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: 36
Fiscal Year: 2014/2015
Posted Date: 01/26/2015
Reposted Date: N/A

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

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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 affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


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
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/Budget Division
Theresa Kao, Controller/Budget Division
Drew Murrell, Controller/Budget Division
Alex Koskinnen, Controller/Budget Division
E-File
INTRODUCTION

To perform difficult and complex administrative and/or management functions with rotating assignments. The essential functions of the job include: performing administrative and/or management functions in the areas of office management/support services, budget and/or contract/grant development; managing office and coordinating the activities of clerical/technical staff, supervising and evaluating assigned staff; conducting training; assisting in the development and recommending changes to rules, regulations, policies and procedures; gathering, compiling and analyzing data, and preparing reports; acting as liaison and representing department at meetings.

DISTINGUISHING FEATURES

This is the highest level classification in the Management Assistant series. The Management Assistant III is distinguished from the Management Assistant I and Management Assistant II in that the assignments are of a greater and more complex nature.

SUPERVISION EXERCISED

May exercise general supervision over lower level management assistants, clerical and technical support staff.

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. Perform administrative and/or management functions in the areas of operations, budget, contract/grant development and/or office management/support services by planning, coordinating, and supervising the activities of assigned staff in order to accomplish departmental goals.

2. Develop and administer the department budget by establishing budget within the organizational goal and based upon projections; monitor expenditures, reconcile accounts, perform financial analysis, ensure compliance with Agency policies and procedures; gather information, prepare reports to ensure that goals and objectives are met.

3. Develop and administer contracts, leases, agreements and grants by identifying needs, establishing contractual relationships, prepare requests for proposals, solicit bids, monitor contractors or others involved in legal agreements with the City; apply regulations and laws as necessary to particular programs.

4. Manage office and coordinate clerical and technical support activities by assigning and evaluating a variety of clerical/administrative functions such as data processing, inventory control, distribution or reproduction of reports, purchasing and billing functions, coordination of building security and maintenance.

5. Supervise and participate in the evaluation of clerical/technical support staff by scheduling and
reviewing work assignments, counseling and working with manager to complete performance evaluations.

6. Conduct staff training by identifying training needs, prepare materials for presentations, and conduct training to ensure all staff are properly trained on new and ongoing functions.

7. Assist in the development and recommend changes to rules, regulations, policies and procedures by proposing and reviewing provisions.

8. Gather, compile, analyze data and prepare reports by conducting surveys, needs assessments, compile and analyze statistical data and prepare reports for program evaluation or analysis or reporting functions.

9. Act as liaison and represent department by attending and coordinating meetings with other City and/or Agency departments, agencies, etc.

10. Screen calls and callers; respond to inquiries requesting specific information by utilizing a diverse knowledge of Agency procedures and activities and communicating with diverse communities, including citizens, high-level and county officials, representatives of private industry, institutions and organizations.

11. Independently respond to requests for information as appropriate; follow up on other requests with Agency staff as appropriate.

12. Prepare important correspondence directed toward public and private agencies relative to Agency operations.

13. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

14. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: English usage; spelling; grammar and punctuation; modern office practices, procedures and computer equipment; record-keeping principles and procedures; business letter writing; administrative and management principles, techniques, methods, and procedures; principles, practices, methods and techniques of budgeting, organizing, administration, management, administrative analysis, purchasing and financial administration; general and technical correspondence; meeting minutes and letters of extreme difficulty; modern office equipment including word processing equipment as assigned; general structure, purpose and operation of the Agency, the Commission, the Executive Director’s office and of outside organizations as necessary to assume assigned responsibilities; principles and practices of supervision, including assigning and reviewing the work of others.

Ability to: Understand the organization and operation of the Agency and of outside organizations as necessary to assume assigned responsibilities.
Title: Management Assistant III (OCII)
Job Code: O030

On a continuous basis, know and understand all aspects of the job; intermittently review work papers, reports and special projects; identify and interpret and explain policies and procedures; and explain operations and problem solve procedural issues for the public and to staff.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write and use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Understand complex oral and written directions; work independently in the absence of supervision; plan, organize and schedule priorities in the office; evaluate situations and people and adopt effective courses of action; apply and interpret division polices, procedures, organization and operating details; gather and analyze information; compile and maintain complex and extensive records and record-keeping systems and prepare reports; communicate clearly and concisely, orally and in writing; work with various cultural and ethnic groups in a tactful and effective manner; attend meetings outside regular working hours; prepare, evaluate and edit reports and make recommendations; prepare resolutions, rules and procedures; train and supervise assigned personnel; plan and supervise the work of others; deal tactfully and effectively with the public, government officials, professional and technical persons and employees; establish and maintain effective working relationships with those contacted in the course of work.

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.

Education:

Equivalent to completion of a baccalaureate degree from an accredited college or university with major coursework in public administration, business administration, accounting, finance, economics, social sciences, psychology, education, criminal justice, social work, or closely related field.

Experience:

Three (3) years of verifiable experience performing administrative and/or management functions; or two years of experience in the Management Assistant II or Administrative Analyst classifications. Previous supervisory experience is also required.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
Title: Management Assistant III (OCII)
Job Code: O030

ORIGINATION DATE:

AMENDED DATE:

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
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Management Assistant II
Job Code: O035

INTRODUCTION

To perform professional level administrative and/or management functions with rotating assignments. The essential functions of the job include: performing administrative and/or management functions in the areas of office management/support services, budget and/or contract/grant development; managing office and coordinating the activities of clerical/technical staff, supervising and evaluating assigned staff; conducting training; assisting in the development and recommending changes to rules, regulations, policies and procedures; gathering, compiling and analyzing data, and preparing reports; acting as liaison and representing department at meetings; perform related duties as required.

DISTINGUISHING FEATURES

This is the full journey level class within the Management Assistant series. This class is distinguished from the Management Assistant I by the assignment duties and responsibilities that are more complex and confidential in nature. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

This class is distinguished from a Management Assistant III in that the latter is the advanced journey level and provides the highest degree of difficult and complex professional and office management support.

SUPERVISION EXERCISED

May exercise general supervision over lower level management assistants, clerical and technical support staff.

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. Perform administrative and/or management functions in the areas of operations, budget, and/or office management/support services by planning, coordinating, and supervising the activities of assigned staff in order to accomplish departmental goals.

2. Assist in the development and administration of the department budget; monitor expenditures, reconcile accounts, ensure compliance with Agency policies and procedures; gather information, prepare reports to ensure that goals and objectives are met.

3. Assist in the management of the resources and staffing of a department.

4. Assist in a variety of research and reporting functions; identifies issues; consults with appropriate personnel and other individuals; evaluates proposals, information and documentation from a wide variety of sources; compiles and analyzes statistical and other data; writes reports and prepares documentation for evaluation by management; presents reports and
data, including formal presentations to groups.

5. Assist in the development and administration of contracts, leases, agreements and grants by identifying needs, establishing contractual relationships, prepare requests for proposals, solicit bids, monitor contractors or others involved in legal agreements with the City; apply regulations and laws as necessary to particular programs.

6. Manage office and coordinate clerical and technical support activities by assigning and evaluating a variety of clerical/administrative functions such as data processing, inventory control, distribution or reproduction of reports, purchasing and billing functions, coordination of building security and maintenance.

7. Supervise and participate in the evaluation of clerical/technical support staff by scheduling and reviewing work assignments, counseling and working with manager to complete performance evaluations.

8. Prepare materials for presentations, and conduct training to ensure all staff are properly trained on new and ongoing functions.

9. Assist in the development and recommend changes to rules, regulations, policies and procedures by proposing and reviewing provisions.

10. Gather, compile, analyze data and prepare reports by conducting surveys, needs assessments, compile and analyze statistical data and prepare reports for program evaluation or analysis or reporting functions.

11. Act as liaison and represent department by attending and coordinating meetings with other City and/or Agency departments, agencies, etc.

12. Screen calls and callers; respond to inquiries requesting specific information by utilizing a diverse knowledge of Agency procedures and activities and communicating with diverse communities, including citizens, high-level and county officials, representatives of private industry, institutions and organizations.

13. Independently respond to requests for information as appropriate; follow up on other requests with Agency staff as appropriate.

14. Prepare important correspondence directed toward public and private agencies relative to Agency operations.

15. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

16. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES
Title: Management Assistant II
Job Code: O035

Knowledge of: Principles and practices utilized in effective office management; principles and practices of supervision, including assigning and reviewing the work of others; general structure, purpose and operation of the Agency, the Commission, the Executive Director's office and of outside organizations as necessary to assume assigned responsibilities; English usage; spelling; grammar and punctuation; modern office practices, procedures and computer equipment; record-keeping principles and procedures; business letter writing; administrative and management principles, techniques, methods, and procedures.

Ability to: Understand the organization and operation of the Agency, and of outside organizations as necessary to assume assigned responsibilities; intermittently review documents related to department operations; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and staff; identify, gather and evaluate information from a variety of sources and formulate logical conclusions and recommend effective courses of action; learn assigned division/project policies, procedures, organization and operating details; prepare clear and accurate and well-organized reports, memos and correspondence; organize and prioritize multiple assignments and projects; operate and use modern office equipment including word processing equipment as assigned; understand and carry out oral and written directions in an independent manner; work independently in the absence of supervision; evaluate situations and people and adopt effective courses of action; plan, organize and schedule priorities in the office; train, supervise, evaluate and counsel assigned personnel; type accurately at a minimum of 60 words per minute; communicate clearly and concisely, orally and in writing to effectively express ideas and communicate work-related information to a variety of individuals and groups; listen, ask appropriate questions and effectively elicit information; respect the right of privacy and exercise discretion; work with various cultural and ethnic groups in a tactful and effective manner; exercise sound judgment and appropriately refer issues to the assigned manager; on a continuous basis, sit at desk for long periods of time; intermittently twist to reach office equipment; write or use a keyboard to communicate through written means; occasionally run errands; lift or carry weight of 10 pounds or less; establish and maintain effective working relationships with those contacted in the course of work..

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.

Education:

Equivalent to completion of an Associate of Arts degree supplemented by course work in public or business administration, accounting, finance, social sciences, psychology, or a related field, or a related field.

Experience:
Title: Management Assistant II  
Job Code: O035

Three (3) years of verifiable experience performing professional level office management functions; or three years of experience in the Management Assistant I classification. Previous supervisory experience is also required.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

REASON FOR AMENDMENT

BUSINESS UNIT(S): COMMN

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.
INTRODUCTION

To facilitate and coordinate the activities of assigned staff in a variety of development opportunities in any or all of the following areas: housing, economic development, and/or commercial development; to perform real estate investment and other financial and economic analysis; to negotiate real estate transactions; to attract, encourage, and expedite new housing and commercial developments within and outside redevelopment project areas; to participate in financing arrangements for these developments, including the administration of Agency-sponsored assistance; to participate in and coordinate economic development activities; evaluate and/or conduct economic analysis and economic development planning and implementation efforts; to prepare and present information concerning the assigned program to the Agency Commission and the Board of Supervisors, as appropriate; and to perform related duties as required.

DISTINGUISHING FEATURES

The Senior Development Specialist (Supervisory) is a sole classification with supervisory responsibility for coordinating the activities of assigned Assistant and Development Specialists. This classification supervises assigned staff tasked to perform the full range of technical and analytical functions, as well as project management responsibilities within redevelopment project areas and Citywide, as applicable.

Judgment is required in both interpreting established policies and in applying strategies which deviate from established methods/practices. Discretion is required in applying general goal and policy statements and in resolving organizational and service delivery problems. Decisions impact specialized and/or technical areas requiring application and interpretation of data, facts, situations, procedures and policy. Actions impact daily operations of the organization and implementation of established procedures and policies.

SUPERVISION EXERCISED

Receives administrative direction from the assigned Deputy Executive Director or designated Division Manager and functional supervision from Program and Project Management staff.

Provides direct and indirect supervision over other professional, technical, and office support staff.

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. Participate with executive management in planning, programming and implementing Agency activities in targeted program areas; ensure that decisions are made and, when appropriate, matters are referred to executive management for resolution or advisement.

2. Encourage and facilitate development within redevelopment project areas or elsewhere in the City by establishing and maintaining lines of communication with citizen groups,
individuals and public and private organizations.

3. Supervise, coordinate and implement the marketing of development opportunities including the development of marketing strategy, the preparation of public information materials and advertising.

4. Provide staff liaison with private and non-profit developers and small business owners/managers; interview such parties to review and evaluate their proposals; coordinate panels of appropriate Agency staff and others in the pre-selection review of competing developer proposals; negotiate with such developers to ensure that any agreement reached will be consistent with Agency policies and objectives and that the proposed project will be financially feasible/advantageous to the Agency and the constituencies it serves; evaluate and coordinate the review of each proposal and make recommendations for Agency approval.

5. Supervise and/or prepare resolutions and explanatory memoranda placed on the agenda for Commission action and consideration relating to assigned division. Coordinate the efforts of multiple technical service and/or program and development activities; act as intermediary between and among the functional units and ensure coordination of activities with all professional staff.

6. Manage and coordinate all assignments given to assigned Assistant and Development Specialists in achieving the Agency's objectives in the overall program implementation; coordinate and manage external consulting contracts as required for assigned program.

7. Participate in the identification/development of innovative financing methods and sources to achieve Agency goals in assigned program area.

8. Participate directly in complex negotiations with developers of redevelopment property; coordinate and resolve complex activities with a focus on special problems between the Agency, contractors, private developers, and City.

9. In collaboration with executive management, may provide programmatic direction to the program/project management staff as required.

10. Identify need for and develop citizen participation and/or public information activities required by the program(s); direct and maintain communication with a wide range of groups, interests, organization, institutions and individuals within assigned program areas to secure maximum citizen and community involvement in planning and execution of program activities.

11. Supervise, train and evaluate assigned program staff.

12. Supervise the coordination of escrow closings and conveyance matters including satisfaction of lender requirements and the resolution of related title issues.

13. Represent the Agency by maintaining liaison with public and political officials, including those officials with special responsibilities or interests in assigned programmatic areas; may
Title: Senior Development Specialist Supervisory (OCII)
Job Code: O045

establish and maintain lines of communication and liaison with designated Federal, State, City and County agencies as required.

14. Manage special projects as assigned by executive management.

15. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

16. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Techniques of real estate, economic and proposal analysis, including investment analysis, tax implication, tax exempt bond financing, and other forms of financing; principles of real estate investment, economics and finance underlying real estate development, as well as methods of real estate appraisal; real estate practices pertaining to the appraisal, negotiation, acquisition, financing and disposition of land; laws and regulations pertaining to eminent domain, general condemnation practices, and redevelopment programs and procedures; principles of supervision, training, and performance evaluations; small business, economic development and commercial economic expansion; urban renewal laws, regulations and activities; contracts, leases, conveying instruments, appraisal terminology, and negotiating techniques; procedures, practices, organization and mission of a Redevelopment Agency; Authority structure and services related to development requirements; the most complex types of economic analysis; all areas of development related activities including real estate, economic development and project management; redevelopment process and all governing Federal, State, and local laws; redevelopment financing methods; procedures, practices, organization and mission of a Redevelopment Agency; modern office procedures and computer equipment.

Ability to: Supervise and/or perform technical and analytical work and to evaluate the market, economic, and financial aspects of development proposals and make appropriate decisions critical to the negotiation process; supervise and/or perform development proposal analysis; make appropriate decisions based on these analyses; on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know redevelopment laws, regulations and codes; observe program performance and evaluate program status; problem solve program management issues; remember Agency rules; and explain and interpret Agency policy; on a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; understand and interpret Agency's policies, procedures, regulations, and operational/administrative procedures; supervise, train, develop and evaluate assigned staff; organize and coordinate a wide variety of divergent activities toward a common objective; identify existing or potential problems, secure relevant information and data from different sources, determine probable causes and effect solutions; negotiate and use appropriate style and methods of communication to gain acceptance of or agreement on an idea, plan, activity, and/or product; manage outside consulting contracts and agreements; secure information so as to successfully estimate costs, time frames, and proper resource allocations; use word processing and spreadsheet software to prepare reports, analyses, and other information; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Development Specialist Supervisory (OCII)
Job Code: O045

effective working relationships with those contacted in the course of work.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in planning, engineering, architecture, real estate, public administration, business administration, or a related field. A graduate degree is highly desirable.

Experience:

Six to eight years of progressively responsible management and administrative experience preferably in urban economic development, planning, public administration, finance, housing production or sophisticated urban real estate activities, including four years of performing increasingly responsible supervisory and managerial functions. Prior experience working within an urban Redevelopment Agency is highly desirable.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 

AMENDED DATE: 

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
INTRODUCTION

To plan, manage and direct a wide variety of diverse, but related, Agency programs and services under the administrative direction of the Executive Director; to assume major responsibility for developing, coordinating and approving the activities of assigned Agency staff in the areas of project management, development services, planning, architecture and engineering; to support and supplement the outside liaison role of the Executive Director with responsible City and County officials and representatives from outside organizations, groups and individuals in connection Agency activities; to participate in project planning and design; to represent the Agency in complex negotiations; to provide highly complex assistance to the Executive Director; and to perform related duties as required.

DISTINGUISHING FEATURES

The Deputy Executive Director level has responsibility for coordinating the activities of an assigned department that provides diverse but related services, and in addition, performs complex administrative tasks for the Executive Director.

SUPERVISION EXERCISED

Receives administrative direction from the Executive Director.

Provides direct and indirect supervision to managerial, professional, and office support staff

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. Assist the Executive Director in managing and directing the activities of the Agency; provide direct supervision to assigned diverse, but related, services and programs including having major responsibility for development and technical services (i.e. development services, housing production and management, engineering and rehabilitation, and architecture). Develop, plan, and implement goals and objectives for reporting divisions consistent with the Agency's adopted organizational mission; utilize performance measurements to identify, establish, achieve, and measure goals and objectives for reporting divisions.

2. Coordinate the efforts of multiple technical service and/or program and development activities; act as intermediary between and among the functional units and ensure coordination of activities with all professional staff.

3. Participate directly in complex negotiations with developers of redevelopment property; coordinate and resolve complex activities with a focus on special problems between the Agency, contractors, private developers, and City.

4. Assist the Executive Director in the formulation of redevelopment programs and policies for presentation to the Agency Commission; prepare and supervise preparation of resolutions
and explanatory memoranda placed on the agenda for Commission action and consideration. Direct, oversee and participate in the development of assigned department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; coordinate the work of assigned departments to ensure integration of functions and consistency of actions.

5. Assist in developing and coordinating the Agency budget; review all budget proposals made by assigned areas of responsibility; recommend budgets to the Executive Director for inclusion in the proposed fiscal year budget; review and recommend budget adjustments to the Executive Director; review expenditures/revenues for reporting department during the fiscal year.

6. Assist in resolving issues of conflict between project managers and technical and development staff on priorities and programs, in addition to major policy, legal or directional issues.

7. Assist on matters of organization and higher level personnel problems and transactions; review, interpret, develop, modify and implement Agency administrative policies and their application to specific situations in departments; prepare and present staff reports and other necessary correspondence for both internal and external purposes.

8. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures as necessary.

9. Represent the Redevelopment Agency at hearings of official bodies, civic bodies and other groups providing testimony and advancing proposals, positions, and policies of the Agency; coordinate and resolve complex decisions with a focus on special problems between the Agency, contractors, private developers, and City and County departments.

10. Assist in the formulation of technical standards and procedures for the effective operation of the Agency; direct the determinations of variance and the interpretation of plans, buildings and rehabilitation standards, based on design and conformance to the general intent of the various redevelopment plans.

11. May act as administrative officer in resolving human resources issues with members of the Agency unions and other staff.

12. Manage special projects as assigned by executive management.

13. Serve as Acting Executive Director in the absence of the Executive Director as assigned.

14. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

15. Perform related duties as required.
Title: Deputy Executive Director (OCII)
Job Code: O060

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of urban revitalization, economic development, redevelopment, urban planning, housing and real estate; principles and practices of leadership, motivation, team building and conflict resolution; principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; techniques of public budgeting, financing of development projects, personnel, and administrative procedures; pertinent local, State and Federal laws, ordinances, rules and regulations; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs' procedures, practices, organization and mission of a Redevelopment Agency; modern office procedures and computer equipment.

Ability to: Plan, direct and control the administration and operations of multiple divisions within a diversified Agency; on a continuous basis, analyze development related and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules; and explain and interpret policy; on a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; develop and implement policies, procedures, and programs having Agency-wide and community-wide application; be flexible, resilient and creative in planning programs to meet changing needs of a sophisticated and diverse urban community; be politically adroit and be an advocate of the Agency before the Agency staff, the public and City officials; gain cooperation through discussion and persuasion; effectively negotiate difficult and complex issues and build consensus; analyze development proposals and legal issues; analyze problems, identify alternative solutions, project consequences of proposed actions, develop consensus, and implement recommendations in support of goals; supervise, train, develop and evaluate assigned personnel; successfully develop, control and administer departmental budget and expenditures of assigned divisions; stay adept and current in all "state-of-the-art" aspects of development; use word processing and spreadsheet software to prepare reports, analyses, and other information; interpret and apply Agency policies, procedures, rules and regulations; communicate clearly and concisely, both orally and in writing; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in planning, engineering, architecture, real estate, public administration, business administration, or a related field. A graduate degree is highly desirable.
Title: Deputy Executive Director (OCI)
Job Code: O060

Experience:
Ten years of progressively responsible management and administrative experience preferably in urban economic development, planning, public administration, finance, housing production or sophisticated urban real estate activities, including three years of senior level administrative and management responsibility. Prior experience working within an urban Redevelopment Agency or related government agency is highly desirable.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Development Services Manager (OCII)
Job Code: O535

INTRODUCTION

To plan, organize, direct and manage the Agency's development services including commercial real estate, housing, and economic development; to prepare and maintain relevant reports necessary for effective liaison with other Agency staff, governmental agencies, representative groups and the general public; to support and supplement the outside liaison of the Deputy Executive Director with responsible City officials and representatives from outside organizations, groups and individuals in connection with the interpretation of Agency policy and regulations; and to perform related duties as required.

DISTINGUISHING FEATURES

The Manager level recognizes classes with full responsibility for the administration of a major division with related functions within the Agency.

SUPERVISION EXERCISED

Receives administrative direction from the Deputy Executive Director, Development.

Exercises direct and indirect supervision to managerial, professional, technical and office support staff.

