



# SAN FRANCISCO PLANNING DEPARTMENT

## Memo to the Hiring Subcommittee of the Historic Preservation Commission and the Planning Commission

HEARING DATE: JUNE 13, 2012

*Date:* June 6, 2012  
*Staff Contact:* Alicia John-Baptiste, Chief of Staff   
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*Subject:* **Commission Secretary Hiring**

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This memorandum provides for the Subcommittee's review and consideration a proposed schedule and plan for completing the process to hire a Commission Secretary. In addition, this memorandum provides information on the creation of a job description for the Commission Secretary position, as well as a draft job description for the Subcommittee's review.

### PROCESS AND TIMELINE

As a reminder, below are the steps required for hiring a new Commission Secretary:

- 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
- Conducting background and reference checks
- Interviewing short-listed candidates
- Selecting the top candidate
- 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

Typically, the hiring process can take three to four months to complete. Below is a proposed approach to completing the hiring process, with potential Subcommittee and Commission meeting dates and associated agendas. Attached please also find a detailed draft timeline and task list for the hiring process (*Attachment A*). These are provided for the Subcommittee's consideration and may be modified according to the Subcommittee's preferred approach and/or availability.

**Subcommittee Meeting: June 13, 2012**

- Election of a Chair
- Subcommittee determination whether to assign to Planning Department staff or to Department of Human Resources staff the support work necessary to complete the hiring process
- Review and discussion of the hiring process and draft timeline
- Review and discussion of the proposed meeting schedule and associated agenda items
- Review and discussion of the draft Commission Secretary job description

**Subcommittee Meeting: June 27, 2012**

- Review and discussion of the revised draft Commission Secretary job description
- Finalization of the Commission Secretary job description (*Action Item*)
- Discussion of candidate screening criteria
- Discussion of venues for advertising the Commission Secretary job announcement

**Subcommittee Meeting: July 11, 2012**

- Review and discussion of the draft screening criteria
- Finalization of the screening criteria (*Action Item*)
- Discussion of interview questions
- Discussion of scoring criteria

**Historic Preservation Commission: July 18, 2012**

- Discussion of finalized Commission Secretary job announcement
- Discussion of Department of Human Resources determination regarding Commission Secretary classification
- Discussion of interview questions

**Planning Commission: July 19, 2012**

- Discussion of finalized Commission Secretary job announcement
- Discussion of Department of Human Resources determination regarding Commission Secretary classification
- Discussion of interview questions

**Job Announcement Advertised:** **Begin July 23, 2012**

**Subcommittee Meeting:** **August 22, 2012**

- Review and discussion of draft interview questions
- Review and discussion of draft scoring criteria
- Finalization of interview questions (*Action Item*)
- Finalization of scoring criteria (*Action Item*)
- Discussion of which applicants to interview (*Action Item*) – **CLOSED SESSION**

**Subcommittee Meeting – CLOSED SESSION:** **September 12, 2012**

- Interviewing and ranking of candidates
- Determination of top candidates to be interviewed by both Commissions (*Action Item*)

**Joint Hearing of Historic Preservation Commission and Planning Commission – CLOSED SESSION(S):**

**September 26, 2012 or September 27, 2012**

- Interviewing candidates
- Selecting top candidate (*Action Item*)

**Job Offer Made:** **September 28, 2012**

**Candidate Begins Work:** **October/November 2012**

Although there may be opportunities to move the hiring process along more quickly, it is likely that the process will not be completed before current Commission Secretary Avery retires. Therefore, the Subcommittee may wish to consider how to best meet the Commissions' support needs in the interim period.

### **COMMISSION SECRETARY JOB DESCRIPTION**

In creating the job description for the Commission Secretary, the Subcommittee will need to determine the position's responsibilities and duties; the minimum qualifications for the position; and the desirable qualifications for the position. To assist in this process, staff is providing five documents. The first document is the current job description for the Commission Secretary position (*Attachment B*). The second summarizes the job duties of the various Commission Secretaries in San Francisco. This summary also includes information on the Assistant Clerk, Board of Supervisors position, which staffs the Board of Supervisors Land Use Committee (*Attachment C*). The third document summarizes the minimum qualifications identified for the Commission Secretary and Board Clerk positions (*Attachment D*). The fourth document provides information on the specific knowledge, skills, and abilities called out for these positions, which may assist the Subcommittee in determining the position's desirable qualifications (*Attachment E*). Finally, staff is providing a draft job announcement for the new Commission Secretary position,

which draws on the four previously described sources of information and contains a draft job description (*Attachment F*).

