

TO: Board of Estimates

FROM: Mike Lipski, Human Resources

DATE: September 11, 2015

SUBJECT: Program Assistant 2-Community Development

Jim O'Keefe, Community Development Division Director, and the Mayor's Office are seeking creation of a limited-term position to coordinate planning, implementation, and tracking around the Zero: 2016 initiative. The Zero: 2016 initiative is a national campaign offering technical assistance to communities which pledge to end chronic homelessness by the end of 2016. After reviewing the proposed position description and conversations with CDD staff and the Mayor's Office, I recommend adding a position of Program Assistant 2 to the CDD budget as a limited-term position for the reasons outlined below.

The class specification for a Program Assistant 2 identifies

...responsible administrative support and advanced-level secretarial, basic program coordination, and staff supervision work in a department, division or other independent program unit...The work requires exercising considerable judgment and discretion in the performance, coordination, and/or supervision of a wide variety of administrative support and program activities relating to unit program functions. The work typically involves interpreting, developing and/or applying operating policies, systems and procedures; performing and/or coordinating a full range of standard and complex administrative support functions at least comparable to the Program Assistant 1 level; and carrying out a number of additional program functions which require specialized program knowledge, independent decision-making; and responsibility for specific operating procedures and systems development and communication. Employees in this class work under the general supervision of the department, division, or program head.

The proposed position would be working under the direction of a Grants Administrator 2 (CG18, R08), who would have overall responsibility for the Zero: 2016 initiative. However, the proposed position would be responsible for coordinating and running meetings, providing leadership and coordination for the Zero: 2016 Steering Committee, creating a work plan for the project, cultivating a network of relationships for the Zero: 2016 initiative, and supporting the efforts of providers to house homeless clients, among other responsibilities. It is clear that this proposed position would be assisting with the Zero: 2016 program, making placement within the Program Assistant classification appropriate. This level of independence and responsibility for developing many of the operating procedures and systems for the Zero: 2016 initiative fall within the classification of Program Assistant 2, as seen above.

Under the Personnel Rules, a limited term position is defined as a budgeted position that is expected to last less than 4 years. Since this position is only expected to be in place through 2016 at this time, it is appropriate and within the Personnel Rules definition to create the position as a limited term position. Because Community Development is seeking to add a position within an existing classification, this is appropriately routed directly to the Board of Estimates for approval pursuant to APM 2-4. We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
20/12	\$44,673	\$50,097	\$56,109

cc: Jim O'Keefe—Community Development Division Director  
Anne Monks—Mayor's Office