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. Manage, direct and organize the activities of the Development Services Division including: overseeing the appraisal, negotiation and acquisition of real property from diverse private holdings occasionally under eminent domain conditions and for the marketing disposition and leasing of other Agency real property; oversee the implementation of the Agency's housing production programs; and overseeing the Agency's economic development program to expand employment opportunities, to retract and retain businesses, and to enhance the overall economic health of the community.

2. Assist in the development and implementation of division goals, objectives, policies and procedures.

3. Direct, oversee and participate in the development of the Agency's development services work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

4. Prepare the Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

5. Participate in recommending the appointment of personnel; provide or coordinate staff
training and development; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

6. In the commercial real estate functional area, oversee the leasing and acquisition of real property and improvements through the efforts of subordinate personnel, independent appraisers and contract negotiators; assist in the formulation of land marketing strategy; play a principal role in the evaluation of development proposals, negotiate the terms for disposition agreements, and assist developers in executing their proposals; ensure the preparation, review, and maintenance of all records reports and documents necessary to implement the acquisition and sale of project land; assist in development of private financing programs; aid developers and business managers to obtain financing.

7. In the housing functional area, oversee the encouragement of qualified non-profit and for-profit development entities to sponsor the development of housing; develop various mechanisms to increase the availability of low and moderate income and special needs housing; supervise the monitoring of the affordability of Agency produced below market rate housing units; meet with various organizations to generate community support for the Agency's affordable housing program.

8. In the economic development functional area, supervise the collection and analysis of data to be used for identifying employment and economic trends, training needs and forecasting the needs of the business community; develop strategies to retain and recruit business interests to the community; develop and supervise programs to provide specific training for the unemployed, underemployed and low-income persons; develop various forms of technical assistance, financial services and training programs to further the success of small business entrepreneurs; develop private/public financing mechanisms for businesses to obtain financing; procure various support resources as may be necessary to induce economic development to proceed.

9. Prepare and supervise preparation of resolutions and explanatory memoranda placed on the agenda for Commission action and consideration relating to the development services area.

10. Represent the Redevelopment Agency at hearings of official bodies, providing testimony and advancing proposals and policies of the Agency; make presentations before civic bodies and other groups, describing, promoting or advancing Agency programs, positions and policies.

11. Prepare and direct preparation of correspondence and reports relative to proposed work and development activities.

12. Work with executive managers to resolve issues of conflict between project managers and development staff on priorities and program, in addition to major policy, legal or directional issues.

13. Work with other divisions to coordinate decisions and data on Agency plans and programs; acquaint other staff members with the plans and programs prepared by the division and coordinate these with overall agency activities.
Title: Development Services Manager (OCII)
Job Code: C535

14. Manage special projects as assigned by executive management.

15. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

16. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

17. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:
- Redevelopment and land development process, particularly as it relates to federal, state and local laws or regulations and to Agency procedures affecting the Development Services Division' principles and practices of economic development, redevelopment, and how the services of real estate, housing and economic development impact the Agency’s activities and the health of the city; principles and practices of leadership, motivation, team building and conflict resolution; basic principles and practices of urban real estate, including eminent domain, real estate appraisal, leasing, property management, negotiating and financing; basic principles and practices of housing financing programs for both market rate and affordable housing; fair housing laws and affirmative fair marketing methods; basic principles and practices of economic development and employment mechanisms and programs; planning, development, finance, small business development, and economics; practices of real estate and private construction both in financing and project development; applicable state, federal and local law and regulations impacting the Development Services Division; procedures, practices, organization and mission of a Redevelopment Agency.

Ability to:
- Manage the activities and supervise the staff assigned to the Development Services Division; on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve Agency issues; remember Agency rules; and explain and interpret Agency policy; on a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means; prepare clear and concise professional and technical evaluations and reports; exercise sound judgment in the review of staff's work in real estate, housing, and economic development matters; understand and interpret the Agency's policies, procedures, regulations and operational/administrative procedures; communicate tactfully and effectively in both oral and written form, including the preparation and presentation of position papers and policy reports, synthesizing and summarizing of special technical information, discussions of an advisory/consultative nature, etc; supervise, train, develop and evaluate assigned staff; organize and direct the Development Services operations; organize and coordinate a wide variety of divergent activities toward a common objective; identify existing or potential problems, secure relevant information and data from different sources, determine probable causes and effect solution(s); negotiate and use appropriate
Title: Development Services Manager (OCII)
Job Code: 0535

style and methods of communication to gain acceptance of or agreement on an idea plan, activity and/or product, including complex development transactions; prepare and administer assigned budget; manage outside consulting contracts and agreements; secure information so as to successfully estimate costs, time frames, and proper resource allocations; use word processing, spreadsheet software and other software programs to prepare reports and produce other work products; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with a degree in public or business administration, real estate development, housing, planning, or a related field. A graduate degree is desirable.

Experience:

Eight (8) years of progressively responsible experience in urban development, redevelopment, project management, or one or more of the following three functional areas of real estate, housing, or economic development, including two years of supervisory experience. Prior experience working within an urban Redevelopment Agency is highly desirable.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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.
Title: Development Services Manager (OCII)
Job Code: O535

BUSINESS UNIT(S):   COMMN
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Project Manager (OCII)
Job Code: O550

INTRODUCTION

To manage and coordinate the activities of an assigned redevelopment project area including exercising responsibility for the administration and coordination of all professional activities, including real estate, architectural, planning, engineering, construction, legal, financial and environmental associated with the development and redevelopment of public and private facilities; to coordinate City, Redevelopment Agency and private activities in this connection; to prepare and present information concerning project development to the Agency Commission and the Board of Supervisors; and to perform related duties as required.

DISTINGUISHING FEATURES

This is a flexible staffed class and employees advance based on their expertise, experience and performance on work assignments at increasing levels of complexity and responsibility.

Project Manager - The Project Manager level is expected to serve as a survey area coordinator and/or manager of less complex project areas.

Senior Project Manager - The Senior Project Manager level is expected to manage the most complex project areas or multiple project areas, to serve as a lead negotiator, and to represent the Agency on the most politically sensitive and complex areas.

SUPERVISION EXERCISED

Received general direction from the Deputy Executive Director, Program & Project Management or Deputy Executive Director, Finance and Project Development.

Exercises direct and indirect supervision over assigned professional, technical and secretarial/clerical staff. Identifies operational objectives and provides direction and coordination of the efforts of professionals and para-professional staff through consensus building and team leadership as a function of project management.

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. Identify Agency goals, objectives, priorities and actions to be accomplished within assigned project area(s) in consultation with executive management and technical specialists; manage the implementation and achievement of Agency project objectives in assigned project area.

2. Participate with top level management in planning, programming and implementing Agency
activities in targeted redevelopment project areas; ensure that decisions are made and, when appropriate, matters are referred to executive management for resolution or advisement.

3. Collaborate with appropriate professional support divisions to secure their advice and to assign all professional and technical services required to achieve Agency objectives in accordance with mutually agreed-upon time frames in the assigned redevelopment projects; direct and coordinate all assignments given to Agency technical and development staff to the overall project implementation; coordinate the administration of external consulting contracts for planning, architecture, engineering, construction, legal, financial and environmental services.

4. Develop and coordinate the implementation of financial plans for the funding of the publicly sponsored projects within the project to which assigned; work closely with major financial interests, bond counsel, representatives of HUD, the City and County and others in negotiating and arranging for project financing; prepare or direct the preparation of detailed financial reports including budgets and cash flow statements; develop, prepare and administer the project's budget and staff requirements for all activities within assigned project(s) in collaboration with executive management.

5. Participate in the identification/development of innovative financing methods and sources to achieve Agency goals in assigned project(s).

6. Establish contact with developers and/or owner participants; ensure that developers and/or owner participants comply with project agreements; and maintain contact with developers and/or owner participants.

7. Coordinate appropriate Agency staff members and Agency legal counsel in preparation of Disposition/Development Agreements or Owner Participation Agreements; monitor Agreements to ensure timely completion of actions required by the terms of such Agreements.

8. Assure delineation of tasks, schedule time lines, and coordinate technical/professional staff on a project basis to ensure maximum/timely production and achievement; monitor and evaluate project activities/objectives/budget/time lines, recommending and documenting revisions//extensions as necessary.

9. Identify need for and develop citizen participation and/or public information activities required by the project(s); direct and maintain communication with a wide range of groups, interests, organizations, institutions and individuals within assigned project areas to secure maximum citizen and community involvement in planning and execution of project activities.

10. Supervise, train and evaluate assigned project staff.

11. Represent the Agency by maintaining liaison with Citizen Advisory Committees, and public and political officials, including those officials with special responsibilities or interests in assigned redevelopment project(s); may establish and maintain lines of communication and
Title: Senior Project Manager (OCII)
Job Code: O550

 liaison with designated Federal, State, City and County agencies as required.

12. Manage special projects as designated by executive management.

13. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

14. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Project Manager

Knowledge of: Redevelopment process and all governing Federal, State, and local laws; basic technical disciplines and processes utilized in various urban renewal/redevelopment projects; methods and techniques of project management; redevelopment financing methods and procedures; procedures, practices, organization and mission of a Redevelopment Agency.

Ability to: Manage, coordinate and implement the activities of an assigned redevelopment project area; on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know redevelopment laws, regulations and codes; observe project performance and evaluate project status; problem solve project management issues; remember Agency rules; and explain and interpret Agency policy; on a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means; understand and interpret the Agency's policies, procedures, regulations and operational/administrative procedures; successfully apply project management techniques to practical situations; communicate tactfully and effectively in both oral and written form, including the preparation and presentation of position papers and policy reports, synthesizing and summarizing of special technical information, discussions of an advisory/consultative nature, etc; supervise, train, develop, and evaluate assigned staff; organize and coordinate a wide variety of divergent activities toward a common objective; identify existing or potential problems, secure relevant information and data from different sources, determine probable causes and effect solution(s); negotiate and use appropriate style and methods of communication to gain acceptance of or agreement on an idea plan, activity and/or product; prepare and administer assigned budget; manage outside consulting contracts and agreements; secure information so as to successfully estimate costs, time frames, and proper resource allocations; use word processing and spreadsheet software to prepare reports, financial analyses, and statistics; use project management software to perform duties; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.

Senior Project Manager - In addition to the qualifications for Project Manager:

Knowledge of: The most complex type of project management activities including advanced negotiation strategies.
Title: Senior Project Manager (OCII)
Job Code: O550

Ability to: Independently manage the most complex and/or multiple project areas; exercise judgment in applying organization strategies, policies and objectives; make the most complex and politically sensitive decisions.

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.*

**Project Manager:**

**Education:**
Equivalent to a Bachelor's Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A graduate degree is desirable.

**Experience:**
At least six (6) years of technical and professional work experience with complex urban renewal operation and/or redevelopment projects, including at least two years of performing increasingly responsible supervisory and managerial functions. Prior experience working within an urban redevelopment agency is highly desirable.

**License and Certification:**

**Senior Project Manager:**

**Education:**
Equivalent to a Bachelor's Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A graduate degree is desirable.

**Experience:**
At least five (5) years of project management experience comparable to a Project Manager.

**License and Certification:**

SUPPLEMENTAL INFORMATION
Title: Senior Project Manager (OCII)
Job Code: O550

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To perform complex and difficult professional engineering services related to the planning, design, inspecting, permitting, contracting, and oversight of construction and maintenance for a variety of buildings and public infrastructure; to administer the Agency's construction and rehabilitation contracts; to assume responsibility for engineering activities by providing technical assistance to the Agency's project and program management staff, private property owners and developers; and to perform related duties as required.

DISTINGUISHING FEATURES

This is the advanced journey level in the professional engineering class series. Positions in this class serve as Project Engineers for major redevelopment projects and work independently on a variety of the most complex engineering tasks. The Senior level is distinguished from the Civil Engineer class by the size and complexity of assigned projects and by the extent of experience in the redevelopment process.

Incumbents at the Senior level may be assigned and are expected to be fully capable of being a “Team Leader” to coordinate the multi-disciplinary aspects of a special project and/or multiple projects.

SUPERVISION EXERCISED

Receives direction from the Technical Services Manager and functional supervision from project management staff.

May exercise direct or indirect supervision over other professional and technical staff.

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. Perform difficult and responsible technical and administrative engineering duties in the planning, design, evaluation and coordination of a variety of civil engineering and rehabilitation projects, requiring a high level of independent judgement and technical expertise; review computations and make decisions concerning difficult or complex engineering problems; review and approve engineering project designs.

2. Responsible for planning, programming and supervising engineering activities of internal staff, other city staff, consultants and construction managers in one or more assigned redevelopment projects; responsible for the fundamental engineering design and analysis of redevelopment projects as well as detailed design.

3. Provide cost estimates required for site clearance and site improvements; prepare contract documents for construction and demolition; advertise contracts; conduct bid opening and conduct pre-award meetings; oversee contract administration; assist in interviewing
consultants during the selection process; review products submitted by consultants; review and process payments.

4. May organize and direct the activities of field inspection personnel or the design and preparation of drawings, specifications and estimates in connection with the construction and maintenance of a wide variety of civil engineering projects.

5. Review plans, specifications, estimates, designs and other engineering data for conformance with proper procedures and policies relating to engineering problems, for proper fit with the site and the project mission and for general engineering competence; conduct independent field inspections during the construction phase; negotiate and prepare change orders; prepare documents necessary for permits required by construction work.

6. Prepare and supervise the preparation of a variety of engineering data and reports in connection with future planning and construction and development projects; attend meetings dealing with transportation and traffic control issues that affect the Agency's interests.

7. Act as technical advisor to Agency staff on a variety of civil engineering matters; resolve many complex technical problems requiring the correlation of civil engineering requirements with the needs of redevelopment, other Agency departments, divisions of city government, conditions of funding agreements, and needs of developers; resolve serious differences of opinion between engineers and contractors' representatives, particularly as they relate to design matters.

8. Provide cost estimates and recommendations on rehabilitation projects, and supervise inspections and other related activities being performed by the Agency.

9. Prepare various reports and infrastructure cost estimates relative to the Agency's future developments and site acquisitions.

10. Conduct and attend conferences and meetings in connection with the planning and designing of improvement and construction projects.

11. Manage special projects as assigned by executive management.

12. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

13. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of modern and complex civil engineering and surveying methods, techniques, and practices; principles and practices of construction, including inspection techniques, construction management, and engineering features of design and construction problems; principles and practices of land development and redevelopment, including planning and analysis of engineering systems needed for the use and enjoyment of land, including streets,
highways, sewage, water facility, storm drain, grading, land use, utilities, toxic remediation, etc.; public works contract administration including the process of contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity, and closing of contracts; techniques of project management; civil engineering design and drafting methods and equipment, including basic computer-aided-design (CAD) techniques and technology; basic surveying and the principles of algebra, geometry and trigonometry and their application to engineering; cost estimating, budget preparation and administration, and project management; strength and uses of construction materials; rehabilitation standards and building code requirements; pertinent local, state and federal laws, ordinances and rules; computer software applications, including word processing, spreadsheets, graphics data bases, and project scheduling and project management.

Ability to: Organize, implement and review complex professional engineering operations/activities as required; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational situations, technical policies and procedures; on a continuous basis, sit at a desk for long periods of time; intermittently, bend, squat, climb, kneel and twist while performing occasional field work; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less; originate, prepare and check designs, details, estimates, plans and specifications and contract documents; meet and consult with professional engineering personnel and public and private officials on engineering problems; demonstrate a high degree of skill in the application of modern engineering methods and techniques to practical engineering problems; negotiate complex items and projects as required; coordinate engineering activities with activities of internal Agency departments and outside organizations; communicate effectively, both orally and in writing, and to explain complicated technical matters in non-technical terms; deal tactfully, effectively and establish/maintain effective working relationships with the public, high level staff of other public and private agencies, contractors, private engineers, project area citizen committees, governmental officials, and other Agency employees; may supervise, train and evaluate assigned staff; use a computer to prepare reports and analyses; serve as lead professional on an engineering project team; understand the needs of the communities and neighborhoods that the agency serves as related to engineering projects; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective work relationships with those contacted in the performance of required duties.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering or a related field. A Master's Degree is highly desirable.
Title: Senior Civil Engineer (OCII)
Job Code: O565

Experience:

Eight (8) years of progressively responsible experience in designing, estimating, specification preparation, contract preparation and related phases of civil engineering, and inspection of construction projects, including four years of responsible supervisory and administrative experience.

License and Certification:

Possession of a Certificate of Registration as a Professional Civil Engineer as issued by the State of California.

Possession of, or ability to obtain, a valid California driver's license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
Title: Contract Compliance Supervisor (OCII)  
Job Code: 0585

INTRODUCTION

To plan, organize, direct and supervise contract compliance operations within the Agency; to oversee the affirmative action and residency preference programs as they relate to employment, marketing and business in accordance with federal, state, and local laws and ordinances and Agency policy; to negotiate the most complex affirmative action and M/WBE provisions with major developers and contractors; to perform related duties as required.

DISTINGUISHING FEATURES

The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning, and evaluating the work of subordinates and is responsible for a program area within a work unit or department.

SUPERVISION EXERCISED

Receives general direction from the Community Services Manager.

Exercises direct supervision over assigned professional and technical staff.

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. Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for contract compliance activities; initiate, interpret, execute and modify policy, methods and procedures relating to the affirmative action, Minority and Woman-owned Business Enterprise (M/WBE) outreach and prevailing wage payments.

2. Plan, prioritize, assign, supervise and review the work of staff involved in contract compliance.

3. Assume lead responsibility in negotiations on the Agency's most complex and costly projects; buttress staff encountering resistance from outside the division or from developers, contractors, and professional consultants; provide expertise on federal, state, and local EEO/affirmative action, M/BWE and labor standards.

4. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; analyze contract performance by reviewing staff analyses of reports, including those resulting from physical inspections.

5. Supervise and participate in extensive wage compliance audits/investigations to ascertain compliance with labor standards; verify compliance by use of administrative controls, on-site inspections and Davis-Bacon employee interviews; review staff recommendations of the
Title: Contract Compliance Supervisor (OCII)
Job Code: O585

above.

6. Direct the updating of the Agency's directories of minority and woman-owned businesses, including construction contractors, developers, design firms, truckers, accountants, investment bankers, consultants, media and engravers, graphic artists, printers, and others; develop lists on an as needed basis.

7. Oversee and participate in pre-bid, pre-award, and/or pre-construction conferences with Agency contractors and developers; provide assistance in interpreting compliance requirements and the Agency's M/WBE policies; interpret specifications and explain requirements; review proper preparation and dissemination of division reports; counsel Agency staff on the proper preparation and dissemination of required periodic compliance reports.

8. Participate in the selection of staff; provide or coordinate staff training and development; analyze changes in workload; coordinate, schedule, and make assignments for the Agency's contractor compliance program; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

9. Supervise the assembly and analysis of contractor reports and statistical data to determine progress in compliance; oversee the compilation of documentation required to verify and record data collected in the field; review the analysis of such data; prepare summary oral and written reports on findings for review with the Community Services Manager as needed.

10. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for the contract compliance program; monitor and control expenditures.

11. Review audits and findings made from Davis-Bacon on-site employee interviews to ensure enforcement of labor standards provisions and, when required, that supplemental payments of wages and benefits are made.

12. Interface with both internal and external contract administrators, outreach organizations, multifarious union representatives, contractors, and professional association advocates.

13. Work closely with the Information Systems Supervisor to define user requirements for new applications; oversee the computerization of the contract compliance program; develop computerized management reports to inform other Agency staff.


15. Manage outside consulting contracts and agreements for professional services to improve the contract compliance program.

16. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
17. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

18. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Principles and practices on affirmative action, M/WBE and wage enforcement and the experiences of other governmental entities in these fields; executive orders, statutes, ordinances, court decisions and regulations as they affect employment, labor standards and entrepreneurial activities; redevelopment process as it relates to the selection of developers and contractors, the award of contracts, contract amendments, purchase orders, and the hiring of a diverse work force; organization and structure of the Redevelopment Agency; compliance investigation and audit methods and practices; business/legal documentation that may apply to sole proprietorships, partnerships, and corporations, including tax returns, articles of incorporation, bylaws, and partnership agreements; apprenticeship in the construction industry, trade and hotel union hiring and employment practices; principles of supervision, training and performance evaluations; principles of budget monitoring.

Ability to: Organize, implement and direct contract compliance operations/activities; on a continuous basis, analyze contract documents; interpret and evaluate staff reports with regard to contract guidelines; know laws, regulations and codes; observe performance and evaluate staff; problem solve Agency contract compliance issues; remember Agency rules; and explain and interpret contract compliance requirements; on a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; stand or climb ladders while performing site inspections; physical dexterity, coordination, and balance free of acrophobia; perform simple grasping and fine manipulation; see and hear with acuity for safety purposes on construction sites; use telephone and write or use keyboard to communicate through written means; lift weights of 10 pounds or less; interpret, apply, explain and distinguish Agency policies from state and federal laws, regulations and decisions and local ordinances related to employment, wage enforcement and entrepreneurial activities; review and revise contract documents and competently explain the meaning of their provisions; negotiate affirmative action and M/WBE contract provisions with lawyers, architects, major developers, housing sponsors, contractors and service providers; sort through information in order to find and analyze the relevant matters and, using a word processor, rapidly provide clear, concise and well written reports; communicate clearly and concisely, both orally and in writing; speak succinctly and persuasively; direct investigations and audits; analyze and evaluate statistical data and reports related to enforcement of contract provisions; supervise, train, develop and evaluate assigned personnel; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.

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.
Title: Contract Compliance Supervisor (OCII)
Job Code: O585

Education:
Equivalent to a Bachelor’s Degree from an accredited college or university with major course work in business, public administration, sociology, or a related field.

Experience:
Six (6) years of experience performing contract compliance duties related to fostering jobs and business opportunities, enforcing labor standards, implementing equal opportunity and wage compliance investigation and enforcement efforts.

License and Certification:
Possession of, or ability to obtain, a valid California driver’s license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

Under the direction of the Contract and Fiscal Services Manager, plan organize, develop and administer the contract compliance activities related to redevelopment project areas; to attract and encourage any contracting opportunities as they relate to employment, marketing and business in accordance with federal, state and local laws and ordinances and Agency policy; to manage the most complex development projects and act as the lead negotiator. To encourage and expedite the equal opportunity and M/WBE provisions with major developers and contractors; participate, coordinate and educate developers and contractors regarding the M/WBE program and implementation effort; and perform related duties as required.

