NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: March 6, 2013

Re: Notice of Proposed Classification Actions –Final Notice No. 18 FY 12/13 (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 March 6, 2013.

Micki Callahan
Human Resources Director

by: ____________________________
Steve Ponder
Classification and Compensation Manager
Human Resources

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
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>
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<tbody>
<tr>
<td>1</td>
<td>9775</td>
<td>Senior Community Development Specialist II</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  
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     DHR – Client Services Unit  
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     E-File
CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES  

Title: Senior Community Development Specialist II  
Job Code: 9775  

INTRODUCTION  

Under direction 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 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.  

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 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
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, children/youth work or criminal justice; OR

3. 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

4. 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

None.

PROMOTIVE LINES

From: 9774 Senior Community Development Specialist I

ORIGINATION DATE: June 25, 1984

AMENDED DATE: 9/10/09; 03/06/2013

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