



*City and County of San Francisco - Department of Human Resources*

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

**Exception to the Order of Layoff**

**Detailed by Employee Organization, Department, Job Code and Requisition**

Personnel Requisition(s) Approved and Modified 08/01/2009 through 08/31/2009

Date Posted: September 02, 2009

**Employee Organization: Electrical Workers, Local 6**

The following actions are being posted in accordance with Civil Service Rule 109.6 and Rule 121.7. 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. Requests to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, 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. Any request to meet must include the Date Posted, Department, DHR Requisition number, and the reason for the request. FAX'd copies will be accepted as timely. For additional information regarding these proposed actions, please contact the Merit System Analyst assigned to the department.

**Department: Port**

DHR Req Nbr	Dept RQ Nbr	Special Condition(s)
7238	Electrician Supervisor I	
1106105	P9001	CA Driver's License C Insurable by dept auto poli

**Department: Public Utilities Commission**

DHR Req Nbr	Dept RQ Nbr	Special Condition(s)
7318	Electronic Maintenance Technician	
1105573	DP10816	Utility Pwr & Trmsn sys 1: One year or recent and verifiable experience working on and around utility power transmission and/or distribution systems, control systems and associated components up to 230 kv.

cc: All Affected Employee Organizations  
Anita Sanchez, CSC  
DHR Employment Services  
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9/2/2009



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Date Posted: September 02, 2009

**Employee Organization: Misc.Unrepresented Employees**

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**Department: Human Services**

DHR Req Nbr	Dept RQ Nbr	Special Condition(s)
9916	Public Service Aide - Public Works	
1106089	TE92167	HSA TANF Real Estate As: HSA TANF Program - Real Estate Division (GSA) Assignment HSA TANF Supp/Recy/Tr: HSA TANF Program - Support Services/Recycling/Transportation
1106091	TE92168	HSA TANF Facilities/Gro: HSA TANF Program - Facilities/Grounds HSA TANF Real Estate As: HSA TANF Program - Real Estate Division (GSA) Assignment

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Date Posted: September 02, 2009

Employee Organization: Municipal Exec Assoc-Misc

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Department: Airport Commission

Table with 4 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s), and description of conditions. Rows include 0931, 0932, and 0933.

Department: Public Health

Table with 3 columns: DHR Req Nbr, Dept RQ Nbr, and Special Condition(s). Row includes 0933.

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**Employee Organization:    Municipal Exec Assoc-Misc**

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1103443	P2083245	PD Cst serv/tech/prjt mgmt	Verifiable and recent project director level experience managing technical operations and customer relations; developing and managing business and performance processes.
		SL Snr IT Application Mgt	Verifiable and recent senior level experience managing IT staff developing and delivering multi-departmental and enterprise applications

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EOL by Employee Organization



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Personnel Requisition(s) Approved and Modified 08/01/2009 through 08/31/2009

Date Posted: September 02, 2009

Employee Organization: Prof & Tech Eng, Local 21

The following actions are being posted in accordance with Civil Service Rule 109.6 and Rule 121.7. 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. Requests to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, 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. Any request to meet must include the Date Posted, Department, DHR Requisition number, and the reason for the request. FAX'd copies will be accepted as timely. For additional information regarding these proposed actions, please contact the Merit System Analyst assigned to the department.

Department: Airport Commission

Table with 4 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s), and description of requirements. It lists two requisitions: one for an Associate Engineer (1106065) and one for an Engineer/Architect/Landscape Architect Senior (1106052).

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Employee Organization: Prof & Tech Eng, Local 21

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Table with 4 columns: Requisition Number, Job Code, Job Title, and Description. It lists two requisitions: 1106053 (TE70074) for Custom Clearance Require and TSA Background clearance, and 1106066 (P4729) for Custom Clearance Require, Civil Engineering, and TSA Background clearance. Each entry includes a detailed description of requirements such as federal Aviation Administration fingerprinting, 10-year employment history, and background investigations.

Department: Assessor

Table with 3 columns: DHR Req Nbr, Dept RQ Nbr, and Special Condition(s). Row 1: 1823, Senior Administrative Analyst.

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**Employee Organization: Prof & Tech Eng, Local 21**

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1105363

P6074

Budget Analysis

Recent verifiable experience in all the following areas of budget administration: development of guidelines, preparation of background material for presentation to the Mayor and Budget Analyst of the Board of Supervisors or to senior management of an organization, and monitoring and reporting on budget variance.

