



[sfgov](#) | [residents](#) | [business](#) | [government](#) | [visitors](#) | [online services](#) | [search](#)

[Current Job Openings](#) | [My Applications](#) | [Update Contact Info](#) | [Job Descriptions/Future Openings](#) | [Dept of Human Resources](#)

SAN FRANCISCO

1840, 1842, 1844 Management Assistant Series
Recruitment #CBT-1840-000001

Department: Human Resources
Analyst: Jennifer Wynn
Date Opened: 6/9/2011 8:00:00 AM
Filing Deadline: 6/23/2011 11:59:00 PM
Salary: 1840: \$48,646 - \$59,124; 1842: \$55,224 - \$67,132; 1844: \$63,310 - \$76,960
Job Type: CBT Discrete
Employment Type: Full-Time

[Go Back](#) [Apply](#) [View Benefits](#)

INTRODUCTION

Position Descriptions

1840 Junior Management Assistant - Under supervision, Junior Management Assistants assist and perform general administrative and/or management functions in City departments and agencies as they relate to office operations, budget, contract, and/or grant development. Essential functions of the class include: assisting in performing administrative and/or management functions in the areas of office operations, office management and support services; assisting in preparing budgets; assisting in preparing contracts; assisting in gathering and compiling financial and technical information for contract matters; assisting in developing, managing and implementing competitive bid processes; assisting in preparing and developing grants; gathering, compiling and analyzing data for departmental reports; assisting in preparing and developing departmental reports such as fiscal reports; utilizing word processing, spreadsheets, graphics, and/or other database software to prepare presentations and/or reports; assisting in managing and coordinating office operations such as clerical and technical support activities; assisting in preparing material and information for departmental meetings; attending and participating in departmental meetings and/or making presentations; assisting in reviewing and/or developing rules, regulations, policies, and procedures; assisting in making recommendations to change rules, regulations, policies, and procedures; may supervise and evaluate performance of clerical and technical staff. Performs other related duties as required.

1842 Management Assistant - Under general supervision, Management Assistants perform professional-level administrative and/or management duties in a variety of functional areas, such as: office/operations management; budget development, administration and fiscal reporting; development and administration of contractual agreements and grants; and evaluation and development of management policies and procedures, including evaluation of the impact of existing and proposed legislation. The essential functions of the class may vary depending on assignment, and include: managing or assisting in management of the functions and/or

resources of an office, section, operation or program; supervising the work of assigned staff; assisting in evaluation and development of policies, procedures and work practices; coordinating or assisting in coordination of work and/or planning functions with other offices, programs or sections; assisting in budget development, administration and fiscal reporting; assisting in the development, administration and/or monitoring of contractual agreements and grants; performing a variety of research and reporting functions; writing or assisting in writing management reports and preparing supporting documentation; and performing related duties as required. Performance of essential functions requires use of a personal computer, including word processing, e-mail, internet, spread sheet and/or database applications.

1844 Senior Management Assistant - Under direction, Senior Management Assistants perform difficult and complex professional-level administrative and/or management duties in a variety of functional areas, such as: office/operations management; budget development, administration and fiscal reporting; development and administration of contractual agreements, leases and grants; evaluation and development of management policies and procedures; and management of department specific programs and functions. Essential functions may vary depending on assignment and include: managing the functions and resources of an office, section, operation or program; supervising and evaluating the work of assigned staff and conducting training; budget development, administration and fiscal reporting; evaluating and recommending changes to policies, procedures and work practices; development and administration/monitoring of contractual agreements and grants; gathering, compiling and analyzing data and information; writing management reports and making presentations; coordinating work and/or planning functions with other offices, programs, departments, agencies and/or members of the public, including working toward resolution of problems and complaints; acting as liaison and representing department at meetings; and performing related duties as required. Performance of essential functions requires use of a personal computer, including word processing, e-mail, internet, spread sheet and/or database applications.

MINIMUM QUALIFICATIONS

1840 Junior Management Assistant

Possession of a Baccalaureate Degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, social sciences, education or related fields, or other subject areas closely related to a specific departmental program or function.

Substitution: Applicants may substitute up to two (2) years of the required education with additional qualifying experience in program/office/operations management, budget development and/or administration, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

1842 Management Assistant

1. Possession of a Baccalaureate Degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, social sciences, education or related fields, or other subject areas closely related to a specific departmental program or function; **AND**

2. One (1) year full-time equivalent experience performing professional-level management and/or administrative duties in functional areas such as: program/office/operations management, budget development and/or administration, development and administration of contractual agreements and/or grants, or other closely related functional areas.

Substitution: Applicants may substitute up to two (2) years of the required education with additional qualifying experience in program/office/operations management,

budget development and/or administration, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

1844 Senior Management Assistant

1. Possession of a Baccalaureate Degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, social sciences, education or related fields, or other subject areas closely related to a specific departmental program or function; **AND**

2. Three (3) years full-time equivalent experience performing professional-level management and/or administrative duties in functional areas such as: program/office/operations management, budget development and/or administration, development and administration of contractual agreements and/or grants, or other closely related functional areas.

