



SAN FRANCISCO PLANNING DEPARTMENT

Memo to the Historic Preservation Commission and the Planning Commission

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Subject: **Commission Secretary Hiring**

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As most of you know, the Planning Commission (CPC) and the Historic Preservation Commission (HPC) are each responsible for hiring and managing the work of a Commission Secretary. With Commission Secretary Avery's announcement of her intent to retire in September 2012, the Commissions must hire her replacement. Each Commission has authority to hire its own Commission Secretary, or to hire a shared Commission Secretary. This memorandum provides an overview of the Commission Secretary role and responsibilities and the resources allocated to the Commissions' Office; an overview of the City's hiring process; a discussion of the Commissions' and staff's role in the hiring process; an estimated timeline to complete the hiring process; and a discussion of potential considerations for the Commissions to weigh in determining whether to hire one shared Commission Secretary or two separate Commission Secretaries.

COMMISSION SECRETARY: ROLE AND RESPONSIBILITIES

The specific responsibilities of the Commission Secretary position are largely determined by the Commissions. Historically, the Commission Secretary has had five primary responsibilities. These are consistent with the responsibilities of Commission Secretaries throughout the City, although every position varies according to the individual Commission's needs. *Attachment A* provides job descriptions of the majority of the Commission Secretary positions in the City, for further information. The following is an overview of the Commission Secretary's role and does not detail every item for which the position is responsible.

- 1) The Commission Secretary's primary role is to provide effective administrative support to the two Commissions. This includes attending and serving as the recording secretary for each Commission's hearings; managing the Commissions' calendars, packets, minutes, hearing results, and action lists; and providing guidance to the Commissions in the administration of their meetings.
- 2) The Commission Secretary manages a staff of up to three subordinate employees in the Commissions' Office. These staff support the Commission Secretary in carrying out the Commissions' Office's responsibilities, such as publishing hearing calendars, preparing minutes, and responding to public inquiries. As the leader of this group, the Commission Secretary

ensures that the Commission Office's duties are performed effectively, and monitors staff performance accordingly.

3) The Commission Secretary also serves as the Custodian of Records for the Planning Department and the CPC and HPC. In this capacity, the Commission Secretary oversees the Department's response to Public Records Act requests; produces the Department's Records Retentions Policy; and ensures compliance with the Statement of Economic Interests and Statement of Incompatible Activities.

4) The Commission Secretary also provides a central communications role for and between the Commissions. In this role, the Commission Secretary may represent the Commissions to the general public or to other stakeholders such as the Board of Supervisors.

5) Finally, the Commission Secretary serves as a member of the Department's senior management team. In this regard, the Commission Secretary participates in the Department's budget development; assists in developing Departmental policies and procedures; and participates in department-wide initiatives, such as implementation of the new Permit and Project Tracking System.

Were the Commissions to decide to hire two separate Commission Secretaries, some of the roles and responsibilities outlined above would be modified as some roles (for example, Custodian of Records) are inefficiently shared. The Commissions may also choose to modify or add responsibilities to those listed above.

COMMISSIONS' OFFICE: STAFFING AND RESPONSIBILITIES

While the Commission Secretary, or Secretaries, reports to the Presidents of the CPC and the HPC and is primarily responsible for supporting the Commissions, the Department also provides staffing to the Commissions' Office to ensure that both Commission and Departmental requirements are effectively met. Currently, the Commissions' Office has three staff: the Commission Secretary, a high-level clerical position, and a mid-level clerical position. The two clerical positions are tasked with providing support to the Commission Secretary in the routine functions of the Commissions' Office, such as preparing meeting minutes and posting calendars. One clerical position supports the CPC and one clerical position supports the HPC. The staff in the Commissions' Office report to the Commission Secretary but fall under the Department's personnel management authority – that is, the Commissions hire, terminate, and provide performance plans and evaluations to the Commission Secretary, but not to the staff of the Commissions' Office.

As noted during the Department's FY2013 and FY2014 budget development process, the Department intends to work with the Mayor's Budget Office and the Department of Human Resources to create a new position in the Commissions' Office, to serve as the Manager of the

Commissions' Office. This position would report to the Commission Secretary and would supervise clerical staff performing the Commissions' Office's responsibilities. Because the position is a Department staff position, the assignment to the position would be made by the Department and the position would serve at the discretion of the Department. However, the Commission Secretary would have a role in selecting the appropriate person to fill this role.

The Manager position would be a professional-level position which would allow the Commission Secretary to focus on addressing high-level policy, procedural, or other concerns for the Commissions. The Manager would be responsible for managing the day-to-day operations of the Commissions' Office, and would fill in for the Commission Secretary at Commission hearings when the Secretary is out due to vacation or illness. The Manager would provide an important quality control function for the Office, ensuring that case reports and other materials submitted to the Commissions provide the Commissions with sufficient and accurate information so that the Commissions may make informed decisions. The Manager would also ensure that staff responsibilities are allocated appropriately and carried out effectively.