The draft job description is provided as a tool for the Subcommittee. It is provided so that the Subcommittee has a document from which to work; however, if the Subcommittee chooses to draft an entirely new job description, staff will provide whatever assistance is needed in order to facilitate that effort.

- Attachment A:** Draft Hiring Timeline and Tasks
- Attachment B:** Current Commission Secretary Job Description
- Attachment C:** Summary of Commission Secretary and Board Clerk Responsibilities
- Attachment D:** Summary of Minimum Qualifications for Commission Secretaries and Board Clerks
- Attachment E:** Summary of Knowledge, Skills, and Abilities for Commission Secretaries and Board Clerks
- Attachment F:** Draft Commission Secretary Job Announcement

<b>Timeline: Commission Secretary Recruitment and Hiring</b>	
6/11/12	
<b>Date(s)</b>	<b>Task</b>
6/6/12	Hiring committee provided with draft job announcement
<b>6/13/12</b>	<b>Hiring committee holds first meeting: overview of process, confirm schedule, feedback on job announcement</b>
6/20/12	Staff provides updated job announcement
<b>6/27/12</b>	<b>Hiring committee holds second meeting: finalizes job announcement, drafts screening criteria, determines where to post</b>
7/2/12 - 7/6/12	DHR identifies appropriate job classification
7/9/12 - 7/13/12	Classification finalized
7/9/12 - 7/13/12	Staff updates hiring committee on DHR classification recommendation
7/16/12 - 7/20/12	Feedback from hiring committee on classification, as necessary
7/3/2012	Staff provides draft screening criteria
<b>7/11/2012</b>	<b>Hiring committee holds third meeting: finalize screening criteria, draft interview questions</b>
<b>7/18/2012</b>	<b>HPC: discussion of final job announcement, classification, interview questions</b>
<b>7/19/12</b>	<b>Planning Commission: discussion of final job announcement, classification, interview questions</b>
7/23/2012	Staff posts job announcement to DHR website, other sites as provided by hiring committee
7/23/12 - 8/3/12	Application filing period
8/6/12 - 8/10/12	Staff screens applications for MQs
8/13/2012	Staff forwards applications to hiring committee
8/15/2012	Staff develops draft interview questions
<b>8/22/2012</b>	<b>Hiring committee holds fourth meeting: finalize interview questions, discuss which and how many applicants to interview</b>
8/27/12 - 8/31/12	Commission Secretary schedules interviews
<b>9/12/2012</b>	<b>Hiring committee conducts interviews and ranks candidates</b>
<b>9/12/2012</b>	<b>Hiring committee identifies top three candidates</b>
9/13/12 - 9/21/12	DHR conducts background checks on top three candidates
9/13/12 - 9/21/12	Subcommittee conducts reference checks on top three candidates

<b>Date(s)</b>	<b>Task</b>
9/21/2012	Hiring committee forwards top three candidates to HPC and CPC
<b>9/26/12, 9/27/12</b>	<b>Joint Hearing of HPC and CPC to interview and rank top three candidates</b>
<b>9/26/12, 9/27/12</b>	<b>HPC and CPC jointly select top candidate</b>
9/28/2012	Commission Presidents jointly offer the position to the top candidate
10/1/2012	Candidate accepts the position
11/5/2012	Candidate begins work



# SAN FRANCISCO PLANNING DEPARTMENT

**Attachment B: Current  
Commission Secretary Job  
Description**

## COMMISSION SECRETARY

Reporting to the President of the Planning Commission and the President of the Historic Preservation Commission, the Commission secretary is responsible for the administrative function of the Planning Commission and the Historic Preservation Commission. The Commission Secretary is part of the Department's Senior Management team and participates in senior management policy discussions.