Substitution: Applicants may substitute up to two (2) years of the required education with additional qualifying experience in program/office/operations management, budget development and/or administration, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

HOW TO APPLY

Applications for City and County of San Francisco jobs are being 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

Computer kiosks 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 Department of Human Resources at 1 South Van Ness Avenue, 4th floor, San Francisco. However, because the computers will be shut down at 5:00 p.m., it is recommended that you arrive by at least 4:30 p.m. to allow time to complete the application.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Jennifer Wynn at (415) 557-4876 or by email: jennifer.wynn@sfgov.org

SELECTION PROCEDURES

The selection procedure for the **1840 Junior Management Assistant and 1842 Management Assistant** will be a standardized written multiple-choice examination consisting of the following one (1) component:

Core Written Proficiency Examination (Weight = 100%): This component will determine a candidate's relative knowledge, skill and ability level in one or more of the following job related areas as appropriate. These areas may include, but are not limited to: Ability to comprehend and understand information; Ability to proofread information; Ability to exercise good judgment when making a decision; Ability to evaluate information and analyze data; Ability to establish and maintain cooperative and effective working relationships; Ability to anticipate and plan for future events; Ability to organize time and materials; Ability to use various computer software programs; Ability to conduct research; and Ability to perform math operations.

The selection procedure for the **1844 Senior Management Assistant** will be a standardized written multiple-choice examination consisting of the following two (2) components:

Core Written Proficiency Examination (Weight = 65%): This component will determine a candidate's relative knowledge, skill and ability level in one or more of the following job related areas as appropriate. These areas may include, but are not limited to: Ability to comprehend and understand information; Ability to proofread information; Ability to exercise good judgment when making a decision; Ability to evaluate information and analyze data; Ability to establish and maintain cooperative and effective working relationships; Ability to anticipate and plan for future events; Ability to organize time and materials; Ability to use various computer software programs; Ability to conduct research; and Ability to perform math operations.

Budget/Supervisory Subtest (Weight = 35%): This component will determine a candidate's relative knowledge, skill and ability level in one or more of the following job related areas as appropriate. These areas may include, but are not limited to: Knowledge of and ability to apply principles and procedures related to budget development; Ability to monitor a budget; Ability to evaluate the impact of proposed solutions; Ability to evaluate staff work performance; Ability to plan, coordinate, and delegate staff assignments; Ability to train staff; and Ability to supervise the work of staff.

Notes on Examinations:

Qualified candidates will be notified by mail or e-mail of the exact date, time and location of the examination. Candidates must achieve a passing score(s) on the selection procedure(s) in order to be ranked on the eligible list. Candidates for the 1844 Senior Management Assistant must achieve a passing score on the Core Written Proficiency Examination in order for the Budget/Supervisory Subtest to be scored.

Certification:

The certification rule for the eligible list resulting from the 1840 Junior Management Assistant recruitment will be Rule of Ten Scores. The certification rule for the eligible list resulting from the 1842 Management Assistant and 1844 Senior Management Assistant recruitments will be Rule of Three Scores. The hiring department may conduct additional selection processes to make final hiring decisions.

Eligible List:

The eligible list resulting from these examinations are subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission. The duration of the eligible lists resulting from these examination processes will be twelve (12) months and may be extended with the approval of the Human Resources Director. The Human Resources Director may approve use of the eligible lists resulting from this selection process to make permanent Civil Service appointments to other position(s) involving the same or similar title in any department.

Notes:

Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result

in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications.

Seniority Credit in Promotional Exams:

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

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

Reasonable Accommodation Request:

Information on requesting reasonable accommodation for persons with disabilities can be found

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

Verification:

Information regarding requests for verification of qualifying experience and/or education can be found at:

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

Veterans Preference:

Information regarding requests for veterans preference can be found at:

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

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 posting the correction on the Department of Human Resources website at

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

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, San Francisco, CA 94103.

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.

Notes:

1. Some positions may require a valid driver's license.

2. Candidates for employment with San Francisco Airport Commission will be required to undergo a criminal history check, including FBI fingerprints, in order to determine eligibility for security clearance and may be required to undergo drug/alcohol screening. Per Civil Service Commission Rule Section 110.9.1, every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Failure to obtain and maintain security clearance may be basis for termination from employment with the Airport Commission.

3. Candidates for employment in this job code with the Department of Emergency Management will be required to complete a Public Safety Background Investigation.

Micki Callahan
Human Resources Director
Department of Human Resources
Issued: 6/9/2011

Team: RAS/JW (415) 557-4876

Recruitment No: CBT-1840-056839 - Entrance
Recruitment No: CBT-1842-056185 - Entrance/Promotional
Recruitment No: CBT-1844-056184 - Entrance/Promotional

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, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

Click on a link below to apply for this position:

[Fill out the Supplemental Questionnaire and Application NOW using the Internet.](#)



We encourage you to submit your application on-line as this is the preferred application method. If you experience difficulties, please contact the exam analyst at the phone number listed on the above announcement.

Contact us via conventional means.

You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.

[contact us](#) | [accessibility policy](#) | [disclaimer](#) | [privacy policy](#)

[Copyright](#) © 1999-2006 City & County of San Francisco. All rights reserved.