With the hiring of a new Commission Secretary and the proposed filling of a professional-level position in the Commissions' Office, the new leadership may determine that adjustments to the number and/or make-up of the Commissions' Office staff are advisable. The Department would work with the Commission Secretary to best meet these needs without displacing from the Department existing staff. In addition, if the Commissions choose to proceed with two Commission Secretaries, adjustments may be necessary to the make-up of the Commissions' Office staff or to the work allocation among existing staff.

OVERVIEW OF THE CITY'S HIRING PROCESS

The Commission Secretary position is an exempt position. It is excluded by the Charter from the competitive civil service examination process and serves at the discretion of the Commissions. This means that a Commission Secretary, or Secretaries, may be hired without first conducting an exam to establish a list from which to hire. Practically, this means that the hiring process is somewhat faster than the standard hiring process. It also means that the Commissions may fill the Secretary position without referencing an existing list.

The hiring process follows these steps:

- Developing a job description, including determining minimum qualifications and desirable qualifications
- Determining the appropriate job classification for the position
- Obtaining approval to issue a requisition for the identified classification
- Developing a job announcement
- Advertising the job announcement
- Screening applications for Minimum Qualifications

- Developing screening criteria
- Screening candidates for interviews, using the screening criteria
- Developing interview questions and scoring criteria
- Interviewing and ranking candidates according to the scoring criteria
- Developing a short-list of candidates to be interviewed by both full Commissions (or by the relevant Commission, in the case of hiring two Commission Secretaries)
- Selecting the top candidate
- Conducting background and reference checks
- Making a job offer to the candidate
- Negotiating salary with the candidate, as appropriate (note that this is only possible when the position falls within certain classifications; otherwise, the salary is prescribed)
- Obtaining approval from the Mayor, Controller, and Human Resources Director for a salary which falls outside the standard range, if such a salary is proposed
- Processing the candidate for employment, once the position is accepted

Some of these steps may be done in parallel. Some are dependent on others. For example, the Department assumes that the Department of Human Resources (DHR) will authorize the use of a management series classification for the Commission Secretary position, if the Commission Secretary position supports both Commissions. Management series classifications have some flexibility in salary appointment, so a salary negotiation is possible if a classification in this series is authorized. However, if the scope of the Commission Secretary position is such that a management series classification is not authorized, the salary is prescribed by the classification and the step involving salary negotiation would not be applicable.

ROLES OF THE COMMISSIONS AND THE DEPARTMENT IN THE HIRING PROCESS

Department staff is here to support and facilitate the Commissions' hiring process, or hiring processes. Staff expects to do much of the legwork associated with the hiring process, under the direction of the Commissions. Staff will not be involved in the actual selection process. Specifically, staff will develop draft documents needed during the hiring process based on direction from the Commissions. These documents will not be finalized until the Commissions have approved them. After staff has screened the initial applicant pool to ensure that candidates meet the minimum qualifications established by the Commissions, the Commissions will screen applicants, interview them, and select their top and final candidates without staff involvement. Staff will work through the required City processes to ensure that a requisition is approved, a classification or classifications are determined, and hiring paperwork is completed.

The following provides a more detailed discussion of the work required and roles of staff and the Commissions.

Developing a job description, including minimum qualifications and desirable qualifications

- Staff Role: Provide an initial draft job description and make changes to the job description as directed by the Commissions
- Commissions Role: Review the draft job description, come to agreement on the responsibilities of the Commission Secretary and the minimum and desirable qualifications for the position, and provide that direction to staff

Determining the appropriate job classification for the position

- Staff Role: Using the finalized job description, complete the necessary paperwork and transmit it to DHR so that DHR can analyze the job and determine the appropriate classification. Update the Commissions on the classification determined by DHR. Facilitate communication between the Commissions and DHR regarding the classification determination, if necessary.
- Commissions Role: Review the classification as determined by DHR and raise any questions or concerns for resolution.

Obtaining approval to issue a requisition for the identified classification

- Staff Role: Complete and submit the necessary paperwork to obtain authorization to fill the Commission Secretary position
- Commissions Role: None

Developing a job announcement

- Staff Role: Using the job description finalized by the Commissions, develop a draft job announcement for review and approval
- Commissions Role: Review, modify, and finalize the job announcement

Advertising the job announcement

- Staff Role: Identify possible recruitment sites for posting the announcement and propose those to the Commissions. Post the job announcement on the City's website and at any other locations as identified by the Commissions
- Commissions Role: Identify sites for posting the announcement and provide that information to staff. Distribute the announcement to Commissioners' networks, as appropriate.