DISTINGUISHING FEATURES

This is the advanced journey level class in the Contract Compliance Specialist series. Incumbents assigned to this class possess highly technical analytical capabilities and are able to independently evaluate the equal opportunity programs of developers and general contractors and how their programs comply with the Agency’s M/WBE provisions and make appropriate decisions critical to the negotiation process. The Contract Compliance Specialist III is distinguished from the Contract Compliance Specialist II based upon the level of expertise, experience, performance and the ability to go beyond processing documentation and basic analyses to more independent and complex analyses and decision making and problem-solving.

SUPERVISION EXERCISED

Receives administrative and program direction from the assigned Deputy Executive Director.

Serves as a team leader to coordinate multi-disciplinary projects. May exercise direct or indirect supervision over other professional, technical, and/or office support staff.

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. Perform high level professional contract compliance policy work and assist in the implementation strategies and guidelines for contract compliance activities. Help initiate, interpret and execute methods and procedures relating to the equal opportunity, minority and woman-owned business enterprise (W/MBE) outreach and prevailing wage payments.

2. Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for contract compliance; initiate, interpret, execute and modify policy, methods and procedures relating to the Equal Employment and Small Business Enterprise Programs, Minority and Woman-Owned Business Enterprise (M/WBE) outreach and prevailing wage payments.
3. Assist the supervisor in planning, prioritizing, and assigning the work of staff involved in Contract Compliance; may supervise and review the work of staff as assigned by the Contract Compliance Supervisor.

4. Participate in negotiations on the Agency’s most complex and costly projects, support staff encountering resistance from outside the division or from developers, contractors, and professional consultants; provide expertise on Federal, State and local Equal Employment Opportunity, M/WBE and labor standards.

5. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; analyze contract performance by reviewing staff analyses of reports, including those resulting from physical inspections.

6. Participate in extensive wage compliance audits/investigations to ascertain compliance with labor standards; verify compliance by use of administrative controls, on-site inspections and Davis-Bacon employee interviews; review staff recommendations of the above.

7. Update the Agency’s directories of minority and woman-owned businesses, including construction, contractors, developers, design firms, truckers, accountants, investment bankers, consultants, media and engravers, graphic artists, printers, and others; develop lists on an as-needed basis.

8. Oversee and participate in pre-bid, pre-award, and/or pre-construction conferences with Agency contractors and developers; provide assistance in interpreting compliance requirements and the Agency’s M/WBE policies; interpret specifications and explain requirements; review proper preparation and dissemination of division reports; counsel Agency staff on the proper preparation and dissemination of required periodic compliance reports.

9. Mentor and train Contract Compliance Specialist I and II; assist supervisor in providing or coordinating staff training and development necessary for the efficient and professional operation of the division.

10. Represent the Division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

11. Interpret the Agency’s Purchasing Policy and Procedures which includes the review of all contract and purchasing proposals (RFQ/RFP), evaluation options, compliance with guidelines and mandated regulations; make changes and/or approve proposals as necessary.

12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of contract administration and procurement with emphasis in real estate transactions, affordable housing development, and M/WBE contracting.

13. Oversee the compilation of documentation required to verify and record data collected in the
field; review the analysis of such data; prepare summary oral and written reports on findings.

14. Review audits and findings made from Davis-Bacon on-site employee interviews to ensure enforcement of labor standards provisions and, when required, that supplemental payments of wages and benefits are made.

15. Interface with both internal and external contract administrators, outreach organizations, multifarious union representatives, contractors, and professional association advocates.

16. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

17. Build and maintain positive working relationships with co-workers, other Agency employees and the general public.

18. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Principles and practices on equal employment, M/WBE and wage enforcement and the experiences of other governmental entities in these fields; executive orders, statutes, ordinances, court decisions and regulations as they affect employment, labor standards and entrepreneurial activities; redevelopment process as it relates to the selection of developers and contractors, the award of contracts, contract amendments, purchase orders, and the hiring of a diverse work force; organization and structure of the Redevelopment Agency; compliance investigation and audit methods and practices; business/legal documentation that may apply to sole proprietorships, partnerships, and corporations, including tax returns, articles of incorporation, bylaws, and partnership agreements; apprenticeship in the construction industry, trade and hotel union hiring and employment practices.

Ability to: On a continuous basis, analyze technical reports; interpret and evaluate staff reports; know applicable laws, regulations and codes; and explain and interpret policy; on a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment-surrounding desk; perform simple grasping and fine manipulation; use telephone; and write or use keyboard to communicate through written means; interpret, apply, and explain applicable Agency policies and State and Federal legislation related to contract compliance; sort through information in order to find and analyze the relevant matters and, using a word processor, rapidly provide clear, concise and well-written reports; communicate clearly and concisely, both orally and in writing; speak succinctly and persuasively; represent the Agency under diverse circumstances and prepare and deliver oral presentations to small and large groups; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation, or agreement of a plan, activity, and/or program idea; prepare a variety of complex analytical reports and documentation; direct investigations and audits, analyze and evaluate statistical data and reports related to enforcement of contract provisions; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.
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.

Education:

Equivalent to a Bachelor’s Degree from an accredited college or university with major course work in public or business administration or a related field.

Experience:

Five to six years of progressively responsible professional management experience, including fostering jobs and business opportunities, enforcing labor standards, implementing equal employment opportunity and wage compliance investigation and enforcement efforts.

License and Certification:

Possession of or ability to obtain a valid California driver’s license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To manage and coordinate the activities of an assigned redevelopment project area including exercising responsibility for the administration and coordination of all professional activities, including real estate, architectural, planning, engineering, construction, legal, financial and environmental associated with the development and redevelopment of public and private facilities; to coordinate City, Redevelopment Agency and private activities in this connection; to prepare and present information concerning project development to the Agency Commission and the Board of Supervisors; and to perform related duties as required.

DISTINGUISHING FEATURES

This is a flexible staffed class and employees advance based on their expertise, experience and performance on work assignments at increasing levels of complexity and responsibility.

Project Manager - The Project Manager level is expected to serve as a survey area coordinator and/or manager of less complex project areas.

Senior Project Manager - The Senior Project Manager level is expected to manage the most complex project areas or multiple project areas, to serve as a lead negotiator, and to represent the Agency on the most politically sensitive and complex areas.

SUPERVISION EXERCISED

Receives general direction from the Deputy Executive Director, Program & Project Management or Deputy Executive Director, Finance and Project Development.

Exercises direct and indirect supervision over assigned professional, technical and secretarial/clerical staff. Identifies operational objectives and provides direction and coordination of the efforts of professionals and para-professional staff through consensus building and team leadership as a function of project management.

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. Identify Agency goals, objectives, priorities and actions to be accomplished within assigned project area(s) in consultation with executive management and technical specialists; manage the implementation and achievement of Agency project objectives in assigned project area.

2. Participate with top level management in planning, programming and implementing Agency
Title: Project Manager (OCII)
Job Code: O590

activities in targeted redevelopment project areas; ensure that decisions are made and, when appropriate, matters are referred to executive management for resolution or advisement.

3. Collaborate with appropriate professional support divisions to secure their advice and to assign all professional and technical services required to achieve Agency objectives in accordance with mutually agreed-upon time frames in the assigned redevelopment projects; direct and coordinate all assignments given to Agency technical and development staff to the overall project implementation; coordinate the administration of external consulting contracts for planning, architecture, engineering, construction, legal, financial and environmental services.

4. Develop and coordinate the implementation of financial plans for the funding of the publicly sponsored projects within the project to which assigned; work closely with major financial interests, bond counsel, representatives of HUD, the City and County and others in negotiating and arranging for project financing; prepare or direct the preparation of detailed financial reports including budgets and cash flow statements; develop, prepare and administer the project's budget and staff requirements for all activities within assigned project(s) in collaboration with executive management.

5. Participate in the identification/development of innovative financing methods and sources to achieve Agency goals in assigned project(s).

6. Establish contact with developers and/or owner participants; ensure that developers and/or owner participants comply with project agreements; and maintain contact with developers and/or owner participants.

7. Coordinate appropriate Agency staff members and Agency legal counsel in preparation of Disposition/Development Agreements or Owner Participation Agreements; monitor Agreements to ensure timely completion of actions required by the terms of such Agreements.

8. Assure delineation of tasks, schedule time lines, and coordinate technical/professional staff on a project basis to ensure maximum/timely production and achievement; monitor and evaluate project activities/objectives/budget/time lines, recommending and documenting revisions/extensions as necessary.

9. Identify need for and develop citizen participation and/or public information activities required by the project(s); direct and maintain communication with a wide range of groups, interests, organizations, institutions and individuals within assigned project areas to secure maximum citizen and community involvement in planning and execution of project activities.

10. Supervise, train and evaluate assigned project staff.

11. Represent the Agency by maintaining liaison with Citizen Advisory Committees, and public and political officials, including those officials with special responsibilities or interests in assigned redevelopment project(s); may establish and maintain lines of communication and
liaison with designated Federal, State, City and County agencies as required.

12. Manage special projects as designated by executive management.

13. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

14. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Project Manager

Knowledge of: Redevelopment process and all governing Federal, State, and local laws; basic technical disciplines and processes utilized in various urban renewal/redevelopment projects; methods and techniques of project management; redevelopment financing methods and procedures; procedures, practices, organization and mission of a Redevelopment Agency.

Ability to: Manage, coordinate and implement the activities of an assigned redevelopment project area; on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know redevelopment laws, regulations and codes; observe project performance and evaluate project status; problem solve project management issues; remember Agency rules; and explain and interpret Agency policy; on a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means; understand and interpret the Agency's policies, procedures, regulations and operational/administrative procedures; successfully apply project management techniques to practical situations; communicate tactfully and effectively in both oral and written form, including the preparation and presentation of position papers and policy reports, synthesizing and summarizing of special technical information, discussions of an advisory/consultative nature, etc; supervise, train, develop, and evaluate assigned staff; organize and coordinate a wide variety of divergent activities toward a common objective; identify existing or potential problems, secure relevant information and data from different sources, determine probable causes and effect solution(s); negotiate and use appropriate style and methods of communication to gain acceptance of or agreement on an idea plan, activity and/or product; prepare and administer assigned budget; manage outside consulting contracts and agreements; secure information so as to successfully estimate costs, time frames, and proper resource allocations; use word processing and spreadsheet software to prepare reports, financial analyses, and statistics; use project management software to perform duties; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.

Senior Project Manager - In addition to the qualifications for Project Manager:

Knowledge of: The most complex type of project management activities including advanced negotiation strategies.
Title: Project Manager (OCII)
Job Code: O590

Ability to: Independently manage the most complex and/or multiple project areas; exercise judgment in applying organization strategies, policies and objectives; make the most complex and politically sensitive decisions.

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.

Project Manager:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A graduate degree is desirable.

Experience:

At least six (6) years of technical and professional work experience with complex urban renewal operation and/or redevelopment projects, including at least two years of performing increasingly responsible supervisory and managerial functions. Prior experience working within an urban redevelopment agency is highly desirable.

License and Certification:

Senior Project Manager:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A graduate degree is desirable.

Experience:

At least five (5) years of project management experience comparable to a Project Manager.

License and Certification:

SUPPLEMENTAL INFORMATION
PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

REASON FOR AMENDMENT

BUSINESS UNIT(S):

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

COMMN
INTRODUCTION

To respond to and initiate a variety of development opportunities in any or all of the following areas: housing, economic development, and/or commercial development; to perform real estate investment and other financial and economic analysis; to negotiate real estate transactions; to attract, encourage, and expedite new housing and commercial developments within and outside redevelopment project areas; to participate in financing arrangements for these developments, including the administration of Agency-sponsored assistance; to participate in and coordinate economic development activities, evaluate and/or conduct economic analysis and economic development planning and implementation efforts; and to perform related duties as required.

DISTINGUISHING FEATURES

This is a flexible staffed class and employees advance based on their expertise, experience, and performance on work assignments at increasing levels of complexity and responsibility. This job class performs the full range of technical and analytical functions, as well as, project management responsibilities within redevelopment project areas. It is expected that incumbents at the advanced journey level may act as team leaders, provide technical supervision and serve as mentors.

Assistant Development Specialist

The Assistant level class is the entry level in the Development Specialist series and is designed to provide a continuing on the job training opportunity to incumbents. This level recognizes the longer learning curve inherent in professional positions and provides incumbents with an opportunity to assume increasing levels of responsibility. Incumbents at this level are expected to perform the less complex work with complete independence and assume increasingly complex tasks associated with the full journey level. They may be expected to provide indirect supervision to clerical or technical staff. Less complex work is normally reviewed only on completion while more complex tasks are performed under direct supervision.

This class is distinguished from the Development Specialist in the series by the performance of less complex duties assigned to this class and the more routine aspects of development. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the higher level. Over time, incumbents are expected to work more independently.

Development Specialist

This job class requires responsibility for assisting in the development, interpretation and coordination of methods and procedures relative to business development, housing production and land acquisition and disposition programs; maintaining regular contacts with business representatives in business development activities of a project or program area; and assisting in preparation and presentation of detailed records and reports. May serve as Assistant Project Manager.

This is the journey level in the Development Specialist series. Judgment is necessary in selecting appropriate established guidelines to follow; significant deviations require prior approval and assignments require occasional interpretation of policies, guidelines or procedures consistent with
Title: Senior Development Specialist (OCII)
Job Code: O595

established departmental policies. Decisions impact non-routine operations, administrative and analytical work. Contacts with others are of a problem solving nature and require sensitivity over interpretation and application of policy.

Typical duties include serving as an assistant project manager; performing the full range of journey level analytical work; and providing professional staff support on complex developmental proposals.

Senior Development Specialist

This is the advanced journey professional level in the Development Specialist series. Positions in this class possess highly technical analytical capabilities and are able to independently evaluate the market, economic and financial aspects of development proposals and make appropriate decisions critical to the negotiation process. The Senior level is distinguished from the Development Specialist by the ability to go beyond processing/ documentation and basic analyses to more independent and complex analyses and decision making and problem solving. Incumbents at the Senior level may be assigned and are expected to be fully capable of being a “Team Leader” in coordinating the multi-disciplinary aspect of a given project. In addition, incumbents may serve as survey area coordinators and project managers for less complex project areas or as Assistant Program/Project Managers in the most complex situations.

Judgment is required in both interpreting established policies and in applying strategies which deviate from established methods/practices. Discretion is required in applying general goal and policy statements and in resolving organizational and service delivery problems. Decisions impact specialized and/or technical areas requiring application and interpretation of data, facts, situations, procedures and policy. Actions impact daily operations of the organization and implementation of established procedures and policies. This job class assumes responsibility for a single program or function and solves problems involving the interpretation and application of policy.

SUPERVISION EXERCISED

Assistant Development Specialist

Receives general supervision from a designated division manager and functional supervision from other higher level Development Specialist or program management and project management staff.

May exercise technical supervision over technical or office support staff.

Development Specialist

Receives direction from designated division manager and functional supervision from other higher level Development Specialists, or program management and project management staff.

May exercise technical or functional supervision over other professional, technical or office support staff.
Senior Development Specialist

Receives general direction from designated division manager and functional supervision from program management and project management staff.

Serves as a team leader to coordinate multi-disciplinary projects. May exercise direct or indirect supervision over other professional, technical, and/or office support staff.

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.

Note: Incumbents are expected to perform duties at a level consistent with distinguishing characteristics for their class level.

1. Analyze the market for a proposed development, determining the feasibility of a proposed development, preparing and analyzing financial/economic pro-formas, as appropriate, and analyzing the effects of alternative financing terms and the income tax implications of such real estate investments.

2. Evaluate proposed real estate development, defining the real estate-related problems and analyzing the economics of proposals.

3. Negotiate the terms of all types of development transactions pursuant to approved Agency policies and objectives through careful preparation, cooperative bargaining and mutual accommodation.

4. Keep Agency and/or Project Management advised of the status and content of negotiations with prospective developers.

5. Encourage and facilitate development within redevelopment project areas or elsewhere in the City by establishing and maintaining lines of communication with citizen groups, individuals and public and private organizations.

6. Provide staff liaison with private and non-profit developers and small business owners/managers; interview such parties to review and evaluate their proposals; coordinate panels of appropriate Agency staff and others in the pre-selection review of competing developer proposals negotiate with such developers to ensure that any agreement reached will be consistent with Agency policies and objectives and that the proposed project will be financially feasible/advantageous to the Agency and the constituencies it serves; evaluate and coordinate the review of each proposal and make recommendations for Agency approval.

7. Attend and represent the Agency at a wide variety of community meetings concerned with
development activities with which the Agency is involved; advise and report on current urban
development activities.

8. Resolve a wide variety of technical real estate related issues affecting particular sites and
developments of all types. Collect, compile, organize and analyze data to be used in
furthering Agency programmatic and development objectives.

9. Plan, schedule and coordinate real estate, marketing, site development and related
business development programs.

10. Conduct field investigations of potential development sites and City areas appropriate for
housing and/or business development activities as related to overall Agency programs and
projects.

11. Prepare recommendations and reports on development activities.

12. Supervise real estate, geotechnical, environmental and economic consultants in the
preparation of reports, studies, and recommendations regarding real estate, marketing and
development programs; may functionally supervise other personnel in carrying out various
development activities.

13. Manage special projects as assigned by senior management.

14. Supervise, coordinate, and implement Agency Real Estate acquisition programs as
appropriate.

15. Evaluate potential sources of financing to facilitate development activities and Agency
objectives including State, Federal and private programs.

16. Supervise, coordinate and implement the marketing of development opportunities including
the development of marketing strategy, the preparation of public information materials and
advertising.

17. Coordinate escrow closings and conveyance matters including satisfaction of lender
requirements and the resolution of related title issues.

18. Perform related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Assistant Development Specialist

Knowledge of or Ability to Learn: Techniques of real estate, economic and proposal analysis,
including investment analysis, tax implication, tax exempt bond financing, and other forms of
financing; principles of real estate investment, economics and finance underlying real estate
development, as well as methods of real estate appraisal; real estate practices pertaining to the
appraisal, negotiation, acquisition, and disposition of land; laws and regulations pertaining to
eminent domain, general condemnation practices, and redevelopment programs and procedures; small business, economic development and commercial economic expansion; urban renewal laws, regulations and activities; contracts, leases, conveying instruments, appraisal terminology, and negotiating techniques; procedures, practices, organization and mission of a Redevelopment Agency.

Ability to: Perform technical and analytical work and to evaluate the market, economic, and financial aspects of development proposals and make appropriate decisions critical to the negotiation process; on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know redevelopment laws, regulations and codes; observe project performance and evaluate project status; problem solve project management issues; remember Agency rules; and explain and interpret Agency policy; on a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means perform development proposal analysis; make appropriate decisions based on these analyses; analyze financial statements and pro forma statements; evaluate appraisals and market study data; read and interpret tract maps, parcel maps, easements, and other such documents; deal tactfully and effectively with business people, government officials, representatives of outside groups and interests, other staff members, and the general public; work with various cultural and ethnic groups in a tactful and effective manner; prepare and present concise, clear and comprehensive technical reports; make effective public presentations; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff; use word processing and spreadsheet software to prepare reports, financial analyses, and statistics; build and maintain positive working relationships with co-workers, other Agency employees and the public.

Development Specialist - In addition to the qualifications for Assistant Development Specialist:

Knowledge of: Techniques of real estate economic and proposal analysis, including investment analysis, tax implication, tax exempt bond financing, and other forms of financing; principles of real estate investment, economics and finance underlying real estate development, as well as methods of real estate appraisal; real estate practices pertaining to the appraisal, negotiation, acquisition, financing, and disposition of land; laws and regulations pertaining to eminent domain, general condemnation practices, and redevelopment programs and procedures; small business economic development and commercial economic expansion; urban renewal laws, regulations and activities; contracts, leases, conveying instruments, appraisal terminology, and negotiating techniques; procedures, practices, organization and mission of a Redevelopment Agency; Agency structure and services related to development requirements.

Ability to: Provide technical and/or functional supervision to technical, professional and clerical staff; select and follow guidelines; make decisions that impact non-routine operations, administrative and analytical work; solve problems and interpret policy.

Senior Development Specialist - In addition to the qualifications for Development Specialist:

Knowledge of: The most complex types of economic analysis; all areas of development related activities including real estate, economic development and project management.
Ability to: Independently perform the most complex analysis; exercise judgment in applying organization strategies, policies and objectives; make specialized and complex decisions; serve as a team leader and mentor.

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.

Assistant Development Specialist:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public or business administration, real estate development, or a related field. A Master's degree is desirable.

Experience:

Two (2) years of technical and professional work experience in real estate, economic development, housing and project development.

License and Certification:

Development Specialist:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A Master's degree is preferred.

Experience:

Four (4) years of technical and professional work experience in real estate, economic development, housing and project development.

License and Certification:

Senior Development Specialist:
Title: Senior Development Specialist (OCII)
Job Code: O595

Education:
Equivalent to a Bachelor's Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A Master's degree is preferred.

Experience:
Eight years of journey level technical and professional work experience in real estate, economic development, housing and project development.

License and Certification: None

Substitution:
The possession of a Master's degree can be substituted for up to two years of required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To respond to and initiate a variety of development opportunities in any or all of the following areas: housing, economic development, and/or commercial development; to perform real estate investment and other financial and economic analysis; to negotiate real estate transactions; to attract, encourage, and expedite new housing and commercial developments within and outside redevelopment project areas; to participate in financing arrangements for these developments, including the administration of Agency-sponsored assistance; to participate in and coordinate economic development activities, evaluate and/or conduct economic analysis and economic development planning and implementation efforts; and to perform related duties as required.

DISTINGUISHING FEATURES

This is a flexible staffed class and employees advance based on their expertise, experience, and performance on work assignments at increasing levels of complexity and responsibility. This job class performs the full range of technical and analytical functions, as well as, project management responsibilities within redevelopment project areas. It is expected that incumbents at the advanced journey level may act as team leaders, provide technical supervision and serve as mentors.

Assistant Development Specialist

The Assistant level class is the entry level in the Development Specialist series and is designed to provide a continuing on the job training opportunity to incumbents. This level recognizes the longer learning curve inherent in professional positions and provides incumbents with an opportunity to assume increasing levels of responsibility. Incumbents at this level are expected to perform the less complex work with complete independence and assume increasingly complex tasks associated with the full journey level. They may be expected to provide indirect supervision to clerical or technical staff. Less complex work is normally reviewed only on completion while more complex tasks are performed under direct supervision.

This class is distinguished from the Development Specialist in the series by the performance of less complex duties assigned to this class and the more routine aspects of development. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the higher level. Over time, incumbents are expected to work more independently.

Development Specialist

This job class requires responsibility for assisting in the development, interpretation and coordination of methods and procedures relative to business development, housing production and land acquisition and disposition programs; maintaining regular contacts with business representatives in business development activities of a project or program area; and assisting in preparation and presentation of detailed records and reports. May serve as Assistant Project Manager.

