

[SFGOV](#) | [Residents](#) | [Business](#) | [Government](#) | [Visitors](#) | [OnlineServices](#) | [Help](#)Powered by [Jobaps](#)*9774 Sr. Community Devl Spc 1***Temporary Assignment****Recruitment #TEX-9774-067221****Department** Mayor**Analyst** Karen Henderson**Date Opened** 3/3/2016 8:00:00 AM**Filing Deadline** 3/7/2016 5:00:00 PM**Salary** \$38.96 - \$47.35/hour**Job Type** Temporary Exempt**Employment Type** Full-Time**INTRODUCTION**

Under immediate supervision, the Senior Community Development Specialist I at the Mayor's Office of Housing and Community Development (MOHCD) as the HOPWA Scattered Site Coordination, Program Development, Stakeholder Outreach, and Pilot Launch of City's new HIV/AIDS Housing Referral Waitlist. The following responsibilities:

Spreadsheet of scattered site units, services

Collection of existing waitlists, by site

Printed application for pilot

Written referral guidelines

Stakeholder map, contact list

Presentations, simple brochures, flyers (guidelines, FAQs)

MOHCD web content

Surveys, other input documents

Essential Duties:

Convene second scattered site managers meeting

Conduct comprehensive survey, in coordination with MOH AMR procedures

Site inventories: beds, services

Placement procedures

Existing waitlists, management

Refine application / enrollment procedures

Establish guidelines for RCFCI clinician referrals

Exits to general + Housing and entry to RCFCI

Support technical integrations

Sales force database home for list

Transition to DAHLIA front-end

Educate community and promote revised procedures

Housing providers, housing counselors, AIDS service organizations, general social services, related community groups, and others

Gather feedback for consideration/incorporation into pilot

Anticipate applicant volume

Manage initial processing and prioritization

Support enrollment at partner sites

Serve as primary contact for registration/eligibility questions.

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 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, @deyf.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

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://www.sfdhr.org/index.aspx?page=20> 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.

**Exam Type: TEX- Issued: 03/01/2016 - Micki Callahan Human Resources Director
Department of Human Resources - Recruitment ID Number: TEX-9774-067221 -
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](#).