



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: December 8, 2011

Re: **Notice of Proposed Classification Actions – Final Notice No. 20 FY 2011/2012 (copy attached)**

In the absence and/or resolution of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective December 8, 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
Christina Penland, 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: 20
Fiscal Year: 2011/2012
Posted Date: November 30, 2011

***ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)***

<u>Item #</u>	<u>Class/Title</u>
1	8520 Sheriff (SFERS) \$7,652.61 B \$7,652.61

For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at Christina.Penland@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
Christina Penland, DHR
Maria Newport, SFERS
Clare Leung, MTA
Suzanne Wong, MTA
E-File

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

**Title: Sheriff (SFERS)
Job Code: 8520**

INTRODUCTION

As an elected official responsible to the electorate, and subject to executive approval and the legislative body with respect to budgets, purchasing, and other functions and activities, serves as sheriff, ex-officio, marshal of the municipal courts and chairman of the county parole board for the city and county, carries out the legal and law enforcement responsibility required of this office by charter, ordinances, state laws and other regulatory actions; and performs related duties as required, Requires major responsibility for, developing, approving and executing all policies and procedures relating to the legal and law enforcement responsibilities of the office; making continuous responsible personal contacts with governmental officials, law enforcement agencies, the courts and outside groups and organizations in connection with the handling of the legal and law enforcement responsibilities of the office; directing the preparation and maintenance of a variety of complex records and documents relating to the office activities.

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. Directs all legal processes required by law in cases of service and attachments.
2. Directs the activities of subordinates involved in providing courtroom services, processing jury summonses, handling and transporting prisoners, mental patients and convicted felons to state institutions.
3. Directs the activities of all jail divisions including the jail farm system.

SPECIAL INFORMATION

NOTE: As this position is an elective office of the city and county, no "MINIMUM QUALIFICATIONS" and "PROMOTIVE LINES" are included in this specification.

ORIGINATION DATE: 12/8/11

BUSINESS UNIT: COMMN