This is the journey level in the Development Specialist series. Judgment is necessary in selecting appropriate established guidelines to follow; significant deviations require prior approval and assignments require occasional interpretation of policies, guidelines or procedures consistent with
established departmental policies. Decisions impact non-routine operations, administrative and analytical work. Contacts with others are of a problem solving nature and require sensitivity over interpretation and application of policy.

Typical duties include serving as an assistant project manager; performing the full range of journey level analytical work; and providing professional staff support on complex developmental proposals.

Senior Development Specialist

This is the advanced journey professional level in the Development Specialist series. Positions in this class possess highly technical analytical capabilities and are able to independently evaluate the market, economic and financial aspects of development proposals and make appropriate decisions critical to the negotiation process. The Senior level is distinguished from the Development Specialist by the ability to go beyond processing/documenting and basic analyses to more independent and complex analyses and decision making and problem solving. Incumbents at the Senior level may be assigned and are expected to be fully capable of being a “Team Leader” in coordinating the multi-disciplinary aspect of a given project. In addition, incumbents may serve as survey area coordinators and project managers for less complex project areas or as Assistant Program/Project Managers in the most complex situations.

Judgment is required in both interpreting established policies and in applying strategies which deviate from established methods/practices. Discretion is required in applying general goal and policy statements and in resolving organizational and service delivery problems. Decisions impact specialized and/or technical areas requiring application and interpretation of data, facts, situations, procedures and policy. Actions impact daily operations of the organization and implementation of established procedures and policies. This job class assumes responsibility for a single program or function and solves problems involving the interpretation and application of policy.

SUPERVISION EXERCISED

Assistant Development Specialist

Receives general supervision from a designated division manager and functional supervision from other higher level Development Specialist or program management and project management staff.

May exercise technical supervision over technical or office support staff.

Development Specialist

Receives direction from designated division manager and functional supervision from other higher level Development Specialists, or program management and project management staff.

May exercise technical or functional supervision over other professional, technical or office support staff.
Senior Development Specialist

Receives general direction from designated division manager and functional supervision from program management and project management staff.

Serves as a team leader to coordinate multi-disciplinary projects. May exercise direct or indirect supervision over other professional, technical, and/or office support staff.

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.

Note: Incumbents are expected to perform duties at a level consistent with distinguishing characteristics for their class level.

1. Analyze the market for a proposed development, determining the feasibility of a proposed development, preparing and analyzing financial/economic pro-formas, as appropriate, and analyzing the effects of alternative financing terms and the income tax implications of such real estate investments.

2. Evaluate proposed real estate development, defining the real estate-related problems and analyzing the economics of proposals.

3. Negotiate the terms of all types of development transactions pursuant to approved Agency policies and objectives through careful preparation, cooperative bargaining and mutual accommodation.

4. Keep Agency and/or Project Management advised of the status and content of negotiations with prospective developers.

5. Encourage and facilitate development within redevelopment project areas or elsewhere in the City by establishing and maintaining lines of communication with citizen groups, individuals and public and private organizations.

6. Provide staff liaison with private and non-profit developers and small business owners/managers; interview such parties to review and evaluate their proposals; coordinate panels of appropriate Agency staff and others in the pre-selection review of competing developer proposals negotiate with such developers to ensure that any agreement reached will be consistent with Agency policies and objectives and that the proposed project will be financially feasible/advantageous to the Agency and the constituencies it serves; evaluate and coordinate the review of each proposal and make recommendations for Agency approval.

7. Attend and represent the Agency at a wide variety of community meetings concerned with
development activities with which the Agency is involved; advise and report on current urban public and private revitalization practices and developments.

8. Resolve a wide variety of technical real estate related issues affecting particular sites and developments of all types. Collect, compile, organize and analyze data to be used in furthering Agency programmatic and development objectives.

9. Plan, schedule and coordinate real estate, marketing, site development and related business development programs.

10. Conduct field investigations of potential development sites and City areas appropriate for housing and/or business development activities as related to overall Agency programs and projects.

11. Prepare recommendations and reports on development activities.

12. Supervise real estate, geotechnical, environmental and economic consultants in the preparation of reports, studies, and recommendations regarding real estate, marketing and development programs; may functionally supervise other personnel in carrying out various development activities.

13. Manage special projects as assigned by senior management.

14. Supervise, coordinate, and implement Agency Real Estate acquisition programs as appropriate.

15. Evaluate potential sources of financing to facilitate development activities and Agency objectives including State, Federal and private programs.

16. Supervise, coordinate and implement the marketing of development opportunities including the development of marketing strategy, the preparation of public information materials and advertising.

17. Coordinate escrow closings and conveyance matters including satisfaction of lender requirements and the resolution of related title issues.

18. Perform related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Assistant Development Specialist

Knowledge of or Ability to Learn: Techniques of real estate, economic and proposal analysis, including investment analysis, tax implication, tax exempt bond financing, and other forms of financing; principles of real estate investment, economics and finance underlying real estate development, as well as methods of real estate appraisal; real estate practices pertaining to the appraisal, negotiation, acquisition, and disposition of land; laws and regulations pertaining to
eminent domain, general condemnation practices, and redevelopment programs and procedures; small business, economic development and commercial economic expansion; urban renewal laws, regulations and activities; contracts, leases, conveying instruments, appraisal terminology, and negotiating techniques; procedures, practices, organization and mission of a Redevelopment Agency.

Ability to: Perform technical and analytical work and to evaluate the market, economic, and financial aspects of development proposals and make appropriate decisions critical to the negotiation process; on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know redevelopment laws, regulations and codes; observe project performance and evaluate project status; problem solve project management issues; remember Agency rules; and explain and interpret Agency policy; on a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means perform development proposal analysis; make appropriate decisions based on these analyses; analyze financial statements and pro forma statements; evaluate appraisals and market study data; read and interpret tract maps, parcel maps, easements, and other such documents; deal tactfully and effectively with business people, government officials, representatives of outside groups and interests, other staff members, and the general public; work with various cultural and ethnic groups in a tactful and effective manner; prepare and present concise, clear and comprehensive technical reports; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff; use word processing and spreadsheet software to prepare reports, financial analyses, and statistics; build and maintain positive working relationships with co-workers, other Agency employees and the public.

Development Specialist - In addition to the qualifications for Assistant Development Specialist:

Knowledge of: Techniques of real estate economic and proposal analysis, including investment analysis, tax implication, tax exempt bond financing, and other forms of financing; principles of real estate investment, economics and finance underlying real estate development, as well as methods of real estate appraisal; real estate practices pertaining to the appraisal, negotiation, acquisition, financing, and disposition of land; laws and regulations pertaining to eminent domain, general condemnation practices, and redevelopment programs and procedures; small business economic development and commercial economic expansion; urban renewal laws, regulations and activities; contracts, leases, conveying instruments, appraisal terminology, and negotiating techniques; procedures, practices, organization and mission of a Redevelopment Agency; Agency structure and services related to development requirements.

Ability to: Provide technical and/or functional supervision to technical, professional and clerical staff; select and follow guidelines; make decisions that impact non-routine operations, administrative and analytical work; solve problems and interpret policy.

Senior Development Specialist - In addition to the qualifications for Development Specialist:

Knowledge of: The most complex types of economic analysis; all areas of development related activities including real estate, economic development and project management.
Title: Development Specialist (OCII)
Job Code: O615

Ability to: Independently perform the most complex analysis; exercise judgment in applying organization strategies, policies and objectives; make specialized and complex decisions; serve as a team leader and mentor.

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.

Assistant Development Specialist:

Education:
Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public or business administration, real estate development, or a related field. A Master's degree is desirable.

Experience:
Two (2) years of technical and professional work experience in real estate, economic development, housing and project development.

License and Certification:

Development Specialist:

Education:
Equivalent to a Bachelor's Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A Master's degree is preferred.

Experience:
Four (4) years of technical and professional work experience in real estate, economic development, housing and project development.

License and Certification:

Senior Development Specialist:
Title: Development Specialist (OCII)  
Job Code: O615

Education:
Equivalent to a Bachelor’s Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A Master’s degree is preferred.

Experience:
Eight years of journey level technical and professional work experience in real estate, economic development, housing and project development.

License and Certification: None

Substitution:
The possession of a Master’s degree can be substituted for up to two years of required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To perform a variety of complex financial analysis for the Agency; to perform and participate in the investments of the Agency’s excess funds, including to maintain banking relationships; to prepare the annual Agency budget and resolve budget issues including reviewing budget variances; to prepare a variety of complex financial analysis and projections including tax increment projections, pro formas, and revenue projections, and financing scenarios; to prepare compliance and management reports; and to perform other related duties as required.

DISTINGUISHING FEATURES

This is the advanced journey level class in the Financial Analyst series. Incumbents assigned to this class perform and direct the most advanced and complex activities related to the budget administration, debt issuance, investments, and other financial activities of the Agency. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED

Receives direction from the Deputy Executive Director, Finance and Project Development.

Exercises functional and technical supervision over professional, technical, and clerical on a project basis.

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. Perform complex and confidential budget and financial analysis; assume responsibility for: preparing and administering the Agency’s annual budget; preparing and overseeing the treasury function on behalf of the Agency; evaluating debt financing proposals and opportunities; researching, analyzing and preparing a variety of financial projections, pro formas, and reports.

2. Perform the treasury functions of the Agency; coordinate and direct the investment of excess cash in maturities designed to correspond with cash flow projections in order to ensure the maximization of yield on investments and the timely availability of funds; prepare budgets for investment income and assist in setting investment income goals; research and analyze comparative investment income yields and performance of investments with which the Agency has commitments; invest excess funds; maintain banking relationships; monitor all investments; oversee and provide information on all Agency investment accounts.

3. Assist in projecting the Agency’s and specific project’s future financing needs and capacity, specifically on the Agency’s future tax increment, project-to-completion budgets and revenue/costs; consider alternative scenarios.
4. Prepare tax increment and lease revenue projections; funnel revenue into appropriate accounts and prepare related reports; work with the Office of the Controller on developing, implementing and maintaining a formal system for tracking tax increment.

5. Prepare and participate in the administration of tax allocation bonds, including payments due and the monitoring of funds; ensure compliance with arbitrage restrictions; coordinate the dissemination of funding to fiscal agents; respond to related inquiries from trustees, developers and bondholders.

6. Prepare the Agency's annual budget; assist in the study and analysis of budget requests and estimates submitted by various departments of the Agency.

7. Prepare cash reports, comparative analyses and financial projections of program-wide activities; prepare various required reports such as the "Request for Funding" from the Office of Community Development, budget-to-actual variance report for the Board of Supervisors, statement of indebtedness, and Mello-Roos district transaction reports.

8. Research, prepare and coordinate other reports and special assignments, especially related to Agency financial investments and bonding programs as required.

9. Prepare written analyses of "proforma" financial statements, including action recommendations, as required.

10. Assist and provide information to the Agency's external auditors during the annual examination of the Agency's financial records, including the preparation of GASB III audit report on investments.

11. Assist with the development and implementation of internal control systems including policies and procedures.

12. Compute rebate liability on the Agency's tax exempt bonds to comply with federal tax laws.

13. Assist the Deputy Executive Director in debt issuance activities; evaluate feasibility of refinancing; write official statements.

14. Manage special projects as assigned by executive management.

15. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

16. Perform related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Financial markets, investment instruments and their associated risks; alternative financing vehicles; accounting methods, particularly those related to budgeting, cash flow analysis, and the reconciliation of trustee reports and statements; the administration of bond revenue, fund
Title: Senior Financial Analyst (OCII)
Job Code: O630

appropriations, and letters of credit including collections and reimbursements; principles and practices of economics, accounting and internal controls applicable to investments; securities and investment instruments which are permitted for the deposit of public funds; local, state and federal laws and regulations related to the Agency's funding practices, particularly state redevelopment law, arbitrage regulations and federal tax laws pertaining to tax exempt debt; cash investment practices related to Federal Agency, U.S. Treasury, Certificates of Deposits, Repurchase Agreements, and other money market securities, as well as bond investment; banking operations and services; methods of fiscal reporting; computer systems, including design, implementations and maintenance; complex and sophisticated methods of financial analysis and computation.

Ability to: Perform complex financial analysis and investment strategies on the behalf of the Agency; on a continuous basis, analyze budget and pro-formas; interpret complex financial data and evaluate the Agency's financial performance; know laws, regulations and codes affecting the Agency finances; observe the performance of various investments and the work of accounting staff; problem solve financial related issues; remember complex computer systems; and explain and interpret the Agency's financial policies; on a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and to communicate through written means; assess risk/reward trade-offs on investments and alternative financing structures; recommend and implement investment actions for the Agency; compute yields, present value, and future value magnitudes; prepare, analyze and reconcile fiscal reports and statements; perform complex mathematical computations; perform cash flow analysis and anticipate the financial needs of Agency projects; coordinate bond revenue and funding appropriations; make logical analytical studies and evaluate data involving complex budget and financial matters; use financial accounting systems, word processing and spreadsheet software to prepare reports, financial analyses, and statistics; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business or public administration. A Master's Degree in a related field is desirable.
Title: Senior Financial Analyst (OCII)
Job Code: O630

Experience:
Six (6) years of increasingly responsible experience in budgeting, financial analysis, debt issuance, and investments.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:
AMENDED DATE:

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): Komm
INTRODUCTION

To provide professional architectural services in design and design review for redevelopment projects; to develop design and planning criteria; to review project proposals and drawings; to oversee the implementation of architectural designs; and to perform related duties as required.

DISTINGUISHING FEATURES

This is the full journey level class within the licensed professional Architect series. Employees within this class are distinguished from the Architectural Assistant/Associate by the possession of a license and the ability to engage in complex design and design review work independently. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Architect in that the latter overseeing complex outside consultant and contractor contracts and performs the most complex design work of the unit.

SUPERVISION EXERCISED

Receives direction from the Technical Services Manager, Principal Architect, or the Senior Architect and functional supervision from project management staff.

May exercise technical supervision over lower level non-licensed architecture positions as required.

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. Assume responsibility for architectural planning and design work on designated projects; ensure that Agency design standards in project implementation are achieved.

2. Prepare schematic designs for development and illustrative plans by defining redevelopment plans in terms of urban design.

3. Prepare detailed development objectives and design criteria, both verbally and graphically, for projects based on approved plans.

4. Participate with planning staff and technicians from other departments in the overall planning, programming and coordination of design preparation and scheduling of design submissions by developers.

5. Consult with and coordinate activities with various government agencies; may seek appropriate approvals of Agency-related work.

6. Assist in the evaluation of designs prepared by architects of submitted development proposals; monitor and coordinate schedule of performance, recommend Agency approvals,
Title: Architect (OCII)
Job Code: O635

as required.

7. Prepare reports and recommendations on various projects and developments, including environmental standards and clearance.

8. Conduct field verification and assist in the oversight of construction with various projects; work closely with staff in public works design.

9. Develop designs for public improvements, offices, etc., for which the Agency is directly responsible.

10. Oversee and guide less experienced non-licensed staff in organizing, conveying and coordinating their work.

11. Develop and write scopes of service, requests for proposals, Board memorandums, contracts, and other documents.

12. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

13. May represent the Agency at conferences with representatives of public or private agencies/firms, professional meetings and conventions, upon request.

14. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Principles, practices and the application of architectural theory, architecture and urban design; principles and techniques of architectural design review; basic principles and practices of project and contract administration, including budget management and basic accounting; construction techniques and materials; techniques of graphics and visualization; Federal, State, and local laws and regulations governing architecture and architectural design; redevelopment processes and the role of architecture in these processes; computer software, including word processing, spreadsheet, data base and graphics applications; business correspondence and report preparation; modern office procedures, methods and computer equipment.

Ability to: Prepare sound and high quality design products from concept plans to working drawings; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify technical and architectural information; interpret drawings and plans; observe and problem solve operational and technical policy and procedures; interpret and explain policies, procedures, contracts, and specifications to consultants, contractors and the public; and maintain an awareness of Agency policy at all times; on a continuous basis, sit at a desk and in meetings for periods of time; intermittently walk, stand, bend, squat, climb, kneel or twist while conducting field site inspections; intermittently twist to reach equipment surrounding desk or work station; perform simple grasping and fine manipulation; use a telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less;
Title: Architect (OCII)
Job Code: O635

interpret, evaluate, and critique architectural design; discuss architectural concepts verbally and express them in writing in an effective manner with professional counterparts; make valid design review judgments in the context of contemporary principles of architecture and urban design; assist in moderately demanding negotiations with consultants/developers guiding or monitoring their personnel during the planning, design and execution of an assigned project; supervise outside consulting contracts and agreements of moderate complexity and size; prepare clear and concise professional and technical evaluations and reports; oversee the maintenance of important and complex construction records and reports; communicate clearly and concisely, both orally and in writing; use a computer to prepare reports and analyses; use manual and computer aided drafting and design tools and equipment; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective work relationships with those contacted in the performance of required duties.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in architecture or a closely related field. A Master's Degree in Architecture, Urban Design or City Planning is desirable.

Experience:

Four (4) years of progressively responsible experience in professional architectural work. Specific experience in redevelopment is desirable.

License and Certification:

Registration as a licensed Architect in the State of California.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:
Title: Architect (OCII)
Job Code: O635

AMENDED DATE:

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
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Contract Compliance Specialist II (OCII)
Job Code: O640

INTRODUCTION

To implement the Agency's equal opportunity and labor standards programs as they affect the Agency's spending policies as well as the hiring and spending policies of the Agency's developers, contractors and suppliers; to negotiate, monitor, and enforce affirmative action, Minority and Woman-owned Business Enterprise (M/WBE) outreach and prevailing wage payments with contractors, professional consultants, developers and sponsors of housing; to investigate complaints and determine the genuineness of M/WBE applicants; and to perform related duties as required.

DISTINGUISHING FEATURES

This is the full journey level class within the Contract Compliance Specialist series. Employees within this class are distinguished from the Contract Compliance Specialist I by the performance of the full range of duties as assigned including negotiating and monitoring moderately complex contracts with developers and others. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED

Receives direction from the Contract Compliance Supervisor.

May provide functional or technical supervision to other staff members as assigned.

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. Act on behalf of the Contract Compliance Division to enforce equal opportunities in employment and entrepreneurship and the payment of prevailing wages on projects specifically assigned by the Contract Compliance Supervisor.

2. Negotiate and monitor moderately complex land disposition, owner participation, housing loan agreements and professional services agreements and their ensuing requirements for affirmative action in employment, M/WBE participation, prevailing wages and occupational safety and health.

3. Conduct preconstruction conferences with developers and contractors for the purpose of explaining the Agency's Affirmative Action requirements and underscoring enforcement procedures; interview and counsel off-the-street job seekers.

4. Conduct extensive wage enforcement audits/investigations and on-site inspections and Davis-Bacon employee interviews to ascertain compliance with labor standards provisions and, when required, assure that supplemental payments of wages and benefits are made.
5. Pursue enforcing procedures and established controls for achieving effective implementation of the Agency’s equal opportunity and labor standards provisions.

6. Interface with Agency divisions and projects to obtain detailed information on contracts; provide available information to M/WBEs and coordinate closely with the Agency staff members on related matters.

7. Maintain information/record systems on pending/projected contract and supplier needs and assist in adding new M/WBEs to the Agency's database; monitor such systems regularly to facilitate achievement of the program goals; investigate M/WBE applicants to determine their genuineness.

8. Perform liaison work with minority business development and contractors' assistance organizations to identify potential M/WBE vendors; assist M/WBE bidders in their development of bids, quotations, and/or presentations for the purpose of fostering their participation in Agency-generated contracting/purchasing opportunities.

9. Supervise the submission of contractor reports; oversee the compilation of documentation required to verify/record data collected from the field; analyze statistical data prepared from weekly work force reports and from reports of M/WBE participation to determine the need for more vigorous enforcement; recommend corrective action against recalcitrant firms; prepare oral/written reports on the findings for supervisory and management staff.

10. Assist in preparation of division budget by projecting the staffing expenditures needed to meet construction workloads for the upcoming year.

11. Liaison with both internal and external contract administrators, outreach organizations, multifarious union representatives, contractors, professional association representatives, minority businesses and business association advocates.

12. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

13. Perform related duties as required.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Principles and practices of Equal Opportunity / Affirmative Action and Wage Compliance laws, including executive orders, regulations, statutes, policies, ordinances and court decisions as they affect employment, labor standards and entrepreneurial activities of the Agency; differences between the Croson and Fullilove decisions; organization and structure of the Redevelopment Agency and the redevelopment process as it relates to the selection of developers and contractors, the award of contracts, contract amendments and purchase orders; wage enforcement and diversity in the work force and in entrepreneurship; Agency policies and practices related to Equal Employment opportunity/Affirmative Action and M/WBE programs; compliance investigation and audit methods and practices; business/legal documentation that may apply to formation of sole proprietorships, partnerships and corporations including tax returns, articles of
incorporation, bylaws and partnership agreements; construction operations and the performance of
collective bargaining agreements in the industry; apprenticeship, trade union hiring hall and
employment practices.

Ability to: Interpret, apply, explain and distinguish Agency policies from state and federal laws,
regulations and decisions and local ordinances related to employment, wage enforcement and
entrepreneurial activities; on a continuous basis, analyze contract documents; interpret and evaluate
contracts; know laws, regulations and codes; observe work performance of M/WBEs; evaluate
prevailing wage questions; problem solve Agency contract issues; remember Agency rules; and
explain and interpret contract requirements; on a continuous basis, sit at a desk and in meetings for
long periods of time. Intermittently twist to reach equipment surrounding desk; stand or climb
ladders while performing site inspections; physical dexterity, coordination, and balance free of
acrophobia; perform simple grasping and fine manipulation; see and hear with acuity for safety
purposes on construction sites; use telephone and write or use keyboard to communicate through
written means; lift weights of 10 pounds or less; explain the mechanics of preparing a disparity
study; review and revise contract documents and competently explain the meaning of their
provisions; negotiate affirmative action and M/WBE contract provisions with lawyers, architects,
developers, housing sponsors, contractors and service providers; prepare computer spread sheets
and graphic depictions; sort through information, to find and analyze the relevant matters; use a
word processor, rapidly provide clear, concise and well written reports; speak succinctly and
persuasively; analyze and evaluate statistical data and reports related to enforcement of contract
provisions; communicate clearly and concisely, both orally and in writing; work with various cultural
and ethnic groups in a tactful and effective manner; establish and maintain effective working
relationships with those contacted in the performance of the required duties.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in
business, public administration, sociology, or a related field.

