

WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR:



**Controller's Office of Public Finance (OPF)
Volunteer / Non-Paid
Fall 2010 Office of Public Finance Internship
Up to 15 Weeks, September – December 2010
College Fall Interns**

*Minorities, Women, and Persons with Disabilities are Encouraged to Apply.
An Equal Opportunity Employer*

FINAL FILING DATE:

**FILE IMMEDIATELY. RECEIPT OF APPLICATIONS MAY BE CLOSED ON OR BEFORE
5:00PM PT AUGUST 31, 2010**

**Volunteer / Non-Paid
Up to 15 weeks, September – December 2010**

Each semester no more than two (2) volunteer and non-paid interns will be selected for the Controller's Office of Public Finance Internship Program (Program) for the duration of the semester. Interns work under the direction of Controller's Office of Public Finance (OPF) staff to research, analyze and prepare reports, memoranda, policies, procedures, and presentations for senior staff, finance officers, and other representatives from various City departments, the Mayor's Office, and the Board of Supervisors. Under supervision, interns perform a variety of duties requiring a high level of responsibility; research and analyze data; review and prepare financial and policy analysis; and/or jurisdictional best practices.

Selected interns will be expected to complete an approved Internship Project over the course of the Program and to prepare work plans, including descriptions of learning objectives, project scope/methodology, work products / deliverables, and criteria for evaluation, in order to ensure timely completion of their proposed Internship Project.

Fall 2010 Internship Projects may include, but are not limited to:

- Researching and recommending best practices with respect to financing of large-scale capital projects;
- Working with City departments and other jurisdictions to research, recommend, and create a debt administration handbook;
- Performing complex tasks on a limited basis in support of professional staff; and/or
- Other special projects under the direction of OPF staff.

In addition, selected interns may be given the opportunity to be involved in various aspects of debt financing of current capital projects.

DESIRABLE QUALIFICATIONS: The Program is open to students who are currently enrolled in an accredited college or university and expect to receive a BA or BS degree no later than June 2012 (i.e. college juniors and seniors). In addition, interns are expected to have the following:

1. Excellent written and oral communication skills.
2. Familiarity with governmental institutions.
3. Proficient in finance math, econometrics, accounting, and statistics.
4. Proficient in a Microsoft operating environment.

5. Interest in pursuing a MA/MS degree in economics, finance, governmental affairs, public policy, and/or statistics.

HOW TO APPLY: Applications will be available beginning August 11, 2010. This recruitment process will be open through 5:00PM PT on Tuesday, August 31, 2010.

Interested applicants must complete & submit all of the following:

1. A cover letter of introduction which outlines:
 - a. Your interest in public finance
 - b. Your specific qualifications for the Program
 - c. If you are proposing an internship project (e.g. thesis, capstone, etc.), also include a project description, expected length of project, and how you see this project being integrated at OPF
 - d. Dates of availability for the Program
2. Unofficial academic transcript.
3. Current resume.
4. Completed application.
5. Contact information for three (3) professional and/or academic references.

Interested applicants must email all of the above materials to: anthony.ababon@sfgov.org. For additional information, contact Anthony Ababon at 415-554-4862.

The completed internship application materials may also be submitted via mail to:

Controller's Office of Public Finance
City & County of San Francisco
1 Dr. Carlton B. Goodlett Place Room 336
San Francisco, CA 94102

If you have any questions regarding this recruitment or application process, please contact, Anthony Ababon at (415) 554-4862 or via email to Anthony.Ababon@sfgov.org

Failure to submit all required documents of the application by 5:00PM PT on Tuesday, August 31, 2010 may result in rejection of application.

VERIFICATION OF EDUCATION: If you are called for an interview, verification of qualifying education will be required. Verification of qualifying education must include original transcripts.

APPLICANTS WITH DISABILITIES: Persons with disabilities who might need accommodations during the application and selection process should contact Vicente Centeno at (415) 554-7506; or in by mail at:

Controller's Office
Attn: Vicente Centeno
1 Dr. Carlton B. Goodlett Place, Room 488
San Francisco, CA 94102

GENERAL NOTE: Controller's Office of Public Finance is not responsible for receipt of applications by the deadline for any method of submission.

