

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 August 5, 2008

Re: **Notice of Proposed Classification Actions – MCCP Final Notice No. 6 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 July 28, 2008.

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:** 6  
**Fiscal Year:** 2008/2009  
**Posting Date:** 7/28/2008

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	HRC	1	0932 Manager IV \$3,881.00 B \$4,952.00	0932 Manager IV \$3,881.00 B \$4,952.00

**Working Title:** *LGBT/HIV Manager*

**Reporting relationships of subject position(s):** **MCCP File Number: 34-003**

**Reports To:** *0951 Deputy Director I*

- Supervises:**
- 1 2978 Contract Compliance Officer II*
  - 3 2992 Contract Compliance Officer I*
  - 2 2996 Representative, Human Rights Commission*
  - 1 1844 Senior Management Assistant*
  - 1 1424 Clerk Typist*

**Other Job Codes Considered:**

**Position Summary:**

The Lesbian Gay Bisexual Transgender and HIV Division Manager plans, develops, organizes, leads, monitors and may supervise program management staff engaged in difficult, complex, sensitive and detailed programmatic work. This position is responsible for directing and providing leadership on the design and implementation of the City's Equal Benefits Program and the Discrimination Prevention Training Program, and provides oversight of the Division's complaint handling and advisory committee functions. Working as part of the senior management team, the position is responsible for developing and implementing departmental goals and priorities, determining the proper allocation of resources and participating in inter-departmental negotiations on funding, levels, and modes of service delivery and staffing. The position acts as liaison to City departments, elected officials, representatives from other governments, businesses and business groups, and community organizations on Division programs, and engages in public speaking. The position is responsible for overseeing the development of information technology systems used to track and report on contract compliance activities.

For additional information regarding the above proposed action, please contact Patricia Peters at (415) 557-4848.

**ALLOCATE THE FOLLOWING POSITION(S):**

Notice No: 6  
Fiscal Year: 2008/2009  
Posting Date: 7/28/2008

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
2	DSS	1	0932 Manager IV \$3,881.00 B \$4,952.00	0932 Manager IV \$3,881.00 B \$4,952.00

**Working Title:** *Community Outreach Program Manager*

**Reporting relationships of subject position(s):** **MCCP File Number: 45-043**

**Reports To:** *0954 Deputy Director IV*

**Supervises:** *7 2944 Protective Services Supervisor*  
*1 1450 Executive Secretary I*

**Other Job Codes Considered:** *0931 Manager III*

**Position Summary:**

Under the general administrative direction of the Deputy Director for the Human Services Agency – Family and Children Services Division, this position is responsible for the operational management of all activities and functions of the division. This includes the development, implementation, and maintenance of policies, processes, and procedures for the Community Outreach Program and Child Welfare After Hours Programs.

This position is responsible for evaluating the effects of Federal, State and local legislative proposals and initiatives on impact to clients and service delivery; serves as a technical consultant to executive staff, policy makers and community advocates on issues pertaining to Child Welfare; and consults with the Deputy Director of the Family and Children Services regarding the assigned programs.

For additional information regarding the above proposed action, please contact Lillian Chow at (415) 557-4926.

**ALLOCATE THE FOLLOWING POSITION(S):**

Notice No: 6  
 Fiscal Year: 2008/2009  
 Posting Date: 7/28/2008

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
3	DSS	1	0932 Manager IV \$3,881.00 B \$4,952.00	0932 Manager IV \$3,881.00 B \$4,952.00

**Working Title:** *Southeast Community Services Program Manager*

**Reporting relationships of subject position(s):** **MCCP File Number: 45-044**

**Reports To:** *0954 Deputy Director IV*

**Supervises:** *7 2944 Protective Services Supervisor*

**Other Job Codes Considered:** *0931 Manager III*

**Position Summary:**

Under the general administrative direction of the Deputy Director for the Human Services Agency – Family and Children Services Division, this position assumes sole responsibility for directing and overseeing the operational management of all activities and functions for the Southeast Community Services Program. Management of this Federal, State and Locally funded program requires planning and coordinating the activities to insure the speedy delivery of services to the community.

Responsibilities include overseeing and managing investigations; collaborating with the Mayor’s Child Sexual Trauma Advisory Committee, the Child and Adolescent Sexual Abuse Resource Center, SFPD, and the District Attorneys Office; and overseeing the coordination of services for children of San Francisco who have been victims of sexual abuse. Other duties include evaluating the impact of Federal, State, and local legislative initiatives and proposals to clients. This position will serve as technical consultant to executive staff, policy makers and community advocates on issues pertaining to the Southeast Community Services Program.

**For additional information regarding the above proposed action, please contact Lillian Chow at (415) 557-4926.**

**ALLOCATE THE FOLLOWING POSITION(S):**

Notice No: 6  
 Fiscal Year: 2008/2009  
 Posting Date: 7/28/2008

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

**Working Title:** *Housing and Homeless Director*

**Reporting relationships of subject position(s):**

**MCCP File Number: 45-059**

**Reports To:** *0965 Department Head V*

**Supervises:**

**Other Job Codes Considered:**

**Position Summary:**

Under the policy direction of the Executive Director of the Human Services Agency, this position serves as manager and lead staff for the San Francisco 10 Year Planning Council to End Chronic Homelessness. This position is responsible for providing complex administrative direction to the operation of the 10 Year Planning Council.

The position prepares and presents reports to the Executive Director and represents the Human Services Agency on citywide policy making committees, Task Forces, and Regional and Statewide policy making committees. The position will be responsible for managing, developing, and implementing a short and long term work plan and strategy to carry out the important 10 Year Planning Council's tasks. Responsibilities include: acting as a liason between the Council Chair, City departments, non-profit organization, clients, and the general public; advising the 10 Year Council on policy matters relating to homeless issues; and providing status reports on funding for the homeless programs and services as well as reports on San Francisco's development and implementation of services to mitigate and prevent homelessness pursuant to the 10 Year Plan.

**For additional information regarding the above proposed action, please contact Lillian Chow at (415) 557-4926.**

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