Experience:

Four (4) years of experience performing duties related to fostering jobs and business opportunities
and enforcing labor standards of which two years have been spent in contract compliance, M/WBE
procurement, affirmative action, equal opportunity, or other closely related fields of experience.

License and Certification:

Possession of or ability to obtain a valid California driver’s license.
Title: Contract Compliance Specialist II (OCII)
Job Code: O640

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To prepare, review, analyze, and present complex technical land use, economic and financial data related to proposed redevelopment projects; to prepare land use master plans, redevelopment project area plans and associated documentation; to administer applicable local ordinances and state and federal statutes; to supervise the work of assigned planning staff and consultants involved in the development of data and project proposals; to coordinate planning activities with staff from other Agency divisions; and to perform related duties as required.

DISTINGUISHING FEATURES

This is the advanced journey level class in the Planner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the nature of the public contact made. Specifically, the Senior Planner requires advanced, specialized expertise in redevelopment, urban design, and land economics as applied to the management of a large and complex redevelopment project or a focused area of responsibility.

Incumbents at the Senior level may be assigned and are expected to be fully capable of being a “Team Leader” to coordinate the multi-disciplinary aspects of a special project.

SUPERVISION EXERCISED

Receives direction from the Planning Supervisor, and functional supervision from project management staff.

Exercises functional supervision over assigned professional and technical staff.

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. Perform high level professional planning work in policy or implementation planning for a major redevelopment project; prepare long-range system development frameworks and implementation strategies, urban design and development guidelines and special project development concepts for major projects.

2. Serve as the project planner for one or more redevelopment projects in both the planning and implementation phases; supervise professional and technical personnel as head of major redevelopment planning study or other major tasks relating to the Agency's planning activities.

3. Responsible for development planning policies and programs; direct the field work and collection of data necessary to perform surveys and other planning tasks for redevelopment of a complex urban environment.
4. Prepare and coordinate the preparation of written materials and graphics required in survey and planning work for assigned projects; assume responsibility for drafting and assembling the redevelopment plans for projects.

5. Participate with top level management in developing revitalization goals and alternatives for assigned Agency projects.

6. Represent the Agency in negotiating and conferring with Agency consultants and community interests such as property owners, business people and developers as required.

7. Develop financing mechanisms for proposed redevelopment project areas.

8. Analyze existing and proposed legislation necessary for effectuation of redevelopment plans.

9. Correlate and present difficult statistical data involved in preparations of redevelopment project plans and related technical planning reports, including population characteristics, land use and social conditions, transportation issues, visual analysis, and the condition of structures.

10. Supervise preparation of more difficult presentations involving design of models, charts, sketches, etc., to illustrate redevelopment plans and specific redevelopment proposals.

11. Review and analyze proposed modifications of redevelopment plans and develop necessary documentation to effectuate such modifications.

12. Perform environmental analysis for current and advanced planning projects, especially those of a difficult or complex nature; review environmental impact reports.

13. Address community, business, professional and other groups to explain redevelopment plans and programs and promote understanding of planning and design elements of the Redevelopment Agency program; may represent Agency at meetings of Planning Commission or other governmental agencies, commissions or boards.

14. Supervise preparation of environmental review documents for existing and proposed redevelopment project areas.

15. Manage special projects as assigned by executive management.

16. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

17. Perform related duties as required.
Title: Senior Planner (OCII)
Job Code: O655

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of land use planning and development; practical planning methodology, urban redevelopment regulations and operations, urban design and basic land use economics; redevelopment planning and procedures in a city of major size; principles and techniques of project management and supervision; development process, economics, practices and procedures; California redevelopment law, city planning and zoning codes, and other applicable federal, state and local legislation.

Ability to: Assume responsibilities for planning activities on multiple redevelopment projects, including large and complex projects; on a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe planning activities and problem solve when appropriate; understand, interpret and explain applicable ordinances and statutes and Department policies and procedures; visually differentiate between colors on land use maps; on a continuous basis, sit at a desk for long periods of time; intermittently stand at counter for long periods of time; twist and reach in the use of office equipment; write and use keyboard to communicate through written means; lift or carry weight of 10 pounds or less; apply knowledge of planning techniques to specific redevelopment planning programs; collect, analyze, interpret data relating to planning in redevelopment situations; read and interpret architectural and other plans; engage in complex planning design work; ability to speak effectively and write clear, concise technical reports; coordinate assigned activities with other phases of Redevelopment programming; deal effectively with government officials, professional organizations, and the general public; demonstrate community relations skills; speak publicly and explain/interpret Agency practices and objectives to diverse public and private agencies, organizations and individuals as required; use word processing and spreadsheet software to prepare reports, financial analyses, and statistics; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective work relationships with those contacted in the performance of required duties.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university, with major course work in urban planning, architecture, social sciences, or related field. A Master's Degree in city/urban planning or urban design is desirable.

Experience:

Six (6) years of progressively responsible experience in urban planning/design with substantial experience in redevelopment. Supervisory or lead work experience is desirable.
Title: Senior Planner (OCII)  
Job Code: O655  

License and Certification: 

SUPPLEMENTAL INFORMATION 

PROMOTIVE LINES 

ORIGINATION DATE: 

AMENDED DATE: 

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
INTRODUCTION

To analyze and assist in the development, implementation and maintenance of accounting and financially oriented computer systems; to aid Agency departments in the understanding of such systems and in the solution of accounting problems related to systems implementation; to perform complex professional accounting duties; and to perform related duties as assigned.

DISTINGUISHING FEATURES

This is a journey level class in systems accounting. It is distinguished from classes in the Accountant series in that a Financial Systems Accountant is responsible for work which requires knowledge of the principles of data processing and their application to all aspects of accounting and financial management information systems.

SUPERVISION EXERCISED

Receives direction from the Finance Manager.

May exercise functional and technical supervision over professional, technical, and clerical staff.

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. Responsible for developing and coordinating the application of new or revised accounting policies and procedures; make regular contacts with other Agency staff relative to fiscal and accounting matters and their implications on the financial and accounting management information systems.

2. Assist in the design, development and implementation of management information systems as related to the accounting and financial needs of the Agency.

3. Confer with and advise other departments regarding the development of accounting systems and procedures; develop and revise accounting procedures which fulfill the requirements of accounting while meeting operating needs.

4. Develop, maintain and distribute, as necessary, a current financial policies and procedures manual; assist in the preparation of written instructions for system use and assist in the training of their application.

5. Analyze fiscal operations to determine specific financial information required for efficient operation and suggest methods and procedures for effective application of data processing techniques.

6. Manage special projects as assigned by executive management.
7. Perform related duties as required.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: The integration of financial information systems and procedures, computer systems operations, and business and public administration practices; generally accepted accounting principles and procedures and their specific application in governmental accounting; application and operation of computerized financial and accounting systems and spreadsheets, using common accounting and spreadsheet software; statutory laws, rules and regulations applicable to governmental accounting and programmatic areas of responsibility; budget preparation, administration and control procedures; effective supervision techniques; principles and practices used in planning, organizing and controlling work flow and processes; auditing principles and techniques; modern office techniques, methods, and office management.

Ability to: Evaluate, develop, and assist in the installation of accounting and financial management information systems; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and solve problems of operational and technical policy and procedures; on a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds of less; apply modern financial management and data processing techniques to Agency operations; analyze complex systems and situations in order to plan appropriate solutions; prepare and present effective written recommendations, reports and manuals; analyze complex accounting and financial data and draw logical and sound conclusions; apply accounting principles and techniques to practical accounting, auditing, and financial problems; analyze and evaluate accounting systems and financial programs; design improvements and controls for assigned operations; and assess overall effectiveness of assigned duties; interpret and apply legal, regulatory and administrative controls to accounting functions and financial management issues; prepare comprehensive, clear, concise and highly complex accounting and statistical reports; assist in the development and installation of new methods and procedures; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**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.*

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, finance, computer science, business, public administration, or a closely related field.
Title: Financial Systems Accountant (OCII)
Job Code: O670

Experience:
Two (2) years of experience in computerized financial systems which includes design, development and installation of such systems; and six (6) years of increasingly responsible experience in professional accounting with at least one year of such experience at a level comparable to the advanced journey level of the professional accounting series.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Accountant III (OCII)
Job Code: O695

INTRODUCTION

To perform difficult and complex professional level accounting and fiscal analysis work in the maintenance of fiscal administrative and accounting records; to provide supervision to other accounting personnel as assigned; to assume responsibility for a programmatic or functional area of accounting responsibility; and to perform related duties as required.

DISTINGUISHING FEATURES

This is the advanced journey level class in the professional accounting series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including: preparing sophisticated accounting reports, ensuring compliance on Agency loans and contracts, and management of the general ledger. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. Employees at this level are expected to act in a lead capacity over assigned staff and may act as first line supervisors if assigned.

SUPERVISION EXERCISED

Receives general direction from the Finance Manager.

Exercises functional or technical supervision over lower level accounting professionals, clerical, and technical staff; and may exercise direction supervision over assigned professional and accounting clerical staff.

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. Plan, organize and supervise a major portion of the accounting and financial program in the Agency, which requires extensive and varied knowledge of accounting, financial administration and laws or regulations applicable to the assigned area of responsibility.

2. Perform and oversee complex fiscal and accounting work in connection with general ledger management, contract compliance, investments, grant and bond accounting, allocating project costs to appropriate accounts, and keeping other varied and sophisticated accounting records.

3. Review and prepare fiscal and accounting reports, documents, and transactions for conformance with established procedures and controls; maintain and supervise the maintenance of general ledgers and journals; work closely with external auditors at year-end; and prepare related financial statements and reports.

4. Perform covenant compliance monitoring on all of the Agency's mortgage revenue bonds; perform monthly analysis of Trustee's transactions relative to investment; perform other
Title: Accountant III (OCII)  
Job Code: O695

duties related to compliance monitoring.

5. Coordinate activities, and provide assistance to, internal and external auditors; prepare year-end reports; oversee year-end close and ensure compliance with all regulations and accounting principles.

6. Participate in the development and installation of accounting and fiscal procedures and methods; analyze existing accounting procedures and prepare recommendations for their revision when necessary; design procedures and methods for internal controls.

7. Assist in the design, development and implementation of management information systems.

8. Supervise directly and through subordinate professional personnel; train and develop employees; may evaluate performance of individuals and programs; organize, assign and review work.

9. Develop, maintain and distribute, as necessary, a current financial policies and procedures manual; assist in the preparation of written instructions for system use; and assist in the training of necessary applications.

10. Administer maintenance issues of Agency bonds; record and analyze trustee statements; review compliance with indentures; process and initiate billings.

11. Design, implement, update and document accounting and financial management systems; establish procedures for work flow and format.

12. Prepare a variety of complex periodic and special reports; prepare correspondence; and interpret and explain policies and procedures to the public and/or other departments.

13. Conduct special research on financial matters as needed; perform special projects as assigned.

14. Manage special projects as assigned by executive management.

15. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Generally accepted accounting principles and procedures and their specific application in governmental accounting; application and operation of computerized financial and accounting systems and spreadsheets, using common accounting and spreadsheet software; statutory laws, rules and regulations applicable to governmental accounting and programmatic areas of responsibility; budget preparation, administration and control procedures; effective supervision techniques; principles and practices used in planning, organizing and controlling work flow and processes; auditing principles and techniques; modern office techniques, methods, and office management.
Title: Accountant III (OCII)
Job Code: O695

Ability to: Independently carry out complex accounting and auditing work; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and solve problems of operational and technical policy and procedures; on a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds of less; analyze complex accounting and financial data and draw logical and sound conclusions; apply accounting principles and techniques to practical accounting, auditing, and financial problems; analyze and evaluate accounting systems and financial programs; design improvements and controls for assigned operations; and assess overall effectiveness of assigned duties; interpret and apply legal, regulatory and administrative controls to accounting functions and financial management issues; prepare comprehensive, clear, concise and highly complex accounting and statistical reports; train, direct, supervise and evaluate professional and clerical subordinates as assigned; correspond with sensitive outside contacts (banking institutions, government agencies, auditors) regarding Agency transactions, reports or problem solving; assist in the development and installation of new methods and procedures; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting or a related field.

Experience:

Five (5) years of progressively responsible accounting and auditing experience, including some supervisory experience, or an equivalent combination of training and experience.

License and Certification:

The possession of a CPA is desirable.

SUPPLEMENTAL INFORMATION
Title: Accountant III (OCII)
Job Code: O695

PROMOTIVE LINES

ORIGINATION DATE: 

AMENDED DATE: 

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
Title: Assistant Development Specialist (OCII)
Job Code: O705

INTRODUCTION

To respond to and initiate a variety of development opportunities in any or all of the following areas: housing, economic development, and/or commercial development; to perform real estate investment and other financial and economic analysis; to negotiate real estate transactions; to attract, encourage, and expedite new housing and commercial developments within and outside redevelopment project areas; to participate in financing arrangements for these developments, including the administration of Agency-sponsored assistance; to participate in and coordinate economic development activities, evaluate and/or conduct economic analysis and economic development planning and implementation efforts; and to perform related duties as required.

DISTINGUISHING FEATURES

This is a flexible staffed class and employees advance based on their expertise, experience, and performance on work assignments at increasing levels of complexity and responsibility. This job class performs the full range of technical and analytical functions, as well as, project management responsibilities within redevelopment project areas. It is expected that incumbents at the advanced journey level may act as team leaders, provide technical supervision and serve as mentors.

Assistant Development Specialist

The Assistant level class is the entry level in the Development Specialist series and is designed to provide a continuing on the job training opportunity to incumbents. This level recognizes the longer learning curve inherent in professional positions and provides incumbents with an opportunity to assume increasing levels of responsibility. Incumbents at this level are expected to perform the less complex work with complete independence and assume increasingly complex tasks associated with the full journey level. They may be expected to provide indirect supervision to clerical or technical staff. Less complex work is normally reviewed only on completion while more complex tasks are performed under direct supervision.

This class is distinguished from the Development Specialist in the series by the performance of less complex duties assigned to this class and the more routine aspects of development. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the higher level. Over time, incumbents are expected to work more independently.

Development Specialist

This job class requires responsibility for assisting in the development, interpretation and coordination of methods and procedures relative to business development, housing production and land acquisition and disposition programs; maintaining regular contacts with business representatives in business development activities of a project or program area; and assisting in preparation and presentation of detailed records and reports. May serve as Assistant Project Manager.

This is the journey level in the Development Specialist series. Judgment is necessary in selecting appropriate established guidelines to follow; significant deviations require prior approval and assignments require occasional interpretation of policies, guidelines or procedures consistent with
Title: Assistant Development Specialist (OCII)
Job Code: O705

established departmental policies. Decisions impact non-routine operations, administrative and analytical work. Contacts with others are of a problem solving nature and require sensitivity over interpretation and application of policy.

Typical duties include serving as an assistant project manager; performing the full range of journey level analytical work; and providing professional staff support on complex developmental proposals.

Senior Development Specialist

This is the advanced journey professional level in the Development Specialist series. Positions in this class possess highly technical analytical capabilities and are able to independently evaluate the market, economic and financial aspects of development proposals and make appropriate decisions critical to the negotiation process. The Senior level is distinguished from the Development Specialist by the ability to go beyond processing/ documentation and basic analyses to more independent and complex analyses and decision making and problem solving. Incumbents at the Senior level may be assigned and are expected to be fully capable of being a “Team Leader” in coordinating the multi-disciplinary aspect of a given project. In addition, incumbents may serve as survey area coordinators and project managers for less complex project areas or as Assistant Program/Project Managers in the most complex situations.

Judgment is required in both interpreting established policies and in applying strategies which deviate from established methods/practices. Discretion is required in applying general goal and policy statements and in resolving organizational and service delivery problems. Decisions impact specialized and/or technical areas requiring application and interpretation of data, facts, situations, procedures and policy. Actions impact daily operations of the organization and implementation of established procedures and policies. This job class assumes responsibility for a single program or function and solves problems involving the interpretation and application of policy.

SUPERVISION EXERCISED

Assistant Development Specialist

Receives general supervision from a designated division manager and functional supervision from other higher level Development Specialist or program management and project management staff.

May exercise technical supervision over technical or office support staff.

Development Specialist

Receives direction from designated division manager and functional supervision from other higher level Development Specialists, or program management and project management staff.

May exercise technical or functional supervision over other professional, technical or office support staff.
Title: Assistant Development Specialist (OCII)
Job Code: O705

Senior Development Specialist

Receives general direction from designated division manager and functional supervision from program management and project management staff.

Serves as a team leader to coordinate multi-disciplinary projects. May exercise direct or indirect supervision over other professional, technical, and/or office support staff.

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.

Note: Incumbents are expected to perform duties at a level consistent with distinguishing characteristics for their class level.

1. Analyze the market for a proposed development, determining the feasibility of a proposed development, preparing and analyzing financial/economic pro-formas, as appropriate, and analyzing the effects of alternative financing terms and the income tax implications of such real estate investments.

2. Evaluate proposed real estate development, defining the real estate-related problems and analyzing the economics of proposals.

3. Negotiate the terms of all types of development transactions pursuant to approved Agency policies and objectives through careful preparation, cooperative bargaining and mutual accommodation.

4. Keep Agency and/or Project Management advised of the status and content of negotiations with prospective developers.

5. Encourage and facilitate development within redevelopment project areas or elsewhere in the City by establishing and maintaining lines of communication with citizen groups, individuals and public and private organizations.

6. Provide staff liaison with private and non-profit developers and small business owners/managers; interview such parties to review and evaluate their proposals; coordinate panels of appropriate Agency staff and others in the pre-selection review of competing developer proposals negotiate with such developers to ensure that any agreement reached will be consistent with Agency policies and objectives and that the proposed project will be financially feasible/advantageous to the Agency and the constituencies it serves; evaluate and coordinate the review of each proposal and make recommendations for Agency approval.

7. Attend and represent the Agency at a wide variety of community meetings concerned with
development activities with which the Agency is involved; advise and report on current urban public and private revitalization practices and developments.

8. Resolve a wide variety of technical real estate related issues affecting particular sites and developments of all types. Collect, compile, organize and analyze data to be used in furthering Agency programmatic and development objectives.

9. Plan, schedule and coordinate real estate, marketing, site development and related business development programs.

10. Conduct field investigations of potential development sites and City areas appropriate for housing and/or business development activities as related to overall Agency programs and projects.

11. Prepare recommendations and reports on development activities.

12. Supervise real estate, geotechnical, environmental and economic consultants in the preparation of reports, studies, and recommendations regarding real estate, marketing and development programs; may functionally supervise other personnel in carrying out various development activities.

13. Manage special projects as assigned by senior management.

14. Supervise, coordinate, and implement Agency Real Estate acquisition programs as appropriate.

15. Evaluate potential sources of financing to facilitate development activities and Agency objectives including State, Federal and private programs.

16. Supervise, coordinate and implement the marketing of development opportunities including the development of marketing strategy, the preparation of public information materials and advertising.

17. Coordinate escrow closings and conveyance matters including satisfaction of lender requirements and the resolution of related title issues.

18. Perform related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Assistant Development Specialist

Knowledge of or Ability to Learn: Techniques of real estate, economic and proposal analysis, including investment analysis, tax implication, tax exempt bond financing, and other forms of financing; principles of real estate investment, economics and finance underlying real estate development, as well as methods of real estate appraisal; real estate practices pertaining to the appraisal, negotiation, acquisition, and disposition of land; laws and regulations pertaining to
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Assistant Development Specialist (OCII)
Job Code: O705

eminent domain, general condemnation practices, and redevelopment programs and procedures; small business, economic development and commercial economic expansion; urban renewal laws, regulations and activities; contracts, leases, conveying instruments, appraisal terminology, and negotiating techniques; procedures, practices, organization and mission of a Redevelopment Agency.

Ability to: Perform technical and analytical work and to evaluate the market, economic, and financial aspects of development proposals and make appropriate decisions critical to the negotiation process; on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know redevelopment laws, regulations and codes; observe project performance and evaluate project status; problem solve project management issues; remember Agency rules; and explain and interpret Agency policy; on a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means perform development proposal analysis; make appropriate decisions based on these analyses; analyze financial statements and pro forma statements; evaluate appraisals and market study data; read and interpret tract maps, parcel maps, easements, and other such documents; deal tactfully and effectively with business people, government officials, representatives of outside groups and interests, other staff members, and the general public; work with various cultural and ethnic groups in a tactful and effective manner; prepare and present concise, clear and comprehensive technical reports; make effective public presentations; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff; use word processing and spreadsheet software to prepare reports, financial analyses, and statistics; build and maintain positive working relationships with co-workers, other Agency employees and the public.

Development Specialist - In addition to the qualifications for Assistant Development Specialist:

Knowledge of: Techniques of real estate economic and proposal analysis, including investment analysis, tax implication, tax exempt bond financing, and other forms of financing; principles of real estate investment, economics and finance underlying real estate development, as well as methods of real estate appraisal; real estate practices pertaining to the appraisal, negotiation, acquisition, financing, and disposition of land; laws and regulations pertaining to eminent domain, general condemnation practices, and redevelopment programs and procedures; small business economic development and commercial economic expansion; urban renewal laws, regulations and activities; contracts, leases, conveying instruments, appraisal terminology, and negotiating techniques; procedures, practices, organization and mission of a Redevelopment Agency; Agency structure and services related to development requirements.

Ability to: Provide technical and/or functional supervision to technical, professional and clerical staff; select and follow guidelines; make decisions that impact non-routine operations, administrative and analytical work; solve problems and interpret policy.

Senior Development Specialist - In addition to the qualifications for Development Specialist:

Knowledge of: The most complex types of economic analysis; all areas of development related activities including real estate, economic development and project management.
Title: Assistant Development Specialist (OCII)
Job Code: O705

Ability to: Independently perform the most complex analysis; exercise judgment in applying organization strategies, policies and objectives; make specialized and complex decisions; serve as a team leader and mentor.

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.

Assistant Development Specialist:

Education:
Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public or business administration, real estate development, or a related field. A Master's degree is desirable.

Experience:
Two (2) years of technical and professional work experience in real estate, economic development, housing and project development.

License and Certification:

Development Specialist:

Education:
Equivalent to a Bachelor's Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A Master’s degree is preferred.

Experience:
Four (4) years of technical and professional work experience in real estate, economic development, housing and project development.

License and Certification:

Senior Development Specialist:
Title: Assistant Development Specialist (OCII)
Job Code: O705

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A Master's degree is preferred.

Experience:

Eight years of journey level technical and professional work experience in real estate, economic development, housing and project development.