SELECTION OF PROCEDURES:

- **Screening Committee:** A panel of experts may review applications, resumes and supplemental materials to determine candidates' qualifications. Desirable qualifications will be assessed in order to determine candidates' qualifications for this position. Only the most qualified candidates will be invited participate in the selection interviews. Applicants meeting the minimum qualifications are not guaranteed advancement in the process.
- **Selection Interview:** Candidates will be interviewed to determine their relative knowledge, ability, and skill levels in job related areas.

NOTES: Applicants are advised to keep copies of all documents submitted. Persons filing electronically should make copies of their documents before submitting them. Submitted documents will not be returned.

ISSUE DATE: August 11, 2010



33831

City and County of San Francisco Employment Application

Fill Circles completely for your choices. If a mark lies entirely outside of the circle, it will not be counted. Example:
● My choice ○ A choice not selected

Announcement Number

-

Job Title

First three letters of last name at birth

Last four digits of Social Security Number

Month of Birth

Day of Birth

Social Security Number

- -

Last Name

First Name

MI

Other names I have used.

Mailing Address (please include apartment number)

City

State Code

State/Province/Region

Zip/Postal Code

-

Country

E-Mail Address (Optional) **Provide only if we may contact you primarily via e-mail.** Please write clearly so that we can tell the difference between letters and numbers, e.g., "O" and "0" (zero); "l" or "L" and 1 (one)

Email

Home Phone:

- -

OK to leave message? Yes No

Work Phone:

- -

Ext.

OK to leave message? Yes No

Cell Phone:

- -

OK to leave message? Yes No

FOR OFFICIAL USE ONLY (Do not write in this space)

C Ltr _____ Eligible _____ Ineligible _____ Reason _____

Veterans Preference _____

Date Received
 / /

Received By

Number of Pages (not blank)



33831

Last Name _____

First Name _____

Position applied for:

Please indicate your level of skill, if any, for each language.

- | | | | |
|------------------------|--|-----------------------|--|
| Arabic | <input type="radio"/> Speak/Read/Write | Japanese | <input type="radio"/> Speak/Read/Write |
| American Sign Language | <input type="radio"/> Speak/Read/Write | Korean | <input type="radio"/> Speak/Read/Write |
| Burmese | <input type="radio"/> Speak/Read/Write | Laotian | <input type="radio"/> Speak/Read/Write |
| Cambodian | <input type="radio"/> Speak/Read/Write | Russian | <input type="radio"/> Speak/Read/Write |
| Chinese (Cantonese) | <input type="radio"/> Speak/Read/Write | Spanish | <input type="radio"/> Speak/Read/Write |
| Chinese (Other) | <input type="radio"/> Speak/Read/Write | Tagalog (Philippines) | <input type="radio"/> Speak/Read/Write |
| Chinese (Mandarin) | <input type="radio"/> Speak/Read/Write | Vietnamese | <input type="radio"/> Speak/Read/Write |

Yes No Do you possess a valid California driver's license? If Yes,

License No.

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Class: A B C Other

License Expires

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 /

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 /

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Have you graduated from High School? Yes No

If no, do you have?:

A GED Certificate Yes No

A High School Proficiency Yes No

EDUCATION: (If Job Announcement requires course work in specific areas, attach a list of courses completed.)

College or University Name of School	City & State	Major/Minor	# Units Earned Sem. Qtr	Degree Pursued	Completed?
				<input type="radio"/> 2yr <input type="radio"/> 4yr <input type="radio"/> Mstr <input type="radio"/> Doct <input type="radio"/> Cert	<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> 2yr <input type="radio"/> 4yr <input type="radio"/> Mstr <input type="radio"/> Doct <input type="radio"/> Cert	<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> 2yr <input type="radio"/> 4yr <input type="radio"/> Mstr <input type="radio"/> Doct <input type="radio"/> Cert	<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> 2yr <input type="radio"/> 4yr <input type="radio"/> Mstr <input type="radio"/> Doct <input type="radio"/> Cert	<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> 2yr <input type="radio"/> 4yr <input type="radio"/> Mstr <input type="radio"/> Doct <input type="radio"/> Cert	<input type="radio"/> Yes <input type="radio"/> No

CERTIFICATION OF APPLICANT (read carefully):

I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false, incomplete, or incorrect statement, regardless of when it is discovered, may result in my disqualification or dismissal from employment with the City and County of San Francisco. I hereby authorize all my employers and schools (unless otherwise noted) to release any and all information concerning me, including information of a confidential or privileged nature. I hereby release any and all employers from any liability or damage which may result from furnishing the information requested.