### SPECIFIC FUNCTIONS OF THE COMMISSION SECRETARY:

Manages the administrative needs of the Planning Commission and Historic Preservation Commission. This includes but is not limited to: the preparation and dissemination of Commission advance calendars, hearing calendars, minutes, hearing results, and action lists, as well as daily interactions with commissioners, the public, attorneys, architects, and other agencies - public and private - that might involve the functional jurisdiction of the two commissions.

Manages the functions of the Commissions' unit: plans, prioritizes and schedules workload, delegating specific tasks as necessary to subordinate staff; coordinates and oversees clerical and technical support activities; monitors productivity and evaluates outcomes; ensures compliance with established departmental policies, procedures and goals as well as legal requirements and regulatory mandates.

Oversees the supervision of work of assigned staff: monitors and evaluates performance of subordinate personnel; completes performance appraisals and counsels employees; fosters cooperation and teamwork amongst staff; provides training and aids in staff development.

Coordinates work and/or planning functions with other offices, programs or sections to meet established goals and objectives; acts as liaison and promotes good working relationships with other offices, programs, sections and departments; addresses or assists in addressing issues relevant to assigned unit, with departmental personnel, representatives of other departments and outside agencies, and members of the public; in department meetings, including making presentations; in department at meetings on specific issues.

Performs or assists in budget development, resource planning and fiscal reporting; assesses staff and resource needs of operations based on research and consultation with managers and administrative staff.

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Provides "quality control" of the Commission Staff's work products.

Conduct a bi-weekly staff meeting.

Respond to questions from staff and the public.

Participate in personnel issues arising out of staff performance.

Sign off on payroll for Commissions' staff.

Participate as member of Senior Manager of the Department.

Assist in the hiring process for filling Commissions' staff vacancies by writing job descriptions, reviewing resumes, conducting interviews, and making selection.

Check individual email daily and, when appropriate, respond by COB of the following business day.

Activate "out of office" automated email response when gone from work for an extended period of time.

Answer all individual voice mail by COB of the following business day. Up date the voice mail and email messages to reflect changes when out of the office during workdays.

Work cooperatively with colleagues and clients to promote a work environment of trustworthiness, respect, responsibility, fairness and caring.

Maintain a positive, proactive, and upbeat attitude about the challenges that managers, staff, and the Department face.

Support a quality service and continuous improvement philosophy in all work.

Manage the Form 700 Statement of Economic Interests for the Commissioners and officers of the department, and related trainings and filings

Manage the commissions and Department's Statement of Incompatible Activities and all related activities.

	0922 - Airport Commission - Manager I	Building Inspection Com. - Secretary	Fire Commission - 1555	Health Service System - 1454 Executive Secretary III	Human Services Com/ - 1548 Secretary	Library Commission - 1544 Secretary	MTA Board - 9190 Board Secretary	Port Com. - AC35 Board Secretary III	Public Health Com. - 1551 Secretary	PUC - 0922 Manager II	1492 - Assistant Manager I Rec & Park	Police Commission Secretary
<b>Administrative Duties:</b>												
Prepare, notice Commission calendar/agenda for Committee meetings, meeting legal requirements	x	x	x	x	x			x	x	x	x	x
Prepare, distribute, post meeting minutes, notices, resolutions	x	x	x	x	x	x		x	x	x	x	x
Record official acts of the Commission, prepare resolutions	x	x	x		x			x	x	x	x	x
Secure materials for agenda items, coordinates with staff to clarify information as-needed	x		x				x	x	x			x
Review materials for accuracy and completeness											x	
Review, analyze calendar items, resolutions, budget, leases, contracts and brief Commissioners							x			x		
Serve as clerk, observe Commission's Rules of Order, other applicable rules, procedures for public meetings			x									x
Call out agenda items, monitor public comment time allotments			x									
Prepare legal notices and official advertising											x	
Organize, maintain official files			x	x			x	x		x	x	x
Coordinate court reporter												x
Prepare hearing transcripts					x			x				x
Take and transcribe dictation				x								
Sets limits and enforces deadlines for staff reports								x				
Coordinate with SFGTV												x
Attend, coordinate disciplinary hearings			x									x
Prepare, schedule presentation of retirement certificates, resolutions of appreciation			x							x		

