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: 17
Fiscal Year: 2012/2013
Posted Date: 02/26/2013
Reposted Date: N/A

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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<tr>
<td>1</td>
<td>0984</td>
<td>Manager IV, SFCCD</td>
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<tr>
<td>2</td>
<td>0986</td>
<td>Manager VI, 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 are responsible for all functions and activities of a major division or area of the Community College 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 typically assume division-wide responsibility for multiple functional program areas or complex program areas. This level is differentiated from San Francisco Community College District Manager III by responsibility for complex or multiple functional program areas.

This class is distinguished from the San Francisco Community College District Manager III 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 the District population.

This class is further distinguished from a San Francisco Community College District Manager V 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.

SUPERVISION RECEIVED/EXERCISED:

Typically reports to San Francisco Community College District Chancellor

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. Plan, monitor, evaluate, and supervise the operation of a division of the San Francisco
Title: Manager IV, SFCCD  
Job Code: 0984

Community College District; coordinate the work of the various subdivisions; advise and consults with section managers; in accord with District policies, contracts, and procedures, manage the professional conduct of assigned dept chairs, faculty, and classified staff and collaborate with Employee Relations in resolving employee disciplinary matters; where resolution is not resolved 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 department 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. 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

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 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
Title: Manager IV, SFCCD
Job Code: 0984

Clearly interpret all applicable laws, ordinances and codes relating to the San Francisco Community College District

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:

AMENDED DATE:

REASON FOR AMENDMENT

BUSINESS UNIT(S): SFCCD
INTRODUCTION

Under policy direction, Managers in these positions function at the executive level of department management and are responsible for all functions and activities of a major division or area. Incumbents in this class provide leadership and direction in developing new programs and establishing organizational policies, priorities and objectives, supporting the College’s mission; direct and coordinate the implementation of program changes; serve as technical advisor; and perform related duties as required. Positions in this class report to senior executive-level managers (Vice Chancellors or the Chancellor).

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 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. Decisions made by incumbents affect multiple divisions and impact the economic vitality of the San Francisco Community College 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.

This class is distinguished from the San Francisco Community College District Manager V class by scope, decision-making (type), working relationship, internal organizational impact, level of supervision, consequence of error and budgetary responsibility. San Francisco Community College District Manager VI is also distinguished from San Francisco Community College District Manager V 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 San Francisco Community College Manager VII, in that incumbents make decisions which directly impact the entire department and inappropriate decisions may result in an irreversible impact on the health and welfare of the public. Incumbents typically exercise supervision over and/or consultation to Division Managers of related functional areas.

SUPERVISION RECEIVED/EXERCISED:

Reports to San Francisco Community College District Chancellor

Typically supervise senior/division managers

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 levels and resource allocation.

2. 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.

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 District priorities.

4. Plan, organize, direct, control, and review the operation of major District functions and activities. In accord with District policies, contracts, and procedures, supervise the professional conduct of staff and promote a work culture of cooperation, mutual support, and optimal customer service; cooperate with Employee Relations in resolving personnel disciplinary matters and serve as a grievance officer on personnel disciplinary matters as applicable. Recommends reassignments and disciplinary action.

5. Assures compliance with a variety of applicable laws, rules, regulations, and requirements related to community college instruction and operation; and in consultation with executive management and in coordination with the Employee Relations Office, ensure adherence to contractual obligations and assist with updates to contractual language as applicable.

6. Provide leadership, administrative direction and supervision to all assigned certificated management and classified staff; develop, implement and review expectations for performance and standards of excellence consistent with established college and district goals and objectives; provide for staff participation in achieving established goals and objectives for assigned areas; recommend changes in assigned areas as appropriate to increase efficiency, effectiveness, and quality of programs and services; and assure that all areas within their purview are appropriated integrated with student services.

7. Communicate regularly with executive-level management regarding the District’s activities and coordination of efforts with other City departments in addressing the needs of the District; represent the District before legislative boards, outside organizations, mayor’s office staff, and the media; serving on District and state-wide committees as assigned including participating collegially on City College Participatory Governance committees.

8. Assess and respond to community needs; provide consultation and advice to boards, committees and representatives from federal, state, and local agencies. Attend Board of Trustees’ meetings; make presentations and submit reports and action items related to areas of responsibility.

9. 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.

10. 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
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 Chancellor, 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 relating to the District
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.

The ability to 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:

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): SFCCD