Signature _____

Date _____

Position Applied for: _____ Applicant Name _____

EMPLOYMENT HISTORY

YOU MUST COMPLETE THIS SECTION. You may also submit a resume. Begin with your most recent experience, starting with your current job. Be sure to include all experience, regardless of dates, which demonstrates that you meet the minimum requirements as shown on the announcement for the position. Attach additional sheets if you need more space to describe duties or list former employers. Describe your duties as completely as possible. Incomplete information may cause a delay in processing your application. If you supervise(d) employees, include the number of employees you supervise(d). If you held more than one position with the same employer, list each separately

Employer: _____ Dates Employed: From ____/____/____ To ____/____/____
Mo. Day Year Mo. Day Year

Address: _____
Street Name City State Zip

Hours Worked Per Week: _____ Your Job Title: _____

Duties Performed: _____

Reason For Leaving: _____

Last Salary: \$ _____ Per _____ Please do NOT contact present employer

Employer: _____ Dates Employed: From ____/____/____ To ____/____/____
Mo. Day Year Mo. Day Year

Address: _____
Street Name City State Zip

Hours Worked Per Week: _____ Your Job Title: _____

Duties Performed: _____

Reason For Leaving: _____

Last Salary: \$ _____ Per _____

Employer: _____ Dates Employed: From ____/____/____ To ____/____/____
Mo. Day Year Mo. Day Year

Address: _____
Street Name City State Zip

Hours Worked Per Week: _____ Your Job Title: _____

Duties Performed: _____

Reason For Leaving: _____

Last Salary: \$ _____ Per _____



**Controller's Office of Public Finance (OPF)
Volunteer / Non-Paid
Fall 2010 Office of Public Finance Internship
Summary of Proposed Internship Projects (Subject to Change)**

Selected Fall 2010 College Interns, in consultation with OPF staff, have the opportunity to work on any of the proposed Internship Projects summarized below. Selected Interns may also propose other projects more suited to their academic and/or career interests.

All proposed Internship Projects will be reviewed and evaluated for feasibility, creativity, thoughtfulness, and potential to enhance academic and/or career interests of students, among other factors, and must be approved by the Controller's Office of Public Finance staff and/or the Selection Committee prior to the start of the Program.

I. Update Voter Pamphlet/Elections Binder

- o Duration: Half Semester (4-6 Weeks)
- o Open to Major(s)/Minor(s) in: Government/Public Policy
- o Outcomes:
 - Intern:
 - Exposure to public financing criteria; municipal, State, and federal statutes/codes; bond program credit and budgeting features
 - Develop database, records management, administration skills
 - OPF/CCSF: Single source of election histories
- o Deliverables:
 - Current, updated binder of voter pamphlet/election summaries
- o Scope:
 - Review and compile election records for proposed City bond programs

II. Research and analyze secondary market trading activity of existing and outstanding CCSF bonds and other long-term obligations

- o Duration: Full Semester (12-15 Weeks)
- o Open to Major(s)/Minor(s) in: Business, Economics, Finance, Math, Public Policy, Statistics
- o Outcomes:
 - Intern:
 - Develop understanding of market dynamics of municipal bonds
 - Develop bond pricing techniques and practical statistical and modeling techniques

- Synthesize data and analysis into an accessible/usable report
 - OPF/CCSF: Develop understanding of market dynamics of municipal bonds
- Deliverables:
 - Bi-weekly summaries/updates of secondary market trading activity of the City's bonds and other long-term obligations
 - Synthesize periodic summaries into a final summary report
- Scope:
 - Prepare and recommend work plan, including timeline/schedule/milestones, resources, roles & responsibilities, processes, and/or deliverables
 - Review publicly accessible databases of secondary market trading information for municipal bonds
 - Analyze depth and breadth of the City's investor base
 - Analyze price changes relative to market benchmarks/indices

