

II. PERFORMANCE PLAN – JOB RESPONSIBILITIES

REVIEW OF DUTIES, RESPONSIBILITIES, and GOALS

This section is used to describe current responsibilities and to articulate methods and milestones for successful completion of those job tasks. For each item, you may add a timeframe and/or specific goal to help with measurement of success. For all goals listed, please be sure they are SMART: specific, measurable, attainable, realistic, and timely.

Please include at least one career path/professional development goal.

FUNCTIONAL/WORKING TITLE	
Digital Equity Manager	
1. Coordinate expansion and resident adoption of affordable housing broadband project. Reach 11 more housing sites by end of FY, with at least 50% of residents using service at each site.	COMMENTS:
2. Develop new awareness program of discount Internet offers. Potential partners include ISPs, HSA, and CPUC.	COMMENTS:
3. Manage, support, and evaluate performance of digital equity grantees. Sustain programs through January RFP if successful.	COMMENTS:
4. Develop and implement digital literacy innovation challenge for January RFP.	COMMENTS:
5. Expand digital equity funding opportunities through partnerships with other stakeholder departments, including DT.	COMMENTS:
6. Partner with SFPL to hold Digital Equity Conference and Connect with Tech Week events to foster multi-stakeholder collaboration and input on digital equity issues.	COMMENTS:
7. Work with Controller’s Office to develop digital equity scorecard, data collection, and annual report.	COMMENTS:
8. Expand reach of cybersecurity awareness campaign through monthly workshops and partnerships with SFPL and OFE.	COMMENTS:
9. Support coordination and outreach for 2020 Census, the first primarily digital Census in US history, with OCEIA and citywide committee	COMMENTS:

III. PERFORMANCE PLAN – KEY DEPARTMENTAL OBJECTIVES