



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

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

Date September 10, 2009

Re: **Notice of Proposed Classification Actions –Final Notice No. 6 FY 2009/2010 (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 September 10, 2009.

Micki Callahan
Human Resources Director

by:

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

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Cathy Abela DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
John Leon, DHR
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.

Posting No: 6
Fiscal Year: 2009/2010
Posted Date: September 02, 2009

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Final job specifications attached.)

Item #	DEPT/ DIVISION	Class/Title
1	HRD	9775 Senior Community Development Specialist II

Item #	DEPT/ DIVISION	Class/Title
2	HRD	9774 Senior Community Development Specialist I

Item #	DEPT/ DIVISION	Class/Title
3	HRD	9772 Community Development Specialist

Item #	DEPT/ DIVISION	Class/Title
4	HRD	9770 Community Development Assistant

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

Posting No: 6
Fiscal Year: 2009/2010
Posted Date: September 02, 2009

Requests 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, 1 South Van Ness, 4th Floor or from DHR's website at:
http://www.sfgov.org/site/sfdhr_page.asp?id=102488

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Karen Taylor, MTA
File

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

**Title: Senior Community Development Specialist II
Job Code: 9775**

INTRODUCTION

Under general supervision performs difficult and complex program planning, development, implementation, monitoring and evaluation assignments; coordinates monitoring and evaluation work of subordinate personnel; coordinates the development of plans and programs of a major program area for the Office of Community Development; conducts and coordinates studies and surveys; reviews more difficult projects to insure compliance with applicable Federal, State and local laws, regulations and procedures; provides technical assistance to project staff and other agencies; and performs related duties as required.

DISTINGUISHING FEATURES

Positions in this class are distinguished by assignments requiring significant experience and expertise in major program areas involving Community Development programs. While employees in this class may be assigned significant responsibilities in more than one program area they do not have the overall supervisory responsibility of the higher level class 9776 Supervising Community Development Specialist.

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. Coordinates the development of a major program area and/or the implementation of project activities with other governmental agencies and concerned private corporations and community organizations; develop effective program design and operating procedures: provide directions to implementing agencies.
2. Coordinates the monitoring activities of projects under a certain program area for contract compliance; directs the establishment of methods for project analysis and preparation of performance reports; directs studies and makes recommendations on program modification and adjustments to assure contract adherence and responsiveness of programs to community needs: reviews, presents and discusses program operational or policy problems with senior and administrative staff.
3. Develops and coordinates preparation of annual work program and operating budgets of nonprofit corporations and City agencies: prepares, reviews and executes contracts and subcontracts for the disbursement of funds; prepares and processes all necessary documents and fiscal payments to the corporations and agencies and provides appropriate fiscal budgetary control.
4. Reviews and recommends physical improvements and construction plans and budgets; meets with agencies, architects and contractors to outline program requirements and procedures and resolve problems; monitors progress of construction and process payments.
5. Reviews proposals for community development funding and/or special project funding and makes recommendations. Gives technical assistance and advice to junior staff in evaluating projects; as assigned, may seek and apply for funds from various governmental agencies to augment established community development funding sources.

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**Title: Senior Community Development Specialist II
Job Code: 9775**

6. Develops and implements procedures for assuring the City's compliance with applicable Federal, State and local laws and regulations.
7. As assigned, attends program or project related meetings when requested and represents the office in explaining and interpreting program policies and objectives and their applicability to the city and various communities