Screening applications for Minimum Qualifications

- Staff Role: Using the Minimum Qualifications (MQs) developed by the Commissions and noticed in the job announcement, screen candidates to make sure that they meet those MQs.
- Commissions Role: Establish the MQs, when developing the job description.

Developing screening criteria

- Staff Role: Based on direction from the Commissions, develop draft screening criteria for review by the Commissions
- Commissions Role: Identify screening criteria and provide that direction to staff. Finalize screening criteria upon review of the draft document staff provides.

Screening candidates for interviews, using the screening criteria

- Staff Role: None
- Commissions Role: Using the screening criteria developed earlier in the process, screen applicants who meet the MQs to determine which should be interviewed.

Developing interview questions and scoring criteria

- Staff Role: Based on direction from the Commissions, draft interview questions and scoring criteria. Provide finalized versions of these prior to interviews.
- Commissions Role: Develop interview questions and scoring criteria, and provide that information to staff so that staff can document it.

Interviewing and ranking candidates according to scoring criteria

- Staff Role: None. However, the Commission Secretary will schedule the interviews.
- Commissions Role: Interview and score candidates.

Developing a short-list of candidates to be interviewed by both full Commissions (or by the relevant Commission, in the case of hiring two Commission Secretaries)

- Staff Role: None. However, the Commission Secretary will schedule the interviews.
- Commissions Role: Develop a short-list of candidates. Interview candidates.

Selecting the top candidate

- Staff Role: None
- Commissions Role: Candidate selection

Conducting background and reference checks

Staff Role: Conduct background checks following standard City procedures
Commissions Role: Conduct reference checks

Making a job offer to the candidate

Staff Role: Provide the Commissions with the relevant human resources information pertaining to job benefits, civil service provisions, etc.
Commissions Role: Make the job offer

Negotiating salary with the candidate, as appropriate

Staff Role: Provide the Commissions with the relevant salary information and negotiations parameters
Commissions Role: Conduct negotiations

Obtaining approval from the Mayor, Controller, and Human Resources Director for a salary which falls outside the standard range, if such a salary is proposed

Staff Role: Complete and submit the necessary paperwork
Commissions Role: None

Processing the candidate for employment, once the position is accepted

Staff Role: Process the candidate for employment
Commissions Role: None

TIMELINE

Staff estimates that it will take three to four months to complete the hiring process for a shared Commission Secretary, once it is initiated at the Joint Hearing of the two Commissions. If the Commissions elect to hire two Commission Secretaries, that timeline may be extended by approximately one month. This extension is due to the additional complexities associated with determining the job responsibilities of each Commission Secretary and how they relate to each other and to the Commissions' Office as a whole. The extension is also a result of the level of staff effort required to support two parallel hiring processes, including developing all of the required supporting documents for the two positions.

The three to four month timeline assumes that each step of the process discussed above will be executed efficiently. It also does not account for any potential major disruptions to the process. For example, if the applicant pool is not sufficiently qualified, the Commissions may choose to re-

advertise the position. Were that to happen, the timeline would likely extend by an additional month to two months.

The Department estimates that, if the Commissions choose to establish Hiring Subcommittees or name specific Commissioners to participate in this process, the Subcommittees or Commissioners could expect to spend approximately 40 hours on the hiring process, outside of any full Commission hearings on this topic. Staff anticipates that the participating Commissioners would need to hold approximately four meetings, with the majority of the upfront work occurring in April. Screening and interviewing applicants would likely occur in early to mid-June, with full Commission interviews of the top candidates in late June. This part of the process is estimated to require the biggest time commitment. If the Commissions decide to hire one shared Commission Secretary, the Commissions may want to schedule a Joint Hearing to do these interviews.

SHARED OR INDEPENDENT COMMISSION SECRETARY POSITIONS

There are some resource, classification, and level-of-service considerations the Commissions may wish to weigh in determining whether to pursue one shared Commission Secretary position or two independent Commission Secretary positions.

Resources and Classifications. The Department is currently budgeted for one Commission Secretary position and two clerical support positions, as noted above. If the Commissions decide to hire two Commission Secretaries, the Department will be required to shift resources in order to accommodate this, either from elsewhere in the Department or by modifying or reassigning the existing clerical positions. When considering the appropriate classification for the position or positions, the Department of Human Resources will consider the associated scope of responsibilities. With one shared position, DHR is likely to determine that a higher-level classification is warranted because the scope and scale of responsibilities are increased. With two independent positions, DHR may determine that two lower-level positions are appropriate. This has an impact on the quality of candidates the position(s) could expect to attract, in part because a higher level classification offers higher salary.