License and Certification: None

Substitution:

The possession of a Master's degree can be substituted for up to two years of required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Programmer Analyst (OCII)
Job Code: O720

INTRODUCTION

To perform systems and procedures studies for the application of automated data processing; to act as the primary contact and technical resource in assisting customer departments in obtaining automation to achieve Department objectives, including the formal definition of needs through project implementation; to analyze, diagnose and correct problems with existing computer applications; and to write or modify new or existing computer programs, including batch and utility programs; to perform related duties as required.

DISTINGUISHING FEATURES

This is a flexible staffed class and employees advance based on their expertise, experience and performance on work assignments at increasing levels of complexity and responsibility.

Programmer Analyst - This is the full journey level class within the Programmer Analyst class series. This class is distinguished by the performance of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

Senior Programmer Analyst - This is the advanced journey level class within the Programmer Analyst class series. This class is distinguished from the Programmer Analyst class in the performance of the most complex programming and the lead responsibility assigned for complex systems development.

SUPERVISION EXERCISED

Programmer Analyst

Receives direction from the Information Systems Supervisor. May receive functional and technical supervision from a Senior Programmer Analyst.

Senior Programmer Analyst

Receives direction from the Information Systems Supervisor.

May exercise functional and technical supervision over lower level staff and/or consultants.

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. Identify and formally define assigned customer departments’ needs as a requirements analysis project; plan and initiate the project and a feasibility study report.

2. Administer a formal Request for Proposals process, as necessary, to acquire applicable programs or systems from vendors to meet the identified needs of assigned customer
Coordinate vendor contracts to provide computer programs and systems for the applications of assigned customer departments; coordinate activities between the vendor and the County; oversee product delivery and installation.

4. Prepare or acquire documentation for customer department applications programs and systems; and train personnel of the user departments.

5. Perform product implementation and conversion and solve problems that may arise from the project.

6. Prepare post implementation evaluation reports and maintain status reports.

7. Analyze, diagnose and where appropriate correct or coordinate the correction of problems with new or existing computer applications programs.

8. Write computer programs for customer department applications, including batch and utility programs; modify the configuration of new or existing programs; and write programs to improve or correct problems with new or existing programs.

9. Explain and interpret MIS policies and programs to management and staff of customer departments.

10. Update data base file of work requests.

11. Provide cost estimates when required for software changes and equipment acquisitions.

12. Analyze work requests for completeness.

13. Periodically disconnect and relocate personal computers and associated equipment.

14. Analyze a department's data communication needs; recommend and implement an optimal solution to identified needs.

15. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

16. Perform related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Programmer Analyst:

Knowledge of: Principles and practices of systems and procedures analysis and design; principles and practices of office automation and telecommunications; capabilities and limitations of computer hardware and software; network concepts, operations and software; common system software as
used in the Agency; personal computer operating system software and configuration; principles and 
practices of programming in common business application languages; principles of organization and 
management; modern office procedures, methods and computer equipment; common word 
processing and spreadsheet software for personal computers.

Ability to: Perform technical systems work and programming; on a continuous basis, know and 
understand all aspects of the job; intermittently analyze work papers, reports and special projects; 
identify and interpret technical and numerical information; observe and problem solve operational 
and technical policy and procedures; on a continuous basis, sit at desk and in meetings for long 
periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping 
and fine manipulation; use telephone and write or use a keyboard to communicate through written 
means; and lift or carry weight of 25 pounds or less; understand and apply technical documentation 
and material; interpret technical documentation for non-technical users; maintain the confidentiality 
of information; understand and follow written and oral instructions; organize and manage multiple 
priorities and tasks; apply diverse technical knowledge to solve problems with systems of user 
departments; diagnose problems with applications, communications and operating systems and 
initiate corrective action; analyze and prepare technical reports; read and comprehend technical 
reports and diagrams; work with various cultural and ethnic groups in a tactful and effective manner; 
communicate clearly and concisely, both orally and in writing; establish and maintain effective 
working relationships with those contacted in the course of work.

Senior Programmer Analyst – In addition to the qualifications for Programmer Analyst:

Ability to: Perform the more complex technical systems work and programming; understand and 
follow written and oral instructions in an independent manner; diagnose the more complex problems 
with applications, communications and operating systems and initiate corrective action.

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.

Programmer Analyst:

Education:

Equivalent to an Bachelor's Degree from an accredited college with major course work in computer 
science, data processing, or a related field.

Experience:

Two (2) years of progressively responsible systems analysis and design and programming 
experience.

License and Certification:
Senior Programmer Analyst:

Education:
Equivalent to an Bachelor's Degree from an accredited college with major course work in computer science, data processing, or a related field.

Experience:
Four (4) years of progressively responsible systems analysis and design and programming experience.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To perform entry to moderate professional planning work involving project planning, urban design, housing, architecture, master planning, or transportation studies; to perform professional planning duties in the preparation and review of plans and other documents relating to land use, environmental protection, economic development and related topics; to administer applicable local ordinances and State and Federal statutes; and to perform related duties as required.

DISTINGUISHING FEATURES

Assistant Planner - This is the entry level class in the Planner series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series, including the preparation of maps, charts, graphics, and plans and presentation of survey results. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Associate Planner - This is the full journey level class within the Planner series. This class is distinguished from the Assistant Planner by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

This class is distinguished from the Senior Planner in that the latter exercises technical and functional supervision over professional, technical and clerical staff and performs the most difficult and complex professional planning work.

SUPERVISION EXERCISED

Assistant Planner

Receipts general supervision from a higher level planning staff member and progresses to direction with training and experience. May receive technical or functional supervision from higher level professional planning staff.

Associate Planner

Receipts direction from a higher level planning staff member.

May exercise technical supervision over Assistant Planner.
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. When assigned, evaluate public and private development project applications for variances, conditional use permits, subdivision approval, design review, lot line adjustments, etc. for conformance to zoning, environmental and other legal requirements; process applications from submittal through construction, making recommendations regarding conditions, approval or denial; conduct field review as necessary to assure compliance with approval conditions.

2. Participate in the production of major planning documents, environmental documents and specialized plans such as area specific plans.

3. Conduct environmental assessment of public and private projects prior to project review; make recommendations regarding mitigation measures or negative declarations; and perform research, review or field surveys related to Environmental Impact Reports; may assist in drafting such reports.

4. Prepare planning and urban design data, graphic images and graphic studies of transportation, population, traffic, land use, street systems and/or other elements of planning and urban development; prepare such materials for publications and presentations required by various aspects of the Agency's programs.

5. Prepare graphic illustrations of maps, charts and other graphic presentations in physical design, coordinating the completion of these activities with the assigned supervisor.

6. Correlate and tabulate statistical data in the form of graphs, charts and maps; prepare maps for use in the development of master plans and development frameworks.

7. Collect and assemble data, maps and field investigations for use in planning studies and presentations.

8. Conduct studies and write reports on specifically assigned problems in the fields of zoning, subdivisions, park and recreational areas, population and ethnological movement, traffic and transportation, urban renewal, redevelopment and/or related matters.

9. Prepare routine applications for planning decisions to be submitted to various agencies.

10. Perform original research and development work on Agency planning and urban design efforts.

11. Conduct research and data-gathering activities to project physical and social profiles of existing or proposed redevelopment areas.

12. Participate in inter-disciplinary project team meetings for preparation of detailed plans for
Title: Associate Planner (OCII)  
Job Code: O730

13. Participate in community meetings or work with citizen groups to interpret the Agency's program and technical planning/design issues related to a given project.

14. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

15. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Assistant Planner

Knowledge of: Principles and practices of land use planning and development; principles and practices of environmental planning and administration of environmental policies; general practices of redevelopment, urban planning/design and urban revitalization; modern office procedures, methods and computer equipment; English usage, spelling, grammar and punctuation; arithmetic, basic statistics and mathematical calculations.

Ability to: Contribute to the preparation of planning or architectural reports and studies related to new or existing redevelopment projects; on a continuous basis sit at desk for long periods of time; intermittently stand for long periods of time; twist and reach office equipment; write and use keyboard to communicate through written means; lift or carry weight of 10 pounds or less; on a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe planning activities and problem solve when appropriate; understand, interpret and explain applicable ordinances and statutes and Agency policies and procedures; visually differentiate between colors on land use maps; compile, analyze and evaluate technical, statistical and economic information; read and interpret maps and legal property descriptions; communicate effectively both orally and in writing; make effective and persuasive oral presentations; prepare maps, charts, tables, and graphs for publications or presentations; analyze data and prepare technical reports; use word processing and spreadsheet software to prepare reports, financial analyses, and statistics; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective work relationships with those contacted in the performance of required duties.

Associate Planner - In addition to qualifications required for Assistant Planner:

Knowledge of: Redevelopment projects; practices of large project planning teams working on complex projects; moderately complex planning and research techniques.

Ability to: Make analytical judgments regarding development of planning or architectural planning data collected, processed and evaluated in connection with diverse assignments; on a continuous basis sit at desk for long periods of time; intermittently stand for long periods of time; twist and reach office equipment; write and use keyboard to communicate through written means; lift or carry weight of 10 pounds or less; on a continuous basis, know and understand all aspects of the job;
Title: Associate Planner (OCII)
Job Code: O730

Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe planning activities and problem solve when appropriate; understand, interpret and explain applicable ordinances and statutes and Agency policies and procedures; visually differentiate between colors on land use maps; independently compile, analyze and evaluate technical, statistical and economic information; read and interpret maps and legal property descriptions; read and interpret applicable laws and regulations; assume full responsibility for moderately complex planning and programming, special planning or urban design reports and studies related to new or existing redevelopment projects; interpret the Agency's program and technical planning/design urban issues to individual citizens or in community meetings; possess strong writing and analytical skills with the ability to prepare reports, proposals and written materials of an analytical, technical and evaluative nature; perform urban design work.

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.

Assistant Planner:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university in urban planning or a closely related field.

Experience:

One to two years urban planning experience is preferable.

License and Certification:

Associate Planner:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university in urban planning or a closely related field. A Master's degree in an area of planning specialization is desirable.

Experience:

Four (4) years in city planning or a closely related field. Redevelopment experience is desirable.

License and Certification:
Title: Associate Planner (OCII)
Job Code: O730

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Harbormaster (OCII)  
Job Code: O740

INTRODUCTION

To plan, organize, and direct the activities of the South Beach Harbor within the Community Services Division; to coordinate section activities with other divisions or departments; to plan and develop a quality Harbor program with a high degree of independence; to provide highly responsible technical support to the Community Services Manager; and to perform related duties as required.

DISTINGUISHING FEATURES

This Section Head level recognizes positions that provide full second-line, direct supervision to employees within a work section and/or assumes substantive and significant programmatic responsibility in a defined area or specialty.

SUPERVISION EXERCISED

Receives general direction from the Community Services Manager.

Exercises supervision over supervisory, technical and clerical staff.

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. Recommend and implement section goals and objectives; establish performance standards and methods for the South Beach Harbor; develop and implement policies and procedures.

2. Plan, develop and oversee the work of staff involved in all Harbor operations, maintenance and security.

3. Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

4. Direct and assist in the development of the berth marketing program; oversee and make berth assignments; supervise and assure proper completion of rental agreements; supervise the collection of necessary fees.

5. Supervise and maintain waiting list of prospective boaters; direct and participate in the preparation of weekly reports on occupied and vacant berths; oversee and maintain cross-indexed files of boats and boat-owner information.

6. Evaluate and recommend plans for harbor development and improvement; develop and recommend policies and procedures for carrying out an efficient and effective harbor program.

7. Plan, budget, and supervise maintenance and repair work and ensure conformance with standards; prepare budgetary requirements and justification for material, supplies and
equipment.

8. Supervise and participate in the development of maintenance and operation guides and security manuals for the Harbor; oversee and participate in the check of crafts moored in berths to ensure that they are properly secured; ensure that only authorized renters are utilizing the facilities.

9. Oversee and participate in ensuring security and safety of harbor facilities, the public and the vessels berthing within or visiting the harbor.

10. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for the Harbor budget; monitor and control expenditures.

11. Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline and termination procedures as necessary.

12. Confer with and advise tenants on the Harbor and facilities, including safe boating practices, tides, currents and weather conditions.

13. Direct and participate in the maintenance of daily logs of weather conditions, work performed and significant incidents; maintain liaison with the U.S. Coast Guard and local law enforcement agencies.

14. Coordinate the activities of special boating events, regattas and races held at the Harbor.

15. Manage special projects as assigned by executive management.

16. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

17. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

18. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Operation and maintenance of marina equipment and facilities; equipment, tools and materials used in parks and grounds maintenance; principles of supervision, training and performance evaluations; principles of general business management and public administration; pertinent local, State and Federal rules, regulations and laws pertaining to the use and operation of small craft and marina facilities; characteristics and capabilities of small craft; boat documentation and registration procedures; rules of the road and standard weather signals; principles and practices of work safety; small craft nautical technology; vessel handling, piloting, and seamanship skills; principles of budget monitoring and forecasting; contract administration procedures; modern office
Title: Harbormaster (OCII)
Job Code: O740

Ability to: Organize, implement, supervise and direct Harbor operations/activities; on a continuous basis, know and understand harbor operations and observe safety rules. Intermittently analyze problem equipment; identify safety hazards; locate equipment and reports; interpret policies and assignments; remember harbor operations; supervise and administer the Harbor's operations on a daily basis; interpret and explain pertinent Agency and Harbor policies and procedures; supervise, train, develop, and evaluate assigned staff; work effectively with a wide range of hand tools on occasion, familiarity with the use of such materials as sealants, adhesives, fillers, wood, steel, aluminum and plastics; deal courteously and effectively with customers, visiting boaters, public officials, and the general public; operate small power boats; carry out rescue techniques; work on weekends and some evenings; work may involve periods of exposure to inclement weather; communicate effectively both orally and in writing; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective work relationships with those contacted in the course of work; intermittently, sit while completing work papers and reports; walk, stand, bend, squat, climb, kneel, twist and reach while operating equipment and performing various harbor activities; perform simple and power grasping, pushing, pulling, and fine manipulation; hear and see with sufficient acuity to identify harbor maintenance and safety issues and provide service and repair; distinguish colors used in paints, wiring, lights, and identification labels; and lift or carry weight of 50 pounds or more.

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.

Education:
Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business and public administration or a related field.

Experience:
Four (4) years of increasingly responsible experience in the maintenance and operation of marina facilities, including two years in a supervisory capacity.

License and Certification:
Possession of, or ability to obtain, a valid California driver's license.
Possession of a F.C.C. restricted radio operators license.

SUPPLEMENTAL INFORMATION
Title: Harbormaster (OCII)
Job Code: O740

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
Title: Accountant II (OCII)
Job Code: O775

INTRODUCTION

To perform responsible accounting and auditing work; to engage in routine and moderately complex
accounting, cashiering, and bookkeeping activities; to make routine contacts with other staff
members and the public on fiscal and accounting matters; to gather, prepare, and maintain
fiscal/accounting records and reports; and to perform related duties as assigned.

DISTINGUISHING FEATURES

Accountant I - This is the entry level class in the professional accounting series. This class is
distinguished from the Accountant II series by the former's performance of the more routine tasks
and duties assigned to positions within this series. Employees at this level are not expected to
perform with the same independence of direction and judgement on matters related to established
procedures and guidelines as are positions allocated to the II level. Since this class is typically used
as a training class, employees may have only limited or no directly related work experience. This
class may also be used as an entry class to the professional accounting series for para-professional
employees with extensive experience as accounting clerical. Employees work under immediate
supervision while learning job tasks.

Accountant II - This is the full journey level class within the professional accounting series. This
class is distinguished from the Accountant I by the assignment of the full range of duties. Employees
at this level receive only occasional instruction or assistance as new or unusual situations arise and
they are fully aware of the operating procedures and policies within the work unit. Positions in this
class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION EXERCISED

Accountant I - Receives general supervision from the Finance Manager and other higher level
professional accounting positions.

Accountant II - Receives direction from the Finance Manager and other higher level professional
accounting positions.

May exercise technical supervision over lower level professional accountants, technical and clerical
staff.

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. Perform a variety of routine and moderately complex professional accounting duties as
assigned.

2. Analyze Agency transactions; prepare and review ledgers and journal entries; balance and
maintain complex accounting records such as trusts, funds, and claims; create and adequately
Title: Accountant II (OCII)
Job Code: 0775

post documented journal entries to record transactions as appropriate.

3. Post or supervise the posting of general ledger accounts from subsidiary ledgers; prepare trial balances, reconciliations and work sheets; prepare financial reports and statements; verify, reconcile and adjust inventories.

4. Review documents authorizing expenditures from various funds for conformance with existing legal and procedural requirements; verify and process accounts payable for posting and payment; adjust and maintain contract and purchase order encumbrances as necessary.

5. Maintain accurate tenant and harbor accounting records; process monthly invoices, reconciling general ledger to source documents as appropriate.

6. Service mortgage loans; monitor insurance policies and tax payment due dates to safeguard Agency interest in real property; submit tax and insurance billings for timely payment; adjust impound billing amounts and correspond with borrowers as necessary; write collection letters on delinquent balances; coordinate with other divisions and outside trustees on foreclosure action; comply with bankruptcy court instructions.

7. Monitor the administration of all Agency contracts; review insurance requirements and submission; facilitate communication between Agency managers and contractors.

8. Analyze, compute and enter pay changes; balance and process biweekly payrolls.

9. Create and maintain payroll system deductions, benefits and accruals as required in accordance with Agency personnel policy; maintain the payroll journal entry for accurate ledger distribution.

10. Expedite payment processing of tax withholdings and other employee deductions; process reporting to California State PERS of biweekly contributions to plan; reconcile Agency records to PERS records; reconcile and process employee benefit payments.

11. Code documents for proper account distribution in the general ledger.

12. Assist with cash management function by maintaining daily cash records for a variety of cash accounts.

13. Analyze General Ledger balances periodically to assure audit readiness; prepare additional audit schedules as required.

14. Maintain, work with and assist with troubleshooting various programs on financial computer system as necessary in the course of ongoing duties.

15. Prepare deposits; reconcile bank accounts to general ledger balances.

Title: Accountant II (OCII)
Job Code: O775

17. Assist other accountants as necessary.

18. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

19. Perform related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Accountant I

Knowledge of: Modern accounting principle and practices, particularly as they apply to governmental accounting; application and operation of computerized accounting systems and spreadsheets, using common accounting and spreadsheet software; auditing principles and techniques; modern office techniques and methods.

Ability to: Prepare and maintain the full range of standard accounting records and reports; an a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and solve problems of operational and technical policy and procedures; on a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less; analyze accounts, make adjusting entries and prepare ordinary account statements and reports; analyze complex data, identify discrepancies, develop accurate and concise summaries and tables and draw logical and appropriate conclusions; learn to assist in the maintenance of existing financial and accounting computer systems and software; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing; establish and maintain positive working relationships with co-workers, other Agency employees and the public.

Accountant II - In addition to the knowledge, skills and abilities required for the Accountant I:

Knowledge of: Apply generally accepted accounting principles and techniques to practical accounting, auditing and financial problems; agency rules and regulations relative to fiscal and accounting operations.

Ability to: Analyze accounts, make adjusting entries, and prepare relatively complex accounting statements and reports; independently carry out accounting and auditing work of some complexity and assist in the development, installation and maintenance of accounting systems; create reports, schedules and supporting documents; correspond with outside contracts (banking institutions, government agencies, auditors) regarding Agency transactions, reports or problem solving.
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.

Accountant I:

Education:
Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting or a related field.

Experience:
One (1) year of progressively responsible accounting and auditing experience, or an equivalent combination of training and experience.

License and Certification:

Accountant II:

Education:
Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting or a related field.

Experience:
Three (3) years of progressively responsible accounting and auditing experience, or an equivalent combination of training and experience.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
Title: Accountant II (OCII)
Job Code: O775

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To plan, organize, and supervise maintenance, repair and security operations within the South Beach Harbor; to manage the Harbor in the absence of the Harbormaster; to perform a variety of technical tasks relative to assigned area of responsibility; and to perform related duties as required.

DISTINGUISHING FEATURES

This Supervisory level recognizes positions that perform full first-line supervisory responsibilities including planning, assigning, and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

Incumbents in the class of Assistant Harbormaster may be required to work on weekends and some nights and the work may involve periods of exposure to inclement weather.

SUPERVISION EXERCISED

Receives general direction from the Harbormaster.

Exercises supervision over technical and clerical staff.

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. Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for repair, maintenance and security activities at the Harbor; implement policies and procedures.

2. Plan, prioritize, assign, supervise and review the work of staff involved in maintenance and security at the Harbor; specifically, the performance of routine, preventive, troubleshooting and safety related maintenance, repair, replacement and minor improvement on all Harbor facilities including pier floats, pilings, breakwater, buildings, equipment, tools, public facilities, landscaping, walkways, parking lots, vehicles, the Harbor's work boat and utility services.

3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

4. Inspect Harbor facilities for damage and hazardous conditions; train, plan, assign and supervise personnel engaged in harbor operations, maintenance and security; ensure security and safety of harbor facilities, the public and the vessels berthing within or visiting the harbor.

5. Assist the Harbormaster in a variety of activities including in the development of the berth marketing program; recommending plans for harbor development and improvement; plan, budget, and supervise the maintenance and repair work; and ensure conformance with
standards.

6. Plan, administer and supervise contracts and contractors in the performance of assigned Harbor maintenance, repair and security work.

7. Crew and pilot Harbor work boat for maintenance and vessel assistance purposes; may participate in rescue operations.

8. Assign berths, execute berthing licenses; receive cash and make appropriate bookkeeping entries either manually or electronically; answer a wide variety of inquiries and complaints; explain policies and procedures and answer telephone calls when on duty in the Harbor Office.

9. Assist in providing Harbor security to prevent theft or damage to property or injury to persons.

10. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for maintenance and security; monitor and control expenditures.

11. Participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

12. Respond to customers' questions and their needs for assistance in a professional and cooperative manner; advise tenants on boating safety; operate a marine VHF radio in coordinating routine vessel assistance and emergency response.

13. Review and assist in the development of maintenance and operation guides and security manuals for the Harbor; check crafts moored in berths to ensure that they are properly secured; ensure that only authorized renters are utilizing the facilities.

14. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

15. Maintain daily logs of weather conditions, work performed and significant incidents; maintain liaison with the U.S. Coast Guard and local law enforcement agencies.