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Thorough knowledge of: the principles, practices, purpose and scope of community development programs; Federal, State and local rules and regulations applicable to such programs; abilities and skills to: work with the local governmental structure and neighborhood organizations receiving program funds: plan, organize, initiate, direct and review work of subordinates: apply principles to define problems, collect data, establish facts and draw valid conclusions; write clear and concise reports, recommendations and correspondence: deal effectively with representatives of governmental and community organizations; speaking effectively before individuals and groups.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Possession of a baccalaureate degree from an accredited college or university **AND** four (4) years administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; **OR**
2. Possession of a baccalaureate degree from an accredited college or university with a major in one of the following fields: public or business administration, urban planning, government, social work, education, finance or criminal justice **AND** three (3) years of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work or criminal justice; **OR**
3. Possession of a Master's degree from an accredited college or university in public policy, planning, social work, public administration, finance, education, criminal justice, or business administration **AND** two (2) years of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; **OR**
4. Possession of a Ph.D. or Juris Doctor degree from an accredited college or university **AND**

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**Title: Senior Community Development Specialist II
Job Code: 9775**

two (2) years of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice.

SUBSTITUTION:

Verifiable administrative/professional experience involving community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

LICENSE AND CERTIFICATION

None

PROMOTIVE LINES

From: 9774 Senior Community Development Specialist I

ORIGINATION DATE: June 25, 1984

AMENDED DATE: September 10, 2009

REASON FOR AMENDMENT *To accurately reflect the current minimum qualifications defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN, SFMTA

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

**Title: Senior Community Development Specialist I
Job Code: 9774**

INTRODUCTION

Under general supervision, performs a variety of activities related to the funding of various local projects and programs by the Mayor's Office of Community Development; may participate in significant program planning, development, project implementation and evaluation; reviews project plans, programs, labor relations activities and affirmative action goals to assure compliance with Federal, State laws and regulations and local policies; conducts project analyses, makes recommendations on operational corrections to comply with contractual requirements and Federal regulations; develops methods of evaluating effectiveness of grant funded projects; prepares reports and records and performs related duties as required.

DISTINGUISHING FEATURES

Positions in this class function at the senior journey level in the Community Development Specialist series. Employees in this class carry out their assignments with considerable independence and do not receive day to day supervision. Positions in this class are distinguished from the lower class 9772 Community Development Specialist by their significant coordinating and monitoring responsibility over a variety of grant funded projects in one or more of the following program areas: neighborhood facilities rehabilitation, housing development, human services projects, public construction projects, federal labor relations and affirmative action compliance. Employees in this class may serve in a lead role for subordinate 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. As assigned, develops and coordinates the preparation of annual work programs and operating budgets of nonprofit corporations and city agencies receiving community development funds; prepares, reviews and executes contracts for the disbursement of funds; prepares and processes all necessary documents and fiscal payments to corporations and agencies; provides appropriate fiscal budgetary control.
2. Makes on-site visits to monitor projects for contract compliance: establishes and coordinates operational methods and procedures: recommends project or program modifications and adjustments to assure contract adherence and responsiveness of programs to community needs: collects and evaluates performance data and prepares written evaluation reports.
3. As required, provides technical assistance, information and advice to representatives of various organizations and agencies wishing to apply for community development funding of projects.
4. Works with other concerned public agencies to coordinate and streamline various phases of project or program implementation; assists in evaluating and recommending effective program design and operating procedures: works with the Human Rights Commission to assure affirmative action goals on construction and rehabilitation projects receiving community development funding.

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**Title: Senior Community Development Specialist I
Job Code: 9774**

5. As assigned, reviews and recommends physical improvements concerning construction plans and budgets; meets with agencies, architects and contractors to outline funding program requirements and procedures: monitors progress of construction and process progress payments.
6. May review proposals for community development funding and/or special project funding in one or more program areas; may monitor Redevelopment Agency and Housing Authority projects receiving community development funds.
7. As requires by Federal regulations, collects data and prepares a wide variety of reports, memoranda and correspondence related to activities of the Office of Community Development

