



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: February 15, 2011

Re: **Notice of Proposed Classification Actions –Final Notice No. 34 FY 2010/2011 (copy attached)**

Pursuant to completion of discussion with the SEIU Local 1021 regarding this classification action, the classification action contained in the above referenced notice became effective February 15, 2011.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder  
Classification and Compensation Manager  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
Micki Callahan, DHR  
Martin Gran, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
Christina Fong, DHR  
Rich David, DHR  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Debra Nebreda, CON  
Tinhha Luong, CON  
Maria Newport, SFERS  
Clare Leung, MTA  
RAS Team Leader(s)  
DHR Support Services  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 34  
**Fiscal Year:** 2010/2011  
**Posted Date:** January 21, 2011  
**Reposted Date:** February 8, 2011

***AMEND THE FOLLOWING JOB SPECIFICATION(S):  
(Final job specification attached.)***

<b>Item #</b>	<b>Class/Title</b>
1	2708 Custodian

**For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or-email her at [Carmela.Villasica@sfgov.org](mailto:Carmela.Villasica@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at:

<http://sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Maria Newport, SFERS  
Clare Leung, MTA  
Suzanne Wong, MTA  
File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: CUSTODIAN**

**Job Code: 2708**

**INTRODUCTION**

Under supervision, performs routine manual cleaning tasks in public buildings, schools, other facilities and surrounding areas; and performs related duties as required.

**DISTINGUISHING FEATURES**

Employees in this class are responsible for following established methods and procedures in the application of simple manual skills and use of cleaning tools, equipment and supplies to clean interiors of buildings, other facilities and surrounding areas. Nature of work requires sustained physical effort involving continuous light work and occasional heavy work in moving or lifting furniture and equipment, with some exposure to accident and injury hazards and disagreeable elements.

**SUPERVISION EXERCISED:** none

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Sweeps, scrubs, mops, spots and waxes floors; vacuums and cleans rugs and carpets.
2. Cleans, dusts and polishes cabinets, furniture and woodwork; empties and cleans waste receptacles and ashtrays.
3. Cleans stairways and hallways; cleans and disinfects restrooms and replenishes supplies; may perform minor duties in unplugging sinks and toilets; cleans offices and lobbies; cleans ceilings, walls, window shades, light fixtures and venetian blinds.
4. Assists in moving and arranging furniture and equipment.
5. Turns out lights and locks doors and windows.
6. Operates scrubbers, buffers, waxers and related electrical appliances and equipment; may tend simple, low pressure heating and ventilating systems; may check water levels in gauges and periodically perform routine servicing to boilers and pumps.
7. In recreational areas, cleans auditoriums, gymnasiums, club houses and locker rooms; picks up papers and rubbish in play areas; hangs flags and decorations; reports evidences of vandalism, broken plumbing, windows, doors, locks, etc.
8. May wash interior glass partitions and interior and exterior windows which can be easily reached from floor or ground level.
9. As school custodian, may supervise and maintain order among students during recess periods; distributes milk or other refreshments to students; performs minor duties in repairing

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chairs, desks and toys.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge, Abilities and Skills: Requires good working knowledge of the methods, materials, chemicals, disinfectants, safety practices and equipment used in janitorial work.

Requires ability and skill to: use and care for janitorial equipment and supplies; read and write, follow written and oral directions.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

1. Six (6) months (1040 hours) verifiable paid full-time custodial or janitorial experience at a commercial building (such as an office building, warehouse, retail or wholesale store, or non-profit agency or a commercial facility (such as a university, hospital stadium, auditorium, hotel/motel, etc.);

**OR**

2. Certificate of completion of a Custodial Training Program equivalent to those certified by the City and County of San Francisco Human Services Agency;

**OR**

3. Verification of current enrollment in a custodial training course equivalent to those certified by the City and County of San Francisco Human Services Agency at the time of application. Candidates who are enrolled in a custodial training course at the time of application must submit verification of having completed the course (e.g., a copy of their certificate), prior to appointment. Candidates will remain under waiver until such time that verification is provided.

**LICENSE AND CERTIFICATION**

none

**PROMOTIVE LINES**

TO: 2716 Custodial Assistant Supervisor

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: CUSTODIAN  
Job Code: 2708**

**ORIGINATION DATE:**

**AMENDED DATE:** Sept. 7, 1976 Consolidates class 2714 Janitor and class 2702 Janitress Oct. 18, 1982 Consolidates class 2708 Custodian and class 2709 School Custodian;  
2/15/11

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN, SFCCD SFMTA, SFUSD