January 15, 2021

**RE: San Francisco Planning Department Summer 2021 Internship Program**

Dear Sir/Madam,

The San Francisco Planning Department is pleased to announce the 2021 Summer Internship Program. The program is available for qualified students and recent graduates for a 12-week period from June through August.

Please place the attached program poster and job description in a prominent location in your department so that interested and eligible students may apply. As listed on the poster, the program’s website is: [https://sfplanning.org/internships2021](https://sfplanning.org/internships2021). Because many students may not be physically in schools, we have also emailed this information to school offices. Please look out for this email and feel free to forward the internship announcement to your students accordingly. If you haven’t gotten this email yet and would like a copy, please email: cpc.internshipprogram@sfgov.org.

Applications are due by 5:00 p.m. on Friday, February 26, 2021, and selections will be made by no later than Friday, April 2, 2021. The program starts on June 7, 2021 and ends on August 27, 2021. The 12-week program includes an orientation to the city, government agencies, and the Planning Department. The program concludes with intern presentations to Planning staff, explaining the results of their work and discussing their summer experiences.

We are pleased that this year we are able to provide salaries for all positions. The positions are funded at a rate of $28.95 per hour for 12 weeks. All positions are full time at 40 hours per week. The website listed above contains detailed descriptions for each of the positions and how to apply.

We look forward to hearing from prospective interns. If you have any questions, please send them to: cpc.internshipprogram@sfgov.org.

Sincerely,

Rich Hillis
Director of Planning
2021 SUMMER PLANNING INTERNSHIPS ($28.95/HR.)

JOB DESCRIPTION:

The San Francisco Planning Department is currently looking for sixteen (16) bright and enthusiastic interns to work full time with staff on a variety of planning projects this summer (June 7, 2021 thru Aug. 27, 2021). This will be a rewarding and valuable experience for those interested in the planning field and desire introductory work experience or college credit. Interns will conduct research, collect and analyze data, and prepare draft documents for planning work related to housing, historic and cultural resources, zoning compliance, social and racial equity, COVID recovery, urban design and many more.

PROJECTS:

1. Code Enforcement Public Resource and Outreach Intern

Project Description: While the Planning Department’s “Enforcement” website contains some information related to code enforcement, the website lacks updated information and content; including resources for the complainant and the property owner. For example, it is not clear whether one should file a complaint with DBI or Planning and how. It is also not clear once a complaint is filed, what happens during an investigation, and the likely outcomes. From the property owner’s prospective, there is no information available on the website about the enforcement process, tools and resources available to help the owner understand their property and applicable Planning Code provisions, their appeal rights and opportunities, and ways to avoid or minimize administrative penalties and enforcement fees. This intern will be engaged in the following types of work: researching and collecting information, developing content specific to common Planning Code complaints (i.e. storefront transparency, front yard paving, and etc.) with linkable case examples (before and after photos) for use by the public and/or department staff, creating resource guide and links to helpful guidelines, handouts, videos, and etc., preparing short and simple how-to videos to explain the enforcement process and what to do when there is a complaint, and updating the Code Enforcement website.

Min. Qualifications: Undergraduate student in Planning or related field, strong research, writing, and communication skills, detailed oriented and good organizational skills, experience with data collection, entry, and analysis, self-starter, motivated and willingness to learn, and ability to work in a team environment.

Desired Skills and Knowledge: The ideal candidate should have experience with website or webpage design. Mapping experience is a plus. Interest and familiarity with making show how-to videos are desired.
2. **Westside Housing Comparison Research Intern**  
**Project Description:** The San Francisco Planning Department is developing an initiative to build housing on San Francisco’s west side. The Department will benefit from a detailed understanding of how other cities have undertaken rezoning of single-family neighborhoods, including outreach processes and keys to success.  
**Min. Qualifications:** Planning or Policy Graduate Student or related field.  
**Desired Skills and Knowledge:** Research skills, visual/graphic and oral communication skills, knowledge of zoning fundamentals.