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Thorough knowledge of: the principles and practices of community development programs; Federal, State and local laws as they apply to such programs; and local governmental structure: abilities and skills to work with neighborhood organizations and to perform some statistical analysis: ability to apply principles to define problems, collect data, establish facts and draw valid conclusions: write clear and concise reports, recommendations and correspondence; deal tactfully and effectively with representatives of governmental and community organizations: and speak effectively before individuals and groups.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Possession of a baccalaureate degree from an accredited college or university **AND** three (3) years of administrative/professional experience in community development, housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; **OR**
2. Possession of a baccalaureate degree from an accredited college or university with a major in one of the following fields: public or business administration, urban planning, government, social work, education, finance or criminal justice **AND** two (2) year of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, criminal justice; **OR**
3. Possession of a Master's degree from an accredited college or university in public policy, planning, social work, public administration, finance, education, criminal justice, or business administration; **AND** one (1) year of administrative/professional experience in community

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**Title: Senior Community Development Specialist I
Job Code: 9774**

development, housing and /or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; **OR**

4. Possession of a Juris Doctor degree from an accredited college or university **AND** one (1) year of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice.

SUBSTITUTION:

Verifiable administrative/professional experience involving community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

LICENSE AND CERTIFICATION

None

PROMOTIVE LINES

To: 9775 Senior Community Development Specialist II

From: 9772 Community Development Specialist

ORIGINATION DATE: June 25, 1984

AMENDED DATE: September 10, 2009

REASON FOR AMENDMENT *To accurately reflect the current minimum qualifications defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): CMMN, SFMTA

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

**Title: Community Development Specialist
Job Code: 9772**

INTRODUCTION

Under supervision, assists in monitoring and evaluating Community Development Programs; maintains and reviews performance data and reports; maintains close contact with personnel of community development funded agencies and projects; analyzes data and prepares recommendations; and performs related duties as required

DISTINGUISHING FEATURES

Positions in this class function at the first journey level in the Community Development Specialist series. Employees in this class work with community corporations, private non profit organizations, City, State, and Federal agencies to develop and monitor Community Development programs and projects to assure compliance with governmental requirements. May be assigned to one or more of the following areas: neighborhood facilities, housing, public service, public improvements, grant tracking and analysis, and citizen participation

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. Provides technical assistance to project personnel in developing annual work programs, budgets and program implementation.
2. Conducts surveys and studies; analyzes and updates statistical data: may submit recommendations for changes to make the various programs more responsive to community needs.
3. May review and analyze monthly reports submitted by various community groups, organizations and agencies to ensure contract compliance; makes on site visits to assess effectiveness of individual projects: writes and submits monthly performance monitoring reports.
4. Provides technical assistance to project sponsors in physical design and implementation procedures; attends project related community and other meetings.
5. Provides program information and support services to the Citizens Committee on Community Development and various other groups, organizations and individuals.
6. Provides tracking and analysis of financial/fiscal information in city, state or other database systems to support grant management programs.
7. Provides tracking and analysis of financial/fiscal information in city, state or other database systems to support grant management programs.
8. Performs related duties and responsibilities as assigned, applicable existing and proposed legislation and regulatory mandates, contract and grant oversight and monitoring.

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**Title: Community Development Specialist
Job Code: 9772**

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the principles, procedures, practices and legal standards of Community Development programs, Federal State and local laws as they apply to such programs, local governmental structure, financial/fiscal monitoring and reporting activities, applicable existing and proposed legislation and regulatory mandates, contract and grant oversight and monitoring.

Ability to: work effectively with funding agencies, other city departments, non-profit and/or neighborhood organizations; apply the principles and practices of public administration, and financial management; clearly interpret all applicable laws, ordinances and codes as they pertain to the supporting programs, and effectively communicate program policies to boards, committees, other agencies and the public; identify, gather and evaluate information from a variety of sources, formulate logical conclusions and develop effective courses of action and/or recommendations; use computer applications, including e-mail, word processing, spreadsheets, databases and the internet to prepare correspondence, reports and other documentation, extract and process information and create and maintain records, prepare clear accurate and well-organized reports, memos, and correspondence; speak clearly and concisely in order to effectively express ideas and communicate work-related information to a variety of individuals and groups; listen, ask appropriate questions and effectively elicit information; establish and maintain effective working relationships with staff, officials and the general public; prioritize and organize multiple and assignments and projects; exercise sound judgment and appropriately refer issues to managers/administrators; coordinate work and functions with other offices, programs or sections; ensure compliance with established policies and procedures; facilitate attainment of established goals and objectives.

