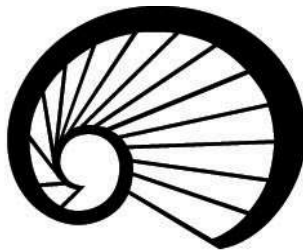


1823 Sr Admin Analyst - Library Commission Affairs Analyst

Recruitment #PEX-1823-106585

DEPARTMENT Public Library
ANALYST Anna Owens
DATE OPENED 9/3/2020 08:00:00 AM
FILING DEADLINE 9/24/2020 5:00:00 PM
SALARY \$47.16 - \$57.31/hour; \$8,175.00 - \$9,934.00/month; \$98,098.00 - \$119,210.00/year
JOB TYPE Permanent Exempt
EMPLOYMENT TYPE Full-Time

INTRODUCTION



San Francisco Public Library

Updated 9/15/2020: Announcement deadline has been extended to 9/24/2020 at 5:00 p.m. to accept additional applications.

Updated 9/4/2020: Amended MQSQ - Input Error

Updated 9/3/2020: Updated job closing date to 9/17/2020 at 5:00 pm

Appointment Type Permanent Exempt (PEX) Appointment

This position is excluded by the Charter from the competitive civil service examination pursuant to San Francisco Charter Section 10.104 and shall serve (at will) at the discretion of the Appointing Officer.

About San Francisco Public Library

San Francisco Public Library (SFPL) is dedicated to providing free and equal access to information, knowledge, independent learning and the joys of reading for our diverse communities. The library system includes the architecturally significant Main Library in the City's Civic Center, 27 neighborhood branch libraries, a partnership library within SFMOMA, two administrative buildings and four bookmobiles. With a collection of more than 3.7 million items, and circulation exceeding 11 million each year, SFPL serves more than 6 million visitors annually. The library system has extraordinary political and fiscal support that mandates an annual funding allocation from the City's property tax revenues, resulting in a budget of \$171.6 million in FY 20. With a strong budget, SFPL has approximately 900 employees committed to outstanding public service.

SFPL has been recognized as a top innovator by the Urban Libraries Council in establishing forward thinking, progressive approaches to library service. The Library embraces its role as the most democratic of institutions, providing safe and welcoming facilities for all. Through a robust array of services and programs, the Library places an emphasis on literacy and learning, digital inclusion, social justice, equity, and healthy communities.

In 2018, SFPL was named the Gale/Library Journal Library of the Year, the most prestigious award given to any library system in North America. SFPL has also been recognized as a top innovator by the Urban Libraries Council in establishing forward thinking, progressive approaches to library service. In 2014, SFPL completed a capital improvement program that renovated and built 24 of its neighborhood branches. Coupled with a resurgence in use and demand, technology innovation, and community support, the Library is positioned as one of the premier urban libraries in the nation. For more information about SFPL, please visit <https://sfpl.org/>

Position Description

Under administrative direction of the City Librarian, the San Francisco Public Library Commission Affairs Analyst is responsible for the administrative activities of the Library Commission and acts as liaison with Library Commissioners to facilitate the flow of information needed to carry out their duties and responsibilities. The San Francisco Public Library Commission Affairs Analyst serves as Custodian of Records for the San Francisco Public Library and is the designated point of contact for and coordinator of the Department's records retention policy and activities. The ideal candidate will have analytic and administrative experience. They will be collaborative, have outstanding communication and interpersonal skills, and pay great attention to detail.

Essential duties and responsibilities include but are not limited to:

- Coordinates, prepares, and attends Commission meetings; prepares and disseminates notices, minutes, resolutions, information, and other related documents;
- Records and distributes Commission actions, correspondence, agendas, and performs other duties as may be assigned by the Commission;
- Ensures Commission operates in accordance with the City Charter, Administrative Code, Brown Act, and City Policies;
- Serves as parliamentarian, maintaining knowledge of adopted rules and procedures, laws and ordinances, and obligations under the laws and ordinances referenced in the Commission bylaws, or other relevant regulations which may apply to how the Commission conducts business;
- Acts as liaison between the Commission or the City Librarian and City departments, offices, or other local government and community agencies;
- Performs research, assists Committee chairs and officers, makes recommendations on assigned projects; helps library staff prepare for presentations before the commission;
- Provides information to the public, governmental officials and the press concerning policies and actions of the Commission as well as its activities and procedures and refers questions to appropriate staff;
- Represents the Commission and the Library at public, community, and political gatherings as appropriate and directed;
- Works collaboratively with the City Librarian and staff on projects developed by or for the Commission and City Librarian; helps staff prepare for presentations before the commission;
- Serves as Custodian of Records; reviews, responds to and tracks all Sunshine Ordinance or public record requests; is the designated point of contact for and coordinator of the Library's records retention policy and activities; reviews public records requests with the City Attorney's Office as needed; conducts research related to public records requirements; ensures compliance with Form 700;
- Monitors and analyzes local, state, and federal legislation that may impact the Library; Provides office support in the City Librarian's office as needed; and,
- Performs other related duties as required.

