

**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:** 7  
**Fiscal Year:** 2013/2014  
**Posted Date:** 09/18/2013  
**Reposted Date:**

**RETITLE AND AMEND THE FOLLOWING JOB CODE(S):**  
**(Job specification(s) attached)**

Item #	Job Code	Former Title	New Title
1	8118	Legislation Clerk	Legislative Clerk

**For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@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](mailto: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>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Jennifer Johnston, CSC  
Sandra Eng, CSC  
Linda Cosico, DHR  
Maria Newport, SFERS  
Risa Sandler, Controller/Budget Division  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Chris Trenchel, Controller/ Budget Division  
E-File

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: ~~Legislative~~ Clerk  
Job Code: 8118

## INTRODUCTION

Under general supervision, performs specialized clerical work involving the processing of proposed legislation for action by the board of supervisors; ~~and performs related duties as required.~~ Requires responsibility for carrying out and explaining existing methods and procedures relative to the initiation of proposed legislations; making regular contacts with city departments and outside individuals to obtain and furnish information on specialized legislative matters; collecting and reviewing technical legislative documents for completeness and accuracy.

## DISTINGUISHING FEATURES

The 8118 Legislative Clerk is responsible for performing highly responsible and difficult clerical work involving extensive knowledge of departmental functions, including serving as a department's primary public contact person to explain important and specialized information related to submitting proposed legislation.

## 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. Receives and screens proposed legislation submitted to the ~~board~~ Clerk's office for completeness, form, content and attachments; registers and assigns file numbers to such documents; types and sets up appropriate files; and routes proposed legislation to appropriate committee.
2. Types summaries of proposed legislations for appropriate calendars.
3. Contacts departments and other sources when required attachments are missing from proposals and assures such attachments are submitted.
4. Prepares, publishes and Posts noticing requirements for specialized legislative matters. from mayor's letters and meeting calendars all actions taken at regular board meetings; posts to history cards all actions taken on pending legislation by the various committees.
5. Communicates with various departments and others regarding amendments or changes in legislation which they have sponsored.
6. Provides and receives information to and from departments and the general public regarding the status of legislation legislative manners. ~~performs typing duties as required by members of the board~~
7. Independently composes and types correspondence relative to office operations, requiring

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knowledge of operations and regulations, for department and Supervisors offices.

8. Performs related duties as required.

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

Knowledge, Abilities and Skills: Requires good knowledge of: the documents and processes of the board of supervisors and its committees; the laws and regulations relating to board processes; and clerical techniques and methods.

Requires ability to: deal effectively and courteously with city officials and the general public; and write clearly and effectively. ~~Requires sufficient skill in typing and shorthand to complete 50 net words per minute and 100 words per minute, respectively.~~

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish 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.*

~~Requires completion of high school, supplemented by at least three~~ years of progressively responsible and diversified clerical and typing stenographic experience, preferably in the legal or a closely related field; ~~or an equivalent combination of training and experience.~~ AND

Ability to type 50 wpm.

**LICENSE AND CERTIFICATION**

None

ORIGINATION DATE: 1/12/61

AMENDED DATE:

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