



SF Environment

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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

**San Francisco Department of the Environment
1822 Administrative Analyst**

Appointment Type: Permanent-Exempt.

Filing deadline: Friday, August 13, 2010

Salary: Annually \$60,034-\$72,956

Date Issued: Thursday, July 22, 2010

Program Background: The mission of the City and County of San Francisco Department of the Environment (SF Environment) is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term environmental well being. SF Environment includes Recycling, Toxics Reduction, Environmental Justice, Clean Air Transportation, Climate Change, Energy, Green Building, Urban Forest and Public Information Programs.

Position Description: Under direction, the Administrative Analyst performs professional-level analytical work to support the operations of City departments, agencies and programs in areas such as the development and administration of the annual budget, financial/fiscal analysis and reporting, development and administration of contractual agreements, grant monitoring and administration, evaluation and development of management/administrative policy, legislative analysis, and/or program evaluation and planning. This position is a financial grant coordination position for the Energy Program.

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 class and are not intended to be an inclusive list.

1. Performs research, compiles and analyzes information/data regarding a variety of administrative, management, fiscal and organizational issues: identifies issues and determines analytical standards in consultation with supervisor, manager, departmental personnel and other individuals/experts; gathers relevant data, information and/or documentation from a variety of sources; analyzes information and documentation and develops tentative findings; discusses and/or coordinates analysis and tentative findings with supervisor, management staff and/or other appropriate individuals; develops or assists in developing recommendations and/or course of action; gathers additional information and/or revises methodology as needed.
2. Prepares or assists in the preparation of a variety of management reports: compiles and evaluates information in preparation for writing report; presents background information and description of analytical standards; outlines findings and recommendations and prepares logical supporting documentation; writes or assists in writing final reports and documentation for evaluation by administrative and/or management staff; presents reports, including formal presentations to groups.

Department of the Environment, City and County of San Francisco

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3. Performs analysis for development of administrative, management, program and organizational policies and procedures: consults with managers, administrators and other staff to determine parameters for analysis and other background information; analyzes existing policies, procedures and work practices; analyzes the effect of proposed and existing legislation, regulations and law on organizational policies and procedures; compiles information and documentation in preparation for producing reports and/or drafts reports for management/administration. May develop and analyze outcome measures intended to evaluate new programs or policies.
4. Performs analysis for budget development and resource planning: performs or assists in needs analysis and trend analysis based on research and consultation with managers and administrative staff; consults with managers and assists in resource planning and development of annual budget estimates; reviews and analyzes budget requests from administrators; compiles information and documentation in preparation for producing reports and/or drafts reports related to budget and resource planning issues.
5. Performs analysis for budget administration and/or fiscal/financial reporting: monitors and analyzes expenditures and accounts to ensure compliance with budget parameters; gathers information and prepares documentation related to fiscal/financial reporting; performs and/or assists in fiscal/financial analysis; compiles information and documentation in preparation for producing and/or drafting fiscal/financial reports.
6. Performs analysis for development and administration of competitive bid processes and contractual agreements: identifies and analyzes needs, goals, available funding and other criteria; develops or assists in development of contract/lease specifications; prepares requests for proposals and bid solicitation; performs or assists in analysis of bid information provided by contractors; assists in establishment/maintenance of contractual relationships; performs or assists in analysis for monitoring and enforcing legal agreements to ensure compliance.
7. Performs analysis for monitoring of grants received by department; writes or assists in writing grant proposals; analyzes funding parameters and other requirements specified by grantor; monitors departmental expenditures to ensure funding parameters are met; analyzes other criteria to ensure compliance with standards required by grantor.
8. Performs related duties as required.

Knowledge, Skills and Abilities:

Knowledge of: the principles, procedures and legal standards required to provide professional-level analytical assistance to administrative staff in such areas as: the development and administration of the annual budget, financial/fiscal analysis and reporting, development and administration of contractual agreements, grant monitoring and administration, evaluation and development of management/administrative policy, legislative analysis, and/or program evaluation and planning.

