

CITY AND COUNTY OF SAN FRANCISCO

GENERAL SERVICES AGENCY

City Administrator

Immigrant Rights Commission

1823 Senior Administrative Analyst

Immigrant Rights Administrator

Filing Deadline: Monday, October 22, 2007, Noon

**Salary: \$2,868 - \$3,485 Bi-Weekly;
\$74,568.00-\$90,636.00 Annually**

Appointment Type: Exempt

Date Issued: September 6, 2007

Appointment Type: Exempt. Incumbent will serve at the pleasure of the City Administrator.

Background:

In 1989, the Board of Supervisors passed the Mayor signed Ordinance #375-89, the "City of Refuge Ordinance" which forbids use of City resources to enforce Federal immigration laws. In 2006, Resolution 33-06 was passed, affirming commitment to that ordinance and "to providing a safe, healthy and dignified place to live for immigrant communities, regardless of immigration status and condemning the 'Border Protection, Anti-Terrorism, and Illegal Immigration Control Act' – HHR 4437." Additionally, Resolution 33-06 affirmed that the City is an "INS Raid-Free Zone." During the past year, the homes and workplaces of San Francisco residents, in particular undocumented immigrants who may be limited English proficient (LEP), have been subject to immigration raids that have destabilized families and discouraged that vulnerable population from seeking available City services. The City has identified a need for supportive legal, social services and health systems to ensure a sustainable and secure structure for affected immigrant community, city agencies and community-based organizations.

Examples of Principal Responsibilities:

Under the general direction of the City Administrator, the incumbent will support and oversee adherence to the Sanctuary Ordinance (SO) and serve as a resource to the immigrant community, City departments and community-based organizations. Duties will include:

1. Research, analyze and make policy and enforcement recommendations to the City Administrator concerning violations of immigrant rights. Collaborate with Mayor, Board of Supervisors and City Departments to implement these recommendations.
2. Provide technical assistance and training to departments on how to enact policies and practices that increase immigrant participation in City programs and services. Develop and implement protocols to track compliance with the SO. Prepare an annual monitoring report on compliance of City programs.
3. Maintain current cognizance of, analyze, interpret and make recommendations concerning existing and proposed local, state and federal legislation, regulations, policies and procedures concerning immigrant rights, programs and access to services. Serve as a resource to individuals and public, private and nonprofit organizations.
4. Collaborate with City and community-based agencies to perform outreach to design and coordinate a response network to increase access to City services and address negative impacts of actions of Immigrant and Customs Enforcement (ICE) and all levels governmental immigration policy affecting San Francisco residents.
5. Work collaboratively with a varied and divergent team of public and private individuals and organizations, including social services, law enforcement, education, and health providers, to protect the rights of members of the immigrant community.

(continued on page 2, over)

Compensation and Benefits: Please refer to http://www.sfgov.org/site/sfdhr_page.asp?id=46002 for information on benefits.

Notes: The normal annual salary range is \$74,568.00-\$90,636.00. Appointments above the entrance rate may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment above the entrance rate.

Minimum Qualifications:

Possession of a baccalaureate degree from an accredited college or university AND three years of progressively responsible experience in community organizing, social work, or social/health/legal services or program compliance, preferably working with LEP communities.

Demonstrated familiarity with San Francisco SO or similar programs in other jurisdictions.

Experience working with public agencies or community based organizations to develop policies to address the needs of immigrant, people of color, limited-English proficient or other vulnerable communities. Demonstrated familiarity with San Francisco or Bay Area organizations that provide services to the LEP community. Experience may substitute for education on a year for year basis.

Desirable Knowledge, Skills and Abilities:

1. Strong organizational and communication skills.
2. Experience working with the immigrant community demonstrating cultural competency and linguistic ability.
3. San Francisco residency.
4. Strong leadership and facilitation skills.
5. Experience providing technical assistance (workshops, materials etc.) for community groups serving immigrants.
6. Demonstrated experience developing accessible resources for community groups, individuals, policy makers, Department administrators or other audiences.

Application Procedure:

Send a resume and a cover letter detailing your specific qualifications for this position to:

Joan.Lubamersky@sfgov.org or send by mail or hand deliver to Joan Lubamersky, Department of Administrative Services, One Dr. Carlton B. Goodlett Place, Room 362, San Francisco, CA 94102. No fax applications will be accepted. File Immediately. May close at any time but no earlier than Noon Monday, October 22, 2007.

Selection Process:

1. **Screening Committee:** A panel of experts may review application materials in order to select applicants to advance in the selection process. All applicants meeting the minimum qualifications are not guaranteed advancement in the process.
2. **Performance Interview:** Candidates may be interviewed to determine their relative knowledge, ability, and skill levels in job related areas. Written, assessment type, or other performance-based exercises may be utilized.

Prior to appointment, candidates may be required to complete a personal history statement and to pass a background investigation to determine fitness for employment. The investigation is limited to job-relevant and legally mandated matters and may include a reference check, verification of employment history and education, military and financial history, fingerprinting, criminal and motor vehicle records. The appointee must submit documentation of his/her legal right to work in the United States at the time of appointment processing. All statements made by the candidate are subject to verification and deliberate inaccuracies or incomplete statements may bar the candidate from employment.

In compliance with the Immigration and Reform Act of 1986, all persons entering City and County employment will be required to prove their identity and authorization to work in the United States. Reasonable accommodations under accommodations legislation will be made so that applicants with disabilities may participate in the application and/or selection process. Applicants requesting accommodations should do so by calling (415) 554-6000.

**Minorities, Women, and Persons With Disabilities are Encouraged to Apply
We are an Equal Opportunity Employer**