

Current Openings for Senior Administrative Analyst (1823) at the SFPUC

External Affairs Bureau

The External Affairs Bureau at the SFPUC oversees the Agency's local, state and federal legislative and policy activities, communications, community engagement, community benefits, youth and environmental justice programs and strategic initiatives. External Affairs utilizes the Administrative Analyst job series (e.g classifications 1820, 1822, & 1823) in the capacity of: development and planning of programs, community engagement partners, operations and systems analysis, development of contracting systems, budget analysis, development and administration of policies, legislative and economic analysis among other functions.

About the Policy & Government Affairs Division of the External Affairs Bureau

The Policy & Government Affairs Division of the External Affairs Bureau works directly with the External Affairs Directors, in Communications, Community Benefits, and Strategic Initiatives, to develop and refine the Bureau's strategies, planning processes, state and federal legislative and policy activities and implementation methods for maximizing positive public and stakeholder relations.

About the Communications Division of the External Affairs Bureau

The Communications Division of the External Affairs Bureau guides the SFPUC's brand and promotes the agency's programs, initiatives, and services to internal and external stakeholders. Our goal is to build trust and engagement among our employees, partners, customers, and the communities we serve through equitable, open, and timely communication.

About the Community Benefits Division of the External Affairs Bureau

The Community Benefits Division of the External Affairs Bureau develops the strategic frameworks for Agency-wide community benefits and environmental justice programs and activities, partners with community-based stakeholders and other CCSF agencies, manages pilot programs, and evaluates community outcomes related to investments and partnerships.

About the Strategic Initiatives Division of the External Affairs Bureau:

The Strategic Initiatives Division of the External Affairs Bureau oversees the SFPUC's effort in revitalizing SF Community Facilities and Greenhouses; directs outreach and community engagement efforts in the SF neighborhoods such as the Bayview District, develops AND launches External Affairs leadership development programs in collaboration with local Colleges and universities.

Hetch Hetchy Water & Power (HHWP)

About the Position:

This position will serve as the Records Manager for Hetch Hetchy Water and Power in **Moccasin, CA**. This position will manage documentation projects, supervise staff, and maintain accurate, complete, and usable information. They will work collaboratively to create and implement training programs for employees, implement business process changes and technological solutions, as well as contribute to strategic planning for the Records function at HHWP.

Essential functions include:

- Administer the department's Records and Information Management program.
- Ensure that documentation pertaining to past and current Hetchy capital projects as well as documentation related to operational activities is efficiently recorded maintained, secured, and made accessible. Documentation includes, but is not limited to reports, engineering design and technical drawings, legal documents, manuals, maps, and correspondence.
- Plan, direct, and supervise the work performed by Moccasin Records staff and consultants on records search, retrieval, and archiving policies and procedures. Assess staffing levels, skill-set gaps, and work with the Information Governance Manager to create staffing and staff development plans.
- Ensure the creation of records that contain accurate, complete and usable information, including the development and management of metadata.
- Identify and preserve Vital Records as well as items of enduring historic value.
- Respond in an accurate and timely manner to document search requests and legal holds; develop a continuous improvement program for Records customer service.
- Produce dashboards and reports on the content of HHWP Records & Information systems for transparency, quality assurance, and operational improvement for the organization.
- Work collaboratively and cross-functionally to create and implement training programs for employees in various user groups on how to locate, access, and enter documents in Records systems including SharePoint and Hummingbird/eDocs.
- Establish and lead a Records Coordinator program in collaboration with business stakeholder teams/functional groups within the organization to track business ownership of Records and ensure appropriate categorization and retention rules are applied.
- Update and maintain the Records file plan and retention schedule through industry research and in consultation with Legal, Regulatory, and Business stakeholders.
- Research, propose and implement business process changes and technological solutions to ensure that the organization complies with records management policies in a cost-effective and efficient manner.
- Contribute to strategic planning for the Records function at HHWP, including the roadmap for the Records and Information Management program and corresponding organizational and operating models.

Infrastructure – Contracts

About the Position:

Works with Project Team to run construction and professional services procurements. Prepares correspondence to contractors. Prepares contract solicitations and agreements. Maintains contract status reports and assist with maintaining electronic contract files. Assists with responding to vendor questions by tracking outstanding questions, coordinating with internal stakeholders to obtain responses and posting responses on website and electronic procurement system. Prepares, generates, and updates contract reports, and databases. Conducts professional services and construction contract solicitation processes, i.e. coordinating and scheduling pre-bid and pre-proposal meetings, oral interviews and other solicitation meetings.

Important and Essential Duties include, but are not limited to:

- Performs the review, processing and monitoring of contracts through the Commission approval and certification process.
- Respond to inquiries on the contractor's information email and hot-line and assist contractors and general public with requests for information regarding SFPUC construction and professional services projects.
- Responds to requests for assistance from external stakeholders and other agencies and responds accordingly.

- Assist with contract certification processes, including creating contract certification packages, monitoring and tracking contracts through the certification process and providing visibility as issues arise.
- Reviews insurance documents for compliance with contract requirements and maintains insurance tracking database and files.
- Receiving, reviewing and processing Preliminary Lien documents.
- Assist with construction contractor pre-qualification process, including safety questionnaire process, and coordinate prequalification panel review and determination process.