

9775 - Senior Community Development Specialist 2

Recruitment #PBT-9775-071754

DEPARTMENT	Mayor
ANALYST	Karen Henderson
DATE OPENED	2/7/2017 8:00:00 AM
FILING DEADLINE	2/17/2017 5:00:00 PM
SALARY	\$47.69 - \$57.96/hour; \$8,266.00 - \$10,047.00/month; \$99,190.00 - \$120,562.00/year
JOB TYPE	Permanent PBT
EMPLOYMENT TYPE	Full-Time

INTRODUCTION

This is a Position-Based Test conducted in accordance with Civil Service Rule 111A.

The current position located at the Mayor's Office of Housing and Community Development.

The eligible list resulting from this examination may be utilized for future positions in this class in other City departments.

9775 - Senior Community Development Specialist II employment recruitment

**has been reissued to
accept additional applications.**

If you applied for this position during the initial recruitment period

November 4, 2016 - December 9, 2016

to be considered you are not required to reapply.

POSITION DESCRIPTION:

Under general supervision, the Senior Community Development Specialist II at the Mayor's Office of Housing and Community Development performs difficult and highly complex program planning and implementation work in the area of housing finance, local housing ordinances, affordable housing policies and procedures, land complex real estate transactions at critical implementation points. The essential functions include: Inclusionary and single family homeownership and rental program policy creation, compliance and asset management; providing technical assistance to developers, homeowner associations and homeowners on Inclusionary Housing and other Planning requirements; representing MOHCD before interagency committees, City boards and commissions, and other organizations and departments; reviewing and approving funding disbursements; providing advice and technical assistance regarding particularly complex or sophisticated programmatic issues; developing and implementing training opportunities; developing asset management program administration policy and procedures; coordinating with other government agencies, private corporations, and community organizations; developing and implementing procedures to assure compliance with applicable laws and regulations; attending program or project-related meetings; meeting with agencies and relevant individuals; monitoring progress of programs; and working with confidential information. The Senior Community Development Specialist II at the Mayor's Office of Housing and Community Development also performs related duties as required.

DESIRABLE QUALIFICATIONS:

Eight years' experience in affordable housing program administration. At the discretion of the Director, fewer years may be accepted if commensurate skills are demonstrated.

Strong experience in first time homeownership and multi-family rental programs

Strong expertise in the financing of affordable housing, including feasibility analysis, and requirements of San Francisco and state and federal housing programs.

Strong knowledge and expertise with Low Income Housing Tax Credit eligibility criteria, tenant and rental subsidy programs.

Strong expertise in one or more technical assistance areas, such as former California Redevelopment Agency programs, Condominium Conversion programs, Inclusionary Housing, SF Planning ordinances.

Strong expertise with residential real estate transactions and down payment and homebuyer assistance programs including appraisals, purchase contracts, insurance, title and escrow, and financing documents.

Experience in a leadership role working with governmental regulators, community based organizations, and financial institutions. Commitment to the goal of increasing and preserving the stock of well-designed housing affordable to low and very low income persons and households in San Francisco.

Ability to effectively and sensitively communicate, both orally and in writing, and to work with a broad variety of people and agencies including developers, contractors, property owners, community organizations and tenants in carrying out City housing programs.

Some experience supervising other staff.

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

Familiarity with MOHCD's housing finance programs, affordable housing development and non-profit housing organizations.

Familiarity and experience with contractors, developers and other construction professionals active in the residential construction industry in San Francisco, including non-profit sponsored affordable housing

Familiarity with housing program oversight and monitoring, including federal, state and City requirements applicable to MOHCD programs.

Ability to drive an automobile (and possession of a valid California driver's license) and to conduct on-site walking inspections, which often requires climbing stairs.

Ability to work with minimum supervision in a team environment, to meet deadlines and to manage highly detailed work with accuracy.

Familiarity with San Francisco non-profit housing organizations. Proficiency in language(s) in addition to English.

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 four (4) years of administrative/professional experience in community development, homeownership, 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 three (3) 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 two (2) years 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 two (2) years 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 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, @flysfo.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.

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 six (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 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 charges with carrying out the programs; supervisory experience; knowledge of relevant Federal, State and local laws, procedures, and regulations governing the department specific programs; ability to apply principles to define programs, collect data, establish facts, 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.

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, 4th 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: 11/4/2016 - Micki Callahan Human Resources Director - Department of Human Resources - Recruitment ID Number: PBT-9775-071754 - 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](#).

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