

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: January 31, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 19 FY 13/14 (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 January 31, 2014.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

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 – Client Services 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 Trenchel, 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: 19
Fiscal Year: 2013/2014
Posted Date: 1/22/14
Reposted Date: N/A

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

Item #	Job Code	Title
1	0981	Manager I, SFCCD
2	0982	Manager II, SFCCD
3	0987	Manager VII, SFCCD

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at Cathy.Abela@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.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: MANAGER I, SFCCD
Job Code: 0981**

INTRODUCTION

Under administrative direction, this class provides mid-level management functions in the San Francisco Community College District with responsibility for a section, program or defined functional area and may assume responsibility for one or more section(s) or operational area(s) or operationally-related services.

Incumbents in these positions make decisions which impact the daily operations and implementation of established procedures and policies of the related units/sections and solve problems requiring analyses of issues that may result in deviations from routine processes, new technology and/or additional resources. These Managers typically contact and/or establish working relationships with others at similar levels within the organization and coordinate budget preparation, monitoring of expenditures and financial reporting for the assigned section; 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 versus planning and policy development activities.

Incumbents in 0981 Manager I, SFCCD assume responsibility for multiple sections and provide leadership over related functions or services. Inappropriate decisions at this level would impact the economic vitality, health, or welfare of a segment of the District population.

Incumbents make decisions which require discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. At this level, inappropriate decisions may compromise the effective functioning of the section and result in a negative impact on the health or welfare of a segment of the District population.

This class is distinguished from the 0982 Manager II, SFCCD by the latter's responsibility for one or more large section(s) or functional areas. This class is further distinguished from the 0982 Manager II, SFCCD by the latter's responsibility for providing complex leadership to diverse programs or services.

SUPERVISION EXERCISED:

Typically exercises management and supervision over mid-level staff or supervisors of clerical, maintenance and/or technical employees.

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. Manage programs, operational activities, or projects of assigned section or program

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: MANAGER I, SFCCD
Job Code: 0981**

area; supervise, train and evaluate the activities of personnel and/or coordinates and monitors the work of consultants and contractors working for the department; work with other managers and staff to evaluate and implement goals, responsibilities, policies and procedures of the division.

2. Monitor the work of and coach subordinates to improve performance.
3. Evaluate procedures, identify and analyze problems and issues and may implement and document new procedures of the assigned section/program.
4. Participate in budget development by providing detailed justification and persuasive arguments for proposals or initiatives.
5. Coordinate budget preparation, monitor expenditures and financial reporting for assigned section; prepare reports, memoranda, and correspondence; and maintain statistical records; implement and closely monitor budget expenditures; provide executive management with an early warning and practical options to potential cost overruns.
6. 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 departmental priorities.
7. Assist in developing and implementing operational policies to ensure the efficient operation of section or program.

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:

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

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: MANAGER I, SFCCD

Job Code: 0981

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

MINIMUM QUALIFICATIONS, LICENSE, AND CERTIFICATION

Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual positions.

ORIGINATION DATE: 1/31/14

BUSINESS UNIT(S): SFCCD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: MANAGER II, SFCCD
Job Code: 0982**

INTRODUCTION

Under administrative direction, incumbents in this class provide mid-level management functions in the San Francisco Community College District with responsibility for a section, program or defined functional area and may assume responsibility for one or more section(s) or operational area(s) or operationally-related services.

Incumbents in these positions make decisions which impact the daily operations and implementation of established procedures and policies of the related units/sections and solve problems requiring analyses of issues that may result in deviations from routine processes, new technology and/or additional resources. These Managers typically contact and/or establish working relationships with others at similar levels within the organization and coordinate budget preparation, monitoring of expenditures and financial reporting for the assigned section.

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 versus planning and policy development activities.

Incumbents in 0982 Manager II, SFCCD assume responsibility for one or more large section(s) or functional areas and provide complex leadership over diverse programs or services. Inappropriate decisions at this level would impact the economic vitality, health, or welfare of a large segment of the District population.

This class is distinguished from the 0981 Manager I, SFCCD by the former's responsibility for multiple sections providing complex, related functions or services. Inappropriate decisions at the SFUSD Manager II level would impact the economic vitality, health, or welfare of a segment of the District population.

This class is further distinguished from the 0983 Manager III, SFCCD 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 District community.

SUPERVISION EXERCISED:

Typically exercises management and supervision over mid-level staff or supervisors of clerical, maintenance and/or technical employees.

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. Manage programs, operational activities, or projects of assigned section or program area; supervise, trains and evaluates the activities of personnel and/or coordinates and

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: MANAGER II, SFCCD
Job Code: 0982**

monitors the work of consultants and contractors working for the department; works with other managers and staff to evaluate and implement goals, responsibilities, policies and procedures of the division.

2. Monitor the work of and coach subordinates to improve performance.
3. Evaluate procedures, identify and analyze problems and issues and may implement and document new procedures of the assigned section/program.
4. Participate in budget development by providing detailed justification and persuasive arguments for proposals or initiatives.
5. Coordinate budget preparation, monitor expenditures and financial reporting for assigned section; prepare reports, memoranda, and correspondence; and maintain statistical records; implement and closely monitor budget expenditures; provide executive management with an early warning and practical options to potential cost overruns.
6. 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 departmental priorities.
7. Assist in developing and implementing operational policies to ensure the efficient operation of section or program.

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:

Manage, administer and/or coordinate a complex operational section

Plan, coordinate and direct work of subordinates and consultants/contractors

Analyze and report upon operating conditions and problems

Recommend appropriate solutions

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: MANAGER II, SFCCD

Job Code: 0982

Deal tactfully and effectively with personnel at all levels and the general public

Conduct analysis of operations and development plans as required

Prepare and present comprehensive reports

MINIMUM QUALIFICATIONS, LICENSE, AND CERTIFICATION

Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual positions.

ORIGINATION DATE: 1/31/14

BUSINESS UNIT(S): SFCCD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: MANAGER VII, SFCCD

Job Code: 0987

INTRODUCTION

Under policy direction, the 0987 Manager VII, SFCCD functions at the executive level of department management and is 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 make decisions which directly impact the entire District and inappropriate decisions may result in an irreversible impact on the health and welfare of the public.

The 0987 Manager VII, SFCCD is distinguished from the 0986 Manager VI, SFCCD by the latter's responsibility for major complex, functionally-related areas organized into multiple departmental divisions. The 0987 Manager VII, SFCCD develops and establishes policies and procedures and makes decisions which impact the daily operations, including management and allocation of resources, for a major organizational unit of the San Francisco Community College District. Decisions made by the 0987 Manager VII, SFCCD 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 EXERCISED:

Typically exercise supervision over and/or consultation to Managers of related functional areas.

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.
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.
5. Monitor the efficiency and effectiveness of the District organization structure, staff

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: MANAGER VII, SFCCD
Job Code: 0987

assignments, service levels and administrative systems; identify and analyze opportunities for improvement; implement improvements.

6. 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.
7. Assess and respond to community needs; provide consultation and advice to boards, committees and representatives from federal, state, and local agencies.
8. 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.
9. 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 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 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

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: MANAGER VII, SFCCD

Job Code: 0987

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: 1/31/14

BUSINESS UNIT(S): SFCCD