Nature of position: Position is located at 100 Larkin Street, San Francisco, CA 94102. Employee may be required to work evenings, nights, and/or weekends.

MINIMUM QUALIFICATIONS

1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university and three (3) years of 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 college coursework as described in Note B and two (2) years full-time equivalent experience performing professional level analytical work as described in Note A; OR
3. Possession of a baccalaureate degree from an accredited college or university and four (4) 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 college coursework as described in Note B and three (3) years full-time equivalent 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 1823, 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 1822 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 1823.

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.

- Experience in public policy analysis, education, public administration, evaluating the effectiveness of existing government policies and programs;
- Professional experience supporting a commission, board, city council, board of supervisors, or other policy body such as a board of directors or executive director of a large organization
- Experience with parliamentary procedure
- Education, experience, and/or interest in public administration and government
- Demonstrated ability with data analysis, statistics, and quantitative analysis

- Strong communication, relationship management, analytical, project management, and organizational skills
- Ability to handle a fast-paced work environment with daily deadlines is needed

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.

In line with the Official Public Health Order to slow the spread of COVID-19, "shelter-in-place" has been issued for all San Francisco residents that is expected to be in effect until further notice. As a result, Department of Human Resources (DHR)'s office (located at 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103) is currently closed to the general public. If you have any questions, please feel free to email the Human Resources Analyst listed on this announcement.

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.

Important: All work experience, education, training and other information substantiating how you meet the minimum qualifications **MUST** be included in your application by the filing deadline. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applicant **MUST** attach the following documents online through JobAps at time of application filing; however, resumes will **NOT** be accepted in lieu of a completed City and County of San Francisco application.

1. Resume (Upload through "resume") tab

Verification:

Applicants may be required to submit verification of qualifying education and experience at any point in the application and/or departmental selection process. Written verification (proof) of qualifying experience must verify that the applicant meets the minimum qualifications stated on the announcement. Verification of qualifying experience must be on the employer's letterhead, show the applicant's name, dates of service, types of employment (part-time/full-time), job title(s), description of duties actually performed for each position, and must be signed by the employer. If the qualifying experience was performed on a part-time or as-needed basis, the total number of hours worked or average hours worked per week must also be included. Qualifying experience may be verified by performance evaluations showing duties performed. City and County employees will receive credit for the duties of the class to which appointed. Credit for experience obtained outside of the employee's class will only be allowed if recorded in accordance with the provisions of Civil Service Commission Rules. 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>.

page=456.

If you have any questions regarding this recruitment or application process, please contact the analyst, Anna Owens at (510) 279-5140 or via e-mail at Anna.Owens@sfpl.org.

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 PROCEDURES

The selection process will include evaluation of applications in relation to minimum requirements. Depending on the number of applicants, the Department may establish and implement additional screening mechanisms to comparatively evaluate qualifications of candidates. Only those applicants whose qualifications most closely meet the needs of the Department will be invited for an interview.

Note: Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

Minimum Qualification Supplemental Questionnaire (Weight: Qualifying): Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. This Minimum Qualification Supplemental Questionnaire is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application. It is essential that applicants provide complete information in identifying their education, experience and training. The Minimum Qualification Supplemental Questionnaire will be used to evaluate if the applicant possesses the required minimum qualifications.

CONVICTION HISTORY

As a selected candidate 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 selected candidate. 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 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 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 a selected candidate, 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.

Reasonable Accommodation Request: Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable accommodation at: <http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

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 are encouraged to keep copies of all documents submitted. Submitted documents become a permanent part of the exam records and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

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. <http://www.sfdhr.org/index.aspx?page=20#identification>

Issued:

September 3, 2020

Micki Callahan

Human Resources Director

Department of Human Resources

Recruitment ID Number: PEX-1823-106585 (#01089985)

LIB/AO/510-279-5140

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](#).

