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:

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
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):**

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DEPT/DIVISION</th>
<th># OF POSITIONS</th>
<th>BUDGETED CLASS/ SALARY GRADE</th>
<th>PROPOSED CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REC</td>
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<td>0952 Deputy Director II</td>
<td>0952 Deputy Director II</td>
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**Working Title:** *Deputy Director - Superintendent of Neighborhood Services*

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

**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, Workreation (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