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## 0902 - Mayoral Staff XIV

**Director of Policy and Legislative Affairs**  
**Recruitment #PEX-0902-072628**

**Department** Mayor

**Analyst** Karen Henderson

**Date Opened** 11/29/2016 8:00:00 AM

**Filing Deadline** 12/13/2016 5:00:00 PM

**Salary** \$51.03 - \$65.11/hour; \$8,844.00 - \$11,286.00/month;  
 \$106,132.00 - \$135,434.00/year

**Job Type** Permanent Exempt

**Employment Type** Full-Time

### INTRODUCTION

**Director of Policy and Legislative Affairs**  
**Mayor's Office of Housing and Community Development**

#### General Description:

As a member of the Mayor's Office of Housing and Community Development senior management team, the Director of Policy and Legislative Affairs coordinates the organization's public policy and legislative affairs activities and facilitates stakeholder participation and communication for key policy and program initiatives. This position is responsible for overseeing and managing a wide range of issues, deliverables and relationships related to public policy, legislative and intergovernmental affairs, and external communications. The Director will serve as the point person for communication, policy formation, and legislative work related to MOHCD programs and initiatives, including the City's Housing Trust Fund, HOPE SF Initiative and the re-envisioning of the San Francisco Housing Authority. The Director will provide interagency coordination, facilitate stakeholder input, and manage communications with the Mayor's Office, elected officials, other City departments and local, state and federal agencies.

#### Essential responsibilities include:

Represent MOHCD at public hearings, commissions, and meetings. Coordinate public presentations related to specific legislative items and policy programs and initiatives.

Manage outreach and engagement to the Board of Supervisors and other elected officials ensuring that accurate and up-to-date information is provided to policymakers and elected officials;

Coordinate the drafting, introduction and passage of MOHCD legislation, maintain MOHCD legislative calendar and serve as MOHCD's liaison to other City agencies and elected officials;

Develop and maintain MOHCD's relationships with housing and community development experts, stakeholder groups and organizations at the local, state and federal level;

Create and maintain MOHCD's public policy agenda in coordination with MOHCD leadership and the Mayor's policy and legislative staff;

Facilitate stakeholder input into emerging or existing policies, especially in collaboration with key advocacy and policy organizations such as SPUR or the Council of Community Housing Organizations (CCHO). Serve as MOHCD spokesperson and representative at stakeholder and policy meetings;

Oversee program updates and policy reports required by funders and stakeholders; produce white papers and policy papers as needed; and coordinate topic-specific reports and presentations for the Mayor, Board of Supervisors and/or policy bodies as directed;

Monitor federal, state, and local legislation and policy changes relevant to MOHCD's mission and programs; conduct policy analysis and coordinate with Mayor's policy staff and MOHCD leadership on recommended actions as necessary;

Monitor City policy changes relevant to MOHCD's mission, (such as transit impact fee, CEQA reform, student housing, and development of micro-units); coordinate with Mayor's policy staff and recommend action as necessary; Craft outreach and communication strategies for key MOHCD policy initiatives and programs;

**Desirable Qualifications:**

Bachelor's degree required; graduate degree in relevant field desirable.

Two to five years of policy, legislative and/or government affairs experience. Knowledge of affordable housing and/or community development preferred.

Demonstrated ability to work under pressure, remain flexible, positive, proactive, resourceful and efficient, with a high level of professionalism.

Excellent written and verbal communication skills and attention to detail and legislative timelines.

Strong decision making ability and judgment on successful legislative and communication strategies.

Commitment to MOHCD's mission and an understanding of the needs of low-to moderate-income residents.

Demonstrated ability to manage multiple projects and prioritize with minimal supervision.

Ability to work collaboratively with MOHCD's senior management team and provide office-wide coordination on cross-cutting issues.

Ability to gather and analyze information, identify problems and opportunities, consider alternative courses of action and propose and communicate appropriate solutions in an effective manner.

Desirable Qualifications: The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring

**DEFINITION**

Under direction, serves as a manager in the Office of the Mayor, performing duties requiring a high degree of independent judgment on policy and administrative matters. Positions in these classes utilize independence in the development of policy and procedures, the resolution of highly sensitive issues and the maintenance of confidential information. Incumbents may serve in a community liaison capacity in promulgating the Mayor's policies or gathering information, opinions and concerns that may affect policy development. These endeavors touch upon emergency preparedness, public safety, public and private transportation, prevention of crime, cultural and tourist activities, children and adult health and educational needs, the criminal justice system, fiscal and budget management, and other objectives related to the well-being of the citizenry. Positions may manage and analyze information utilized in the development of policies and procedures for budgets, grants, contracts, fiscal forecasting, business and economic development, program administration and evaluation, and other pertinent areas and functions requiring direction from the Office of the Mayor.