3. **Objective Design Standards Research Intern**  
**Project Description:** The San Francisco Planning Department is exploring the translation of existing urban design policy, including the Residential Design Guidelines, into objective design standards. This project will research and document examples of form-based zoning and other types of objective design controls from a range of cities – including both content and process – and synthesize lessons learned and best practices from each.  
**Min. Qualifications:** Graduate student in architecture or urban design program, or undergraduate degree in architecture or urban design.  
**Desired Skills and Knowledge:** Strong visual/graphic communication skills including digital modeling and rendering; knowledge of zoning fundamentals, principles, and practices of urban development controls.

4. **Emerging Mobility Services and Technology Intern**  
**Project Description:** Rapid technological change in transportation holds challenges and promise for cities, including San Francisco. This includes platforms and services that exist now (e.g., bikeshare), ones that are on the horizon (e.g., autonomous vehicles), and others that we know nothing about today. While we cannot anticipate when and what new transportation modes or technologies will arrive on our streets, San Francisco needs to be thinking ahead to develop policies to guide residents, employers, policymakers, and elected officials on how to integrate them into the City, especially in support of our mode split goals (80% of trips made on sustainable modes); **climate goals;** and **racial and social equity imperative**. The San Francisco Planning Department is updating the Transportation Element of its General Plan in 2021, which provides an opportune time to advance this work already **underway**. The intern will have a chance to shape policy in one of the key elements in the City’s General Plan. This internship will involve the following components:  
1) Inventory of existing City efforts & policies in emerging mobility services and technology (EMST);  
2) Review of peer cities’ policies and initiatives involving policies for EMST (domestic and international);  
3) Research of best practices of policies for EMST (e.g., NACTO);  
4) Up to 5 interviews with EMST thought leaders in academia, business/private sector, and advocacy; and  
5) Final report synthesizing the above components with policy recommendations for inclusion in the Transportation Element.  
**Min. Qualifications:** Junior or senior in college or graduate student majoring in urban studies or city planning or public policy, preferably with a focus on planning or policy for land use or transportation. Excellent writing skills, ability to work independently, strong research skills, previous work experience, research, or study on land use planning, transportation planning, transportation policy, and/or public policy.  
**Desired Skills and Knowledge:** Previous work experience, research, or study on EMST is highly desirable.
5. **Climate-Resilient Building Code Intern**  
**Project Description:** The project includes reviewing current building code to identify any gaps related to Climate Resilience, especially in terms of the recently-authorized Floodplain Management Ordinance; the all-electric ordinance; other flooding hazards related to Sea Level Rise (SLR), a forthcoming groundwater response to SLR study, the Public Utilities Commission's stormwater ordinance, and forthcoming extreme precipitation study; and other Climate Resilience measures. The project will not only identify gaps but also propose potential amendments that might need to be adopted to address any conflicts and/or gaps that are identified. The primary deliverable is a gap analysis of current Building Code and recommendations for amendments to ensure the City is building to be climate-resilient in the future.  
**Min. Qualifications:** College student enrolled in Urban Studies or related field of study courses.  
**Desired Skills and Knowledge:** Detail-oriented with a basic understanding of planning and land use law is desirable.

6. **Current Planning Process Improvement & Public Information Intern**  
**Project Description:** This internship will help the public understand the City's regulatory, environmental, and building permit processes, as well as the intersection of Planning with other City agencies, including DBI, SFPUC, SFMTA, and DPW. This internship would focus on creating a new manual for the Current Planning Division on miscellaneous permit referrals and interagency coordination. In addition, this internship would produce an easy-to-understand guide for members of the public on a variety of topics, which may include: opening new businesses (i.e. restaurants, massage establishments, and etc.), applying for sign permits, applying for window replacement, and etc. As part of this internship, this intern would join the Southeast Team in conducting development review.  
**Min. Qualifications:** Ability to read and understand architectural plans.  
**Desired Skills and Knowledge:** Strong ability to write preferred. Knowledge of Adobe In-Design, Microsoft Word and Microsoft Excel needed.