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<b>Administrative Duties, Continued:</b>													
Act as secretary to Awards Committee; coordinate awards ceremony													
Serve as Secretary and Officer of the Transbay Joint Powers Authority Board of Directors						x							
As the Master of Arms, clear hearing room, call room to order, exercise powers of arrest												x	
Serve as personal and confidential secretary to Board/Commission/Director			x				x						
Provide administrative assistance, including travel arrangements			x				x	x					
Perform complex, responsible administrative work				x			x				x		
Prepare/supervise preparation of correspondence, including ensuring adherence to relevant laws	x	x	x					x	x				x
Perform data entry, database maintenance											x		
Maintain records related to Commissioner terms and appointments							x						
Prepare, maintain Procedures Manual for Commission Secretary position		x											
Process personnel transactions involving Commission personnel				x									
Develop, interpret, coordinate, carry out administrative polices, procedures, rules for the Commission/Department		x		x		x							x

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<b>Administrative Duties, Continued:</b>													
Prepare, review operational, financial records/reports reflecting department operations					x					x			
Prepare reports, policy recommendations, as requested, including on department operations, budget	x	x		x			x		x	x	x	x	x
Serve as a member of executive staff/participate in executive sessions	x					x							
Prepares summaries of reports, memoranda and documents for executive staff review				x									
Coordinate agency-wide projects such as conferences, seminars	x					x							
Manage Statement of Economic Interest form requirements, other Ethics requirements such as SIA	x							x		x			
Advance and pursue items of special interest to the Commission										x			x
Ensure that Commission-directed actions are executed promptly							x			x			x
Consult with City Attorney's Office in preparation of legislation, research on confidential matters							x			x			x
Develop, administer, monitor, a budget	x			x		x				x			
Process payments and purchase orders										x			

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<b>Administrative Duties, Continued:</b>													
Issue Parking Permits for Commissioners, process requests for VIP assistance at Airport	x												
Inspect physical condition of facilities, determine need for and initiate repairs, maintenance, improvements					x					x			
<b>Communications Duties:</b>													
Develop, maintain, serve as contact for Records Retention Policy	x												
Assure compliance with public records laws; post materials; respond to requests	x		x				x			x			x
Maintain, update website, intranet	x		x				x						x
Make regular contacts with officials, organizations, agencies, public		x			x	x		x			x		
Act as liaison to department/Commission, agencies, officials, employees, customers, public, press, etc	x						x	x			x		
Represent the Commission to public, agencies, media, officials, etc		x	x			x	x			x	x		
Provide information to public, agencies, press, officials		x	x		x		x	x	x	x	x	x	
Prepares speeches, publicity and other information releases on commission actions and activities					x								
Communicate with Commission as issues arise									x				

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<b>Communications Duties, Continued:</b>													
Act as liaison between Commission and Department to obtain, amplify, clarify and facilitate the flow of relevant information, while maintaining confidential information.			x				x	x		x			x
Arranges individual meetings for Commission with Director at least six times each year.	x												
Transmit materials to the Commission received from other Boards, Commissions		x											
Maintain files relating to meetings/actions/activities of other agencies that relate to/affect the commission		x			x								
Respond to, issue subpoenas										x			x
Prepare department annual report					x								
Manages and coordinates Commission's activities including events within the department and the City										x			
<b>Supervisory Duties:</b>													
Plan, direct, supervise clerical/subordinate staff	x			x		x		x	x			x	x
Train new staff											x		
Manage mail room staff	x												
Manage finance functions						x							
Review, inspect work of building maintenance, custodial personnel													
<b>Other:</b>													
Maintain confidentiality			x	x									

