

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: May 02, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 18 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 May 02, 2023.

Carol Isen  
Human Resources Director

by:

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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: Assistant Superintendent, SFUSD  
Job Code: 0996**

**DEFINITION**

Under broad policy direction, supports the mission and long-term vision of the San Francisco Unified School District, based on effective responsiveness to the public and/or other client needs; oversees the implementation of strategic plans and interim goals; establishes policies and determines priorities in coordination with the accountable Associate Superintendent and the Superintendent of Schools; adjusts plans to respond to emerging and/or urgent issues; directs the allocation of resources to achieve timely outcomes and measurable goals within budget guidelines; and performs related duties as required.

**DISTINGUISHING FEATURES**

Incumbents in this class make policy decisions of critical impact affecting a department or division of 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.

**SUPERVISION EXERCISED**

Reports to the Associate Superintendent

Typically exercises management and supervision over subordinate staff

**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 in coordination with the Associate Superintendent; manage the allocation of resources and service levels to meet client needs.
2. Oversee the operation of all departmental functions, activities and programs; set objectives and monitor the performance of subordinate staff engaged in defined activities.
3. Determine the organizational structure, staff assignments, service levels and administrative systems required to accomplish the department mission in an effective and efficient manner.
4. Consult with the Associate Superintendent regarding department programs; coordinate activities with other entities; represent a department before and/or provides 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

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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; Functional expertise associated with the department mission

Ability or Skill to:Basic office equipment including computer, peripherals, telephone; Provide strong leadership skills; Direct deputy directors and other subordinate staff engaged in diverse activities; Exercise administrative ingenuity, independent analysis, adaptability and judgment on highly specialized proposals with difficult, complicated choices of action Make recommendations and present them effectively to Superintendent, 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; 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.*

Education:

Experience:

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

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 08/30/2011

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**AMENDED DATE:** 5/2/2023 (Retitle and Amend)

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

**BUSINESS UNIT(S):** SFUSD