



City & County of San Francisco

Controller's Office of Public Finance

Public Finance Summer 2011 Internship

Volunteer & Non-Paid

May – August 2011

Applications Due
5:00PM PT April 1, 2011

About the Controller's Office

The City Controller is the chief accounting officer and auditor for the City and responsible for all financial management systems, procedures, internal control processes and reports that disclose the fiscal condition of the City to managers, policy makers and citizens. The City Controller is also the auditor for the City performing financial and performance audits of departments, agencies, concessions and contracts.

Controller's Office of Public Finance
City & County of San Francisco
415 554 4862
www.sfgov.org/opf
www.sfcontroller.org

The Office of Public Finance is a division within the Controller's Office. The Office of Public Finance is responsible for issuing and managing the City's general fund debt obligations. Its mission is to provide and manage low-cost debt financing of large-scale, long-term capital projects and improvements that produce social and economic benefit to the City and its citizens while balancing market and credit risk with appropriate benefits, mitigations and controls. For more information regarding Office of Public Finance, visit <http://www.sfgov.org/opf>.

Public Finance Internship Description

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.

Internship Projects may include

- Researching and recommending best practices with respect to financing of large-scale capital projects;
- Building financial risk models using publicly accessible budget, financial, demographic and economic data;
- Working with City departments and other jurisdictions to research, recommend, and create a debt management & administration manual;
- Performing complex tasks on a limited basis in support of professional 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 2013. 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

This recruitment process will be open through 5:00PM PT on April 1, 2011. Interested applicants must complete & submit all of the following:

1. A cover letter of introduction which outlines:

- Your interest in public finance
- Your specific qualifications
- Dates of availability

If you are proposing an internship project, include a project description, expected project duration, and how you see this project being integrated at OPF

2. Unofficial academic transcript.

3. Current resume.

4. Completed application.

5. Contact information for three (3) professional / academic references.

Interested applicants must email all of the above to: anthony.ababon@sfgov.org

For additional information, contact 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 Rm 336
San Francisco, CA 94102

Failure to submit all required documents of the application by 5:00PM PT on April 1, 2011 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

SELECTION OF PROCEDURES

- Screening Committee: A panel of experts may review applications, resumes and supplemental materials to determine candidates' qualifications. Only the most qualified candidates will be invited participate in the selection interviews. Applicants meeting the desirable 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

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

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 March 4, 2011



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

Do you claim veterans' preference as an entrance applicant? Yes No

If yes, complete a Veteran's Preference application form and provide verification of eligibility.

Yes No List the name, department and familial relationship of family members currently employed by the City and County of San Francisco. (Family members are defined as: spouse, registered domestic partner, parent, grandparent, child, sibling, parent-in-law, aunt, uncle, niece, nephew, first cousin, and includes any similar step relationship or relationship created by adoption.) Please use an extra sheet if necessary.

Name(s):	<input type="text"/>
Department(s):	<input type="text"/>
Relationship(s):	<input type="text"/>

Do you now or have you previously worked for City and County of San Francisco? Yes No

If yes, please provide the following:

Class Number and Title:

Start Work Date in this class: / /

Department:

Unit or Division:

Employment Status (check any that apply):

- Permanent Civil Service
- Temporary Civil Service (from a list)
- Provisional (not from a list)
- Exempt from Civil Service

Permanent Class Number if other than a class listed above:

Starting Date: / /

As part of the selection process you are required to complete a Conviction History Form and submit it when requested by the City and County of San Francisco. The form can be obtained at 44 Gough Street or on the Web at www.sfgov.org/site/dhr_index.asp. Please do not submit the Conviction History Form with your application unless directed to do so in the job announcement.

I understand that I will be required to submit the Conviction History Form when required: Yes

Professional License or Certificate (If specifically required for position)

License or Certificate Type _____

Date Expires _____ (mm/dd/yy) Number _____

License or Certificate Type _____

Date Expires _____ (mm/dd/yy) Number _____

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: _____
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Last Salary: \$ _____ Per _____