7. **San Francisco Cultural Resources Survey: Architectural Styles of the Early 20th Century Intern**  
**Project Description:** As part of the Citywide Historic Context Statement’s Architectural Context, Architectural Styles of the Early 20th Century Sub-Context, the intern will be responsible for the creation of two theme studies to document and catalogue the evolution of American & California Styles and Spanish & Mediterranean Styles across various building typologies, briefly documenting the styles' origins, evolutions and proliferation across the city, and working with staff to create an evaluative framework to understand which properties may be considered significant. Project will result in a Draft Theme Study to be published as part of the Citywide Historic Context Statement.  
**Min. Qualifications:** Interns must have completed a master's degree or be a current graduate student in Architectural History, Historic Preservation, Public History, or a similarly related field.  
**Desired Skills and Knowledge:** The ideal candidates must be able to demonstrate excellent research, writing, analytical, independence, and time management skills.
8. **San Francisco Cultural Resources Survey: Builder and Developer Tracts in the City, c.1880-1960 Intern**

   **Project Description:** The intern will conduct archival research to aid staff in the identification of merchant builder/developer tracts across the city. Current efforts focus on two periods of development: an initial phase of suburbanization from 1880 to roughly 1920 and the construction boom that started in the 1920s. The intern will create a database of tracts, builders, and locations, by using previous departmental research and documentation tract-specific deed and permit research. Project will result in a catalogue of work that will aid in staff’s identification and analysis of these areas in anticipation of field survey work.

   **Min. Qualifications:** Interns must have completed at least three years of an undergraduate level program in Architectural History, Historic Preservation, Public History, or a similarly related field and should be able to demonstrate research experience using deeds and Sanborn maps. Graduate level students will be given priority consideration.

   **Desired Skills and Knowledge:** The ideal candidates must be able to demonstrate excellent research, writing, spreadsheet management, along with independent project management and organizational skills.

9. **San Francisco Cultural Resources Survey: Architect Biographies Intern**

   **Project Description:** The intern will use primary and secondary sources and Department-produced documents to create a database of the City’s 19th and 20th-century architects, engineers, builders and developers. Working closely with staff, the intern will be responsible for cataloguing information about each architect, engineer, builder and/or developer, their significant projects, associated architectural styles, and years active. In addition to providing information to develop individual biographies, the intern will develop a mechanism to map project sites across the City by architect, builder, and/or developer. This information will aid staff with the evaluation of properties that are potentially significant for their association with master architects, builders, and developers and will inform the work of the Citywide Survey.

   **Min. Qualifications:** Interns must have completed at least three years of an undergraduate level program in Architectural History, Historic Preservation, Public History, or a similarly related field and should be able to demonstrate research experience using deeds and Sanborn maps. Graduate level students will be given priority consideration.

   **Desired Skills and Knowledge:** The ideal candidates must be able to demonstrate excellent research, writing, spreadsheet management, along with independent project management and organizational skills.

10. **San Francisco Cultural Resources Survey: Mass Media and Communication in the City Intern**

    **Project Description:** The intern will use primary and secondary sources and Department-produced documents to create two theme studies documenting the history of citywide and community/cultural specific sites in the City. This information will aid staff with the evaluation of properties that are potentially significant for their association with both underrepresented communities and mainstream mass media. The project will result in a Draft Theme Study to be published as part of the Citywide Historic Context Statement.

    **Min. Qualifications:** Interns must have completed at least three years of an undergraduate level program in Architectural History, Historic Preservation, Public History, or a similarly related field and should be able to demonstrate research experience using deeds and Sanborn maps. Graduate level students will be given priority consideration.

    **Desired Skills and Knowledge:** The ideal candidates must be able to demonstrate excellent research, writing, spreadsheet management, along with independent project management and organizational skills.
11. **San Francisco Cultural Resources Survey: Victorian-era Architectural Styles Intern**

**Project Description:** As part of the Citywide Historic Context Statement’s Architectural Context, Architectural Styles of the Victorian-era, including Stick/Eastlake, Italianate, and Queen Anne styles, among others. The intern will be responsible for the creation of two theme studies to document and catalogue the evolution of various styles across various building typologies, briefly documenting the styles’ origins, evolutions and proliferation across the city, and working with staff to create an evaluative framework to understand which properties may be considered significant. Project will result in a Draft Theme Study to be published as part of the Citywide Historic Context Statement.

**Min. Qualifications:** Interns must have completed a master’s degree or be a current graduate student in Architectural History, Historic Preservation, Public History, or a similarly related field.