III. Create synopsis of each transaction

- Duration: Full Semester (12-15 Weeks)
- Open to Major(s)/Minor(s) in: Accounting, Business, Finance, Government / Public Policy
- Outcomes:
 - Intern:
 - Exposure to public financing criteria; municipal, State, and federal statutes/codes; transaction credit features
 - Develop database, records management, administration skills
 - OPF/CCSF: Single source of transaction histories
- Deliverables:
 - One-page summaries for each transaction
 - Single binder of summaries
- Scope:
 - Review and summarize transactions using existing physical and electronic records
 - Create templates and procedures for future transactions
 - Compile, synthesize, and analyze history of transactions

IV. Develop and Improve Controller's Office of Public Finance Internship Program

- Duration: Full Semester (12-15 Weeks)
- Open to Major(s)/Minor(s) in: Business, Communications, Government / Public Policy / Public Administration, Marketing
- Outcomes:
 - Intern:
 - Develop contacts among local colleges and universities and establish network of contacts

- Build partnerships by fostering networks
 - Create self-sustaining internship program
- OPF/CCSF: Self-sustaining internship program
- Deliverables:
 - Ongoing & Self-Sustaining Internship Program for OPF
- Scope:
 - Prepare and recommend work plan, including timeline/schedule/milestones, resources, roles & responsibilities, processes, and/or deliverables
 - Establish and maintain database of contacts with career centers/offices of local colleges and universities
 - Research academic credit opportunities via partnerships
 - Plan, design, develop, create and publish memoranda, notices, announcements to enhance visibility of the Controller's Office of Public Finance Internship Program
 - Plan, design, develop, and create Public Finance Internship Handbook

V. Build financial risk model(s) using publicly accessible budget, financial, demographic and economic data

- Duration: Academic Year (20-30 Weeks)
- Open to Major(s)/Minor(s) in: Business, Economics, Finance, Math, Public Policy, Statistics
- Outcomes:
 - Intern:
 - Develop understanding of financial, budgetary and operating environment of municipalities
 - Develop understanding of market and credit/risk dynamics of bond ratings
 - Develop practical statistical and modeling techniques
 - Synthesize data and analysis into accessible/usable written reports
 - OPF/CCSF: Develop understanding of market and credit/risk dynamics of bond ratings
- Deliverables:
 - Dynamic credit rating model(s) and written report(s) that potentially inform policy discussions
- Scope:
 - Prepare and recommend work plan, including timeline/schedule/milestones, resources, roles & responsibilities, processes, and/or deliverables
 - Review existing published articles and papers on municipal credit ratings
 - Compile and synthesize budget, financial, demographic and economic data
 - Plan, design, develop and create dynamic credit rating model

VI. Develop and Improve City & County of San Francisco Public Financing Report

- Duration: Academic Year (20-30 Weeks)
- Open to Major(s)/Minor(s) in: Accounting, Business, Communications, Finance, Government/Public Policy/Public Administration, Marketing
- Outcomes:
 - Intern:
 - Exposure to public financing criteria, government statutes/codes, credit features
 - High level understanding of municipal debt financing, budgeting and operations
 - OPF/CCSF: Draft First City & County of San Francisco Public Financing Report
- Deliverables:
 - Draft First City & County of San Francisco Public Financing Report
- Scope:
 - Prepare and recommend work plan, including timeline/schedule/milestones, resources, roles & responsibilities, processes, and/or deliverables
 - Review and summarize transactions using existing physical and electronic records
 - Compile, analyze and synthesize transaction and financing history and performance
 - Plan, design, develop, and create template for future financing reports
 - Sample Finance Report:
 - http://www.csjfinance.org/DebtReport/2009_CADR.pdf

VII. City & County of San Francisco Debt Administration and Procedures Handbook

- Duration: Academic Year (20-30 Weeks)
- Open to Major(s)/Minor(s) in: Accounting, Business, Finance, Government / Public Policy/Public Administration
- Outcomes:
 - Intern:
 - Exposure to public financing criteria, government statutes/codes, credit and budget features
 - High level understanding of municipal debt financing, budgeting and operations
 - Develop database, records management, administration skills
 - OPF/CCSF: Draft First City & County of San Francisco Public Financing Report
- Deliverables:
 - Draft First City & County of San Francisco Debt Administration and Procedures Handbook
- Scope:
 - Prepare and recommend work plan, including timeline/schedule/milestones, resources, roles & responsibilities, processes, and/or deliverables
 - Compile/leverage existing debt policies to plan, design, develop, and create

