

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

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

Date February 6, 2009

Re: **Notice of Proposed Classification Actions – MCCP Final Notice No. 21 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 January 30, 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):

Notice No: 21
Fiscal Year: 2008/2009
Posting Date: 2/5/2009

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	POL	1	0942 Manager VII \$4,810.00 B \$6,139.00	0942 Manager VII \$4,810.00 B \$6,139.00

Working Title: *Director of Risk Management*

Reporting relationships of subject position(s): **MCCP File Number: 38-010**

Reports To: *0395 Assistant Chief Of Police*

Supervises: *3 Q 60 Lieutenant, (Police Department)*
4 8177 Attorney (Civil/Criminal)
1 Q 50 Sergeant, (Police Department)
2 Q 2 Police Officer

Other Job Codes Considered:

Position Summary:

The Director of the Risk Management Division liaisons on a continual basis with the Chief of Police, Command Staff and all other levels within the Department, as well as with various stakeholders of different levels on risk management issues. This position is an executive management position responsible for directing and administering all Risk Management functions for the San Francisco Police Department. This position develops and implements division goals, objectives, policies, and priorities; determines service levels and resource allocation for the division; and oversees all Risk Management functions for the Police Department totaling approximately 3300 budgeted, permanent positions. This position communicates regularly with executive-level management regarding the Department's activities and coordination of efforts with other City departments in addressing the needs of the City; and represents the Department before legislative boards, outside organizations, Mayor's Office staff, and the media. This position manages and oversees all criminal, civil and administrative court appearances by legal advocates for the Department. The position has direct managerial responsibilities for internal affairs, general legal matters, equal employment opportunity investigations and issues and the Professional Standards Division unit which focuses on the Department's Early Intervention System; functions as the Department's Risk Management expert, and is in regular contact with department and division heads, program/office managers to advise and consult on related policies and procedures.

It is important to note that this is not an ordinary position overseeing routine administrative Risk Management matter. This position handles sensitive issues related to public safety and law enforcement with a high consequence of error. An inappropriate decision could negatively impact the health and safety of citizens of San Francisco.

For additional information regarding the above proposed action, please contact Samuel Kinghorne at (415) 557-4886.

ALLOCATE THE FOLLOWING POSITION(S):

Notice No: 21
Fiscal Year: 2008/2009
Posting Date: 2/5/2009

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
2	POL	1	0941 Manager VI \$4,492.00 B \$5,733.00	0941 Manager VI \$4,492.00 B \$5,733.00

Working Title: *Director of Strategic Management*

Reporting relationships of subject position(s): **MCCP File Number: 38-018**

Reports To: *0395 Assistant Chief Of Police*

Supervises: 2 *Q 60 Lieutenant, (Police Department)*
2 *Q 50 Sergeant, (Police Department)*
2 *1824 Principal Administrative Analyst*

Other Job Codes Considered:

Position Summary:

The Director of the Strategic Management Division reports to the Assistant Chief of Police and has contact with Command Staff at all levels within the Department, as well as with various stakeholders of different levels on strategic management issues. This position is an executive management position responsible for the planning, management and successful development of the San Francisco Police Department's strategic plan and accompanying implementation plans which will draw from the recently completed consulting studies, the Crime Analysis Unit, and Written Directives Unit. This position is part of the senior management team for the Assistant Chief and participates in all phases of program planning, budgeting and coordinating the Division's activities; develops and implements division goals, objectives, policies, and priorities; determines organizational structure definition, staffing requirements, allocation and identification of resources needed for the division; and oversees all Strategic Management functions for the Police Department totaling approximately 3300 budgeted, permanent positions. This position communicates regularly with executive-level management regarding the Department's activities and coordination of efforts with other City departments in addressing the needs of the City; and represents the work of the Strategic Management Division before the Mayor's Office, the Police Commission, Board of Supervisors, legislative boards, outside organizations, staff, and the media. This position manages through subordinate supervisors, the highly complex analytical work of the Divisions and assembles and oversees multiple cross functional implementation of sworn and civilian personnel at all levels. The position is responsible for contracting with professional service firms and experts when necessary. It also functions as the Department's Strategic Management expert, and is in regular contact with department and division heads, program/office managers to advise and consult on related policy and procedures.

It is important to note that this is not an ordinary position overseeing routine administrative Strategic Management matters. This position handles sensitive issues related to public safety and law enforcement with a high consequence of error. An inappropriate decision could negatively impact the health and safety of citizens of San Francisco.

For additional information regarding the above proposed action, please contact Samuel Kinghorne at (415) 557-4886.

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