



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

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

Date: February 28, 2011

Re: **Notice of Proposed Classification Actions –Final Notice No. 38 FY 2010/2011 (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 February 28, 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  
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:** 38  
**Fiscal Year:** 2010/2011  
**Posted Date:** February 18, 2011

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

<b>Item #</b>	<b>Class/Title</b>
1	2736 Porter

**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  
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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: PORTER  
Job Code: 2736**

**INTRODUCTION**

Under supervision, performs a variety of routine manual tasks in cleaning floors, hallways, stairs, walls, furniture and equipment in a large institution; transports food, utensils, equipment and supplies between locations; and performs related duties as required.

**DISTINGUISHING FEATURES**

Requires normal responsibility for: Following established methods and procedures in the performance of routine manual cleaning and related tasks; personal contact with patients, other institution personnel and the general public. Work involves use of simple repetitive manual skills requiring sustained physical effort in doing continuous light or occasional heavy work in surroundings that may be somewhat disagreeable.

**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 and wet-mops the floors in halls, wards, laboratories, treatment rooms, stairways and other areas throughout an institution.
2. Scrubs and waxes floors with the aid of electric scrubbing and buffing equipment.
3. Empties waste baskets into larger trash cans and takes same to incinerator; takes wet garbage to garbage room.
4. Washes and cleans face bowls, commodes, bath tubs and other bathroom fixtures and replenishes paper towels, toilet tissue, soap, light bulbs, etc., as needed.
5. Dusts, cleans and washes all furniture, equipment, walls and woodwork throughout an institution.
6. Gathers soiled linen on the various assigned wards and loads into the laundry chute; sterilizes mattresses, pillows, bed linens, etc.
7. Transports food and utensils by pushing a food guerney from the kitchen to the various wards and return to kitchen; moves furniture, equipment and other items about an institution as required and may carry ice to various wards; assists in loading and unloading trucks; uncrates and assembles furniture and equipment.
8. Upon the discharge of a patient, may be assigned to the complete discharge cleaning function which includes but is not limited to the dusting and cleaning of patient rooms, floors, walls, bathrooms, furniture and light fixtures, and the changing of the patients bed.

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9. May occasionally have very limited responsibility for the checking and storing of a small variety of supplies, such as dirty and clean linen, office supplies, printed forms, etc.
10. May occasionally wash and clean window glass and electric fixtures from ladders or scaffolds from ground level or interior heights.
11. As directed, may occasionally perform the duties of Porter Assistant Supervisor.

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

Knowledge, Abilities and Skills: Requires knowledge of: Modern cleaning methods and materials; cleaning tools and equipment; their uses and upkeep.

Requires ability and skill to bend, stoop, reach, stretch, push, lift and carry; work from ladders or scaffolds from ground level or at interior heights; follow oral and written instructions; get along well with others.

**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.

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**LICENSE AND CERTIFICATION**

none

**PROMOTIVE LINES**

TO: 2738 Porter Assistant Supervisor

FROM: Original entrance examination

**ORIGINATION DATE:** 7-1-77

**AMENDED DATE:** 6-5-78; 2/28/11

**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