	Building Inspection Com. - 1555 Secretary	Fire Commission - 1455	Health Service System - 1454 Executive Secretary III	Human Services Com/ - 1548 Secretary	Library Commission - 1548	MTA Board - 1544 Secretary	1492 - Assistant Clerk - BOS	Police Commission Secretary
<i>Any combination of experience and training that could provide the required knowledge and abilities may be qualifying.</i>	x			x		x		
<b>Experience:</b>								
Three years of verifiable secretarial experience comparable to class 1446 Secretary II.		x	x					
Five years of progressively responsible administrative experience in government or other comparable service.	x							
Five years of progressively responsible clerical, secretarial and general office experience.				x				
At least 5 years of progressively responsible administrative experience, including no less than two years in a supervisory capacity.								x
At least six years of progressively responsible administrative and office management experience, including two years of responsible supervisory experience.					x			
Five years of secretarial experience, including at least one year of experience performing high-level secretarial/administrative duties in a legislative body, such as the Board of Supervisors, City Council, City Commission or Board of Directors.							x	
<b>Abilities:</b>								
Ability to type 55 words per minute net with no more than a 10% error factor.		x	x				x	
Shorthand		x	x					
Ability to take notes to record the minutes of a committee meeting of the Board of Supervisors.							x	

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<b>Training:</b>								
A bachelor's degree in any discipline	x							
Baccalaureate degree from an accredited four-year college or university, with major coursework in public administration or a closely related field.			x					
Completion of a four year college or university with a baccalaureate degree, with major coursework in business administration or a closely related field.				x				
<b>Substitution:</b>								
A recognized secretarial training program of 240 hours or the equivalent of 15 semester units in graded secretarial college units may substitute for up to six months of the required experience.		x	x					
An equivalent combination of training and experience.				x				
A baccalaureate degree from an accredited college or university in English, Public Administration, Journalism, Political Science, Business Administration, Urban Studies, or related field may be substituted for the two years of secretarial experience.						x		
No substitution may be made for the required one year of experience performing high-level secretarial/administrative duties in a legislative body.						x		
<b>Desirable Experience:</b>								
Experience working within a governmental or equivalent entity that regulates building and housing inspections and the enforcement of the codes.	x							
A bachelor's degree in Public Administration, Business Administration, Sociology, Criminal Justice, or related fields is preferred.							x	

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<b>Knowledge Of:</b>												
Management and administrative techniques applicable to operations in the area assigned	x			x	x	x	x	x	x			x
Current office practices, procedures, and equipment			x	x								
Office management and office/record systems			x	x								
Robert's Rules of Order, Brown Act, Sunshine Ordinance, Municipal Codes		x					x				x	x
Existing applicable laws, charter provisions, ordinances, and codes					x			x			x	
State and Federal regulations appropriate to the unit	x							x	x		x	x
State and local government and the legislative process							x				x	
Budget development, administration, accounting, contracting	x						x		x	x		
Public finance		x					x					
Personnel administration	x							x	x			
Communication		x										x
Information systems		x										x
Business English			x	x								
Spelling and arithmetic			x	x								

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<b>Knowledge Of:</b>												
Organization and functions of the Department and Commission					x							
<b>Ability To:</b>												
Manage, administer, and/or coordinate a complex operational section	x		x	x				x	x			
Assume responsibility and use judgment in representing, reflecting, and carrying out program goals and mission of executives/managers in situations requiring tact, diplomacy, and poise			x	x								
Plan, coordinate and direct work of subordinates and consultants/contractors	x	x				x		x	x			
Analyze and report upon operating conditions and problems	x							x	x			
Conduct analysis of operations and development plans as required	x							x	x			
Recommend appropriate solutions	x							x	x			
Prepare and present comprehensive reports and recommendations; prepare Commission records and files	x	x			x	x		x	x	x		
Analyze and evaluate reports and make policy recommendations							x	x				

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<b>Ability To:</b>												
Write reports and minutes in a clear, concise and effective manner using proper grammar, punctuation, and vocabulary											x	
Assemble information and materials											x	
Communicate effectively, tactfully, and discreetly, both orally and in writing, with the general public, the media, other government officials, representatives of outside organizations, and Commission and/or Department employees	x	x		x	x		x	x	x	x	x	
Establish and maintain good working relationships with the general public, other employees, officials, and representatives from diverse community groups			x	x		x	x					
Prepare agenda and minutes of the meeting		x										
Review and prepare ordinances, resolutions, rules and procedures in consultation with the City Attorney		x										
Compose letters, memoranda, and reports		x	x	x								
Prepare reports and other correspondence						x						
Prepare ordinances, resolutions, rules, and procedures							x					

