

1823 SENIOR ADMINISTRATIVE ANALYST

Current Exempt Openings

The positions listed below are non-permanent, Temporary Exempt (TEX) and Permanent Exempt (PEX) positions. These positions are excluded from the competitive Civil Service examination process and shall serve at the discretion of the Appointment Officer. For information on benefit eligibility per appointment type, visit www.sfdhr.org/benefits-overview

EXTERNAL AFFAIRS

Category 18 Temporary Exempt (*duration shall not exceed 36 months*)

The 1823 Senior Administrative Analyst for Policy and Government Affairs/CleanPowerSF analyzes and coordinates complex policy and government affairs projects under the direction of the Director of Policy and Government Affairs and the Manager of Policy and Government Affairs (State/Federal). This includes analyzing and tracking legislation, developing policy priorities and engagement strategies, and advocating for those priorities. This position coordinates the development of a proactive legislative and advocacy strategy at the local, state and/or federal level to support CleanPowerSF and Community Choice Aggregation (CCA) program policy priorities. This includes drafting written policy materials (position statements, talking points, issue briefs, comment letters, etc.) and delivering occasional public presentations. In order to be successful, this position must build and maintain strong, collaborative working relationships and communicate effectively with SFPUC staff, other CCA programs and associations, and other stakeholders to advance policy priorities.

WASTEWATER ENTERPRISE (WWE)

Category 18 Temporary Exempt (*duration shall not exceed 36 months*)

Under direction, performs difficult and responsible professional and technical personnel work in the areas of recruitment, examinations, classification and salary administration; may perform technical work in other phases of personnel administration and thereby serve in an important resource capacity; may direct and supervise subordinate employees engaged in various aspects of personnel management; prepares a variety of memoranda, reports and records; and performs related duties as required. Requires responsibility for: Carrying out, interpreting, explaining and enforcing existing policies, methods and procedures relating to personnel administrative matters; making regular contacts with employees, employee representatives, department heads, other agencies and personnel at various levels to furnish and obtain information; gathering, preparing, compiling, reviewing and maintaining important personnel information reports and records.

Essential Duties Include:

1. Conduct research, personnel data analysis, and interpretation of the workforce and HR issues using HR Information Systems, including position control/employee information systems, and applicant recruiting and tracking systems using reporting/statistical software.
2. Assist the AGM – Wastewater Enterprise (WWE) and division managers/supervisors by providing personnel support for all Wastewater staffing levels, associated operational staffing levels and related issues in accordance with SFPUC, Civil Service Procedures, and established processes and procedures.
3. Assist the AGM and WWE Division managers in interpreting and completing any staffing/administrative/budgeting requirements

4. Assure accuracy of all reported data and analytics.
5. Assist with the design and implementation of system/processes to improve responsiveness and timelines associated with all HR requests in a structured manner, to more effectively support client needs.
6. Development of budgetary and staffing analysis associated with ordinances and existing codes that may necessitate changes in WWE business practices.
7. Coordinate the submittals of required budgetary and staffing plans and documents (as necessary), and develop and implement a quality Assurance, quality control so that all administrative functions are effective and efficient for manager and supporting bureaus.
8. Participate in the selection process for filling positions which assist and support the WWE Enterprise.

Perform other related duties as required.

WORKFORCE AND ECONOMIC PROGRAM SERVICES BUREAU (WEPS)

The SFPUC's Infrastructure Division supports the agency's three service Enterprises and manages its capital programs, including the \$4.8 billion Water System Improvement Program (WSIP), the \$6.9 billion Sewer System Improvement Program (SSIP), and the \$1.2 billion Hetch Hetchy Capital Improvement Program (HCIP). The Workforce and Economic Programs Bureau (WEPS) within the Infrastructure Division provides several key administrative and management functions for the agency on its capital investment programs, enterprises' needs, and City and County of San Francisco's requirements. Specifically, WEPS administers the agency's Project Labor Agreement which promotes efficient construction, facilitates communication and partnerships between the SFPUC, Unions, and contractors, enhances compliance with the labor-related requirements, and provides for resolution of labor disputes. Additionally, WEPS manages and staffs the SFPUC's Contractors Assistance Center, a free resource for local, small businesses to access and participate on SFPUC contracting opportunities and directs other economic development related initiatives.