**DISTINGUISHING FEATURES**

Incumbents report to the Mayor or to other supervisory staff in the Office of the Mayor. Positions in these classes are unique to the Office of the Mayor and function to administer and implement the policies of the Mayor and are exempt from Civil Service appointment (Charter Section 10.104.1). Incumbents may evaluate and assign activities, and projects to other employees of the Mayor's staff and City Departments.

Positions in these classes assist the key formulators of public policy, advise the Mayor, and implement and administer the goals and objectives of the Mayor, as well as perform important liaison roles with policy-making boards, commissions, committees, other agencies, the public-at-large, City Departments and staff.

Distinctions among class levels in these job codes are based on the criticality of the position, level of complexity, organizational impact, nature and number of functions/programs, decision making responsibility, and the nature and scope of duties assigned.

#### **SUPERVISION EXERCISED**

May provide supervision to subordinate staff and/or assume responsibility for managing projects and programs.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

According to Civil Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class series and are not intended to be an inclusive list.

1. Develop and implement policies and procedures.
2. Promote and promulgate Mayoral policies and procedures to City Departments, the public, press, and other governmental agencies and officials.
3. Serve as liaison to the community on behalf of the Office of the Mayor in reporting community concerns and issues and develop, recommend and implement policy changes when necessary.
4. Manage segments of the Office of the Mayor responsible for programs, operational activities, or projects. Supervise, train and evaluate staff and monitor the work product of staff, consultants, and contractors performing for the Office of the Mayor.
5. Identify, evaluate, and analyze issues and problems, develop and implement solutions.
6. Manage budget and fiscal analysis, including preparation and development of budgets to support operations, programs and projects. Monitor Federal, State and other grants for compliance with applicable laws and regulations.
7. Manage and direct resources to achieve objectives and goals within budget and fiscal limitations and insure that desired results are achieved.
8. Manage schedules and coordinate meetings and appointments for the Mayor.
9. Manage and coordinate with the Office of the Mayor mobile and advancing team to ensure scheduled events are staffed and set up as required by events plans; advance the Mayor on special community events and/or projects.
10. Manage preparation and publication of documents and reports, maintain records and/or information systems with maximum clarity and accuracy.
11. Insure that the Mayor and executive staff is kept apprised of important issues and problems that impact the City.
12. Direct and instruct City Departments regarding policy and decisions that impact their operations and/or require immediate action.
13. Perform related duties and assume responsibility as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

Federal, State and local laws and regulations related to the specific functions of the discipline managed in addition to knowledge of executive management, finances, budgeting, negotiating and communications.

**Ability to:**

Provide strong leadership, manage subordinate staff, exercise effective judgment in critical/emergency situations, analyze complicated and sensitive issues, and communicate and provide options clearly to the Mayor, Mayoral staff, commissions, boards, committees, other agencies and the public. Apply the principles of public administration, financial and personnel management and effectively interpret all applicable laws, ordinances and codes. Exercise independent analysis, adaptability and judgment on specialized proposals with difficult, complicated options. Effectively present Mayor's policies and opinions to outside entities such as the public, boards, commissions and government agencies. Maintain harmonious relationship with managers, City officials, unions, employees and the public.

**Special Requirements:**

Qualifications including a requirement for specialized knowledge, skills, abilities, education, experience, or licenses may be established for individual positions.

**SELECTION PLAN**

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit [www.jobaps.com/sf](http://www.jobaps.com/sf) to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computers 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.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @sfysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Karen Henderson, by telephone at 415-701-5557, or by email at [Karen.henderson@sfgov.org](mailto:Karen.henderson@sfgov.org).

**Verification:**

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

**Application requirement - Resume and cover letter describing your commitment to the mission of the San Francisco Mayor's Office of Housing and Community Development and how your experience satisfies the desirable qualifications.**

#### CONVICTION HISTORY

As a *finalist* for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a *finalist*. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

*Having a conviction history does not automatically preclude you from a job with the City.*

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

#### DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

#### CONCLUSION

##### **General Information concerning City and County of San Francisco Employment Policies and Procedures:**

Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4<sup>th</sup> Floor.

##### **Copies of Application Documents:**

Applicants should keep copies of all documents submitted, as these will not be returned.

##### **Right to Work:**

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

##### **Requests:**

Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Information regarding requests for Veterans Preference can be found at:

<http://sfdhr.org/information-about-hiring-process#veteranspreference>


**Exam Type: PEX - Issued: 11/28/2016 - Mick Callahan Human Resources Director - Department of Human Resources - Recruitment ID Number: PEX-0902-072628 - Mayor's Office of Housing and Community Development - KH/415-701-5557**

**BENEFITS**

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click here.

**Click on the link below to apply:**

<b>Fill out the Application NOW using the Internet.</b>	 The icon features the text "Apply Online" above a graphic of a computer keyboard and a mouse, with a small document icon to the right.
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