

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: May 16, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 89 FY 15/16 (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 May 16, 2016.

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 Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Maria Newport, SFERS  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, Controller/ Budget Division  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 89  
**Fiscal Year:** 2015/2016  
**Posted Date:** 05/03/2016  
**Reposted Date:** N/A

**ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached.)**

Item #	Job Code	Title
1	0971	Transitional Department Head

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

**For additional information regarding this proposed classification action**, please contact Victor H Vallejo, Clerk, at (415) 557-4894 or by email at [Victor.h.Vallejo@sfgov.org](mailto:Victor.h.Vallejo@sfgov.org).

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Transitional Department Head  
Job Code: 0971**

**INTRODUCTION**

Under broad policy direction, works directly with the incoming or outgoing department head to ensure continuity of services during the department head transition period. Assists the department head in creating the mission and long-term vision of a city department or agency, based on effective responsiveness to the public and/or other client needs; overseeing the development of strategic plans and interim goals; establishing policies and determines priorities; adjusting plans to respond to emerging and/or urgent issues; and, directing the allocation of resources to achieve timely outcomes and measurable goals within budget guidelines.

**DISTINGUISHING FEATURES**

**SUPERVISION EXERCISED**

**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 the development and timely implementation of departmental goals, policies, and strategic plans; manages the allocation of resources and service levels to meet client needs.
2. Assists in the oversight of the operation of all departmental functions, activities and programs; sets objectives and monitors the performance of subordinate staff engaged in defined activities.
3. Assists in determination of the organizational structure, staff assignments, service levels and administrative systems required to accomplish a department's mission in an effective and efficient manner.
4. Consults with the Mayor regarding department programs; coordinates activities with other City departments; represents a department before and /or provides information to commissions, boards, committees and representatives from federal, state, and local agencies organizations, or the media.
5. Assists in the oversight financial long-term planning; directs the preparation and implementation of the department's annual budget; monitors expenditures to ensure adherence to the approved budget.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: federal, state, and local rules and regulations pertaining to activities and

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Transitional Department Head  
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programs of a specific department; modern management and financial principles and practices; and functional expertise associated with a department's mission.

Ability and Skill to: provide strong leadership skills; direct deputy directors and other subordinate staff engaged in diverse activities; exercise administrative ingenuity, independent analysis, adaptability and judgement on highly specialized proposals with difficult, complicated choices of action; make recommendations and present them effectively to the Mayor, commissions, boards, committees, agencies, or the public; apply the principles and practices of public administration, financial and personnel management; clearly interpret all applicable laws, ordinances and codes; direct research, survey techniques and statistical methods; communicate effectively with, subordinates, other city employees, the general public, members of civic organizations or other agencies; and provide guidance to managers in a calm, effective manner during crisis situations.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

**SUPPLEMENTAL INFORMATION**

Special Requirements:

Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual positions.

**PROMOTIVE LINES**

**ORIGINATION DATE:** 05/16/16

**AMENDED DATE:**

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN