

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org


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

Date: March 15, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 13 FY 2022/2023
(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 March 15, 2023.

Carol Isen
Human Resources Director

by: 

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 Operations
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Associate Superintendent, SFUSD
Job Code: 0997**

DEFINITION

Under general administrative direction, incumbents in this class function as senior managers operating within a broad policy framework and typically manage a division of the San Francisco Unified School District. Incumbents assume sole responsibility for a functional area(s) of service; coordinate and implement program planning; and define organizational structure, staffing requirements, resource allocation and identification of future resource needs. Incumbents also interface with all managerial levels of the District and outside agencies, and serve as representatives of the division or department in meetings involving administrative systems, policies or procedures; and perform related duties as required.

DISTINGUISHING FEATURES

Incumbents in this class make policy decisions of critical impact affecting the District and assume ultimate responsibility for all programs and activities of the operating department. This class is exempt from Civil Service appointment and incumbents generally serve at the pleasure of the Superintendent.

This class is distinguished from the SFUSD Department Head by scope, and level of internal and external organizational impact; level of supervision; working relationships - level and purpose, and budgetary responsibility.

This class is further distinguished from the SFUSD Deputy Director and Department Head by the latter's responsibility and oversight for major complex, functionally-related areas comprising multiple departments and/or divisions. The Associate Superintendent will provide strategic oversight of major arms of the District under the director of the Superintendent of Schools.

SUPERVISION EXERCISED

Reports to the Superintendent of Schools.

Typically exercises management and supervision over SFUSD Senior Executive Directors and subordinate staff; may exercise supervision over Department Heads.

EXAMPLES OF 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. Direct the development and timely implementation of departmental goals, policies, and strategic plans; determine the allocation of resources and service levels to meet client needs
2. Oversee the strategic direction of departments and divisions; set objectives and monitor the performance of subordinate staff engaged in defined activities

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3. Hold ultimate responsibility for organizational structure, staff assignments, service levels and administrative systems required to accomplish a department's mission in an effective and efficient manner
4. Serve as a member of the Superintendent's Cabinet and consult with the Superintendent regarding department programs; coordinate activities with other entities; represent a department before and/or provide information to commissions, boards, committees and representatives from federal, state, and local agencies organizations, or the media
5. Oversee financial long-term planning; direct the preparation and implementation of the department's annual budget; monitor expenditures to ensure adherence to the approved budget

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: management and administrative techniques applicable to operations in the area assigned; Board of Education rules, administrative regulations and policies, and related legislation; District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts; Federal and State laws and regulations; Principles and practices of organization, management, personnel administration, budget preparation and implement, and expenditure control; Effective administrative and managerial practices

Ability or Skill to: operate basic office equipment including computer, peripherals, telephone; manage, supervise, train, and coordinate complex functional areas of responsibility and groups of employees; Identify, analyze and report upon activities, issues, and problems and recommend appropriate solutions; Establish and maintain effective working relationships with departmental staff, representatives of other agencies and the public; Present facts clearly and concisely orally and in writing; Make group presentations

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.

Education:

Experience:

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

License and Certification:

Substitution:

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

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SUPPLEMENTAL INFORMATION

The work environment is an office setting with extensive direct public contact.

PROMOTIVE LINES

ORIGINATION DATE: 3/15/2023

AMENDED DATE:

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

BUSINESS UNIT(S): SFUSD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Executive Director, SFUSD
Job Code: 0998**

DEFINITION

Under general administrative direction, incumbents in this class function as senior managers operating within a broad policy framework and typically manage a division of the San Francisco Unified School District. Incumbents assume sole responsibility for the functions and activities of a major division or department of the District; establish, coordinate and implement program planning; and define organizational structure, staffing requirements, resource allocation and identification of future resource needs. Incumbents also interface with all managerial levels of the District and outside agencies, and serve as representatives of the division or department in meetings involving administrative systems, policies or procedures; and perform related duties as required.

DISTINGUISHING FEATURES

Incumbents in this class typically assume responsibility for departments and/or divisions within a branch of the District which provide routine programs and services within a broad functional area. Incumbents in these positions make decisions which typically involve program planning and directing, as well as organizing new and future resource needs. These decisions directly impact the effective functioning of the departments and divisions and incumbents develop policies and/or procedures affecting the District infrastructure or the provision and delivery of public services.

This class is distinguished from the SFUSD Executive Director by functional oversight of and responsibility for the operations across connected departments and divisions, and within major complex, functionally-related areas.

This class is further distinguished from the SFUSD Associate Superintendent and Deputy Director as the latter are responsible for establishing and leading the strategic direction of major units of the District in collaboration with and under the supervision of the Superintendent of Schools, SFUSD. The Senior Executive Director will be focused on daily operations of the departments and divisions under their purview under the direction of the Associate Superintendent.

SUPERVISION EXERCISED

Typically reports to SFUSD Associate Superintendent or Deputy Director/ Department Head

Typically exercises management and supervision over mid-level management and subordinate staff across departmental divisions and functions

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Executive Director, SFUSD
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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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1. Develop and implement division goals, objectives, policies, and priorities; determine service levels and resource allocation.
2. Monitor the work of and coach subordinates to improve performance.
3. Direct the allocation of resources to achieve timely outcomes and measurable goals within budget; adjust plans and programs to meet emerging or new programs, while continuing to address major departmental priorities.
4. Plan, organize, direct, control and review the operation of major departmental functions and activities.
5. Monitor the efficiency and effectiveness of the departmental organization structure, staff assignments, service levels and administrative systems; identify and analyze opportunities for improvement; implement improvements.
6. Communicate regularly with executive-level management regarding the District's activities and coordination of efforts with other entities in addressing the needs of the District; represent the District before legislative boards, outside organizations, and the media.
7. Assess and respond to community needs; provide consultation and advice to boards, committees and representatives from federal, state and local agencies.
8. Participate in budget development by providing detailed justification and persuasive arguments for proposals or initiatives; implement and closely monitor budget expenditures of the operating budget for a major area of responsibility typically including multiple divisions.
9. Provide executive management with an early warning and practical options to potential cost overruns.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: management and administrative techniques applicable to operations in the area assigned; Board of Education rules, administrative regulations and policies, and related legislation; District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts; Federal and State laws and regulations; principles and practices of organization, management, personnel administration, budget preparation and implementation, and expenditure control; effective administrative and managerial practices

Ability or Skill to: operate basic office equipment including computer, peripherals, telephone; direct subordinate managers and directors engaged in diverse activities; exercise administrative ingenuity, independent analysis, adaptability and judgment on highly specialized

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proposals with difficult, complicated choices of action; make recommendations and present them effectively to the Mayor, executive staff and the public; apply the principles and practices of public administration, financial and personnel management; clearly interpret all applicable laws, ordinances and codes relating to the department; direct research, survey techniques and statistical methods; communicate effectively, orally and in writing; establish and maintain effective working relations with officials, subordinate staff, directors and members of other departments, civic organizations, agencies and the public; remain calm and provide guidance to managers in crisis situations

MINIMUM QUALIFICATIONS

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