Level of Service. Both Commissions should expect to receive high-quality support from both the Commission Secretary and Department staff. With two Commission Secretaries, each Commission would know that it has its own dedicated resource and could work directly with that person to achieve its goals. With one Commission Secretary, there may be greater consistency in the products, guidance, and support provided to the two Commissions. There may also be greater consistency in the direction given to Commissions' Office staff. There would be additional management complexities associated with two Commission Secretaries, because either the Commissions' Office would need to be divided to form two offices, or one Commission Secretary would need to report to the other on an administrative basis. If the Commissions choose to proceed with two Secretaries, these reporting relationships and the respective roles of each

Secretary would need to be addressed before initiating the hiring process, so that the job descriptions could accurately reflect the relevant office and reporting structure.

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Airport Commission – 0922 Manager I

Position "runs" the Airport Commission office which includes planning and directing the preparation of the Airport Commission calendar, recording of official acts of the Commission; directing and assigning the clerical functions of the Commission Office. Maintains and updates the Commission's page on the Airport's internet website; produced, maintains and is the contact for the Airport's "Records Retention" page on the City's website as required by the Sunshine Ordinance; produced and maintains the Commission's page on the Airport's local intranet site.

Coordinates and participates in the bi-annual Senior Staff Planning Sessions and the Annual Management Briefing, sets up and coordinates a variety of educational/instructional conferences and retreats for domestic and international airport executives and government officials.

Manages the mail room facility/activities which include the distribution of U.S. Postal mail for 1,500 Airport employees, distribution of interoffice and inter-departmental mail, as well as coordinating Airport mail deliveries to the Commissions.

Position develops a budget of \$500,000.

Position plans and directs preparation of the Airport Commission calendar and the recording of official acts of the Commission; directs and assigns the clerical functions of the Commission Office, and prepares Commission meeting minutes for adoption.

Reviews and directs the review of a wide variety of correspondence as to form, content, consistency of application and the adherence to established laws, policies, rules and regulations.

Prepares or reviews administrative reports by obtaining, amplifying, clarifying information needed to assist the Airport Director and Commission in making decisions concerning such reports.

Supervises the mail room, two mail room employees, maintains equipment and schedules daily activities of said employees.

Serves as Filing Officer for annual statement of Economic Interest forms for 175 employees and conducts several workshops annually regarding the legal requirements of the form. Updates the Designated Employee List every year.

Maintains Commission's page on the Airport's Website and updates as appropriate.

Produced, maintains and is the contact for the Airport's Record Retention page on the City's website as required by the Sunshine Ordinance.

Issues Parking Permits for Commissioners (Approximately 100 permits), and processes requests for VIP assistance through Customs and in transiting the Airport.

Arranges individual meetings for Commission with Director at least six times each year.

Arranges for and participates in bi-annual senior Staff Planning Sessions, and arranges the annual Management Briefings for 200 people.

Acts as liaison between the Airport Commission and the San Francisco Aeronautical Society, the Non-profit fundraising arm of the Airport Museum. Attends Society Board meetings four times a year and provides advice and assistance on City/Airport Rules and Regulations.

Prepares responses to Public Records Act Requests.

Building Inspection Commission – 1555 Secretary, Building Inspection Commission

Under general administrative direction, serves as the secretary to the Building Inspection Commission; maintains records of meetings, hearings and official actions of the Commission and certifies all official commission documents and resolutions; and transmits to the Commission communications and materials received from boards and other bodies. The incumbent in this classification assists in the development, coordination and execution of policy and procedures for the Building Inspection Commission and the Department of Building Inspection; explains and interprets policies, codes, rules and regulations; directs the preparation, review, approval and maintenance of important legal and technical reports and records for the Commission; and maintains effective working relationships with the general public, representatives of various organizations and groups, commissions and boards.

Prepares and supervises the distribution of agenda/notices, minutes, resolutions, ordinances and certified actions of the Building Inspection Commission.

Responds to queries from the general public, community groups and other government officials regarding the policies, procedures and actions of the Building Inspection Commission.

Conducts investigations and studies on organizational/reorganizational/administrative matters, prepare reports and makes recommendations to the Building Inspection Commission.

Keeps the Commission abreast of the activities of and transmits to the Commission communications from relevant boards and committees such as the Board of Examiners, Unreinforced Masonry Buildings Appeals Board, the Building Code Advisory Committee, and the Access Appeals Commission.

Advises the Commission of issues/concerns arising from city entities, professional and community groups affecting the Commission and/or Department of Building Inspection.

Researches and prepares correspondence on behalf of the members of the Building Inspection Commission as instructed by the Commission.

Represents the Building Inspection Commission, upon request, before the Mayor, the Board of Supervisors, the media, other City departments, Boards and Commissions and interested community groups.