Associated special condition for Class 1823 is:

EXBGTJL

Associated special condition for Class 1824 is:

EXBGTSL

Economics Exp

Conducts complex economic analyses to evaluate the overall fiscal/financial condition of a department/program and provide information/data for financial reporting, projection and planning; conducts complex economic and/or financial analyses, including forecasting, revenue and/or expense projections, rate analysis, statistical analysis, modeling and cost/benefit analysis; prepares financial statements and financial/statistical reports, with recommendations and appropriate documentation, for management, Mayor's Office, Board of Supervisors, Controllers Office and various funding agencies; assists in debt management and administration, calculates debt capacity and evaluates financing alternatives; analyzes capital requirements and assists in capital planning; may conduct financial auditing and/or assist in preparation of audit schedules.

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Table with 4 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s), and Description. Row 1: 1105363, P6074, Financial Analysis, Recent verifiable experience preparing present value cash flow analysis, cost/benefit analysis, net present value analysis, rate modeling, and analyzing financial condition of business or agency. Associated special condition for Class 1823 is: EXFAJL. Associated special condition for Class 1824 is: EXFASL.

Department: Emergency Communications Dept

Table with 4 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s), and Description. Row 1: 1022, IS Administrator II. Row 2: 1106141, P80531, JL Clnt/Srvr PSD exp, Verifiable and recent journey level experience in assisting and troubleshooting mission-critical Tiburon Client/Server Public Safety Dispatch programs and processes in a Stratus VOS/NT environment. Row 3: 1106141, P80532, JL Clnt/Srvr PSD exp, Verifiable and recent journey level experience in assisting and troubleshooting mission-critical Tiburon Client/Server Public Safety Dispatch programs and processes in a Stratus VOS/NT environment. Row 4: 1106143, P80532, JL Clnt/Srvr PSD exp, Verifiable and recent journey level experience in assisting and troubleshooting mission-critical Tiburon Client/Server Public Safety Dispatch programs and processes in a Stratus VOS/NT environment. Row 5: 1106143, P80532, JL Prgne/Remedy tech hd, Verifiable and recent journey level experience working on a technical help desk in a Peregrine/Remedy environment, performing basic desktop hardware/software troubleshooting and support.

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Table with 4 columns: Requisition Number, Department Code, Job Title, and Description. It lists three specific job openings (1106144, 1106145, 1106146) and one administrative position (1023 IS Administrator III).

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1106152	P80536	JL AIX	Verifiable and recent journey level experience supporting 24/7 fault tolerant AIX server environment consisting of writing scripts in some administrative language, debugging and modification of C programs, BAROC scripts, IBM High Availability Cluster Multi-Processor application, Tivoli, TEC, TEM, Netview, Distributed Monitoring, IBM AIX, NT, Tiburon CAD, Mapping, AVL,CARS, and PeopleSoft
		JL E911 systems service e	Verifiable and recent journey level repair & service coordination experience with E911 AIS Systems servers, and desktop applications
		JL SONET networks exp	Verifiable and recent journey level experience in SONET Networks
1024		IS Administrator-Supervisor	
1106150	P80538	PL Prgne/Rmdy tech mgmt	Verifiable and recent principal level experience serving as a lead worker for technical help desk staff in a Peregrine/Remedy environment, supervising staff who handle desktop hardware/software troubleshooting and support.
1042		IS Engineer-Journey	

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Table with 4 columns: Job Code, Department, Job Title, and Description. Rows include positions like JL AIX, JL E911 systems service, JL SONET networks exp, IS Project Director, and Principal Administrative Analyst.

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Department: Police

Table with 3 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s). Rows include Accountant Intern with req numbers 1106054 and 1106366.

Department: Public Health

Table with 3 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s). Rows include IS Administrator II and IS Business Analyst with various job level and experience requirements.

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1104343	P2083226	JL Tech Help Desk exp	Verifiable and recent journey level experience working on a technical help desk in a ticketing and workflow environment, performing basic desktop hardware/software troubleshooting and support.
		SL NT, Win 98, Win 95 ex	Verifiable and recent senior level experience maintaining and troubleshooting PC desktops and NT Client Server Applications
1054		IS Business Analyst-Principal	
1105667	P5090013	SL Proj mgmt and app dev	Verifiable and recent senior level experience in applications analysis, design, and development, installing and maintaining complex systems and project management of applications development professionals
1070		IS Project Director	
1105150	P2083265	PL IT project mgmt exp	Verifiable and recent principal level experience managing information technology projects including project initiation, planning, execution, control and closing.
		SL SQL Server exp	Verifiable and recent senior level experience in SQL Server database application support, operational support, software installation and maintenance, stored procedures and DBA techniques, and performance tuning for multi-departmental and enterprise systems.