**Desired Skills and Knowledge:** The ideal candidates must be able to demonstrate excellent research, writing, analytical, independence, and time management skills.

12. **Housing Element 2022 Update Intern**

**Project Description:** The intern would support the work of the Policies and Strategies Team of the Community Equity Division on the Housing Element 2022 Update. The primary responsibilities include: updating housing and socio-economic data for the draft Housing Element; creating material for community outreach and for the draft Housing Element, such as handouts, presentation boards, summaries, survey qualitative and quantitative analysis, and graphics; and assisting with community outreach and engagement efforts. Other responsibilities may involve policy research and analysis for the Housing Element, and other related work.

**Min. Qualifications:** Master of City Planning/Public Policy/related program student.

**Desired Skills and Knowledge:** Quantitative and qualitative analysis skills; Python/R/Stata proficiency; ArcGIS proficiency; policy research and writing skills; candidate has worked with underrepresented communities or in projects addressing equity; knowledge of housing policies, programs, strategies and SF challenges; and knowledge of SF neighborhoods and communities.

13. **Racial & Social Equity Data Scientist Intern**

**Project Description:** The Data Scientist Intern will develop a racial and social equity data hub and policy dashboard to support the San Francisco Planning Department’s Racial Equity Action Plan and other related initiatives. Responsibilities include: 1) work with stakeholders to develop key performance metrics that connect data to policy goals; 2) research data sources, initiatives and analytical approaches that inform outcomes-based policy development and implementation strategies i.e., hiring practices, equity tool, planning code audit, impact analysis, historic preservation; 3) evaluate data for biases in data collection, analysis and interpretation and for racial and social equity challenges and opportunities; 4) design automated data integration workflows; 5) develop data standards and a data governance framework to ensure accurate and ethical use of data for decision making; 6) build multivariate models that help predict policy outcomes and optimize policy goals and 7) design maps and dashboards using a user-centered design approach that support nimble, user-friendly analysis while preserving data integrity, specificity, and clarity.

**Min. Qualifications:** Candidates working towards or possessing an undergraduate or graduate degree in Data Science, Statistics, Mathematics, Engineering or other technical field. Candidates working towards or possessing a social science degree will also be considered if there is a strong foundation in statistics, data
science, quantitative methods, etc. A combination of education and/or training and/or experience which provides an equivalent background required to perform the work of this position will also be considered. Experience using Python and SQL for data analysis, experience developing maps using GIS e.g. ESRI ArcGIS Pro, QGIS, Mapbox, and etc., experience using cloud databases e.g. AWS, Azure, etc., strong experience using BI tools such as Microsoft Power BI or Tableau, strong training or experience in qualitative and quantitative research and analysis, and excellent organization and communication (verbal and written) skills.

**Desired Skills and Knowledge:** Preference will be given to candidates who have strong demonstrated experience developing informative, user-friendly maps and dashboards in Power BI or Tableau using user-centered design principles.

14. **COVID-19 Recovery Data Scientist Intern**

**Project Description:** The Data Scientist Intern will develop a COVID-19 data hub and policy dashboard to support the San Francisco Planning Department’s COVID-19 policy development and recovery efforts. Responsibilities include: 1) work with stakeholders to develop key performance metrics that connect COVID-19 related data to recovery goals; 2) research data sources, initiatives and analytical approaches that inform outcomes-based COVID-19 policy development and implementation strategies; 3) evaluate data for biases in data collection, analysis and interpretation and for racial and social equity challenges and opportunities; 4) design automated data integration workflows; 5) develop data standards and a data governance framework to ensure accurate and ethical use of data for decision making; 6) build multivariate models that help predict policy outcomes and optimize policy goals e.g. zoning, code enforcement, storefront vacancies, jobs, remote work, unemployment, public health, housing, operations; and 7) design maps and dashboards using a user-centered design approach that support nimble, user-friendly analysis while preserving data integrity, specificity, and clarity.