Fire Commission – 1454 Executive Secretary III

Under general administrative direction, performs difficult and administrative work in connection with the operations of the Fire Commission. This includes: Preparing and posting agenda for regular and special meetings; gathering, collating, copying, putting together and arranging for delivery to Commissioners packets of materials prior to each meeting; serving as clerk at regular and special meetings by calling out agenda items, monitoring time allotments for public comment and making notes for preparation of minutes; preparing and publishing minutes of regular and special minutes of regular and special meetings; coordinating disciplinary hearings by observance of relevant timelines and deadlines, scheduling parties, sending out notices, reproducing and mailing relevant materials to parties; submitting for transcription proceedings of meetings as appropriate; preparing official documents for the Commission, such as responses, resolutions, etc.; and other related duties as assigned.

Coordinates with Commission President, Chief of Department and appropriate Deputy City Attorney in preparing draft agenda for regular and special meetings; prepares legally compliant meeting agenda and timely posts agenda at all required locations.

Serves as clerk for regular and special meetings in accordance with the agenda, observing the Commission's Rules of Order and other applicable rules and procedures governing public meetings.

Prepares thorough and accurate draft minutes of meetings, makes copies available to the public and submits minutes to the Commission within prescribed time requirements.

Coordinates disciplinary hearings, including observance and tracking of deadlines, time requirements and due process requirements; maintains confidentiality of discipline matters; schedules discipline meetings and notices parties, utilizes appropriate templates; prepares and provides relevant materials and packets to parties and Commissioners; serves as clerk during disciplinary proceedings; keeps a list and copies of all offered and admitted exhibits; keeps time during hearings; coordinates with the court reporter; and initiates and schedules any necessary further submittals and hearings.

Prepares and certifies all official correspondence for Commissioners; prepares certificates and schedules presentation of retirement certificates at regular meetings of Commission.

Responds to public records requests to the Commission in a timely and legally appropriate manner. Promptly forwards public record requests for Fire Dept. records to dept's Public Records Officer.

Serves as liaison between the Commission and the Fire Dept. to obtain, amplify, clarify and facilitate the flow of relevant information, while maintaining confidential information.

Updates and maintains all Commission records, reports and information; coordinates with Commissioners to timely obtain and file conflict of Interest Form 700 for Commissioners and Dept. members who have reporting requirements.

Responds appropriately to correspondence, complaints and questions from the general public, government officials and the press concerning policies, procedures and actions of the Commission; where appropriate, prepares written responses; refers interpretive questions to appropriate Commission/Department/City personnel.

Ensures that the Commission website is current, accurate and complete.

Prepares and maintains a Procedures Manual for the Fire Commission Secretary position. Represents the Commission as directed.

Health Service System – 1454 Executive Secretary III

This position serves as the personal and confidential secretary to both the HSS Board, HSS Director and HSS Assistant Director. This is the only secretarial position for the entire department. It is therefore critical that this position be at an advanced level capable of performing a wide variety of difficult and sensitive secretarial and administrative work. There is a high degree of responsibility for public and interdepartmental contact so excellent judgment and interpersonal skills are paramount.

May take and transcribe dictation of a highly confidential and/or critical nature.

Types, word processes, edits and composed a variety of letters, memoranda and reports; prepares agenda; transcribes minutes.

Develops, maintains and manages various office/record systems.

Prepares summaries of reports, memoranda and documents for executive staff review.

Interprets administrative decisions and policies to staff, agencies and the public.

Examines, verifies and organizes a variety of records and reports including budget documents.

Maintains appointment calendar for supervisor; makes business travel arrangements.

May assign and supervise the work of subordinate clerical staff.

Human Services Commission – 1548 Secretary, Human Services Commission

Under general administrative direction, performs difficult and responsible office and secretarial work in connection with the activities of the Human Services Commission; serves as secretary to the Commission and its committees; and performs related duties as required.

Serves as secretary to the Human Services commission; prepares meeting agendas and records; transcribes and processes the minutes of commission and committee meetings; arranges for hearings by the commission; maintains records of committee and commission meetings and hearings; certifies all official commission documents and resolutions.

Maintains required indexes and files relating to the commission meetings and actions and activities of other agencies that may relate to or affect the commission; prepares and maintains operational, financial, and other records of commission activities.

Carries out the policies and procedures relative to the operation of the Human Services Commission office.

Makes regular contacts with other departmental personnel, outside organizations and agencies and the general public regarding the operations of the commission office; answers questions regarding social or human service laws, rules and regulations from the general public and other interested parties.

Prepares speeches, publicity and other information releases on commission actions and activities.

Processes all personnel transactions involving commission personnel.

Gathers materials and prepares basic draft of the departmental annual report.

Library Commission – 1544 Secretary, Library Commission

Under general administrative direction, is responsible for assisting the city librarian in directing the administrative affairs of the library department within the policies established by the library commission; plans, assigns and directs the activities of subordinate clerical, stenographic and financial personnel engaged in such work; serves as secretary to the library commission and its various committees; and performs related duties as required. Requires responsibility for: interpreting, coordinating and carrying out existing policies and procedures relative to the administrative affairs of the library and its commission; making regular contacts with other departmental officials outside organizations and agencies and the general public in connection with administrative functions and procedures of library and commission operations; preparing, checking and reviewing important and detailed operation, financial and similar records and reports reflecting library operations.

