

**9774 Senior Community Development Specialist I****Recruitment #pbt-9774-070317****Department** Mayor**Analyst** Karen Henderson**Date Opened** 9/20/2016 8:00:00 AM**Filing Deadline** 10/4/2016 5:00:00 PM**Salary** \$40.21 - \$48.88/hour; \$6,970.00 - \$8,472.00/month;  
\$83,642.00 - \$101,660.00/year**Job Type** Permanent PBT**Employment Type** Full-Time**INTRODUCTION****9774 Senior Community Development Specialist****Mayor's Office of Housing and Community Development**

This is a position located at the Mayor's Office of Housing and Community Development (MOHCD). The eligible list resulting from this examination may be utilized for future positions in this class in other city departments.

Under general supervision, the Compliance and Monitoring Coordinator at the Mayor's Office of Housing and Community Development performs a variety of activities related to the funding of various local projects and programs in community development, housing and/or housing development. The essential functions include: being a key member of the Community Development team that oversees the distribution of the City's General Funds and HUD Community Development Block Grant funds to community based organizations that provide a variety of social services to low-and-moderate income residents of San Francisco. This position conducts on-site monitoring visits and reviews grantee self-assessments to monitor grantees and projects for fiscal, programmatic and contract compliance; establishes and coordinates operational methods and procedures for departmental monitoring and other processes; recommends project or program modifications and adjustments to assure contract adherence and responsiveness of programs to community needs; collects and evaluates performance data and prepares a wide variety of reports, memoranda and correspondence related to activities of MOHCD; and works with grantees to maximize the timely, effective and efficient provision of social services. As required, this position provides technical assistance, information and advice to representatives of various organizations and agencies wishing to apply for funding; researches best practices in the areas of contract compliance, nonprofit management and accounting, program evaluation and monitoring, and similar areas; as assigned, develops and coordinates the preparation of annual work programs and operating budgets of nonprofit corporations and city agencies receiving community development funds; prepares, reviews and executes contracts for the disbursement of funds; prepares and processes all necessary documents and fiscal payments to corporations and agencies; and provides appropriate fiscal budgetary control.

Under the general supervision of the Principal Administrative Analyst, the incumbent performs a variety of activities related to the funding of various local projects and programs by the Mayor's Office of Housing and Community Development; may participate in significant program planning, development, project implementation and evaluation; reviews project plans and programs to assure compliance with federal and state laws and regulations and local policies; conducts project analyses, makes recommendations on operational corrections to comply with contractual requirements and federal regulations; develops methods of evaluating effectiveness of grant funded projects; prepares reports and records. The Compliance and Monitoring Coordinator at the Mayor's Office of Housing and Community Development also performs related duties as required.

**Desirable Qualifications:**

Experience working in a government and/or non-profit setting interacting with the development and implementation of programs that serve low-income communities

Experience in contract compliance and monitoring

Experience offering technical assistance to non-profit organizations

Experience in complex data analysis

Experience working with web-based grants or contract management systems

Experience in preparing reports involving sophisticated data and policy analysis

Experience with financial systems, especially non-profit organizational finance

Proficiency in operating computers using Windows-based programs, including word processing, spreadsheet and database software in a standard indoor office environment

Excellent interpersonal, written and verbal communication skills, including the ability to write clear and concise reports, recommendation and correspondence

**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.

#### MINIMUM QUALIFICATIONS

1. Possession of a baccalaureate degree from an accredited college or university AND three (3) years of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, or criminal justice; OR
2. Possession of a baccalaureate degree from an accredited college or university with major coursework in public or business administration, urban planning, government, social work, education, finance, criminal justice, or related field AND two (2) years of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, criminal justice or elections related work; OR
3. Possession of a Master's degree from an accredited college or university in public policy, planning, social work, public administration, finance, education, criminal justice, or business administration AND one (1) year of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, or criminal justice; OR
4. Possession of a Juris Doctor degree from an accredited college or university AND one (1) year of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, or criminal justice.

Substitution: Verifiable administrative/professional experience involving community development, housing and/or housing development, finance, education, social work, children/youth work, criminal justice, and/or elections may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

#### HOW TO APPLY

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, @flysf.org, @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.

**SELECTION PLAN**

**Eligible List:**

The eligible list resulting from this examination is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be of 6 months, and may be extended with the approval of the Human Resources Director.

Upon approval of the Human Resource Director (see Civil Service Rule 111A.26.5), the eligible list resulting from this announcement may be used by other departments that also use this classification or a similar classification. To find other Departments which use this classification, please see <http://www.sfdhr.org/Modules/ShowDocument.aspx?documentID=21246>. Search that document by title or job code to see which departments use the classification.

**Certification:**

The certification rule for the eligible list resulting from this examination will be Rule of 3 Scores. Additional selection processes may be conducted by the hiring department prior to making final hiring decisions.

**SELECTION PROCEDURES**

**Supplemental Questionnaire Evaluation (Weight 100%)**

Candidates will be required to complete a supplemental questionnaire. The Supplemental Questionnaire Evaluation is designed to measure knowledge, skills, and/or abilities in job-related areas which may include but not be limited to: knowledge of principles and practices of department specific programs including the goals and objectives of these programs; knowledge of the activities of community agencies charged with carrying out the programs; knowledge of relevant Federal, State and local laws, procedures, and regulations governing the department specific programs; ability to apply principles to define problems, collect data, establish facts, and draw conclusions in order to make recommendations regarding the visibility or proposed project and program activities, and determine alternate or additional scores of funding for proposed project and program activities; and ability to prepare written information in a clear, concise, and well-organized manner, using appropriate rules of grammar and composition when composing reports, correspondence, and other documents. A passing score must be achieved on the Supplemental Questionnaire Evaluation in order to be placed on the eligibility list according to final score.

**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**

**Terms of Announcement:**

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at [www.jobaps.com/sf](http://www.jobaps.com/sf).

The terms of this announcement may be appealed under Civil Service Rule 111A.35.1. The standard for the review of such appeals is 'abuse of discretion' or 'no rational basis' for establishing the position description, the minimum qualifications and/or the certification rule. Appeals must include a written statement of the item(s) being contested and the specific reason(s) why the cited item(s) constitute(s) abuse of discretion by the Human Resources Director. Appeals must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date.

**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: PBT- Issued: 9/20/2016 Micki Callahan Human Resources Director  
Department of Human Resources Recruitment ID Number: PBT-9774-070317 -  
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 a link below to apply for this position:**

	
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<b>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</b>	
<b>View and print the Supplemental Questionnaire.</b>	This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here .

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