of the Controller’s Office; management techniques and methods.

Skill and Ability to:

Direct the application accounting, auditing and finance principles and techniques to a wide variety of operating problems; lead plan, direct and review the work of a large executive and professional accounting, auditing and fiscal staff; analyze and evaluate complex financial issues, records and reports and develop sound conclusions; direct the design, installation and maintenance of complex financial accounting, payroll and human resource management systems; conduct business professionally with all levels of City officials, staff, media, the general public and outside governmental agencies in connection with the fiscal operations of the City and County of San Francisco.

PROMOTIVE LINES

No normal lines of promotion- position exempt from examination.

ORIGINATION DATE: 01/12/1961

AMENDED DATE: Abolished: 04/16/2007; Reestablished: 03/xx/2012