Assists in the preparation of the department annual budget and reviews expenditures of departmental funds.

Maintains and supervises the maintenance of proper accounting records of expenditures and receipts of library funds.

Inspects the physical condition of library facilities to determine the need for repairs, maintenance and improvements of such facilities; initiates action necessary to make improvements to library facilities.

Reviews and inspects the work of building maintenance and custodial personnel to assure adequate care and servicing of library facilities.

Records and transcribes the minutes of library commission meetings and the meetings of its various committees.

Serves as representative of the library department at a variety of business and social functions and before committees, groups and business organizations.

MTA Board – 9190 Board Secretary, MTA

Under general administrative direction, serves as secretary to the Municipal Transportation Agency (MTA) Board of Directors and as a member of the MTA executive staff; maintains records of meetings and official actions of the Board and certifies all official documents and Board resolutions; acts as liaison to the Municipal Railway, Department of Parking and Traffic, Parking Authority and other city, regional and state agencies, and elected officials; and performs related duties and responsibilities as assigned.

Prepares, distributes and manages all permanent records of the MTA Board of Directors including agendas, notices, minutes and resolutions.

Reviews, analyzes and briefs board members on calendar items, resolutions, budget and contracts.

Acts as liaison to the MTA, including the Municipal Railway, the Department of Parking and Traffic and the Parking Authority; works with departmental staff to insure proper execution of board directives; assists staff in preparation and presentation of items forwarded to the board for consideration including contracts, leases, settlement of claims, budget, and policies

Serves as spokesperson for the board with other city departments, including the Mayor's Office and the Board of Supervisors; responds to questions and information requests by the public, government officials and the press concerning the policies and actions of the board, or refers requests to appropriate staff for response.

Consults with the City Attorney's office on the preparation of legislation, and in researching confidential matters.

Prepares policy recommendations, as requested by the Executive Director of Transportation, on various matters such as records retention and contracting.

Coordinates and manages agency-wide projects such as production of the Annual Report, monthly paycheck letters, the APTA Annual Conference, Senior Management seminars, annual FY goals, responses to audits or other projects as requested by the Executive Director.

Prepares reports and other correspondence as requested by the Executive Director.

Serves as Secretary and Officer of the Transbay Joint Powers Authority Board of Directors; prepares, distributes and manages all permanent records of the board.

Police Commission – Q62 Lieutenant III

POLICE COMMISSION SECRETARY

The Department is now accepting applications for the position of Police Commission Secretary. Permanent Sergeants and Lieutenants, who as of May 1, 2009 have completed their probation in their respective ranks, are invited to apply. Applicants should submit completed applications no later than April 15, 2009. Compensation for the Police Commission Secretary will be at the member's current permanent Civil Service rate of pay.

The Police Commission Secretary is responsible for overseeing, as indicated below, the daily operations of the Police Commission office. The position calls for the ability to communicate effectively, tactfully, and discreetly, both orally and in writing, with the general public, media, other government officials and with members of the Police Department and the Police Commission; the ability to defuse highly volatile situations; the ability to provide armed security to the Commissioners; the ability to exercise peace officer powers when called for or as directed by the Police Commission; the ability to interact directly and effectively with other law enforcement agencies; and the ability to receive and transmit confidential criminal information.

Some of the major, important and essential duties of the Police Commission Secretary are as follows:

- Serves as Secretary to the Police Commission; prepares and maintains minutes of Commission meetings, and arranges for the distribution of same; prepares the calendar for Commission meetings and secures all required documentation for items; supervises the preparation of correspondence for the Commission; prepares reports for the Commission as required; and insures that Commission-directed actions are executed promptly.
- Formally accept and file all discipline cases in which formal charges are filed with the Commission. Coordinate all disciplinary conferences with all persons involved including attorneys and Commissioners; set conference and hearing dates as necessary.
- Review and prepare ordinances, resolutions, rules, and procedures in consultation with the City Attorney.
- Prepare, edit, analyze and/or evaluate reports and make recommendations.
- Plan and supervise the work of subordinate staff.
- Act as liaison between the Chief of Police, Command Staff, Office of Citizen Complaints, and all Commissioners regarding any business as necessary.
- Advise Command Staff and Captains regarding requirements for calendaring procedures for items to be placed on calendars (i.e. compliance with open meeting laws).
- Following Commission approval, prepare, sign, and forward all resolutions to various city departments for action.
- Post documents on website as needed.
- Distribute agendas/documents to e-mail subscribers list as needed.
- Maintain on site commission records.
- Coordinate with SFGTV.
- Coordinate pre-hearing matters for commission disciplinary cases, motions, case management conferences, etc.