Position 1. Category 18 Permanent Exempt (*duration shall not exceed 36 months*)

Reporting to the Infrastructure Division's Director of Workforce and Economic Program Services, responsible for monitoring, evaluation, and reporting support in the administration of the Water, Wastewater and Power capital projects that prioritize construction worker initiatives and local, small business support to increase the participation of impacted communities on the SFPUC's capital programs. Additionally, the incumbent will conduct complex technical analysis of large, complex data sets, including sensitive worker data from Certified Public Records and other systems, and will review large, multi-year capital infrastructure projects to ensure accuracy and compliance with applicable Federal, State and local laws, regulations and procedures to satisfy multiple requirements for a wide range of stakeholders and audiences.

Essential duties include:

1. Prepare local worker and local business enterprise, including WBE/MBE and DBE, contractor status reports.
2. Prepare and maintain a wide variety of statistical, fiscal, and operational reports and studies.
3. Provide information to City staff, as well as internal and external stakeholders.
4. Track data across multiple systems and databases to integrate data, check for inaccuracies, validate, analyze, provide complex reports, and create dashboards and presentations.
5. Plan and perform economic and labor participation analysis, forecast for projects and capital programs.
6. Prepare reports with policy recommendations with supporting documentation.

7. Implement best practices to create systems and templates that present key metrics and insights via charts, tables, and other contemporary data visualization tools and infographics to communicate and make complex analysis accessible.
8. Analyze existing and proposed administrative policies and procedures in order to prepare and present reports with recommendations and appropriate justification.
9. Coordinate the implementation of new systems and procedures.
10. Maintain data and information resources gathered from multiple departments, and local, State and Federal databases.
11. Coordinate with external City agencies to develop procedures for data sharing across systems to automate the extraction, validation, and digital presentation of data to internal and external stakeholders.

Perform other related duties as required.

DESIRABLE QUALIFICATIONS:

- Experience with workforce development and construction training and employment program administration that involves complex programmatic rules and regulations, reporting and compliance obligations required by local hiring ordinances, first source hiring ordinances, Federal Davis Bacon Act, project labor agreements, and California Department of Industrial Relations and Division of Apprenticeship Standards rules and regulations
- Knowledge of data analysis and reporting
- Knowledge of LCPTracker or similar systems for construction site compliance, certified payroll and workforce reporting
- Knowledge of small business procurement programs and requirements
- Knowledge of Administrative Code Chapters 14B, 82 and 83, and CA Senate Bill SB 854 and associated Public Works regulations
- Knowledge of Prevailing Wage and Federal Davis Bacon Act requirements
- Knowledge and ability to use database systems and Microsoft Office Suite

Position 2. Category 17 Temporary Exempt (*duration shall not exceed 24 months*)

Reporting directly to the Infrastructure Division's Director of Workforce and Economic Programs, responsible for supporting the Director on select, high-priority projects and initiatives, as well as performing complex technical analysis of programs and data to inform and support executive decision making. The Director oversees monitoring, evaluation, and reporting support for the administration of the WSIP, SSIP, AWSS, Water, Wastewater and Power capital projects; manages the SFPUC's Project Labor Agreement and associated job readiness programming; leads the Contractors Assistance Center which offers services and programming that directly assists small contractors and consultants to access and participate on SFPUC contracting opportunities; and directs other economic development related programming at the SFPUC. Additionally, the senior Administrative Analyst will review large, multi-year capital infrastructure projects to identify community job opportunity creation and local small business support programming needs and assist the develop of such programming.

Essential duties include:

1. Project manage priority departmental programming.

2. Analyze existing administrative policies and procedures, then develop and propose enhancements to impact future policy and decision making.
3. Research and analyze current job readiness/career exposure and small business support policy and programming, in order to design and recommend improvements with substantive and measurable outcomes.
4. Create reports, power point presentations, and talking points for the Director.
5. Prepare and produce documents and memos for the Director in support of Executive Management.
6. Support agenda setting, meeting coordination, facilitation, and follow up.
7. Support the Director on select, high-priority projects and initiatives.

Perform other related duties as required.

DESIRABLE QUALIFICATIONS:

- Knowledge of Administrative Code Chapters 6, 12B, 14B, 21, 82 and 83, and California Public Works statutes
- Knowledge of Prevailing Wage and Federal Davis Bacon Act requirements
- Knowledge of small business procurement programs and requirements
- Experience managing and prioritizing projects and duties independently to complete time-sensitive tasks
- Ability to handle sensitive/confidential information appropriately and responsibly
- Capable of building effective working relationships with staff that fosters collegiality, professionalism, and teamwork
- Ability to work independently and in teams, across departments and agencies, providing accountability and ownership of critical initiatives
- Capacity to collaborates with relevant staff members, in partnership with hired consultants when necessary, to carry out initiatives
- Knowledge and ability to use database systems and Microsoft Office Suite