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: 18
Fiscal Year: 2012/2013
Posted Date: 2/26/2013
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9775</td>
<td>Senior Community Development Specialist II</td>
</tr>
</tbody>
</table>

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 supervision performs difficult and complex program planning, development, implementation, monitoring and evaluation assignments; coordinates monitoring and evaluation work of subordinate personnel; coordinates the development of plans and programs of a major program area for the Office of Community Development in community and/or housing development; conducts and coordinates studies and surveys; reviews more difficult projects to insure compliance with applicable Federal, State and local laws, regulations and procedures; provides technical assistance to project staff and other agencies; and performs related duties as required.

DISTINGUISHING FEATURES
Positions in this class are assigned significant planning, development, implementation, monitoring, and evaluation responsibilities in community and/or housing development programs. This class is distinguished from the 9774 Senior Community Development Specialist I by its major program and/or supervisory responsibilities. distinguished by assignments requiring significant experience and expertise in major program areas involving Community Development programs. While employees in this class may be assigned significant responsibilities in more than one program area they do not have the overall supervisory responsibility of the higher level class 9776 Supervising Community Development Specialist.

SUPERVISION EXERCISED
Employees in this class may supervise subordinate personnel.

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. Coordinates the development of a major program area and/or the implementation of project activities with other governmental agencies and concerned private corporations and community organizations; develop effective program design and operating procedures; provide directions to implementing agencies.

2. Coordinates the monitoring activities of projects under a certain program area for contract compliance; directs the establishment of methods for project analysis and preparation of performance reports; directs studies and makes recommendations on program modification and adjustments to assure contract adherence and responsiveness of programs to community needs: reviews, presents and discusses program operational or policy problems with senior and administrative staff.

3. Develops and coordinates preparation of annual work program and operating budgets of nonprofit corporations and City agencies: prepares, reviews and executes contracts and subcontracts for the disbursement of funds; prepares and processes all necessary documents and fiscal payments to the corporations and agencies and provides
Title: Senior Community Development Specialist II
Job Code: 9775

appropriate fiscal budgetary control.

4. Reviews and recommends physical improvements and construction plans and budgets; meets with agencies, architects and contractors to outline program requirements and procedures and resolve problems; monitors progress of construction and process payments.

5. Reviews proposals for community development funding and/or special project funding and makes recommendations. Gives technical assistance and advice to junior staff in evaluating projects; as assigned, may seek and apply for funds from various governmental agencies to augment established community development funding sources.

6. Develops and implements procedures for assuring the City’s compliance with applicable Federal, State and local laws and regulations.

7. As assigned, attends program or project related meetings when requested and represents the office in explaining and interpreting program policies and objectives and their applicability to the city and various communities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of: the principles, practices, purpose and scope of community development programs; Federal, State and local rules and regulations applicable to such programs.

Abilities and skills to: work with the local governmental structure and neighborhood organizations receiving program funds; plan, organize, initiate, direct and review work of subordinates: apply principles to define problems, collect data, establish facts and draw valid conclusions; write clear and concise reports, recommendations and correspondence; deal effectively with representatives of governmental and community organizations; speaking effectively before individuals and groups.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Possession of a baccalaureate degree from an accredited college or university AND four (4) years administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; OR

2. Possession of a baccalaureate degree from an accredited college or university with a major in one of the following fields: public or business administration, urban planning, government, social work, education, finance or criminal justice AND three (3) years of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work,
Title: Senior Community Development Specialist II
Job Code: 9775

- Possession of a Master’s degree from an accredited college or university in public policy, planning, social work, public administration, finance, education, criminal justice, or business administration AND two (2) years of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; OR

- Possession of a Ph.D. or Juris Doctor degree from an accredited college or university AND two (2) years of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice.

SUBSTITUTION:
Verifiable administrative/professional experience involving community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

LICENSE AND CERTIFICATION

None

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 9774 Senior Community Development Specialist I

ORIGINATION DATE: June 25, 1984

AMENDED DATE: 9/10/09

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): COMMN SFCCD SFMTA SFUSD