



San Francisco Department of Public Health

Grant Colfax, M.D.
Director of Health

City and County of San Francisco
London N. Breed
Mayor

CLASSIFICATION AND TITLE: 1824 Principal Administrative Analyst - OARE Deputy Director

JOB DESCRIPTION: The Department of Public Health's **Population Health Division (PHD) Office of Anti-Racism & Equity** is accepting applications for **one (1) Temporary Exempt, Full-Time** position in class **1824 Principal Administrative Analyst - OARE Deputy Director**.

This position will manage and oversee OARE programs including the Dream Keeper Initiative (DKI), and design methods and process of the Biannual Food Security & Equity Report. As a senior leader in the Office of Anti-Racism and Equity (OARE), this position will support the development and management of the office and the staff within it. The incumbent will work with the Director to ensure objectives are met, report progress and develop reports and dashboards.

LOCATION: 25 Van Ness Avenue, 8th Floor

SCHEDULE/SHIFT: Monday-Friday 8 AM – 5 PM

SPECIAL CONDITION (if any): None

ESSENTIAL DUTIES: Under general supervision of the Director of OARE, the 1824 Deputy Director of OARE Programs performs the following duties:

1. Directs, oversees and conducts difficult, sensitive, highly visible and complex analytical work that has significant impact on the City's food security and equity programs; confers with senior management staff to discuss, evaluate and make policy recommendations on data findings/analyses and/or a variety of complex, sensitive or highly visible administrative, organizational, policy, budget, fiscal, and other issues related to food security and equity programs and services; responds to informational requests; may coordinate and direct complex financial or operational activities related to DPH DKI Program/Initiative; provides administrative analysis to the Office of Anti-Racism and Equity Director; may represent the department to the Mayor's Office, Board of Supervisors, Controller's Office, other City officials, outside agencies or the general public.
2. Directs and coordinates analytical staff and/or food security researchers; analyzes and makes policy recommendations related to food security and equity, specific to budget, fiscal, policy, program, organizational and/or food security or equity related issues; collaborates with senior managers and other individuals/experts to clarify needs, issues and parameters; directs and/or conducts research and evaluation of complex data/information from internet, databases and other sources, consultation with subject matter experts, development of complex evaluative processes, creation of spreadsheets, documentation of findings, analysis of alternatives and formulation of



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recommendations; directs and/or conducts difficult and complex analyses, such as revenue/expense analysis, cost/benefit analysis, needs analysis, trend analysis, variance analysis, net present value analysis, rate and modeling analysis, statistical analysis, program analysis, organizational analysis and legislative/policy analysis; prepares and/or directs the preparation of clear, comprehensive management, services and/or program reports, including logical and coherent financial/policy recommendations and appropriate supporting documentation; presents reports, findings and recommendations to senior management staff, including formal presentations to groups.

3. Consults with senior managers, City department leadership and others to define difficult and complex administrative, management, program and organizational issues, policies and procedures related to food security and/or equity; specific to food security and/or equity, directs and/or conducts detailed and comprehensive studies, surveys and other evaluative processes to analyze existing and proposed administrative, management, program and organizational needs, systems, functions, policies and procedures; identifies and analyzes important issues, processes, patterns and trends, makes related projections, documents findings, and develops recommendations; prepares and/or directs the preparation of reports for senior management outlining findings; presents reports to senior management or at designated City leadership or community meetings, including recommendations for development of policy; coordinates implementation and evaluation of new systems, policies and procedures.

4. Specific to City food security and equity programs and services, directs and/or conducts difficult and complex analyses to advise management in budget development, administration, monitoring and reporting; directs and/or conducts difficult and complex revenue/expense, trend and statistical analyses for budget monitoring, projection and reporting; develops guidelines and prepares or directs the preparation of budget line-item narratives, analyses, recommendations and justifications for annual, supplemental and multi-year requests; develops, coordinates, administers and monitors a highly complex departmental budget with multiple funding sources; negotiates budget proposals within the department and with the Mayor's Office, Board of Supervisors and other agencies; prepares and/or directs the preparation of financial and statistical reports for the Mayor's Office, Board of Supervisors and/or senior department managers; prepares and/or directs the preparation of background information and documentation in preparation for producing reports and/or presentations.

5. Directs and/or conducts difficult and complex analyses for developing, processing and administering highly-complex contractual agreements with multiple funding sources; confers with senior management regarding preparation of cost estimates, specifications and terms for new and existing contractual agreements; directs and/or conducts difficult and complex analysis for



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monitoring and enforcement of contractual agreements to ensure compliance, including development of computerized systems to track contract status; prepares and/or directs preparation of contract status reports.

6. Performs related duties as required.

DESIRED QUALIFICATIONS (if any):

- Experience with the city's food security programs including developing comprehensive city-wide food assessments, including knowledge of methodology for measuring food security and documentation in reports and presentations.
- Experience with community health data and assessments.
- Experience managing a budget
- Experience working with medically underserved populations, including Black/African American, Latinx, Asian American Pacific Islander, LGBTQ+ and persons experiencing homelessness
- Leadership in the field of health equity, including working with the City's Dream Keeper Initiative and Racial Equity Action Plan