ATTACHMENT A

- Attend all disciplinary hearings, maintain case files, and coordinate evidence and official documents for case files. Prepare minutes, list evidence, coordinate court reporter, etc. Prepare copies of all transcripts for disciplinary hearings.
- Prepare calendars and necessary paperwork for all meetings, special or otherwise. Publicly notice and comply with all meetings laws, Sunshine Ordinance, and ADA requirements. Assure compliance with public record laws when materials are requested.
- Act as secretary to Awards Committee; coordinate committee meetings, screening committee and otherwise; also accepts nominations; coordinate and prepare awards ceremony after medal nominations are approved.
- Formally sign and issue subpoenas for witnesses and other materials as needed for disciplinary cases and also issue subpoenas for other department matters as may be necessary.
- Act as a liaison with City Attorney regarding Police Commission business and disciplinary cases and also as it relates to confidential matters.
- Officially receive, calendar, and coordinate all appeals of Chief's-suspensions and calendar for hearings.
- As the Master of Arms, clears hearing room, calls room to order and exercises powers of arrest when directed by the Commission.
- Approve and coordinate all administrative paperwork that is conducted by or under the jurisdiction of the Commission.
- Handle all assigned directives required and ordered by the Commission or the Chief of Police.
- Arrange locations for off site commission meetings and special meetings.
- Respond to public records requests.

It is preferable that applicants for this position have at least 5 years of progressively responsible administrative experience, including no less than two years in a supervisory capacity. A bachelor's degree in Public Administration, Business Administration, Sociology, Criminal Justice or related fields *is* preferred. The position also requires knowledge of Robert's Rules of Order, Brown Act, Sunshine Ordinance, Municipal Codes, State Statutes (e.g., Penal Code, Vehicle Code, Health and Safety Code, Welfare & Institutions Code), along with knowledge of the principles and practices of administrative management, communication and information systems.

The Police Commission Secretary is an exempt position. Workdays are Monday through Friday, 0900 to 1700 hours. All applications for this position received by the deadline will be considered. Applicants may attach a current resume to the application. Applicants will be scheduled for interviews the week of 04/27/09. Interested applicants should completely fill out the attached application form and hand carry it to Lieutenant Joseph Reilly, Police Commission Office, Room 505, Hall of Justice, no later than April 15, 2009. Any questions concerning the application process, selection process, or the position itself should be submitted in writing to Lt. Joseph Reilly, Police Commission Secretary, Room 505, no later than April 3, 2009. Applicants for this position must be able to perform the essential job functions of a sworn member with or without reasonable accommodation. Contact the Department's Americans with Disabilities Act Coordinator regarding any questions related to reasonable accommodations

Port Commission – AC35 Board/Commission Secretary III

(Dept would like to reclassify to 0922)

Under administrative direction, functions as both the confidential executive assistant to the Port Executive Director and the Commission Secretary to the San Francisco Port Commission. This position provides administrative assistance to the Port Executive Director and the San Francisco Port Commissioners; prepares the Port Commission calendar and minutes and records official acts of the Commission and provides high and difficult level of secretarial and administrative services, including work of a highly confidential nature. This position acts as liaison between the Port Executive Director and San Francisco Port Commission and government officials of all levels from the Federal, State and City offices and agencies, Port Senior Staff, Port departmental personnel, representatives of outside organizations that have an interest in Port activities, employees, business customers, prospective customers and the general public.

Serves as confidential secretary to the Executive Director; performs a wide variety of difficult and sensitive administrative work involving a high degree of responsibility for public contact with government officials, citizens and other City employees.

Prepares Port Commission Agenda, secures all required documentation for agenda items. Prepares and distributes notices and minutes; compiles and maintains records of proceedings of all Commission meetings and arranges for timely distribution of materials to the Commission, Library and the public. Sets limits and enforces deadlines for staff reports.

Processes payment of direct vouchers and purchase orders. Facilitates approval of payment requests through various department levels. Ensures that all invoices are paid in a timely manner.

Responsible for posting Port Commission agenda/minutes of the meeting and staff reports onto the Port's website in order to meet the posting requirements set forth in the Sunshine Ordinance.

Responsible for posting other pertinent forms such as: the Port Commission Rules of Order, Statement of Incompatible Activities, Policy for Distribution of tickets and passes gifted to the Port of San Francisco, Donor Disclosure/Acknowledgment forms, etc. and updates them accordingly.

Transcribes and processes the minutes of Commission meetings and maintains records of the meetings. Certifies, files and maintains all official Commission documents and resolutions. Ensures that the transcription of the minutes from an outside source is accurate and complete.

