



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

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

Date: December 16, 2009

Re: **Notice of Proposed Classification Actions –Final Notice No. 21 FY 2009/2010 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective December 14, 2009.

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  
Cathy Abela DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
Christina Fong, DHR  
Rich David, DHR  
John Leon, DHR  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Tinhha Luong, CON  
Ron Bladow, MTA  
Johnny Zabala, CON  
RAS Team Leader(s)  
DHR Support Services  
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:** 21  
**Fiscal Year:** 2009/2010  
**Posted Date:** December 07, 2009

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

<b>Item #</b>	<b>DEPT/ DIVISION</b>	<b>Class/Title</b>
1	REC	3260 Crafts Instructor

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@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://www.sfgov.org/site/sfdhr\\_page.asp?id=102488](http://www.sfgov.org/site/sfdhr_page.asp?id=102488)

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Karen Taylor, MTA  
File

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

**Title: Crafts Instructor  
Job Code: 3260**

**INTRODUCTION**

Under general direction, supervises and instructs the following arts and crafts programs: jewelry making, ceramics, leaded glass, and basic and life drawing.

**DISTINGUISHING FEATURES**

Positions in this class are distinguished from the 3262 Curator of Industrial Arts, Junior Museum in that the 3262 conducts industrial art activities and shop programs for children and adults and trains and supervises assistant and volunteer instructors.

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. Preparing lesson plans for class instruction; giving technical instruction on the proper operation of crafts equipment including gas and electric kilns, potter's wheel, and soldering iron; and instructing students on the safety procedures to be observed in the handling of toxic materials and equipment.
2. Preparing glazing compound for students in ceramics and performing minor repairs on equipment.
3. Maintaining building security during class sessions.
4. Maintaining records and inventory of class materials and equipment; preparing accident, theft, and incident reports and work orders; creating and mailing brochures; and ordering supplies.
5. Preparing art and crafts shows and exhibits and preparing the studio for class sessions.
6. Answering phones and registering the public for classes.
7. Attending meetings.
8. Performs related duties and responsibilities as assigned.

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

**KNOWLEDGE OF:** various methods used in preparing ceramics such as coil building, slip casting, wedging and glazing; designing jewelry such as molding, soldering and firing; preparing leaded glass such as cutting, designing, firing and molding; basic and life drawing; and chemical solutions and materials used in preparing metals for jewelry using boric acid, oxides, and glazes.

**ABILITY TO:** operate a soldering iron, potter's wheel, gas and electric kilns, and grinder; prepare ball clay, porcelain and brown clay to create ceramic pieces; calculate glazes for ceramics and china painting mixing various oxides, magnesium, and acids; mix kiln wash; effectively give

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instruction to students in writing and verbally on the proper methods and techniques used in the preparation of various arts and crafts projects; observe and instruct in the proper usage of equipment and the handling of toxic materials; interact with students of all ages maintaining a positive working teacher/student relationship; maintain student enrollment records, payroll sheets, inventory of purchases and equipment; establish and maintain effective working relationships in a courteous, tactful and persuasive manner; write in a clear, concise, understandable and organized manner using proper English grammar, punctuation and vocabulary; listen and speak in a clear, concise, understandable and organized manner; and communicate effectively and courteously when addressing individuals or groups.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

1. A Baccalaureate or Master's degree from an accredited college or university with major course work in studio arts. (A major in studio art is considered to be equivalent to a declared area of emphasis in either ceramics, jewelry making, drawing, leaded glass, graphic arts or woodworking) OR
2. Four (4) years of verifiable experience as a Crafts Instructor in either of the six (6) arts and crafts areas mentioned (ceramics, jewelry making, drawing, leaded glass, graphic arts or woodworking). OR
3. An equivalent combination of education and experience in arts and crafts.

**LICENSE AND CERTIFICATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** May 16, 2003

**AMENDED DATE:** December 14, 2009

**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.*

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

**Title: Crafts Instructor  
Job Code: 3260**

**BUSINESS UNIT(S):**                      COMMN

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