16. Assist in coordinating activities of special boating events, regattas and races held at the Harbor.

17. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

18. Perform related duties as required.
Title: Assistant Harbormaster (OCII)
Job Code: O790

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Operation and maintenance of marina equipment and facilities; Federal, State and local laws pertaining to the use and operation of small boats and marina facilities; generally accepted nautical practice and tradition; characteristics and capabilities of small craft; boat documentation and registration procedures; small craft nautical technology; vessel handling, piloting, and seamanship skills; nautical vocabulary; rules of the road and standard weather signals; basic contract administration procedures; principles of supervision, training and performance evaluations; principles of budget monitoring; principles and practices of work safety.

Ability to: Organize, implement and supervise the Harbor's maintenance and security operations/activities; on a continuous basis, know and understand harbor maintenance and operations; observe safety rules; analyze problem equipment; identify safety hazards; locate equipment and tools; interpret work orders; remember equipment and tool location; remember employee performance. Intermittently, sit while completing forms or report or operating a piece of equipment; stand, walk, bend, squat, climb, kneel, twist and reach when inspecting harbor; perform simple and power grasping, pushing, pulling and fine manipulation; swim and work in the water while suitably protected; physical strength and stamina; and lift or carry weight of up to 100 pounds; problem solve and work creatively; work effectively with a wide range of hand tools and a familiarity with the use of materials, such as sealants, adhesives, fillers, wood, steel, aluminum and plastics; supervise, train, develop, and evaluate assigned staff; carry out rescue techniques; work on weekends and some evenings; work may involve periods of exposure to inclement weather; communicate clearly and concisely, both orally and in writing; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective work relationships with those contacted in the performance of required duties.

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.

Education:
Graduation from high-school with experience in boat yard construction carpentry, wielding, plumbing, electrical work, boat building, and/or rigging is highly desirable.

Experience:
Three (3) years of increasingly responsible experience in the maintenance and operation of marina facilities, including one year in a supervisory capacity. Requires a strong background in boating.
Title: Assistant Harbormaster (OCII)
Job Code: O790

License and Certification:
Possession of, or ability to obtain, a valid California driver's license.
Possession of a F.C.C. restricted radio operators license.
Possession of a Pest Control Advisor License.
Possession of, or ability to obtain, a valid P.A.D.I certified for diving with tanks.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:
AMENDED DATE:
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
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Accountant I (OCII)
Job Code: O820

INTRODUCTION

To perform responsible accounting and auditing work; to engage in routine and moderately complex accounting, cashiering, and bookkeeping activities; to make routine contacts with other staff members and the public on fiscal and accounting matters; to gather, prepare, and maintain fiscal/accounting records and reports; and to perform related duties as assigned.

DISTINGUISHING FEATURES

Accountant I - This is the entry level class in the professional accounting series. This class is distinguished from the Accountant II series by the former's performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. This class may also be used as an entry class to the professional accounting series for para-professional employees with extensive experience as accounting clerical. Employees work under immediate supervision while learning job tasks.

Accountant II - This is the full journey level class within the professional accounting series. This class is distinguished from the Accountant I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION EXERCISED

Accountant I - Receives general supervision from the Finance Manager and other higher level professional accounting positions.

Accountant II - Receives direction from the Finance Manager and other higher level professional accounting positions.

May exercise technical supervision over lower level professional accountants, technical and clerical staff.

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. Perform a variety of routine and moderately complex professional accounting duties as assigned.

2. Analyze Agency transactions; prepare and review ledgers and journal entries; balance and maintain complex accounting records such as trusts, funds, and claims; create and adequately
post documented journal entries to record transactions as appropriate.

3. Post or supervise the posting of general ledger accounts from subsidiary ledgers; prepare trial balances, reconciliations and work sheets; prepare financial reports and statements; verify, reconcile and adjust inventories.

4. Review documents authorizing expenditures from various funds for conformance with existing legal and procedural requirements; verify and process accounts payable for posting and payment; adjust and maintain contract and purchase order encumbrances as necessary.

5. Maintain accurate tenant and harbor accounting records; process monthly invoices, reconciling general ledger to source documents as appropriate.

6. Service mortgage loans; monitor insurance policies and tax payment due dates to safeguard Agency interest in real property; submit tax and insurance billings for timely payment; adjust impound billing amounts and correspond with borrowers as necessary; write collection letters on delinquent balances; coordinate with other divisions and outside trustees on foreclosure action; comply with bankruptcy court instructions.

7. Monitor the administration of all Agency contracts; review insurance requirements and submission; facilitate communication between Agency managers and contractors.

8. Analyze, compute and enter pay changes; balance and process biweekly payrolls.

9. Create and maintain payroll system deductions, benefits and accruals as required in accordance with Agency personnel policy; maintain the payroll journal entry for accurate ledger distribution.

10. Expedite payment processing of tax withholdings and other employee deductions; process reporting to California State PERS of biweekly contributions to plan; reconcile Agency records to PERS records; reconcile and process employee benefit payments.

11. Code documents for proper account distribution in the general ledger.

12. Assist with cash management function by maintaining daily cash records for a variety of cash accounts.

13. Analyze General Ledger balances periodically to assure audit readiness; prepare additional audit schedules as required.

14. Maintain, work with and assist with troubleshooting various programs on financial computer system as necessary in the course of ongoing duties.

15. Prepare deposits; reconcile bank accounts to general ledger balances.

Title: Accountant I (OCII)
Job Code: O820

17. Assist other accountants as necessary.

18. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

19. Perform related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Accountant I

Knowledge of: Modern accounting principle and practices, particularly as they apply to governmental accounting; application and operation of computerized accounting systems and spreadsheets, using common accounting and spreadsheet software; auditing principles and techniques; modern office techniques and methods.

Ability to: Prepare and maintain the full range of standard accounting records and reports; an a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and solve problems of operational and technical policy and procedures; on a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds of less; analyze accounts, make adjusting entries and prepare ordinary account statements and reports; analyze complex data, identify discrepancies, develop accurate and concise summaries and tables and draw logical and appropriate conclusions; learn to assist in the maintenance of existing financial and accounting computer systems and software; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing; establish and maintain positive working relationships with co-workers, other Agency employees and the public.

Accountant II - In addition to the knowledge, skills and abilities required for the Accountant I:

Knowledge of: Apply generally accepted accounting principles and techniques to practical accounting, auditing and financial problems; agency rules and regulations relative to fiscal and accounting operations.

Ability to: Analyze accounts, make adjusting entries, and prepare relatively complex accounting statements and reports; independently carry out accounting and auditing work of some complexity and assist in the development, installation and maintenance of accounting systems; create reports, schedules and supporting documents; correspond with outside contracts (banking institutions, government agencies, auditors) regarding Agency transactions, reports or problem solving.
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.

Accountant I:

Education:
Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting or a related field.

Experience:
One (1) year of progressively responsible accounting and auditing experience, or an equivalent combination of training and experience.

License and Certification:

Accountant II:

Education:
Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting or a related field.

Experience:
Three (3) years of progressively responsible accounting and auditing experience, or an equivalent combination of training and experience.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
Title: Accountant I (OCII)
Job Code: O820

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
INTRODUCTION

To perform routine maintenance and repair to the South Beach Harbor; to patrol and guard the Harbor area; to prevent thefts, trespassing and vandalism; and to perform related duties as required.

DISTINGUISHING FEATURES

This is the full journey level class within the Harbor Attendant series. Employees within this class are distinguished from the Harbor Security Guard by the performance of the full range of maintenance duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Harbor Attendant in that the latter may act in a lead capacity and performs specialized maintenance duties including underwater maintenance with scuba tanks.

SUPERVISION EXERCISED

Receives general supervision from Assistant Harbormaster. May also receive technical and functional supervision from the Senior Harbor Attendant.

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. Perform routine preventative and trouble-shooting maintenance, repair, replacement, and minor improvements on all Harbor facilities including pier floats, pilings, breakwater structures, buildings, lavatories, landscaping, walkways, parking lots, equipment, tools, vehicles, Harbor work boat and utility service.

2. Maintain Harbor grounds appearance by performing maintenance on landscaped and planted areas; ensure that all grounds are free of trash and debris; maintain restrooms in clean and working order.

3. Assist in providing Harbor security to prevent theft or damage to property or injury to persons; remain alert for threats to Harbor security and violation of Harbor rules; and take appropriate action as established by standard Harbor operation procedures.

4. Correct any substandard situation or safety hazard as required; keep inventory of supplies needed for everyday maintenance; replace crucially needed light bulbs, lavatory or similar supplies as required.

5. Call in assistance by Harbormaster, on call maintenance staff, police and fire departments, medical teams, and U.S. Coast Guard as appropriate, and coordinate activities with these
Title: Harbor Attendant (OCII)
Job Code: O840

people or units.

6. Monitor the marine VHF radio and respond using correct radio procedure as directed by established harbor procedures.

7. Respond to request for information; provide good customer service and public relations in a friendly and cooperative manner.

8. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

9. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Nautical vocabulary, traditions and procedures; landscape maintenance techniques and practices; basic electrical, mechanical, plumbing, landscaping and construction techniques for repair and maintenance; marine radio procedures, codes and etiquette; seamanship, mooring procedures and boat handling for various sizes and types of vehicles.

Ability to: Perform a wide variety of maintenance, repair and security for the Harbor; on a continuous basis, know and understand harbor maintenance and operations; observe safety rules; analyze problem equipment; identify safety hazards; locate equipment and tools; interpret work orders; remember equipment and tool location; remember how to work with various materials and tools; intermittently, sit while completing forms or report or operating a piece of equipment; stand, walk, bend, squat, climb, kneel, twist and reach when inspecting harbor; perform simple and power grasping, pushing, pulling and fine manipulation; swim and work in the water while suitably protected; physical strength and stamina; and lift or carry weight of up to 100 pounds; operate a wide variety of hand and power tools; operate and maintain all Harbor vehicles and boats; use of various adhesives, chemicals, solvents and sealants and familiarity with the use of materials such as steel, wood, aluminum and concrete; exercise good judgment in making routine and emergency decisions in accordance with regulations and Harbor policies and procedures; meet and deal effectively and courteously with customers, visiting boaters and general public; work on weekends and some nights; work may involve long periods of exposure to inclement weather; communicate clearly and concisely, both orally and in writing; understand and follow written and oral instructions; establish and maintain effective working relationships with those contacted in the course of work.

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.

Education:

Graduation from high school with experience in boat yard construction.
Title: Harbor Attendant (OCII)
Job Code: O840

Experience:
Two (2) years of responsible experience in the maintenance of a marina or similar facilities. Experience in carpentry, plumbing, electrical work, welding, boat building and/or rigging is desirable.

License and Certification:
Possession of, or ability to obtain, a valid California driver's license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To perform a wide variety of highly specialized records processing and index compilation for the Agency's centralized microfilm records and storage system; to monitor, operate and maintain microfilm equipment; to research and retrieve a wide variety of documents and information from the centralized files for the Records and Information Supervisor, Agency staff, other governmental agencies and the general public; and to performed related duties as required.

DISTINGUISHING FEATURES

Records Specialist I - This is the entry level class in the Records Specialist series. This class is distinguished from the Records Specialist II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Records Specialist II level. Since this class is typically used as a training class, employees may have only limited, or no directly related, records work experience. Employees work under immediate supervision while learning job tasks.

Records Specialist II - This is the full journey level class within the Records Specialist series. This class is distinguished from the Records Specialist I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION EXERCISED

Records Specialist I

Receives immediate supervision from the Records and Information Supervisor. May receive functional or technical supervision from the Records Specialist II.

Records Specialist II

Receives general supervision from the Records and Information Supervisor.

May exercise functional or technical supervision over the Records Specialist I.

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. Plan and assign work projects; monitor, review and coordinate all work in progress to assure correctness and conformance with existing records system formats and procedures; provide Supervisor with ongoing status reports.
Title: Records Specialist II (OCII)
Job Code: O855

2. Participate and organize a wide variety of Agency records prior to microfilm conversion, exercising considerable judgment and knowledge of applicable records system formats and procedures.

3. Perform a wide variety of complex records research and retrievals for index compilation in response to requests by the Records and Information Supervisor, Agency staff, the general public and government agencies.

4. Review and resolve day-to-day processing problems encountered by Records staff, advising of changes or additions to system formats and procedures.

5. Compile and update storage and microfilm indexing records and reports; prepare file summaries and outlines.

6. May operate a computer work station and a variety of microfilm equipment; may train new personnel in use of Agency's centralized records system and equipment operation.

7. May explain records policies, procedures and systems to staff Agency-wide.

8. May assist the Records and Information Supervisor with the review and evaluation of system formats and procedures, file analysis, storage audits.

9. Type and perform data entry for records indexing, log sheets and microfilm index labels.

10. Sort, code, log and process daily incoming mail for distribution throughout the Agency; maintain detailed routing lists for publications.

11. Review incoming and outgoing correspondence logs Agency-wide for correctness of information and format prior to computer entry.

12. May initiate or approve requisitions for supplies and materials necessary for microfilm and office operations; perform general maintenance and place service calls for equipment breakdowns; maintain inventory of microfilm and office supplies.

13. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

14. Perform related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Records Specialist I

Knowledge of: English usage, spelling, grammar and punctuation; office methods including filing systems and equipment including specialized equipment as required; modern office procedures, methods and computer equipment.

Ability to: Understand and apply the organization, procedures and operating details to the
records program; on a continuous basis, mentally analyze assignments received, differentiate between two or three sets of information, identify and interpret general department information, know Agency procedures, observe correct filing, problem solve equipment failure, remember files and codes, understand role in records area, explain policies to other staff; on a continuous basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, climb, kneel or twist when retrieving or returning files and documents; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and occasionally lift or carry weight of 50 pounds or less; aptitude for detailed work, accuracy and thoroughness; exercise tact and good judgment in dealing with Agency staff and the general public; maintain confidentiality of records; perform routine clerical work including maintenance of appropriate records; verify and check files and data; understand and carry out oral and written directions; perform simple mathematical calculations; operate assigned office and division equipment and machines in a safe and effective manner; type accurately at a rate sufficient to successfully perform assigned duties; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.

Records Specialist II – In addition to the qualifications for Records Specialist I:

Knowledge of: Centralized record keeping and retrieval system; research and organizational principles and procedures; organization, procedures and operating details of the Agency and how the Records Center organizes and archives the Agency’s information.

Ability to: Conceptually understand the organization and activities of the Agency in order to organize and summarize records information; on a continuous basis, analyze purpose and contents of files; differentiate between two or three sets of information, identify types of records; interpret record formats; know coding and indexing procedures; observe work in progress; remember file formats and codes; understand file contents; explain processing procedures; analyze purpose and contents of files; on a continuous basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, climb, kneel or twist when retrieving or returning files and documents; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and occasionally lift or carry weight of 50 pounds or less; investigate, organize and summarize large quantities of diverse data; coordinate work assignments independently; communicate clearly and concisely, both orally and in writing; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.

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.
Title: Records Specialist II (OCII)
Job Code: O855

Records Specialist I:

Education:
Completion of the twelfth grade.

Experience:
Four years of progressively responsible and diversified clerical and record keeping experience, preferably including micrographic experience, or an equivalent combination of training and experience.

License and Certification:

Records Specialist II:

Education:
Completion of the twelfth grade.

Experience:
Six years of progressively responsible and diversified clerical and record keeping experience, including micrographic experience.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To perform moderate to difficult office and administrative support functions of a clerical nature; to interpret, carry out and enforce existing Agency methods and procedures in connection with office operations; make routine contacts with other division and Agency employees and the public; and to perform related duties as required.

DISTINGUISHING FEATURES

This is the advanced journey level of the Office Assistant series. Positions at this level are distinguished from the Office Assistant I and II classes by the level of responsibility assumed. Typically positions at this level work independently in the absence of direct supervision, often in a remote location. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Incumbents are typically assigned a unique and specialized set of responsibilities which set the position apart from the Office Assistant I and II class levels.

SUPERVISION EXERCISED

Receives direction from an assigned professional or supervisory position.

May provide technical supervision over other clerical 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. Type letters, reports and similar materials of moderate difficulty, frequently requiring the use of independent judgment.

2. Compile and condense technical and statistical data.

3. Input data, maintain records and files, assemble materials and information from various sources.

4. Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports.

5. Operate various office machines, including computer and specialized equipment.

6. Maintain detailed administrative records, reports and related materials.

7. Perform accounting functions related to ordering supplies, equipment and services; process vendor invoices.

8. Print and prepare documents for mailing and distribution including duplicating, collating and
Title: Senior Office Assistant (OCII)
Job Code: O860

9. May act as receptionist at a front counter or at a remote office location in answering telephones or greeting the public and providing routine information.

10. May sort and distribute mail; may maintain record of outgoing mail as required; prepare mass mailings.

11. May perform receptionist and switchboard relief work, as directed.

12. Pick up and deliver equipment and supplies; perform other errands as directed.

13. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

14. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: English usage, spelling, grammar and punctuation; office methods including filing systems and equipment including specialized equipment as required; organization, procedures and operating details of the Agency division to which assigned.

Ability to: Understand and implement the organization, procedures and operating details of the Agency division to which assigned; on a continuous basis, mentally analyze assignments received, differentiate between two or three sets of information, identify and interpret general department information, know, observe, problem solve, remember, understand, and explain; on a continuous basis, sit at a desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less; use word processing equipment and a variety of software applications; perform advanced clerical work including maintenance of appropriate records and preparation of general reports; verify and check files and data; understand and carry out oral and written directions; perform simple mathematical calculations; operate a variety of office equipment such as a calculator and typewriter; operate assigned office and division equipment and machines in a safe and effective manner; type accurately at a rate sufficient to successfully perform assigned duties; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

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.
Title: Senior Office Assistant (OCII)
Job Code: O860

Education:
Equivalent to the completion of the twelfth grade.

Experience:
Four years of increasingly responsible administrative office support experience.

License and Certification:
May need to possess a valid California driver's license as required by the position.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To perform moderately difficult office and administrative support functions of a clerical nature; to perform responsible clerical and bookkeeping functions requiring some independent judgment in handling South Beach Harbor office matters; to perform various data entry, tenant transaction, and customer service functions; to interpret, carry out and enforce existing Harbor methods and procedures in connection with office operations; to make routine contacts with other division and Agency employees and the public; and to perform related duties as required.

DISTINGUISHING FEATURES

This class is distinguished from other classes in the clerical group by its assignments of important and specialized duties in support of the South Beach Harbor office. The incumbent is supervised by the Harbor Office Supervisor and serves in that capacity in his/her absence. The incumbent performs such diverse functions as bookkeeping, clerical, public relations and general administrative support to the Harbor operation. The work schedule will typically include at least one weekend day each week.

SUPERVISION EXERCISED

Receives general supervision from the Harbor Office Supervisor.

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. Receive and process berth rental payments, key deposits and miscellaneous sale receipts; post cash receipts to accounts receivable ledgers; make corresponding computer data entries; balance cash; prepare deposits and reconcile accounts; answer customer billing inquiries.

2. Maintain a variety of clerical records pertaining to the operation of the Harbor including waiting lists, parking permits, payment coupons, mailing lists and purchase requisitions.

3. Type a wide variety of letters, reports, statements, memoranda and other material from copy or verbal instructions; may compose routine correspondence in accordance with standard practice and policies; perform word processing duties.

4. Assign berths; prepare licenses and amendments; calculate appropriate charges or credits; collect fees required and process related transactions.

5. Maintain detailed administrative records, reports and related materials.

6. Answer telephone and refer callers to appropriate persons; answer a wide variety of inquiries and complaints and arrange for investigation by appropriate Harbor staff, in accordance with generally accepted nautical practice and tradition; explain policies and procedures to
customers, potential customers, and the general public; promote the Harbor.

7. Operate Marine VHF radio to advise boaters and, in emergency situations, call in police, fire and U.S. Coast Guard assistance, as appropriate.

8. Operate various office machines, including computer and specialized equipment.

9. Pick up and deliver equipment and supplies; perform other errands as directed.

10. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

11. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Business English, spelling, arithmetic and bookkeeping principles and practices; principles of modern office operations and management; general clerical/secretarial, bookkeeping and data entry operation; rules regulations and departmental policies and procedures; office methods including filing systems and equipment including specialized equipment as required; nautical terminology and harbor operations.

Ability to: Understand and perform administrative and clerical tasks for the South Beach Harbor; on a continuous basis, mentally analyze assignments received, differentiate between two or three sets of information, identify and interpret general department information, know, observe, problem solve, remember, understand, explain, and count; on a continuous basis, sit at a desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less; perform advanced clerical work including maintenance of appropriate records and preparation of general reports; make sound work decisions in accordance with rules, regulations and departmental policies and procedure; maintain a wide variety of office records and reports of some complexity; operate Marine VHF radio to respond to calls to Harbor office or advise boaters and, in emergency situations, call for police, fire and/or U.S. Coast Guard Assistance; use word processing equipment and a variety of software applications; type accurately at a rate sufficient to successfully perform assigned duties; operate assigned office and division equipment and machines in a safe and effective manner; verify and check files and data; understand and carry out oral and written directions; perform simple mathematical calculations; deal courteously and effectively with customers, visiting boaters, other employees, public officials and the general public; communicate clearly and concisely, both orally and in writing; understand and follow written and oral instructions; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.

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.
Title: Harbor Office Assistant (OCII)
Job Code: O865

Education:
Completion of high school with courses in typing, bookkeeping, and other commercial subjects.

Experience:
Four (4) years of progressively responsible general clerical, bookkeeping and data entry operation experience; or an equivalent combination of training and experience.

License and Certification:
Possession of, or ability to obtain, a valid California driver's license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To patrol and guard the South Beach Small Boat Harbor (Harbor) area; to prevent theft, trespassing and vandalism; to perform minor miscellaneous and safety related maintenance duties; and to perform related duties as required.

DISTINGUISHING FEATURES

This is a full journey level class responsible for performing security at the Harbor and performing minor maintenance as needed. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Harbor Attendant series in that the latter primarily performs maintenance activities.

SUPERVISION EXERCISED

Receives direction from the Harbormaster and/or Assistant Harbormaster.

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. Patrol and guard Harbor property including all docks, parking areas, and public access areas in order to be visible to customers and the public; prevent theft or damage to property and injury to persons; determine whether or not the then current status of the Harbor meets established written standards.

2. Inspect Harbor facilities for damage and hazardous conditions; ensure security and safety of harbor facilities, the public and the vessels berthing within or visiting the harbor.

3. Correct any substandard situation with own actions such as asking people to modify their behavior and leave the premises; correct safety hazards including sweeping up and/or picking up debris on shore, on the piers, or in the accessible water; secure dangerously moored or damaged vessels; reset tripped circuit breakers; replace critically needed light bulbs or lavatory supplies; turn off water valves to isolate ruptured plumbing; re-secure loose dock box lids; secure any lost personal property.

