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BOARD OF SUPERVISORS
SAN FRANCISCO
2026 MAY 01 PM02:04

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To: Angela Calvillo, Clerk of the Board of Supervisors
From: Sophia Kittler, Mayor's Budget Director
Date: May 1, 2026
Re: Notice of Transfer of Functions under Charter Section 4.132

This memorandum constitutes notice to the Board of Supervisors under Charter Section 4.132 of transfers of functions between departments within the Executive Branch. All positions are regular positions unless otherwise specified. The positions include the following:

Permitting Department Transfers – the following transfers of function align with the Mayor's goals for increased coordination, accountability, and transparency in our permitting and planning departments. This includes 40 positions transferred in February 2026 as noticed in the letter sent to the Board of Supervisors on January 16, 2026.

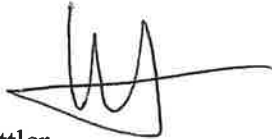
- Sixty-five positions (4.0 FTE 0923 Manager II, 2.0 FTE 0931 Manager III, 1.0 FTE 0941 Manager VI, 1.0 FTE 0953 Deputy Director III, 1.0 FTE 1042 IS Engineer-Journey, 3.0 FTE 1043 IS Engineer-Senior, 4.0 FTE 1044 IS Engineer-Principal, 5.0 FTE 1053 IS Business Analyst-Senior, 1.0 FTE 1054 IS Business Analyst-Principal, 1.0 FTE 1063 IS Programmer Analyst-Senior, 1.0 FTE 1064 IS Programmer Analyst-Principal, 2.0 FTE 1070 IS Project Director, 1.0 FTE 1092 IT Operations Support Administrator II, 2.0 FTE 1094 IT Operations Support Administrator IV, 1.0 FTE 1095 IT Operations Support Administrator V, 1.0 FTE 1220 Payroll and Personnel Clerk, 1.0 FTE 1222 Senior Payroll and Personnel Clerk, 2.0 FTE 1241 Human Resources Analyst, 1.0 FTE 1244 Senior Human Resources Analyst, 1.0 FTE 1312 Public Information Officer, 1.0 FTE 1632 Senior Account Clerk, 1.0 FTE 1652 Accountant II, 1.0 FTE 1654 Accountant III, 1.0 FTE 1657 Accountant IV, 1.0 FTE 1822 Administrative Analyst, 2.0 FTE 1823 Senior Administrative Analyst, 2.0 FTE 1824 Principal Administrative Analyst, 2.0 FTE 1825 Principal Administrative Analyst II, 2.0 FTE 4321 Cashier II, 14.0 FTE 6322 Permit Technician II, and 2.0 FTE 6323 Permit Technician III) to be transferred from the Department of Building Inspection to the City Planning Department.
- Twenty positions (1.0 FTE 0922 Manager I, 1.0 FTE 0923 Manager II, 1.0 FTE 0933 Manager V, 1.0 FTE 1043 IS Engineer-Senior, 1.0 FTE 1051 IS Business Analyst-Assistant, 1.0 FTE 1092 IT Operations Support Administrator II, 10.0 FTE 1304 Customer Service Representative, 2.0 FTE 1306 Customer Service Supervisor, 1.0 FTE 1823 Senior Administrative Analyst, and 1.0 FTE 1824 Principal Administrative Analyst) to be transferred from the Office of the City Administrator to the City Planning Department.

Two Environment Department (ENV) Transfers – the following transfers of functions allow ENV to focus on its core work and move programs to the departments best positioned to deliver these services:

- One position (1.0 FTE 5638 Environmental Assistant) to be transferred from ENV to the San Francisco Municipal Transportation Agency (MTA) to align the Emergency Ride Home and City Commuter Benefits programs with MTA's existing transportation demand management work.
- One position (1.0 FTE 5640 Environmental Specialist) to be transferred from ENV to the Department of Public Health (DPH) to transition full management of the FixLeadSF lead paint abatement program to DPH.

If you have any questions, please feel free to contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read 'SKittler', with a long horizontal line extending to the right.

Sophia Kittler
Mayor's Budget Director

cc: Members of the Budget and Appropriations Committee
Budget & Legislative Analyst's Office
Controller