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Employee Organization: Prof & Tech Eng, Local 21

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Table with 4 columns: Job Code, Department, Position Title, and Description. Rows include LAN/WAN network ex, WAN tech spprt exp, WAN Technical Suppo, Senior Administrative Analyst, Contract Administration, Physical Therapist, and Assistant Health Educator.

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**Department: Public Utilities Commission**

DHR Req Nbr	Dept RQ Nbr	Special Condition(s)	
5207	Associate Engineer		
1103454	P2574	Mechanical Engineering	Specialty in Mechanical Engineering

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**Employee Organization: SEIU 1021**

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**Department: Public Health**

DHR Req Nbr	Dept RQ Nbr	Special Condition(s)
2302	Nursing Assistant	
0103778	P9925	Spanish
1039477	P61188	Spanish
1061052	DP610108	Spanish
1103121	P6080297	CA Driver's License B
2312	Licensed Vocational Nurse	
1088888	P6062654	Spanish
2903	Eligibility Worker	
1104072	P2083250	Spanish
1105641	P1090006	Chinese (Cantonese)

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Department: Administrative Services

Table with 3 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s). Row 1: 1408, Principal Clerk, 1105218, P824148, CA Driver's License C, Supervisory ex 12 mos, 1 year supervisory experience

Department: Airport Commission

Table with 3 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s). Row 1: 1844, Senior Management Assistant, 1105911, PE20360, TSA Background clearance, Clearance of background investigation, judiciary/criminal history check and FBI fingerprinting for S.F. Airport Commission employees, per dept policy # 05-01-AOB, in response to Transportation Security Administration regulations. Row 2: 9212, Airport Safety Officer, 1106020, P4724, Custom Clearance Require, TSA Background clearance, The "Custom Clearance" requirement is : (1) federal Aviation Administration fingerprinting, (2) 10 year employment history background, and(3) must be a legal resident and must show documentation to prove legal residency. Clearance of background investigation, judiciary/criminal history check and FBI fingerprinting for S.F. Airport Commission employees, per dept policy # 05-01-AOB, in response to Transportation Security Administration regulations.

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Table with 4 columns: Job Code, Department, Classification, and Description. It lists three requisitions: 1106021 (P4725, Custom Clearance Require, TSA Background clearance), 1106064 (TE70075, Custom Clearance Require, TSA Background clearance), and 9220 (1106022, P4726, Custom Clearance Require, TSA Background clearance) for Airport Operations Supervisor.

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DHR Employment Services
File

9/2/2009



City and County of San Francisco - Department of Human Resources

NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY THE HUMAN RESOURCES DIRECTOR

Exception to the Order of Layoff

Detailed by Employee Organization, Department, Job Code and Requisition

Personnel Requisition(s) Approved and Modified 08/01/2009 through 08/31/2009

Date Posted: September 02, 2009

Employee Organization: SEIU Local 1021

The following actions are being posted in accordance with Civil Service Rule 109.6 and Rule 121.7. 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. Requests to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, 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. Any request to meet must include the Date Posted, Department, DHR Requisition number, and the reason for the request. FAX'd copies will be accepted as timely. For additional information regarding these proposed actions, please contact the Merit System Analyst assigned to the department.

Department: Emergency Communications Dept

Table with 4 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s), and a fourth column. Row 1: 2533, Emergency Medical Services Agency Specialist. Row 2: 1106182, P80543, Emergency Medical Servic, EMSA - Emergency Medical Services Agency

Department: Fire Department

Table with 4 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s), and a fourth column. Row 1: 1844, Senior Management Assistant. Row 2: 1087035, P991025, Exp schdl auto comp prog, Six (6) months of recent and verifiable experience scheduling staff and shifts using an automated computer program. Row 3: 1087036, P991026, Exp schdl auto comp prog, Six (6) months of recent and verifiable experience scheduling staff and shifts using an automated computer program. Row 4: 1087037, P991027, Exp schdl auto comp prog, Six (6) months of recent and verifiable experience scheduling staff and shifts using an automated computer program.

Department: Human Services

Table with 4 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s), and a fourth column. Row 1: 9910, Public Service Trainee. Row 2: 1105981, TE92160, HSA TANF Clerical Admi, HSA TANF Program - Clerical Administrative; HSA TANF CSS Assignm, HSA TANF Program - Child Support Services Assignment

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Table with 4 columns: Requisition Number, Department Code, Job Title, and Program/Assignment. Rows include various HSA TANF assignments for Clerical Administrative, SF Redevelopment Agency, Police Department, Adult Probation Department, Mayor's Office of Housing, and MTA.

Department: Mayor

Table with 4 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s), and Description. Rows include Community Development Assistant and Specialist positions with special conditions related to affordable housing experience.