4. Call in assistance of Harbormaster, on-call maintenance staff, police and fire departments, medical teams, and the U.S. Coast Guard as appropriate, and coordinate activities with these people or units.

5. Maintain a log of activities, Harbor status, and any unusual events; maintain log of conditions requiring attention by the next shift and/or the maintenance staff.
Title: Harbor Security Officer (OCII)
Job Code: O890

6. Monitor the marina VHF radio and respond using correct radio procedure as directed by established Harbor procedures.

7. Respond to requests for information and assign overnight berthing including handling key transactions as directed by written standards; provide good customer service and public relations in a friendly and cooperative manner.

8. Advise Harbormaster on methods and procedures to provide and improve Harbor security.

9. Perform minor miscellaneous and safety related maintenance and repair on Harbor facilities and equipment, as required.

10. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

11. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Operation and maintenance of marina equipment and facilities, including the use and operation of small boats and marina facilities; basic electrical, mechanical, plumbing, landscaping and construction techniques for repair and maintenance; harbor contracts, policies and regulations; marine radio procedures, codes and etiquette.

Ability to: Perform minor miscellaneous and safety related maintenance duties; on a continuous basis, know and understand harbor maintenance and operations; observe safety rules; analyze problem equipment; identify safety hazards; locate equipment and tools; interpret work orders; remember equipment and tool location; remember how to work with various materials and tools; intermittently, sit while completing forms or report or operating a piece of equipment; stand, walk, bend, squat, climb, kneel, twist and reach when inspecting harbor; perform simple and power grasping, pushing, pulling and fine manipulation; swim and work in the water while suitably protected; physical strength and stamina; and lift or carry weight of up to 100 pounds; operate a wide variety of hand and power tools; exercise good judgment in making routine and emergency decisions in accordance with regulations and Harbor policies and procedures; meet the physical requirements and stamina to enforce security regulations; operate small power boats; carry out rescue techniques; meet and deal effectively and courteously with customers, visiting boaters and general public; work long periods exposed to inclement weather; assist vessels in distress and act in other emergency situations; communicate clearly and concisely, both orally and in writing; understand and follow written and oral instructions’ work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.

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.
Title: Harbor Security Officer (OCII)
Job Code: O890

Education:
Graduation from a high school or equivalent.

Experience:
Two (2) years of increasingly responsible experience in security work, preferably in a marina facility.

License and Certification:
Possession of, or ability to obtain, a valid California driver's license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To perform a wide variety of general clerical and/or operational support duties in assigned division; to sort, log, and maintain records and other documents; to type forms, memoranda, correspondence and/or reports; to perform routine operation of specific equipment and according to standard procedures; and to perform related duties as required.

DISTINGUISHING FEATURES

Office Assistant I - This is the entry level class in the Office Assistant series. This class is distinguished from the II level in that routine and repetitive duties are performed according to established procedures and changes in procedures or exceptions to rules are explained in detail as they arise. This class may also be used as a training class for flexibly staffed positions. In the latter use, the incumbents of the class would lack a complete knowledge of unit procedures, precedents and operations, and not yet be able to perform the full range of duties assigned to the journey level without immediate supervision.

Office Assistant II - This is the journey level class in the Office Assistant series. Positions in this class are flexibly staffed and are typically filled by advancement from the Office Assistant I level, or, when filled from the outside, require designated knowledge and skills. Appointment to the Office Assistant II level require that the employee be performing the full range of duties for the class and meet the qualification standards for the class. An Office Assistant II is expected to perform assigned duties with occasional instruction or assistance, and work is normally reviewed only on completion.

SUPERVISION EXERCISED

Office Assistant I

Receives immediate supervision from assigned supervisory positions within an established framework of standard policies and procedures.

Office Assistant II

Receives general supervision from management, professional, technical or higher level clerical positions within a general framework of policies and procedures.

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. Perform general clerical duties related to assigned functional area and division.
2. Operate standard office equipment or designated specialized equipment.
3. Type, proofread and process a variety of documents including general correspondence,
memos and statistical charts from rough draft, dictaphone recordings or verbal instruction.

4. Act as receptionist and/or switchboard operator; greet, assist and direct visitors and staff members entering the Agency offices; notify the appropriate staff member when visitors have arrived; provide information on division and/or Agency policies and procedures as required.

5. Issue, receive, type and process various applications, licenses and other forms; process bills for fees; record payments and send delinquent notices when necessary; accept payment of fees; prepare and make bank deposits; maintain and process cash records.

6. Perform a wide variety of routine clerical work including filing, billing, checking and entering information on records; sort and file documents and records; maintain alphabetical, index and cross reference files as necessary.

7. Sort and log documents, records, correspondence and other material; distribute to appropriate designation as necessary.

8. Maintain records of telephone and switchboard equipment malfunctions; as directed, arrange with service vendor for repair work.

9. Accept packages upon delivery; notify appropriate division of pick-ups as appropriate.

10. Compile information and data for statistical and financial reports.

11. Prepare documents for mailing, including folding and stuffing envelopes.

12. Order office supplies; submit expense claims.

13. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

14. Perform related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Office Assistant I:

Knowledge of: English usage, spelling, grammar and punctuation; correct telephone manner and etiquette.

Ability to: Learn the organization, procedures and operating details of the Agency division to which assigned; intermittently review documents related to department operations; observe and identify problems related to duties; understand, interpret and explain department policies and procedures to the public and staff; on a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; occasionally run errands; lift or carry weight of 10 pounds or less; learn how to use
Title: Office Assistant I (OCII)  
Job Code: O895

word processing equipment; perform routine clerical work including maintenance of appropriate records and preparation of general reports; verify and check files and data; understand and carry out oral and written directions; perform simple mathematical calculations; operate a variety of office equipment such as a calculator and typewriter; type accurately at a rate sufficient to successfully perform assigned duties; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Office Assistant II - In addition to the minimum qualifications for Office Assistant I:

Knowledge of: Organization, procedures and operating details of the Agency division to which assigned; office operations and procedures.

Ability to: Operate assigned office and division equipment and machines in a safe and effective manner; intermittently review documents related to department operations; observe and identify problems related to duties; understand, interpret and explain department policies and procedures to the public and staff; on a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; occasionally run errands; lift or carry weight of 10 pounds or less; type accurately at 45 words per minute.

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.

Office Assistant I:

Education:

Equivalent to completion of the twelfth grade.

Experience:

Some clerical experience is desirable.

License and Certification:

Office Assistant II:

Education:

Equivalent to completion of the twelfth grade.
Title: Office Assistant I (OCII)
Job Code: O895

Experience:
Eighteen months to two years of experience performing duties comparable to that of an Office Assistant I for the San Francisco Redevelopment Agency.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
INTRODUCTION

To plan, organize, direct and review the activities and operations of the Human Resources and Central Records Divisions, including personnel, benefits, and labor relations; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex human resources support to executive management; and to perform related duties as required.

DISTINGUISHING FEATURES

The Manager level recognizes positions that provide full line and functional management responsibility for a division or program area within a department.

SUPERVISION EXERCISED

Receives administrative direction from the assigned Deputy Executive Director.

Exercises direct and indirect supervision over supervisory, professional, technical, and clerical staff.

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. Consult with and advise management, supervisory employees, other staff, and their representatives on interpretation, application, development and implementation of personnel and administrative policies, standards, procedures, and other related matters.

2. Direct, oversee and participate in the development of the division's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

3. Maintain working relationships with employee organizations; negotiate and administer union agreements; conduct meet and confer sessions; handle grievances and perform other related employee relations issues in a sensitive and professional manner.

4. Administer the salary and classification plan; conduct or supervise internal staff or consultants in the preparation of classification and salary studies; make recommendations on salary and classification issues to executive management for approval and/or submittal to the Agency Commission.

5. Administer the Agency's employee benefits programs; evaluate the Agency's benefit plans and make recommendations to executive management staff regarding changes and improvements in benefit coverage and cost containment.

6. Consult with and advise management staff on various human resources matters, including staffing, organization, recruitment, interview, selection, and placement; review and approve
all proposed personnel transactions in conformance with sound personnel practices.

7. Supervise and participate in the development and administration of the Human Resources Division budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

8. Select, train, motivate and evaluate personnel; provide or coordinate staff training and development; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division.

9. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

10. Administer ultimate authority over the Agency's record management system; ensure the preparation of documents and the maintenance of records.

11. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

12. Supervise, and participate in, as appropriate, such employee committees and activities as health, safety, training, work satisfaction and campaigns.


14. Manage and participate in special projects as assigned by executive management.

15. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

16. Perform related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Principles and techniques of public administration, particularly applicable to the fields of human resources and employee relations' principles of organization and management and human relations; collective bargaining and negotiation processes; pertinent State and Federal laws and regulations regarding human resource management, especially EEO; organizational, administrative, and management principles and practices; supervisory techniques, resource allocation, planning and budgeting

Ability to: Plan, manage and implement the administration and operations of the Human Resources Division; on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules; and explain and interpret policy; on a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach
equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; establish, evaluate and implement policies, procedures and controls related to Agency's human resources/labor relations; interpret, apply, and explain applicable Agency policies and State and Federal legislation related to human resource management; gain cooperation through discussion and persuasion; interpret and implement the Agency's management approach and philosophy; supervise, train, develop, and evaluate assigned staff; analyze and evaluate statistical data and reports related to human resource management/employee relations; negotiate agreement between differing individuals and groups of individuals; prepare a variety of complex analytical reports and documentation; represent the Agency under diverse circumstances and prepare and deliver oral presentations to small and large groups; analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation, or agreement of a plan, activity, and/or program idea; deal tactfully and effectively with employees and their representatives; formulate and express ideas concisely and clearly, both orally and in writing; interview and counsel employees; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business, public, or personnel administration or a related field.

Experience:

Eight (8) years of progressively responsible professional experience in the administration of human resource programs.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
Title: Human Resources Manager (OCII)  
Job Code: O965

ORIGINATION DATE:  
AMENDED DATE:  
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
INTRODUCTION

To perform difficult and complex professional level accounting and fiscal analysis work; direct and manage financial accounting and system operations of the Finance Department; supervise and train other accounting personnel as assigned; develop and implement accounting policies and procedures; assist with development and testing of new accounting systems; and to perform related duties as required.

DISTINGUISHING FEATURES

This is the advanced journey level class in the professional accounting series. It is distinguished from other positions within the accounting series based upon the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including: managing all aspects of financial accounting responsibilities; develop, implement and monitor financial accounting responsibilities; coordinate, plan and assign accounting issues related to internal control; research and resolve diverse and complex fiscal activities; review and verify contractual agreements and grant administration; develop, coordinate and install new and updated accounting systems; prepare, approve and review all pertinent financial and accounting records, reports and statements; supervise all accounting and audit related functions on a regular basis.

SUPERVISION EXERCISED

Receives general direction from the Deputy Executive Director, Finance and Administration.

Exercises direct supervision over lower level accounting professionals, clerical, and technical staff.

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. Manage fund accounting, revenue, disbursement and account reconciliation activities.
2. Supervise the review of processing of financial data into management information systems.
3. Plan, coordinate and administer annual fiscal year-end closing process.
4. Supervise the development and maintenance of automated centralized accounting system for all federal grants and entitlements; ensure effective implementation of single audit act requirements.
5. Direct and coordinate financial system operations.
6. Administer policies and procedures for financial and accounting controls; design, document and implement written accounting guidelines.
7. Plan, organize and supervise a major portion of the accounting and financial program in the Agency, which requires extensive and varied knowledge of accounting, financial administration and laws or regulations applicable to the assigned area of responsibility.

8. Perform and oversee complex fiscal and accounting work in connection with general ledger management, contract compliance, investments, grant and bond accounting, allocating project costs to appropriate accounts, and keeping other varied and sophisticated accounting records.

9. Review and prepare fiscal and accounting reports, documents, and transactions for conformance with established procedures and controls; maintain and supervise the maintenance of general ledgers and journals; work closely with external auditors at year-end; and prepare related financial statements and reports.

10. Perform covenant compliance monitoring on all of the Agency's mortgage revenue bonds; perform monthly analysis of Trustee's transactions relative to investment; perform other duties related to compliance monitoring.

11. Coordinate activities, and provide assistance to, internal and external auditors; prepare year-end reports; oversee year-end close and ensure compliance with all regulations and accounting principles.

12. Participate in the development and installation of accounting and fiscal procedures and methods; analyze existing accounting procedures and prepare recommendations for their revision when necessary; design procedures and methods for internal controls.

13. Assist in the design, development and implementation of management information systems.

14. Supervise directly and through subordinate professional personnel; train and develop employees; may evaluate performance of individuals and programs; organize, assign and review work.

15. Develop, maintain and distribute, as necessary, a current financial policies and procedures manual; assist in the preparation of written instructions for system use; and assist in the training of necessary applications.

16. Administer maintenance issues of Agency bonds; record and analyze trustee statements; review compliance with indentures; process and initiate billings.

17. Design, implement, update and document accounting and financial management systems; establish procedures for work flow and format.

18. Prepare a variety of complex periodic and special reports; prepare correspondence; and interpret and explain policies and procedures to the public and/or other departments.

19. Conduct special research on financial matters as needed; perform special projects as
Title: Accounting Supervisor (OCII)  
Job Code: O970

assigned.

20. Manage special projects as assigned by executive management.

21. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Generally accepted accounting principles and procedures and their specific application in governmental accounting; application and operation of computerized financial and accounting systems and spreadsheets, using common accounting and spreadsheet software; statutory laws, rules and regulations applicable to governmental accounting and programmatic areas of responsibility; budget preparation, administration and control procedures; effective supervision techniques; principles and practices used in planning, organizing and controlling work flow and processes’ auditing principles and techniques; modern office techniques, methods, and office management.

Ability to: Independently carry out complex accounting and auditing work; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and solve problems of operational and technical policy and procedures; on a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds of less; analyze complex accounting and financial data and draw logical and sound conclusions; apply accounting principles and techniques to practical accounting, auditing, and financial problems; analyze and evaluate accounting systems and financial programs; design improvements and controls for assigned operations; and assess overall effectiveness of assigned duties; interpret and apply legal, regulatory and administrative controls to accounting functions and financial management issues; prepare comprehensive, clear, concise and highly complex accounting and statistical reports; train, direct, supervise and evaluate professional and clerical subordinates as assigned; correspond with sensitive outside contacts (banking institutions, government agencies, auditors) regarding Agency transactions, reports or problem solving; assist in the development and installation of new methods and procedures; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in
Title: Accounting Supervisor (OCII)
Job Code: O970

accounting or a related field.

Experience:

Five (5) years of progressively responsible accounting and auditing experience, including some supervisory experience, or an equivalent combination of training and experience.

License and Certification:

The possession of a CPA is desirable.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Assistant Project Manager (OCII)
Job Code: O990

INTRODUCTION

Under the direction of the Deputy Executive Director, Program and Project Management, assists in the coordination and scheduling of all professional activities associated with the implementation of a redevelopment project area; as directed, prepares and presents information concerning project development to Agency staff, the CAC/PACs, and various other public and private organizations; performs related duties as required.

DISTINGUISHING FEATURES

This is a single position classification that performs a wide variety of community service activities within project areas. This position is considered to be a journey level classification.

SUPERVISION EXERCISED

Receives general direction from the Deputy Executive Director, Program & Project Management. Works closely with senior/project managers.

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. Assist in the activities related to the implementation of redevelopment project areas as assigned.

2. Assist in the preparation of financial plans and budgets for projects assigned, including detailed financial reports on budgets and cash flow.

3. Establish relationships with project area organizations with interests in neighborhood issues and with City agencies providing services and facilities in each project area.

4. Develop resources to assist in addressing community issues.

5. Assist project area community groups to identify appropriate public/private agencies responsible for addressing community issues.

6. As directed, handle public relations and community service projects involving Agency interaction with the general community or particular individuals.

7. Carry out special projects as designated by project management.

8. Develop community services programs related to various community issues.

9. Perform analytical work including reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and community service
Title: Assistant Project Manager (OCII)  
Job Code: O990

activities.

10. Write memoranda, letters and resolutions.

11. Analyze community service needs and concerns, and prepare effective recommendations and Agency strategy on how to execute redevelopment plans and activities in an appropriate manner.

12. Advance the Agency’s goals and program tactfully on a project or issue when the perceived image is distorted and public reactions to the Agency are adverse.

13. Develop effective community service strategies and programs.

14. Organize and coordinate community meetings and hearings.

15. Act as the Agency’s representative and communicate technical information in a manner easily understood by a layperson.

16. Translate complex Agency issues and materials into understandable written and oral formats; communicate clearly, concisely, and effectively in both written and oral form.

17. Compose and organize timely and informative reports.

18. Coordinate activities with other Agency departments and outside groups and organizations.

19. Prioritize duties and meet deadlines.

20. Work with various cultural and ethnic groups in a tactful and effective manner.

21. On a continuous basis, sit at a desk for long periods of time or in meetings; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

22. Build and maintain positive and effective working relationships with co-workers, other Agency and City employees and the public.

23. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Local, state and federal laws and regulations as they relate to urban redevelopment and citizen participation; organization and structure and policies and practices of the Agency, along with the structure and inter-relationship of City government entities and community-based/neighborhood-based organizations; redevelopment processes and urban improvement programs; strategic planning methods and techniques; negotiating practices and mediation skills; public speaking and report writing techniques; city government roles and neighborhood formal and
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Assistant Project Manager (OCII)
Job Code: O990

informal structures; real estate and relocation practices.

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.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A graduate degree is desirable.

Experience:

Several years of technical and professional work experience with complex urban renewal operation and/or redevelopment projects, including increasingly responsible supervisory and managerial functions. Prior experience working within an urban redevelopment or land development agency is highly desirable.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE:

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

Page 3 of 3
INTRODUCTION

To plan, manage and coordinate the Agency's housing programs and services under the administrative direction of the Deputy Executive Director, Housing; to facilitate and coordinate all professional activities, to assume major responsibility for developing, coordinating and approving the activities of assigned Agency staff in the areas of housing, to coordinate City, Redevelopment Agency and private activities in this connection; to prepare and present information concerning the assigned program to the Agency Commission and the Board of Supervisors, and to perform related duties as required.

DISTINGUISHING FEATURES

The Housing Program Manager classification is structured as a deep class and employees advance based on their performance. This job class performs a full range of management and administrative functions.

SUPERVISION EXERCISED

Receives administrative direction from the Deputy Executive Director, Housing.

Provides direct and indirect supervision to managerial, professional, and office support staff.

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. Identify Agency goals, objectives, priorities and actions to be accomplished with assigned program area(s) in consultation with executive management and technical specialists; manage the implementation and achievement of Agency housing program objectives.

2. Participate with top level management in planning, programming and implementing Agency activities in targeted program areas; ensure that decisions are made and, when appropriate, matters are referred to executive management for resolution or advisement.

3. Prepare and supervise preparation of resolutions and explanatory memoranda placed on the agenda for Commission action and consideration relating to housing. Coordinate the efforts of multiple technical service and/or program and development activities; act as intermediary between and among the functional units and ensure coordination of activities with all professional staff.

4. Secure from appropriate professional support divisions the assignment of all professional and technical services required to achieve Agency objectives in accordance with mutually agreed upon time frames; manage and coordinate all assignments given to Agency technical and development staff to ensure the overall program implementation; coordinate and manage external consulting contracts as required for assigned program.
5. Participate in the identification/development of innovative financing methods and sources to achieve Agency goals in assigned program area.

6. Participate directly in complex negotiations with developers of redevelopment property; coordinate and resolve complex activities with a focus on special problems between the Agency, contractors, private developers, and City.

7. Assure delineation of tasks, schedule time lines, and coordinate technical/professional staff to ensure maximum and timely production and achievement; monitor and evaluate program activities, objectives, budget, time lines; recommend and document revisions and extensions as necessary.

8. In collaboration with executive management, may provide programmatic direction to the project management staff as required.

9. Identify need for and develop citizen participation and/or public information activities required by the program(s); direct and maintain communication with a wide range of groups, interests, organization, institutions and individuals within assigned program areas to secure maximum citizen and community involvement in planning and execution of program activities.

10. Supervise, train and evaluate assigned program staff.

11. Represent the Agency by maintaining liaison with public and political officials, including those officials with special responsibilities or interests in assigned programmatic areas; may establish and maintain lines of communication and liaison with designated Federal, State, City and County agencies as required.

12. Manage special projects as assigned by executive management.

13. Build and maintain positive working relationships with co-workers, other Agency employees and the public.

14. Perform related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Redevelopment process and all governing Federal, State, and local laws; basic technical disciplines and processes utilized in various urban renewal/redevelopment projects; methods and techniques of program management, with expertise in the areas of housing development; redevelopment financing methods; procedures, practices, organization and mission of a Redevelopment Agency; modern office procedures and computer equipment.

Ability to: Manage, coordinate and implement the activities of an assigned program area; on a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know redevelopment laws, regulations and codes; observe program performance and evaluate program status; problem solve program management issues; remember Agency rules; and explain and interpret Agency policy; on a continuous basis, sit at desk and in meetings for long periods of time;
intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; understand and interpret Agency’s policies, procedures, regulations, and operational/administrative procedures; successfully apply program management techniques to practical situations; supervise, train, develop and evaluate assigned staff; organize and coordinate a wide variety of divergent activities toward a common objective; identify existing or potential problems, secure relevant information and data from different sources, determine probable causes and effect solutions; negotiate and use appropriate style and methods of communication to gain acceptance of or agreement on an idea, plan, activity, and/or product; manage outside consulting contracts and agreements; prepare and administer assigned budget; secure information so as to successfully estimate costs, time frames, and proper resource allocations; use word processing and spreadsheet software to prepare reports, analyses, and other information; work with various cultural and ethnic groups in a tactful and effective manner; establish and maintain effective working relationships with those contacted in the course of work.

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.

Education:

A Bachelor’s Degree from an accredited college or university with major course work in planning, engineering, architecture, real estate, public administration, business administration, or a related field. A graduate degree is highly desirable.

Experience:

Six to eight years of progressively responsible management and administrative experience preferably in urban economic development, planning, public administration, finance, housing production or sophisticated urban real estate activities, including two to four years of performing increasingly responsible supervisory and managerial functions. Prior experience working within an urban Redevelopment Agency is highly desirable.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:
Title: Housing Program Manager (OCII)
Job Code: O995

AMENDED DATE:

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