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: 16
Fiscal Year: 2012/2013
Posted Date: 02/22/2013
Reposted Date:

ESTABLISH 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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<tbody>
<tr>
<td>1</td>
<td>0983</td>
<td>Manager III, SFCCD</td>
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<tr>
<td>2</td>
<td>0985</td>
<td>Manager V, SFCCD</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 – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Support Services
    Micki Callahan, DHR
    Jennifer Johnston, CSC
    Sandra Eng, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Chris Trenschel, Controller/ Budget Division
    E-File
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 Community College 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 San Francisco Community College District.

This class is distinguished from the San Francisco Community College District 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 San Francisco Community College District Manager III is also distinguished from the San Francisco Community College District 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 San Francisco Community College District Manager IV 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 San Francisco Community College District Chancellor

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 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; in accord with District policies, contracts, and procedures, manage the professional conduct of assigned faculty and classified staff and collaborate with management in resolving employee disciplinary matters; where resolution is not reached at the departmental level, serve as the administrative grievance officer in employee discipline process; 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. Attend Board of Trustees meetings; make presentations and submit reports and action items related to areas of responsibility.

5. Monitor the work of and coach subordinates to improve performance. In accordance with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision.

6. Find resources to develop opportunities, programs, and needed changes that enhance student success; adjust plans and programs to meet emerging or new programs, while continuing to address major departmental priorities.

7. Support faculty and classified staff by working with administration to ensure resources and opportunities are allocated for training and professional development that promotes teaching excellence and high standards in specified skills.

8. Work with administrators, faculty, and classified staff to strengthen collaboration between instruction and student services to promote student success.

9. 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.

10. 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. Serve on District and state-wide committees as assigned including participating collegially on City College Participatory Governance committees.

11. 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.

12. In compliance with District guidelines, participate in budget development by providing detailed justification and persuasive arguments for proposals or initiatives; oversee and administer budget to ensure that the assigned area(s) remain fiscally sound and is operated within allocated 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.

13. Promote a work culture aligned with the College’s mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

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
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Manager III, SFCCD
Job Code: 0983

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:

BUSINESS UNIT(S): SFCCD
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 a medium/large department. 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 interface with all managerial levels of the District and outside agencies, and serve as representative of the division or District 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, 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 typically assume responsibility for divisions of medium/large size performing technically complex functions which are organized into multiple or diverse sections and/or units.

The San Francisco Community College District Manager V class is distinguished from the San Francisco Community College District Manager IV class by the latter’s division-wide responsibility for multiple functional program areas or complex program areas. The San Francisco Community College District Manager V class is further distinguished from the San Francisco Community College District Manager IV class by the latter’s responsibility for major complex, functionally-related areas organized into multiple departmental divisions. Incumbents in these positions 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 public. These Managers typically interact with executive and regulatory representatives and negotiate solutions to major issues which may involve policy and procedural changes.

SUPERVISION RECEIVED/EXERCISED:

Reports to San Francisco Community College District Chancellor

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. Plan, monitor, evaluate, and supervise the operation of a division of the San Francisco Community College District; coordinate the work of the various subdivisions; advise and consult with section managers; in accord with District policies, contracts, and procedures, manage the professional conduct of assigned classified staff and collaborate with Employee Relations in resolving employee disciplinary matters; where resolution is not reached at the departmental level, serve as the administrative grievance officer in employee discipline process; make or recommend 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 District to prevent delays in required actions or to improve programs or services; assist in the identification, development, and implementation of District 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 District 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. Attend Board of Trustees meetings; make presentations and submit reports and action items related to areas of responsibility.

5. Monitor the work of and coach subordinates to improve performance. In accordance with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including faculty coordinators, and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision.

6. Find resources to develop opportunities, programs, and needed changes that enhance student success; adjust plans and programs to meet emerging or new programs, while continuing to address major District priorities.

7. Support dept chairs, faculty and classified staff by working with administration to ensure resources and opportunities are allocated for training and professional development that promotes teaching excellence and high standards in specified skills.

8. Work with administrators, faculty, and classified staff to strengthen collaboration between instruction and student services to promote student success.

9. Monitor and evaluate 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.

10. May service as liaison for the San Francisco Community College District with a variety of
other City/County staff, policy-making officials, and officials of outside agencies; explain and justify District or administrative procedures, policies, or programs; negotiate and resolve difficult and complex issues and problems. Serve on District and state-wide committees as assigned including participating collegially on City College Participatory Governance committees.

11. May plan, develop, implement or direct major or complex projects or programs which span a number of the District’s established sections or divisions; direct the research of complex, highly technical issues; analyze alternative solutions or approaches; recommend most effective course of action.

12. In compliance with District guidelines, oversee and administer budget for assigned area(s); direct and monitor expenditures in accordance with the approved allocated budget to ensure fiscal soundness; 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.

13. Promote a work culture aligned with the College’s mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

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:

BUSINESS UNIT(S): SFCCD