- single debt administration and procedures handbook
- Review and summarize existing physical and electronic transactions documents



**Controller's Office of Public Finance (OPF)
 Volunteer / Non-Paid
 Fall 2010 Office of Public Finance Internship
 Intern Work Plan Form & Agreement**

Intern: _____

Date: _____

Internship Project(s): Briefly describe the Internship Project you propose to complete over the course of the Fall 2010 Internship Program. In addition, describe how the Internship Project adds value to your overall academic and career goals and/or interests.

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Learning Objectives: List and briefly describe any technical and/or job skills you expect to develop as you complete your Internship Project. Technical and/or job skills may or may not relate necessarily to the Internship Project.

1.	
2.	
3.	

Scope of Project / Methodology: Describe the expected steps and/or processes required to complete the Internship Project(s) in a timely manner and expected roles and responsibilities for staff and/or interns in ensuring the Internship Project is completed.

Steps/Process and Timeframe (e.g. days, weeks, months)

Roles/Responsibilities

<u>Steps/Process and Timeframe (e.g. days, weeks, months)</u>	<u>Roles/Responsibilities</u>
1.	
2.	
3.	

Deliverables: Identify and briefly describe the work product(s) you expect to complete over the course of the Internship Project and the expected date(s) of completion for each work product. Where applicable, briefly describe any resources (e.g. software, computer time, etc.) you may require for each work product(s).

<u>Due Date</u>	<u>Description</u>
1.	
2.	
3.	

Criteria for Evaluation of Your Performance: Briefly describe the criteria by which you recommend your work product(s), deliverable(s), and/or the Internship Project(s) be evaluated and the type and frequency of feedback you desire for each.

1.
2.
3.

Other Notes and/or Comments:

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Recommended By:

Intern: _____

Print Name: _____

Date: _____

Approved By:

OPF Staff: _____

Print Name: _____

Date: _____

City and County of San Francisco
 Controller's Office of Public Finance Internship Program
 Fall 2010 College Internship

Intern Schedule as of August 11, 2010

AUGUST							SEPTEMBER						OCTOBER						NOVEMBER							DECEMBER								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		
30	31																																	

<i>Date</i>	<i>Event</i>
Tues, 8/31 @ 5:00PM PT	<ul style="list-style-type: none"> Deadline for complete applications for Fall 2010 Internship
Monday, Sep 6	<ul style="list-style-type: none"> LEGAL HOLIDAY - Labor Day
Week of Sep 6	<ul style="list-style-type: none"> Distribute Work Plan Form & Agreement Template
Week of Sep 20	<ul style="list-style-type: none"> Kick-off Fall 2010 College Internship Program Coordinate/arrange tours & introductions Meet and confer re: proposed Fall 2010 Internship Projects, timeline, work schedules, requirements, and expectations Confirm / Agree to Work Plans
Week of Oct 4	<ul style="list-style-type: none"> Project check-ins Meet and confer re: proposed Fall 2010 projects, timeline, work schedules, requirements, and expectations
Monday, Oct 11	<ul style="list-style-type: none"> LEGAL HOLIDAY - Columbus Day

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
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30	31																																	

Date *Event*

- Week of Oct 18
 - Project check-ins
 - Meet and confer re: Fall 2010 projects, timeline, work schedules, requirements, and expectations

- Month of November
 - Field visits

- Week of Nov 1
 - Midpoint of **Fall 2010** Internship

- Week of Nov 8
 - Project check-ins
 - Meet and confer re: Fall 2010 projects, timeline, work schedules, requirements, and expectations

- Thurs, Nov 11
 - **LEGAL HOLIDAY** - Veterans Day

- Week of Nov 22
 - **LEGAL HOLIDAY** - Thanksgiving Week

- Week of Dec 6
 - Final drafts of Internship Projects for review & comment

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31			
30	31																																		

Date

Event

Week of Dec 13

- Final Internship Projects due
- Review and evaluations
- Debrief and Internship Experience Evaluations