



office of  
COMMUNITY INVESTMENT  
and INFRASTRUCTURE

## EXTERNAL JOB POSTING

Job Title: **Development Specialist - Infrastructure  
Hunters Point Shipyard/Candlestick Point**

Biweekly Salary: **\$4331 (Step 1) - \$5265 (Step 5) (Bi-Weekly)  
\$116,606 (Step 1) - \$136,890 (Step 5) (Annually)**

Final Filing Date: **November 8, 2019 COB - EXTENDED**

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The San Francisco Office of Community Investment and Infrastructure (OCII) is seeking an experienced Development Specialist for the Hunters Point/Candlestick Point project area. The HPS/CP project form approximately 780 acres along the southeastern waterfront of San Francisco. Development at Candlestick Point is ongoing, and the Shipyard land is being transferred from the U.S. Navy to OCII in phases, after environmental remediation. OCII has entered into two development agreements with master developers that consist of 12,100 units of which approximately 32% is affordable.

OCII is a state-authorized local entity, separate from the City and County of San Francisco. Five Commissioners appointed by the Mayor and approved by the Board of Supervisors govern OCII. The office is located in the central location of San Francisco, blocks away from City Hall and offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families.

### BRIEF DESCRIPTION:

OCII is seeking a Development Specialist position, primarily responsible for coordinating OCII's review process for transportation and land use plans associated with the implementation of the Hunters Point Shipyard/Candlestick Point ("HPS/CP") redevelopment project. As a member of the HPS/CP project team, the person in this position will also handle a broad range of duties that may include: review of environmental (e.g. CEQA and NEPA) documents; assisting in the management of the community participation processes, including the staffing of Community Advisory Committees; assisting in the development and administration of project area budgets; and working on a broad range of strategic implementation issues. Matters include overall urban design, infrastructure, park design, transportation issues, streetscape design, architectural review, and project area financial and administrative matters. Experience in civil engineering, city permit process, or architectural design review is desirable, but not required.

### JOB RESPONSIBILITIES:

The following list of duties and tasks represents the primary job responsibilities:

- Coordinates the review of several plan documents (such as horizontal improvement plans, circulation plan and final maps) with other City departments to ensure consistency with master infrastructure plans, design guidelines, transportation plan and approved land use plan.
- Analyze development proposals and ensure coordination with horizontal/infrastructure plans; make appropriate decisions based on these analyses;

- Read and interpret tract maps, parcel maps, easements, and other such documents;
- Manage outside consulting contracts, procurement processes and other agreements;
- Work as part of a team, and must coordinate with internal staff, outside city staff, and consultants; including the ability to deal effectively with government officials, representatives of outside groups and interests, other staff members, and the general public; work with various cultural and ethnic groups in a tactful and effective manner;
- Effective time management and logical decision-making ability. Must be able to handle high volumes of communication (email, written documentation) and presentation in an urgent and timely manner);
- Demonstrate excellent writing skills and the ability to present technical information in a concise, clear and accessible manner to OCII staff and in public meetings; and
- Utilize creativity and problem-solving, with the ability to self-direct, multi-task, and to complete assignments by requested due dates.

### MINIMUM QUALIFICATIONS:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would include a bachelor's degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field and five years of professional work experience in planning, real estate and/or project development.

The possession of a master's degree can be substituted for up to two years of required experience.

### BENEFITS:

#### For your Health & Welfare Benefits

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

#### For your Financial Future

- CalPERS Pension Program-estimated 10.50% Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

#### For your Work/Life Balance

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

### APPLICATION PROCESS:

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at [www.sfocii.org](http://www.sfocii.org) under Employment Opportunities.

### PACKETS CAN BE EMAILED, FAXED OR MAILED TO:

**EMAIL:** [careers.ocii@sfgov.org](mailto:careers.ocii@sfgov.org) (PDF FORMAT ONLY) with name of position in subject line

**MAIL:** **Office of Community Investment and Infrastructure**  
Human Resources Department – Attn: April Ward  
1 South Van Ness Avenue – 5<sup>th</sup> Floor  
San Francisco, CA 94103

***Failure to submit all requested materials by the deadline will result in rejection of the application.***