Skill to: perform some statistical analysis of program data and reports.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Possession of a baccalaureate degree from an accredited college or university **AND** two (2) years of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, criminal justice or elections related work; **OR**
2. Possession of a baccalaureate degree from an accredited college or university with a major

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**Title: Community Development Specialist
Job Code: 9772**

in one of the following fields: public or business administration, urban planning, government, social work, education, finance or criminal justice **AND** one (1) year of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, criminal justice or elections related work; **OR**

3. Possession of a Master's degree from an accredited college or university in public policy, planning, social work, public administration, finance, education, criminal justice, or business administration; **OR**

4. Possession of a Ph.D. or Juris Doctor degree from an accredited college or university.

SUBSTITUTION:

Verifiable administrative/professional experience involving community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, criminal justice and/or elections related work may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

LICENSE AND CERTIFICATION

None

PROMOTIVE LINES

To: 9774 Senior Community Development Specialist I

From : 9770 Community Development Assistant

ORIGINATION DATE: June 25, 1984

AMENDED DATE: May 27, 2005; September 10, 2009

REASON FOR AMENDMENT *To accurately reflect the current minimum qualifications defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN, SFMTA

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

**Title: Community Development Assistant
Job Code: 9770**

INTRODUCTION

Under immediate supervision, performs beginning level community development work in monitoring and evaluating Community Development Programs: assists in compiling performance data and reports; analyzes and processes program data: and performs related duties as required.

DISTINGUISHING FEATURES

This is the entrance level in the Community Development specialist series. Employees in this class work under close supervision and may be assigned to one or more of the following areas: neighborhood facilities, housing, public service, public improvements, citizen participation and information 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. Assists in providing technical assistance to project personnel in developing annual work programs, budgets and program implementation.
2. Assists in reviewing and analyzing monthly reports submitted by project directors and agencies for conformance to budgetary and programmatic requirements and objectives of the various projects to ensure contract compliance; may make on-site visits to assess effectiveness of individual projects; may write and submit monthly performance monitoring reports.
3. Assists in compiling, analyzing and/or processing data on the impact of various projects in city communities, updates statistical data; compile and prepares reports.
4. Assists in providing technical assistance to project sponsors in physical design and implementation procedures; may assist in project analysis and funding recommendations based on evaluation of performance and relevant data.
5. As assigned attends project-related community and other meetings. May provide program information and support services to various groups, organizations and individuals

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

KNOWLEDGE, ABILITIES AND SKILL: Some knowledge of: the basic concepts and practices of Community Development Programs; local governmental structure; methods of research and preparation of reports as a basis for recommendations; knowledge in compiling, analyzing and processing data; abilities and skills to work with neighborhood organizations and to perform some statistical analysis.

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**Title: Community Development Assistant
Job Code: 9770**

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Possession of a baccalaureate degree from an accredited college or university **AND** one (1) year of administrative/professional experience in community development , housing and/or housing development, workforce development, finance, education, social work, children/youth work, criminal justice, or elections related work; **OR**

2. Possession of a baccalaureate degree from an accredited college or university with a major in one of the following fields: public or business administration, urban planning, government, social work, education, finance or criminal justice.

SUBSTITUTION:

Verifiable administrative/professional experience involving community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, criminal justice, and/or elections related work may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

LICENSE AND CERTIFICATION

None

PROMOTIVE LINES

To: 9772 Community Development Specialist

ORIGINATION DATE: June 25, 1984

AMENDED DATE: September 10, 2009

REASON FOR AMENDMENT *To accurately reflect the minimum qualifications defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN, SFMTA