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Table with 4 columns: Requisition Number, Job Code, Special Condition(s), and Description. Rows include 1105885 (Exp with HUD-CDBG law) and 1105934 (Exp w/affordable housing).

Department: Police

Table with 3 columns: DHR Req Nbr, Dept RQ Nbr, and Special Condition(s). Rows include Senior Payroll And Personnel Clerk and Security Guard.

Department: Public Health

Table with 3 columns: DHR Req Nbr, Dept RQ Nbr, and Special Condition(s). Rows include Registered Nurse and various medical surgical positions.

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**Employee Organization: SEIU Local 1021**

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1104754	P6083580	Medical Surgical
1105195	P6083658	Emergency Room
1105196	P6083659	Medical Surgical
1105197	P6083632	Medical Surgical
2323	Clinical Nurse Specialist	
1104168	P5083405	Geriatrics & Rehab ex
1104355	P2083222	Psych ex Mental Health Programs
2328	Nurse Practitioner	
1095089	P6072871	Adult and/or family practic
1097572	P6073159	Adult Medicine
1097573	P6073160	Adult Medicine Adult and/or family practic
1105649	P2090013	Mental Health Programs Substance Abuse
2574	Clinical Psychologist	
1105311	P2083271	Children exp
1105334	P2083275	Children exp Mental Health Programs ex
2587	Health Worker III	
1104740	P6083606	Php/Chn Spanish
2588	Health Worker IV	
1105181	P5083669	Substance abuse counselor

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EOL by Employee Organization



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Table with 3 columns: Requisition Number, Department/Job Code, and Special Condition(s). Rows include 1105361 (Chinese/Cantonese), 2932 (Senior Psychiatric Social Worker), 1105657 (Spanish), 6108 (Environmental Health Technician I), 1105791 (CA Driver's License C), and 1105792 (CA Driver's License C).

Department: Recreation And Park Commission

Table with 4 columns: DHR Req Nbr, Dept RQ Nbr, Special Condition(s), and Description. All rows are under Recreation Director. Special conditions include 'At Risk Adolescent exp 24' and 'Two years of recent and verifiable experience working with at risk adolescent youth'. One row also includes 'Spanish'.

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**Employee Organization: SEIU Local 1021**

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1106039

P5868

At Risk Adolescent exp 24

Two years of recent and verifiable experience  
working with at risk adolescent youth

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EOL by Employee Organization





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Date Posted: September 02, 2009

**Employee Organization: Stationary Engineers, Local 39**

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**Department: Juvenile Court**

DHR Req Nbr	Dept RQ Nbr	Special Condition(s)
7341	Stationary Engineer, Water Treatment Plant	
1106059	TE96006	CA Driver's License C

**Department: Public Health**

DHR Req Nbr	Dept RQ Nbr	Special Condition(s)
7205	Chief Stationary Engineer	
1104337	P6080262	Universal CFC Certificate Universal Chloroflouorocarbon (CFC) certificate Issued by the Federal Environmental Protection Agency for working with heating and ventilating equipment (HVAC) or other refrigeration equipment using CFC's and HCFC's.  High Pressure SteamBlr 24

**Department: Sheriff**

DHR Req Nbr	Dept RQ Nbr	Special Condition(s)
7333	Apprentice Stationary Engineer	
1106120	DP90034	Background Clearance Rec

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**Employee Organization: Teamsters - Nurse Spvs L856**

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**Department: Public Health**

DHR Req Nbr	Dept RQ Nbr	Special Condition(s)
2322	Nurse Manager	
1104163	P5083400	Geriatrics & Rehab ex
1104164	P5083401	Geriatrics & Rehab ex
1104165	P5083402	Geriatrics & Rehab ex
1105292	P6083645	Maternal Child
1105606	P5090002	Geriatrics & Rehab ex

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Date Posted: September 02, 2009

**Employee Organization: TWU Local 250-A, Misc**

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**Department: Public Health**

DHR Req Nbr	Dept RQ Nbr	Special Condition(s)
6120	Environmental Health Inspector	
1105672	P2090014	CA Driver's License C
6122	Senior Environmental Health Inspector	
1105651	P2090004	CA Driver's License C Toxics Heavy lifting 50 lbs
1105652	P2090005	Environmental Health Serv
1105673	P2090015	CA Driver's License C Environmental Health Serv
1105781	P2090019	CA Driver's License C Toxics
6124	Principal Environmental Health Inspector	
1105653	P2090006	CA Driver's License C
1105654	P2090007	CA Driver's License C Environmental Health Serv

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EOL by Employee Organization