



**NOTICE OF PROPOSED CLASSIFICATION  
ACTIONS BY THE  
HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**ALLOCATE THE FOLLOWING POSITION(S):**    Notice No:    12  
                                                                                Fiscal Year:  2009/2010  
                                                                                           Posting Date:  9/28/2009

| ITEM # | DEPT/<br>DIVISION | # OF<br>POSITIONS | BUDGETED<br>CLASS/ SALARY<br>GRADE         | PROPOSED<br>CLASS                          |
|--------|-------------------|-------------------|--------------------------------------------|--------------------------------------------|
| 1      | ADM               | 1                 | 0941 Manager VI<br>\$4,717.00 B \$6,019.00 | 0941 Manager VI<br>\$4,717.00 B \$6,019.00 |

**Working Title:**    *Office of Civic Engagement & Immigrant Affairs*

**Reporting relationships of subject position(s):**                      **MCCP File Number: 70-019**

**Reports To:** 0965 Department Head V

**Supervises:**  1  1842  Management Assistant  
                           1  1823  Senior Administrative Analyst  
                           5  1822  Administrative Analyst

**Position Summary:**

This exempt senior level management position has broad, citywide policy, strategic planning, decision-making and implementation responsibilities including: overseeing the development of strategic plans and goals for citywide initiatives; developing the mission and vision for civic engagement of immigrant, underserved and low-income populations in San Francisco; overseeing all aspects of the city's 2010 Census complete count efforts; initiating and conducting US Census population estimate challenges; overseeing and advising the Immigrant Rights Commission; managing legal compliance with the Sanctuary City, Immigrant Rights, and Equal Access to Language Services (EAS) Ordinances; providing policy recommendations to elected and appointed officials on a broad array of subjects, ranging from language services to immigrant affairs; managing and monitoring the day laborers program; establishing and securing funding for civic engagement initiatives; and, conducting community education and outreach for various city programs and services such as the Municipal ID program. The position works directly with the Mayor's Office; City Administrator; Board of Supervisors; department heads; local, state and elected officials and policymakers; civic, community, nonprofit, business, labor leaders, and other key stakeholder groups on highly sensitive policy matters with citywide impact and implications.

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933.**

Request to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 4th floor, 1 South Van Ness or from DHR's website at:

[http://www.sfgov.org/site/sfdhr\\_page.asp?id=102488](http://www.sfgov.org/site/sfdhr_page.asp?id=102488)

Appeal procedures for affected employees, the Municipal Executives' Association and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO are in accordance with separate agreements.

cc: All Employee Organizations; All Departmental Personnel Officers; Karen Taylor, MTA; Anita Sanchez, CSC  
       Harvey Rose, Budget Analyst; Paul Greene, HRD; Tom Burns, HRD; Carmela Villasica, HRD, Linda Cosico, HRD;  
       Tinhha Luong, PPSD; Christina Fong, HRD; CS/RAS Team Leaders; HRD Support Services; CS/RAS File; MCCP File