

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: May 14, 2012

Re: **Notice of Proposed Classification Actions –Final Notice No. 43 FY 2011/2012 (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 May 10, 2012.

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
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Micki Callahan, DHR
Anita Sanchez, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File

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

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

Posting No: 43
Fiscal Year: 2011/2012
Posted Date: 5/2/2012
Reposted Date: N/A

ALLOCATE THE FOLLOWING POSITION and GRANT STATUS AS FOLLOWS:

Item #	DEPT	No. of Positions	Budgeted Class with Salary Grade	Proposed Class with Salary Grade
1.	ASR	1	NEW - 4203 Senior Assessment Clerk \$1,809 B \$2,199	4215 Assessor-Recorder Senior Office Specialist \$2,019 B \$2,454 + Step 6 \$2,577
2.			Grant permanent status in Job Code 4215 Assessor-Recorder Senior Office Specialist to Vincent Williams , PCS incumbent in Job Code 4203 Senior Assessment Clerk, effective upon approval of the Civil Service Commission.	

For additional information regarding this proposed classification action, please contact Paul Greene, Client Services Manager at (415) 551-8939 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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