



# City and County of San Francisco

## Office of the Controller

Departmental Guidelines No. 006-11

Department Head Transition Processing Guidelines

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### Purpose of Guidelines

The purpose of this document is to establish guidelines and implement uniform procedures to which all City departments should conform when processing Department head transition. This instruction reiterates the Controller's requirements previously established and identifies responsibilities and accountabilities of the department heads and employees.

### DEPARTMENT RESPONSIBILITIES

***Upon appointment of a new department head, the department should complete the following steps:***

1. Complete a comprehensive listing of all assets and equipment assigned to the new department head. The listing should include such items as keys, building passes, pagers, cellular phones, credit cards, computers, and automobiles;
2. Establish signatory authority for the new department head to sign important City documents by submitting new signature cards to the Controller's Accounting Operations and Systems Division and Payroll/Personnel Services Division, Purchasing Department, and Department of Human Resources; and
3. Establish signatory authority, in writing, for the new department head with banks and commercial institutions for checking accounts and credit cards used by the department.

***Upon the departure of a department head, the department should complete the following steps:***

1. Cancel, in writing, the signatory authority of the outgoing department head at the Controller's Accounting Operations and Systems Division and Payroll/Personnel Services Division, Purchasing Department, and Department of Human Resources;
2. Request, in writing, all banks and financial institutions to remove the outgoing department head's signatory authority from all checking accounts and credit cards used by the department;
3. Account for the outgoing department head's expenses to ensure that all expenses have been liquidated and cleared by the Controller's Office. Expenses may include travel advances, field and travel expenses, and any other expenses chargeable to the City;
4. Document the return of the outgoing department head's keys, building entry permits/pases, and identification badges initially issued to him/her;
5. Account for all assets and equipment assigned to the outgoing department head by a physical inventory. Compare items returned to the comprehensive listing prepared when assets were initially assigned to the individual;
6. Delete computer passwords assigned to the outgoing department head and restrict physical access to the department's information system; and
7. Complete all pertinent separation reports and final pay transactions.