Ability to: identify, research and gather relevant information from a variety of sources; read and interpret complex written materials; analyze and evaluate data, procedures, interrelated processes and other information; formulate conclusions and/or alternatives and develop effective recommendations; use work-related computer applications, including e-mail, word processing, spreadsheets, databases and the internet; prepare well-organized and accurate documents such as reports, memos, and correspondence; synthesize ideas and factual information into clear and logical written statements; speak clearly and concisely in order to express ideas and communicate work-related information to a variety of individuals and groups; listen, ask appropriate questions and effectively elicit information; establish and maintain effective working relationships with staff, officials and the general public, including a variety of individuals and groups.

Experience and Training:

1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university; and one (1) year full-time equivalent experience performing professional-level analytical work, as described in Note A; OR
2. Possession of a graduate degree (Master's degree or higher) from an accredited college or university with major coursework as described in Note B; OR
3. Possession of a baccalaureate degree from an accredited college or university, and two (2) years full-time equivalent experience performing professional-level analytical work as described in Note A; OR
4. Possession of a baccalaureate degree from an accredited college or university with major coursework as described in Note B and one (1) year full-time equivalent experience performing professional-level analytical work as described in Note A;

SUBSTITUTION: Applicants may substitute up to 2 years of the required education with additional qualifying experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

Notes on Qualifying Experience and Education:

A. Qualifying professional-level analytical experience must be in one or more of the following functional areas: complex budget analysis, development and administration; complex financial/fiscal analysis and reporting; development of complex contracting systems and administration of competitive bid processes and complex contractual agreements; development and evaluation of complex management/administrative policy; complex grant administration and monitoring; complex program evaluation and planning; complex legislative analysis; complex economic analysis; or other functional areas related to the duties of positions in Class 1822, where the primary focus of the job is complex professional-level analysis for evaluation, recommendation, development and implementation of major programs and functions of department/organization. Analytical experience equivalent to the duties of Class 1820 is considered qualifying.

B. Coursework applicable to a baccalaureate or higher degree in specialized subject matter areas such as public or business administration, management, business law, contract law, public policy, urban studies, economics, statistical analysis, finance, accounting or other fields of study closely related to the essential functions of positions in Class 1822.

AND

5. Two (2) years experience in financial tracking and reporting for complex grants (this experience can also be applied to 1 – 4 above), AND
6. One (1) years experience working with a complex City Accounting system, such as FAMIS, AND
7. Excellent computer skills, including Microsoft Excel.

Application Procedure:

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit <http://www.jobaps.com/sf/> to begin the application process by registering an account.

- Click and select the desired job announcement
- Click on "Apply" and read and acknowledge the information
- Click on "I am a New User"
- Follow instructions given on the screen

If you have any questions regarding this recruitment or application process, please contact Claudia Molina at 415-355-3748, or via email at Claudia.Molina@sfgov.org.

Computer kiosks are located in the lobby of the Department of Human Resources, 1 South Van Ness Avenue, 4th Floor San Francisco CA 94103, for use by the public. The hours of operation are from 8:00a.m. to 5:00 p.m. Monday through Friday.

Applications for this recruitment process will be accepted from Thursday, July 22, 2010 to Friday, August 13, 2010.

VERIFICATION:

All applicants may be required to submit verification of qualifying experience, education, training, license, etc. at any point in the application, examination or departmental selection process. A copy of a diploma or transcripts must be submitted to verify the education requirement when requested. Verification of experience, when requested, must be on the employer's letterhead and must show the name of the applicant, job title(s), duties, dates of service, and must be signed by the employer. City employment may be verified by submitting a performance evaluation in lieu of other verification.

Failure to provide the required verification when requested may result in rejection of application and/or removal from eligibility for referral and appointment in this class. Verification may be waived if impossible to obtain.

The applicant must submit a signed statement explaining why verification cannot be obtained. Waiver requests will not automatically be granted, but will be considered on a case-by-case basis.

Notes:

1. Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the selection process and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.
2. Applicants with disabilities requiring reasonable accommodation must contact Claudia Molina by phone (415) 355-3748 (voice), by email Claudia.Molina@sfgov.org, or in writing to Department of the Environment, Attn: Claudia Molina, 11 Grove Street, San Francisco, CA 94102, as soon as possible.
3. Per CSC Rule 114, Article VIII, Sec. 114.44: "Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer."
4. In compliance with the Immigration Reform and Control 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.
5. Designated employees will be required to file Statements of Economic Interest.

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply
We are an Equal Opportunity Employer**