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<b>Ability To:</b>												
Manage multiple projects simultaneously						x						
Apply excellent judgment			x									
Understand, follow and explain legislation										x		
Operate a personal computer using a variety of software programs										x		
Prioritize work										x		
Pay attention to details										x		
Organize and handle administrative details independently			x	x								
<b>Skills To:</b>												
Type 55 net words per minute			x	x								
Take shorthand dictation or type from machine transcription			x	x								



# SAN FRANCISCO PLANNING DEPARTMENT

**Attachment F: Draft**  
*Commission Secretary Job*  
*Announcement*

**CLASS / TITLE: TBD**

**Commission Secretary**

**FILING DEADLINE: TBD**

**Appointment Type: Permanent Exempt**

**Position: One (1)**

**Appointment Type:** Permanent-Exempt (PEX) Appointment. This position is excluded by the Charter from the competitive civil service examination process and shall serve at the discretion of the Planning and Historic Preservation Commissions.

#### **Position Overview:**

The Commission Secretary reports to and supports the Planning Commission (CPC) and the Historic Preservation Commission (HPC). The Planning Commission reviews and approves development projects, acts as the steward of the City's General Plan, and advises the Mayor, the Board of Supervisors, and City agencies on long-range goals, policies, and procedures pertaining to land use issues. The CPC is comprised of seven members, of whom four are appointed by the Mayor and three are appointed by the President of the Board of Supervisors.

The Historic Preservation Commission oversees the City's Historic Preservation program, including designating historic buildings and historic districts. The HPC advises the Mayor, the Board of Supervisors, the Planning Commission, and City agencies on issues pertaining to historic preservation. The HPC has seven members, all of whom are appointed by the Mayor.

The Commission Secretary also serves as a member of the Senior Management team in the San Francisco Planning Department. Through delegation of the Planning Commission, the Planning Department provides land use policy development and implementation for the City and County of San Francisco. The Department provides development entitlements, guides land use decisions, develops long-range land use policy, administers and enforces the Planning Code, and provides environmental review of land use proposals. The Department has approximately 150 employees.

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The position reports to the President of the Planning Commission and to the President of the Historic Preservation Commission. The position directly supervises between one and three subordinate staff.

**Major Responsibilities:**

The Commission Secretary is responsible for the administrative function of the Planning Commission and the Historic Preservation Commission. In this capacity, the Commission Secretary performs the following duties:

- Provides effective and balanced support to the Historic Preservation Commission and to the Planning Commission
- Attends weekly Planning Commission hearings and bimonthly Historic Preservation Commission hearings; serves as the recording secretary for these hearings; manages the hearing's calendar; and advises the Commissions on relevant policies, codes, rules, and regulations pertaining to the Commissions' hearings
- Manages the administrative needs of the Planning and Historic Preservation Commissions, including – through oversight of subordinate staff – preparing, disseminating, and appropriately posting the Commissions' advance calendars, hearing calendars, hearing packets, minutes, hearing results, and action lists; and recording official acts of the Commissions
- Through oversight of subordinate staff, provides quality control of all materials provided to the Commissions by reviewing materials submitted and obtaining, amplifying, or clarifying information needed by the Commissions to make decisions regarding such materials
- Provides guidance to Commissioners on various matters related to their roles and responsibilities as officers of the City;
- Manages the Commissions' office, including planning, prioritizing and scheduling the work of the Commissions' office and responding to Commissioners' needs and requests
- Works with external agencies and internal staff to ensure that the Commissions' goals and objectives are met
- Coordinates regular Ethics training for Commissioners, as required by law

The Commission Secretary manages a staff of up to three subordinate employees, including a Manager of the Commissions' Office and clerical support staff. In this capacity, the Commission Secretary performs the following duties:

- Ensures the smooth operation of the Commissions' office by: planning and prioritizing workloads for subordinate staff; coordinating and overseeing clerical

and technical support activities; monitoring productivity and evaluating outcomes; and ensuring staff compliance with established departmental policies, procedures and goals, as well as legal requirements and regulatory mandates

- Supports effective staff performance by: completing performance appraisals; fostering cooperation and teamwork amongst staff; and providing training and other aids to staff development

