



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: 19
Fiscal Year: 2008/2009
Posting Date: 1/16/2009

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

Working Title: *Associate Administrator for Facilities Management*

Reporting relationships of subject position(s): **MCCP File Number: 81-194**

Reports To: *0943 Manager VIII*

- Supervises:**
- 1 0931 Manager III*
 - 1 0922 Manager I*
 - 1 7120 Buildings And Grounds Maintenance Superintende*
 - 1 8310 Sheriff's Lieutenant*
 - 1 5508 Project Manager IV*
 - 1 6138 Industrial Hygienist*

Other Job Codes Considered:

Position Summary:

Under the direction of the LHH Executive Administrator, the Associate Administrator of Facilities Support assumes responsibility for overseeing and leading the operations of the following departments at LHH Facilities Services, SF Sheriff/Institutional Police Service, Biomedical Engineering Services, Food Services, Environmental Services/Housekeeping/Linen Services, Materials Management, and Safety. The Associate Administrator of Facilities Support is also responsible for Facilities Planning, Architecture, Space Management, Construction, and Leases for LHH; developing compliance programs to meet regulatory requirements; and managing an operating budget of approximately \$40 million. This position is responsible for the following:

- Facilities Services Department, which includes approximately 1.3 million square foot of hospital space.
- SF Sheriff/Institutional Police Services across the LHH campus.
- Biomedical Engineering Services across LHH Campus.
- Facilities Planning, Architecture, Space Management, Construction, and Leases for LHH, the Facilities Master Planning and completion of the Replacement Project.
- Manage Food Services Department
- Capital Budget Planning and Management across LHH.

- Environmental Services/Housekeeping, Waste Management and Pest Control across the LHH campus.
- Researches and develops compliance programs with regulatory requirements for hospitals and clinics on a city, state and federal level (i.e. JCAHO, DHS, CAL/OSHA etc.)
- Materiel's Management
- Linen Services, Messenger Services and Mail Services at LHH.
- Environmental Health and Safety at LHH.
- Represents LHH to the community, regulatory agencies, and media as needed.
- May serve as Acting CEO at LHH during CEO's absence.
- Manage operating budget of approximately \$40 million.
- Develop start-up and operational plans for moving into the new hospital building. These plans are for facility services, housekeeping, linen, messengers, mail services, safety management and biomedical engineering.

For additional information regarding the above proposed action, please contact Anne Marie Monroe at (415) 557-4914.

Request to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, 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, 1st floor, 44 Gough Street.

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