



128-0012023-002

Agenda Item **No. 5(f)**
Meeting of April 18, 2023

MEMORANDUM

TO: Commission on Community Investment and Infrastructure

FROM: Thor Kaslofsky, Executive Director

SUBJECT: Amending Resolution No. 34-2022 to revise the comparable City classification for the unrepresented position of Executive Assistant to the Executive Director

Executive Summary

The Office of Community Investment and Infrastructure (“OCII”) seeks approval of an amendment (“Amendment”) to OCII Resolution No. 34-2022 (September 20, 2022), Establishing Classifications of Positions and Compensation Schedules for Successor Agency Staff (the “Salary Resolution”). The Amendment would revise the comparable City job classification for the position of Executive Assistant to the Executive Director (“Executive Assistant”) to the appropriate benchmark at the City. The purpose of the Amendment is to provide for a different City benchmark to restore the Executive Assistant’s historic tie to the position of Commission Secretary and account for additional duties for the Executive Assistant.

London N. Breed
MAYOR

Thor Kaslofsky
EXECUTIVE DIRECTOR

Bivett Brackett
CHAIR

Alex Ludlum
Tamsen Drew
Dr. Carolyn Ransom-Scott
COMMISSIONERS

Recommendation

Staff recommends approval of the Amended Salary Resolution to revise the City benchmark for the Executive Assistance to the Executive Director.

Discussion

OCII maintains a level of compensation that is commensurate to similar classifications within the City and County of San Francisco (“CCSF”). OCII’s Personnel Policy (“Personnel Policy”), Article I, requires that the Salary Resolution provide a basis of comparability for OCII positions to those “where applicable, in the City and County of San Francisco that are similar in responsibility and required competence.” The Personnel Policy also provides that the Agency Commission adopt the Salary Resolution, “as amended by it from time to time.”

One S. Van Ness Ave.
5th Floor
San Francisco, CA
94103

415 749 2400

www.sfocii.org

Historically, the unrepresented positions of Commission Secretary and Executive Assistant have had the same City benchmark in light of the shared responsibilities in providing assistance to the Commission and Executive Director, managing the executive office, and preparing for Commission hearings. On September 20, 2022, the Commission-approved Salary Resolution revised the comparable City classification for Commission Secretary, which was tied to increased job duties for that position. As explained in the Commission memorandum for that action: "The existing comparable City job classification to Commission Secretary, "Job Code 1548, Human Services Commission Secretary," is no longer active; therefore, OCII had to identify a new comparable City job classification. To identify a comparable City job classification, OCII's Human Resources Division reviewed the City's classification levels and determined that "Job Code 0922, Manager 1" is the appropriate comparable City job classification. Job Code 0922, Manager 1 is commensurate with other City Commission Secretary positions for the Public Utilities Commission and San Francisco Port. Job Code 0922, Manager 1 has a salary range of \$128,596 to \$156,312." Commission Memorandum, T. Kaslofsky to Commission on Community Investment and Infrastructure, Re: Agenda Items nos. 5 (j) –(l) (Sep. 20, 2022).

The return to the office in Q1 2022 coupled with a continued interest in OCII's historic records have highlighted the need to increase focus on OCII's records management. To accommodate the needs of OCII, the Executive Assistant will have new and additional duties that will include Records Department modernization, project coordination, and staff supervision.

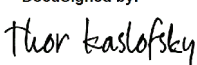
The Human Resources Division has undertaken a review of the job classification for OCII's unrepresented position of Executive Assistant, Job Code 1370 for the purpose of reviewing internal parity, job duties and functions. Having completed this review, the Agency now desires to revise the classification and salary tie of the Executive Assistant to the CCSF tie of Job Code 0922-Manager 1.

The Amendment revises the salary setting comparable for the Executive Assistant and restates without change, all the existing OCII classifications and the salary range numbers.

California Environmental Quality Act

Approving the Amended Salary Resolution are administrative activities of OCII and are not a project as defined by the California Environmental Quality Act Guidelines Section 15378(b)(5). These administrative activities would not independently result in a significant physical effect on the environment.

(Originated by April Ward, Principal Personnel Analyst)

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Thor Kaslofsky
Executive Director