



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

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

Date May 21, 2009

Re: **Notice of Proposed Classification Actions – MCCP Final Notice No. 30 FY 2008/2009 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective May 18, 2009.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to read "Kerry Ko", written over a horizontal line.

Kerry Ko
Deputy Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
John Leon, DHR
Linda Cosico, DHR
Micki Callahan, DHR
Steve Ponder, ERD
Christina Fong, ERD
Rich David, ERD
Carmela Villasica, ERD
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
File



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):

**Clerically Amended 5/19/2009
Correction of Salary Information**

Notice No: 30
Fiscal Year: 2008/2009
Posting Date: 5/11/2009

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	REC	1	0952 Deputy Director II \$3,799.00 B \$4,848.00	0952 Deputy Director II \$3,799.00 B \$4,848.00

Working Title: *Deputy Director - Superintendent of Neighborhood Services*

Reporting relationships of subject position(s): **MCCP File Number: 42-010**

Reports To: *0964 Department Head IV*

Supervises: *8 0922 Manager I*
2 3292 Assistant Superintendent Recreation

Other Job Codes Considered:

Position Summary:

This position holds major responsibility for formulating, recommending, and implementing Department policy; provides direction and leadership to a total of ten (10) supervisors [Neighborhood Service Area Managers (six (6) Class 0922 Manager I and two (2) Class 3292 Assistant Recreation Superintendent); Golden Gate Park Manager (one (1) Class 0922 Manager I); Natural Areas Program Director (one (1) Class 0922 Manager I)] and a total of 383 employees in development and service delivery of landscape maintenance and recreation programs in all neighborhood parks, regional parks, and all Natural Areas throughout the 3588 acres of parklands under the Department's purview. The position is responsible for analysis and evaluation of community needs and requirements in use of parklands and facilities; leads the development of organized recreation activities and programs that are presented throughout four recreation program seasons throughout the year as well as the program data presentation, registration, and participant tracking in the SFRecOnline database; manages the recreation staff and gardener staff organization to include shift scheduling through a recurring shift bid process involving negotiations with the respective labor unions; oversees and plans the delivery of park landscape maintenance through the Proposition C Park Maintenance Standards database and its interface with the Total Managed Assets (TMA) electronic work order system and the City's 311 Customer Service database system; prepares and executes the Neighborhood Services Division budget and management objectives; makes recommendations on

capital improvement project designs and site improvements; provides direction to Neighborhood Services staff by designing and implementing performance standards and operations plans to accomplish program objectives; and represents the Department at meetings with the public, governmental agencies, boards and commissions regarding park maintenance and recreation program service delivery.

For additional information regarding the above proposed action, please contact Gilda Cassanego at (415) 557-4859.

ALLOCATE THE FOLLOWING POSITION(S):

Clerically Amended 5/19/2009
 Correction of Salary Information

Notice No: 30
 Fiscal Year: 2008/2009
 Posting Date: 5/11/2009

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
2	REC	1	0952 Deputy Director II \$3,799.00 B \$4,848.00	0952 Deputy Director II \$3,799.00 B \$4,848.00

Working Title: *Deputy Director - Superintendent of Citywide Services*

Reporting relationships of subject position(s): **MCCP File Number: 42-011**

Reports To: *0964 Department Head IV*

Supervises: *6 0922 Manager I*
3 3287 Assistant Recreation Supervisor
2 3284 Recreation Director
1 7205 Chief Stationary Engineer

Other Job Codes Considered:

Position Summary:

This position holds major responsibility for formulating, recommending, and implementing Department policy; provides direction and leadership to a total of twelve (12) managers/supervisors [Turf, Golf, Marina Harbor Master, Permits & Reservations, Arts & Museums, Customer Service (six (6) Class 0922 Manager I); Assignment Desk, Aquatics, Camp Mather (three (3) Class 3287 Assistant Recreation Supervisor); Athletics, Workrecreation (two (2) Class 3284 Recreation Director); Candlestick Stadium (7205 Chief Stationary Engineer) and a total of 415 employees. The twelve Program areas that define Citywide Services are: Athletics, ADA Coordinator (including Project Insight), Aquatics, Permits & Reservations, Candlestick Stadium, Turf Management, Golf Management, Museum & Arts, Camp Mather, Marina Yacht Harbor, Age Cohort Programs (e.g., Senior and Day Camps) and the Customer Service Manager (SFRecOnline Administrator). The position directs and accomplishes park landscape maintenance and recreation program service delivery at the destination parklands that comprise the Citywide Services area of responsibility; analysis and evaluation of community needs and requirements in use of parklands and facilities; leads the development of organized recreation activities and programs that are presented throughout four recreation program seasons in the year as well as the data presentation, registration, and participant tracking in the SFRecOnline database; manages the recreation staff and gardener staff organization to include shift scheduling through a recurring shift bid process involving negotiations with the respective labor unions; oversees and plans the delivery of park landscape and facility maintenance through the Proposition C Park Maintenance Standards database and its interface with the Total Managed Assets (TMA) electronic work order system and the City's 311 Customer Service database system; prepares and executes the Citywide Services Division budget and management objectives; makes recommendations on capital improvement project designs and site improvements; provides direction to Citywide Services staff by designing and implementing performance standards and operations plans to accomplish program objectives; represents the Department at meetings with the public, governmental agencies, boards, and commissions regarding park maintenance and recreation program service delivery.

For additional information regarding the above proposed action, please contact Gilda Cassanego at (415) 557-4859.

Request to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94102. 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.

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
Regina Tharayil, MTA
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Carmela Villasica, ERD

Linda Cosico, HRD
Tinhha Luong, PPSD

Chistina Fong, ERD
MSS Team Leaders
HRD Support Services

MSS File
MCCP File