**Min. Qualifications:** Candidates working towards or possessing an undergraduate or graduate degree in Data Science, Statistics, Mathematics, Engineering or other technical field. Candidates working towards or possessing a social science degree will also be considered if there is a strong foundation in statistics, data science, quantitative methods, etc. A combination of education and/or training and/or experience which provides an equivalent background required to perform the work of this position will also be considered. Experience using Python and SQL for data analysis, experience developing maps using GIS e.g. ESRI ArcGIS Pro, QGIS, Mapbox, and etc., experience using cloud databases e.g. AWS, Azure, etc., strong experience using BI tools such as Microsoft Power BI or Tableau, strong training or experience in qualitative and quantitative research and analysis, and excellent organization and communication (verbal and written) skills.

**Desired Skills and Knowledge:** Preference will be given to candidates who have strong demonstrated experience developing informative, user-friendly maps and dashboards in Power BI or Tableau using user-centered design principles.

15. **Environmental Planning Data Analyst Intern**

**Project Description:**

**Part 1:** Transportation studies include collected data for specific intersections surrounding project sites, such as vehicle, bicycle, and pedestrian counts during am or pm peak periods. This internship includes the following components: 1) extract transportation data from 30-45 transportation studies in PDF format and create a new transportation database with the following data fields: location, date of data collection, vehicle
counts (am/pm/daily), bicycle counts, pedestrian counts, any other relevant counts from the project; 2) source reference (identify the project for which these counts were collected and a link to the document and/or ENV case number); 3) integrate the database into GIS or other online mapping tools, such as TIM (this platform is preferable as it is more visually appealing); 4) develop guidance for maintenance of the data (i.e., a how-to guide to update the data and mapping tools); and 5) assist with other tasks, such as data quality control of webtools and creation of transportation-related maps, tables charts and other visualization tools.

Part 2: CEQA noise studies include collected noise monitoring data. The internship includes the following components: 1) extract noise monitoring data from noise studies from the department’s electronic systems and create a new noise database with the following data fields: location, date of data collection, type of measurement [long-term, short-term], measurement interval, and noise level, 2) source reference [document and location where data comes from] and any additional field work as necessary. The intern will integrate the database into GIS or other online mapping tools, such as TIM (this platform is preferable as it is more visually appealing) and develop guidance for maintenance of the data (i.e., a how-to guide to update the data and mapping tools).

Min. Qualifications: Candidates working towards or possessing an undergraduate or graduate degree in Data Science, Statistics, Mathematics, Engineering, GIS or other technical field. Candidates working towards or possessing a social science degree will also be considered if there is a strong foundation in statistics, data science, quantitative methods, etc. A combination of education and/or training and/or experience which provides an equivalent background required to perform the work of this position will also be considered. Experience using Python and SQL for data analysis, experience with developing maps using GIS e.g. ESRI ArcGIS Pro, QGIS, Mapbox, etc., and experience using cloud databases e.g. AWS, Azure, etc. Strong experience using BI tools such as Microsoft Power BI or Tableau. Strong training or experience in qualitative and quantitative research and data analysis. Excellent organizational and communication (verbal and written) skills.

Desired Skills and Knowledge: Preference will be given to candidates who have strong demonstrated experience developing informative, user-friendly GIS maps and dashboards in Power BI or Tableau using user-centered design principles.

16. Development Agreement Intern

Project Description: The DA projects represent the lion’s share of San Francisco’s housing pipeline. Each of these major projects are individually negotiated and having a tool to compare the variety of public benefits would not only help influence future DA’s, but also provide consistent information to the public about our largest projects. Also, this tool would have interagency appeal, seeing as these projects are tracked by the entire City family and are usually impact multiple agencies. Help is needed to catalogue our Development Agreements and understand how one Development Agreement compares to another in terms of public benefits, affordable housing etc.

Min. Qualifications: Planning student with an interest in housing policy and development review.

Desired Skills and Knowledge: Detail oriented, critical thinker, and experience with data collection and analysis.
APPLICATIONS:
Interested applicants can apply online. See link to the San Francisco Planning Department webpage: https://sfplanning.org/internships2021. Be sure to clearly indicate your preference for which project(s) you would like to participate and complete your statement of interest in the Supplemental Questionnaire portion of the Application. For questions about the Internship Program, please email: cpc.internshipprogram@sfgov.org.

DEADLINE: Friday, February 26, 2021 at 5:00 pm.