

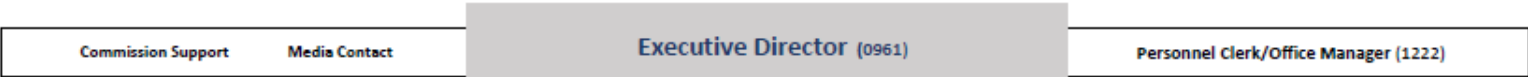
Agenda Item 10, Attachment 2, Page 1 – Executive Director’s Report May 2017

Status of Proposed FY18 Budget Request

Request	How Addressed
<p>I. Personnel resources necessary to achieve core mandates</p> <p align="right"><i>Note:</i></p> <p><i>An FY18 organization chart that reflects the changes described here appears on the next page.</i></p> <p><i>New positions resulting from the changes described in the column to the right are shown in <u>shown in underlined text</u> on the next page. Positions shown in strike-outs on the next page are those being reclassified.</i></p>	<ul style="list-style-type: none"> ✓ Approval secured for reclassification of existing exempt 1844 (Senior Management Assistant) to a new, exempt Manager I (0922) to provide program leadership and innovation as Chief Program Officer for education, engagement and compliance assistance across program areas ✓ Authorization secured for one new FTE (a Senior Administrative Analyst, 1823) to function as a Senior Education and Compliance Officer to provide additional day to day oversight of educational and compliance outreach activities across program areas ✓ Approval secured for reclassification of one existing Auditor position (1822) to a Senior Auditor position (1823) to provide focused, day to day oversight of the audit program ✓ Approval secured for reclassification of an entry-level Information Systems (“IS”) Business Assistant position (1051) to a Senior IS Business Analyst (1053) to provide more experienced level of knowledge, skills and abilities necessary to launch and sustain the Commission’s expanding electronic disclosure and data analysis work ✓ Approval secured for reclassification of an existing Senior IS Business Analyst position (1053) to a Principal IS Business Analyst (1054) to provide for the appropriate level of managerial and supervisory responsibility necessary for the expanded electronic disclosure and data analysis duties of the Commission
<p>II. Capacity-building investments in staff development and retention</p>	<p>Training and professional development to be secured in FY17 for known opportunities with existing surplus funds, where possible. No new funding provided in FY18.</p>
<p>III. Technology required for expanding electronic disclosure and data analysis work</p>	<p>Funding for existing priority projects is continued. Implementation of any new disclosure requirements will require appropriation through the legislative process.</p>
<p>IV. One-time work station reconfiguration in existing office footprint for improved safety and functionality</p>	<p>Reconfiguration approaches in process and work order in development in collaboration with Department of Real Estate to provide tenant improvement services</p>
<p>V. Expanded document translation services to better engage diverse communities</p>	<p>No new funding provided for FY18.</p>

San Francisco Ethics Commission - FY18

Ethics Commission
(Five Members)



Chief Programs Officer
(0922 - exempt)

Engagement & Compliance

- Public Disclosure
- Compliance Assistance
- Informal Advice
- Outreach, Training & Education
- Digital Content/Communications
- Program Delivery Innovation
- Program Management & Budgeting
- Performance Reporting

1824 (1) *Principal Administrative Analyst*
 1823 (1) *Senior Ed & Compliance Officer*
 1844 (1) *Ed & Compliance Officer*
 1844 (1) *Ed & Compliance Officer (exempt)*
 1842 (1) *Ed & Compliance Assistant*
 1426 (1) *Staff Assistant*

Senior Policy Analyst (1823)

Policy

- Formal Advice
- Policy Research & Analysis
- Policy Development
- Legislative Affairs
- Policy Evaluation & Reports

1822 (1) *Policy Analyst*

Senior Administrative Analyst
(1823)

Audits

- Campaign Audits
- Lobbying Audits
- Accounting Support
- Public Financing Qualification

~~1822 (1) Auditor~~
 1822 (1) *Auditor*
 1822 (1) *Auditor*
 1822 (1) *Auditor*

Deputy Director
(0951)

Enforcement & Legal Affairs

- Legal Affairs
- Public Records Act & Sunshine Ordinance Compliance
- Post-Filing Compliance
- Investigations
- Administrative Enforcement
- Office-wide Policies
- Staff Development & Training
- Legal Internship Program

1823 (1) *Senior Investigator/Legal Analyst*
 1823 (1) *Senior Investigator/Legal Analyst*
 1823 (1) *Senior Investigator/Legal Analyst*
 1822 (1) *Investigative Analyst*
 1840 (1) *Fines Collection Officer*

Electronic Disclosure & Data Analyst Manager
(1053) (1054)

Electronic Disclosure & Data Analysis

- Public Disclosure Applications
- Filer Applications
- Agency E-filing Administration
- Website Development
- Data Analysis & Visualization
- OpenData
- Information Management Systems
- IT Systems Support

~~1053 (1) Senior IS Business Analyst~~
 1052 (1) *IS Business Analyst*
 1052 (1) *IS Business Analyst*
~~1051 (1, FY18) IS Business Assistant~~