



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

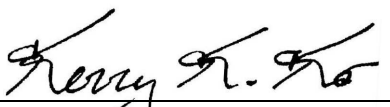
**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date April 8, 2009

Re: **Notice of Proposed Classification Actions – MCCP Final Notice No. 24 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 April 8, 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



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: 24
Fiscal Year: 2008/2009
Posting Date: 3/31/2009

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	RET	1	0943 Manager VIII \$5,450.00 B \$6,955.00	0943 Manager VIII \$5,450.00 B \$6,955.00

Working Title: *Investment Division Director*

Reporting relationships of subject position(s): **MCCP File Number: 44-018**

Reports To: *1117 Deputy Director for Investments, Retirement System*

Supervises: *5 0933 Manager V*
7 4331 Security Analyst
1 1450 Executive Secretary I

Other Job Codes Considered:

Position Summary:

Reporting directly to the Deputy Director for Investments (DDI), the Division Directors - Investment are responsible for providing administrative and technical direction and oversight to five (5) 0933 Manager V - Senior Investment Officers, and six (6) Security Investment Analysts, who together have direct responsibility for the overall management of a complex investment program for a Public Pension Trust exceeding \$12 billion.

These positions will have significant responsibility for all aspects of pension fund investment management including asset allocation and liability analysis, sourcing venture capital, private equity, real estate, alternative and public market investment opportunities, investment program structure, and implementation and monitoring. The incumbents will also develop investment policies and direct asset management activities for investments in public and private markets; provide advice and executive consultation on investment structure, programs, execution and policy; manage and direct investment programs and provide direction to investment staff that has direct responsibility for internal and/or external investment programs for the City and County of San Francisco Employees' Retirement System. Also, the incumbents in these positions will have direct responsibility for monitoring investment performance and risk management of both internal investment unit staff and external investment contractors.

Additionally, the incumbents will evaluate and report on existing risk in the investment portfolios; evaluate and report on

investment performance; evaluate existing processes for managing investment risk; develop consistent approaches to and processes for managing investment risk; and implement enhancements to existing processes. Also, these positions will work closely with the investment and product development teams in each of our investment units to evaluate the management of funds by existing sub-advisors, and to evaluate the hiring of new sub-advisors.

For additional information regarding the above proposed action, please contact Jenna Lee at (415) 557-4809.

ALLOCATE THE FOLLOWING POSITION(S):

Notice No: 24
Fiscal Year: 2008/2009
Posting Date: 3/31/2009

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
2	RET	1	0943 Manager VIII \$5,450.00 B \$6,955.00	0943 Manager VIII \$5,450.00 B \$6,955.00

Working Title: *Investment Division Director*

Reporting relationships of subject position(s): **MCCP File Number: 44-019**

Reports To: *1117 Deputy Director for Investments, Retirement System*

Supervises: 5 *0933 Manager V*
 7 *4331 Security Analyst*
 1 *1450 Executive Secretary I*

Other Job Codes Considered:

Position Summary:

Reporting directly to the Deputy Director for Investments (DDI), the Division Directors - Investment are responsible for providing administrative and technical direction and oversight to five (5) 0933 Manager V - Senior Investment Officers, and six (6) Security Investment Analysts, who together have direct responsibility for the overall management of a complex investment program for a Public Pension Trust exceeding \$12 billion.

These positions will have significant responsibility for all aspects of pension fund investment management including asset allocation and liability analysis, sourcing venture capital, private equity, real estate, alternative and public market investment opportunities, investment program structure, and implementation and monitoring. The incumbents will also develop investment policies and direct asset management activities for investments in public and private markets; provide advice and executive consultation on investment structure, programs, execution and policy; manage and direct investment programs and provide direction to investment staff that has direct responsibility for internal and/or external investment programs for the City and County of San Francisco Employees' Retirement System. Also, the incumbents in these positions will have direct responsibility for monitoring investment performance and risk management of both internal investment unit staff and external investment contractors.

Additionally, the incumbents will evaluate and report on existing risk in the investment portfolios; evaluate and report on investment performance; evaluate existing processes for managing investment risk; develop consistent approaches to and processes for managing investment risk; and implement enhancements to existing processes. Also, these positions will work closely with the investment and product development teams in each of our investment units to evaluate the management of funds by existing sub-advisors, and to evaluate the hiring of new sub-advisors.

For additional information regarding the above proposed action, please contact Jenna Lee at (415) 557-4809.

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, 4st 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