Screens calls, directs and handles inquiries from internal and external customers in a friendly and efficient manner. Follows up with callers to ensure necessary responses are received. Handles travel arrangements for the Executive Director and Port Commission. Schedules meeting appointments and maintains calendar for the Executive Director.

Maintains a filing system for all correspondence, technical materials and other documents as it relates to the functions and responsibilities of the Port Executive Director and the Port Commission, as well as resolutions and policies adopted by the Port Commission.

Maintains liaison with the Commission and its members to facilitate the flow of information needed by them to carry out their functions. Maintains records related to their terms and appointments.

Maintains employee tax information and submission of all required documents to the Ethics Commission and the tax authorities of the IRS, State of California and City and County of San Francisco. These include but are not limited to the Form 700 Statement of Economic Interest.

Public Health Commission – 1551 Secretary, Health Commission

Under direction acts as Secretary to the Health Commission; provides administrative assistance to Health Commissioners; prepares the Health Commission calendar and records official acts of the Commission; may supervise the functions of a clerical staff; and performs related duties as required.

Prepares and distributes agenda, notices, minutes and resolutions of the commission; maintains records of meetings and official actions of the commission; certifies all Commission documents and resolutions; prepares correspondence for members of the Commission.

Prepares, reviews and maintains legal and technical reports and records; directs office staff in the preparation of reports, records and agendas.

Confers with department and division heads to obtain, amplify, and clarify information needed to assist in preparing information for the Health Commission.

Provides information to the public, governmental officials and the press concerning, policies and actions of the Commission; refers interpretive questions to the appropriate administrator.

Advises and assists the Commission and its members by performing, a variety of research tasks as directed; makes evaluations on such matters and recommends thereon to the Commission.

Maintains liaison with the Commission members to facilitate the flow of information needed by them to carry out their functions.

PUC – 0922 Manager II

Position is a Charter Exempt Category 4 position working directly with the Public Utility Commission. Plans and directs preparation of the calendar and corresponding minutes, resolutions and correspondence. Directs and assigns functions of the clerical staff. Communicates daily regarding official Commission business, prepares correspondence, and expense reports. Provides information to the public, government agencies, and the press in accordance with Sunshine Ordinance regulations.

Prepares agendas.

Prepare minutes, resolutions and correspondence.

Supervises clerical staff.

Communicates with Commission as issues arise.

Responds to Sunshine and information requests.

Maintains ethics reports and regulations.

Maintains official Commission records. Prepares reports and assignments from Commission and General Manager as directed.

Communicates with public and City Agencies as needed.

Position develops, administers, monitors and coordinates a budget of \$300,000.

Rec & Park – 0922 Manager I

Serves as Commission Secretary to the Recreation and Park Commission, liaison for the Commission to the Department, other City Agencies, State Agencies, the public and the press, analyzes and offers recommendations in regard to Department operations, advances and pursues items of special interest on behalf of the Commission related to community and civic concerns.

Supervises the preparation and the distribution of agendas, notices, minutes and resolutions of the Commission.

Coordinates with Department staff in the preparation of reports, records and agendas.

Manages the records of meetings, and official actions of the Commission.

Reviews and provides an analysis of leases, resolutions, contracts and other items.

Reviews, certifies and signs commission documents and resolutions.

Responds to all Commission requests, oversees and direct sdepartment staff on all requests for public information.

Directs and follows-up with departmental staff to insure that Commission directed actions are executed properly.

Provides in a timely manner information to the public, governmental officials and the press concerning policies and action of the Commission.

Works closely with the City Attorney's office on the preparation of legislation and in researching other confidential matters.

Briefs members of the Commission on agenda items and may provide analyses on items under consideration by the Commission.

As custodian of Commission records, responds to subpoenas for information, direct and assist department staff on same.

Maintains liaison with the Commission members to facilitate the flow of information needed by them to carry out their functions.

Serves as spokesperson for the Commission at the Mayor's office, the Board of Supervisors, and other departments as directed.

Develops and maintains positive relationships with the Governor's office, Mayor's office, Board of Supervisor's offices and other City and State elected officials.

Commission liaison to the public - responds to public on either concerns, questions or inquiries, orally or in writing - refers detailed questions to appropriate staff and follow-up to insure that Commission and public received information requested.

Analyzes and offers recommendations to the Commission in regard to department operations, budget and policy.

Inspects physical condition of departmental sites and facilities to determine the need for repairs, maintenance and improvements of such facilities.

ATTACHMENT A

Directs the preparation of and reviews and maintains important legal and technical reports and records; directs office staff in the preparation of reports.

Manages and coordinates Commission's activities including events within the department and the City.

Upgrades and supervises maintenance of Commission files, agenda, minutes etc. to make available on computer.

Upgrades and supervises set up of new indexing system on computer.

Prepares resolutions of appreciation on behalf of the Commission.