The Commission Secretary serves as the Custodian of Records for the Planning Department and the CPC and HPC. In this capacity, the Commission Secretary performs the following duties:

- Through management of subordinate staff, oversees the Department's response to Public Records Act Requests and ensures that such responses are thorough, appropriate, and timely
- Produces, maintains, communicates, and ensures compliance with the Department's Records Retention policy, including making adjustments as necessary as technology changes
- Serves as the Filing Officer for the annual Statement of Economic Interest forms and ensures compliance with filing requirements
- Maintains, updates, disseminates and issues interpretations of the Department's Statement of Incompatible Activities

The Commission Secretary provides a central communications role for the Commissions, between the Commissions, and between the Department and the Commissions. In this capacity, the position:

- Supports the public's engagement with the Commissions by maintaining open and transparent communication with the public; ensuring the availability of materials and information to the public; answering questions; and ensuring appropriate public involvement at Commission hearings
- Communicates Departmental matters of interest to the Commissions and Commission interests to the Department
- Maintains effective working relationships with the general public, representatives of various organizations and groups, commissions, boards, and elected officials
- Responds to queries from the general public, community groups, and government officials regarding the policies, procedures, and actions of the CPC and the HPC
- Researches and prepares correspondence on behalf of the members of the CPC and the HPC, as directed by the Commissions
- Ensures that the Commissions websites are current, accurate, and complete

The Commission Secretary serves as a member of the Department's senior management team. In this capacity, the position:

- Participates in developing the Department's two-year operating budget
- Participates in discussions regarding Departmental operations, procedures, and policies
- Advises on and may oversee the work of staff that is relevant to the Commissions
- Participates in Department-wide organizational initiatives, such as implementation of the new Permit & Project Tracking System

#### **Minimum Qualifications:**

1. Possession of a Baccalaureate degree from an accredited college or university;  
AND
2. Seven (7) years or more of progressively responsible experience supporting a Commission, Board, City Council, Board of Supervisors, or other policy body, including a minimum of five (5) years management experience with direct supervision of professional and/or clerical staff.

Substitution: The Baccalaureate degree may be substituted on a year-for-year basis with some college and/or progressively responsible relevant experience.

#### **Desirable Qualifications:**

- Excellent communication skills, both oral and written.
- Sound and demonstrated judgment in weighing conflicting policy, political, and professional priorities.
- Extensive experience managing staff and prioritizing among competing needs.
- The ability to work effectively in a team environment.
- Considerable knowledge of the Good Government Guide, Roberts Rules of Order, the Brown Act, the Sunshine Ordinance, and other relevant local, state, and federal regulations pertaining to the correct administration of a public hearing in San Francisco.

- Familiarity with the land use process and environment in San Francisco.
- Familiarity with the field of Historic Preservation.

### **Compensation and Benefits:**

In addition to competitive salaries, the City offers flexible benefit plans with pre-tax elections which include: medical and dental insurance, Retirement Plan; Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; 5 floating holidays, and additional floating holidays as provided by collective bargaining agreement; 10 to 20 vacation days per year, depending on years of service; and 5 days paid executive leave per year.

### **How to Apply:**

Submit cover letter, resume and a completed City and County application through an on line process:

- Click on "Apply" above.
- Follow instructions given on the screen.

Computer kiosks are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Resumes may be attached to the application; however, resumes will not be accepted in lieu of a completed City and County of San Francisco application.

### **Verification of Education and Experience:**

Verification of education and qualifying experience may be required at a later date. Failure to submit the required verification when requested may result in rejection of application.

**Notes:**

Applications will be screened for relevant qualifying experience. Those applicants most qualified will be offered interviews. Possession of minimum qualifications does not guarantee an interview.

In compliance with the Immigration and Reform Act of 1986, all persons entering City and County employment will be required to prove their identity and authorization to work in the United States.

Qualified applicants with disabilities requiring reasonable accommodations for this selection process must contact the department by telephone at (415) 558-6280 or in writing at the address listed above as soon as possible.

*Minorities, Women and Persons with Disabilities are Encouraged to Apply*

**An Equal Opportunity Employer**

09xx Issued xx/xx/xx

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