



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: November 18, 2013

Re: **Notice of Proposed Classification Actions –Final Notice No. 9 FY 13/14 (copy attached).**

Pursuant to completion of discussion with SEIU 1021 regarding this classification action, the classification action contained in the above referenced notice became effective November 18, 2013.

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 – 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

**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:** 9  
**Fiscal Year:** 2013/2014  
**Posted Date:** 09/30/2013  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	1403	Elections 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>.

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

**Title: Elections Clerk  
Job Code: 1403**

**INTRODUCTION**

Under general supervision, supervises and coordinates the work of seasonal clerical employees; and performs specialized clerical work in a unit responsible for election services; and performs related duties as required.

Requires responsibility for: interpreting and carrying out existing methods and procedures relative to the Department of Elections' operations; making regular contacts with other departmental personnel and the general public in connection with office activities; gathering, preparing and maintaining a variety of records, reports and documents relative to office operations.

**DISTINGUISHING FEATURES**

The 1403 Election Clerk is responsible for performing important clerical work involving extensive knowledge of the election process. The Election Clerk is distinguished from the 1404 Clerk in that the Elections Clerk provides direction and may supervise the work of other clerical workers supporting the election process.

**SUPERVISION EXERCISED**

May assign, supervise and evaluate the work of seasonal clerical employees.

**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. Recruits and trains poll workers all of whom administer mandated procedures and provide services to a linguistically and culturally diverse voting population.
2. Locates polling places following the guidelines set forth by the Americans with Disabilities Act and the Help America Vote Act.
3. Proofs official ballots and Voter Information Pamphlets in English, Chinese and Spanish, large print and audio formats.
4. Facilitates filing of candidate nomination papers, ballot measures, and the proponent and opponent arguments and paid arguments that appear in the Voter Information Pamphlet.
5. Maintains voter registration affidavits, verification of petition signatures, conduct of early voting and administration of special voting programs, such as Hospital and Inmate Voting, and Military and Overseas Voting.
6. Organizes secure storage of voting equipment, materials and supplies.
7. Gathers, prepares, and maintains a variety of records, reports, documents and calendars relative to the Department of Elections' operations and provides information such as voter registration, polling places, ballots, volunteering at the polls to the public in a professional

**CITY AND COUNTY OF SAN FRANCISCO  
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and courteous manner through email, over the phone or in person.

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

Knowledge of modern clerical and office methods, practices and procedures and the use of common office equipment and computer software.

Ability to plan, organize and supervise clerical and office activities; and demonstrate excellent oral and written communication and presentation skills.

**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.*

1. Two (2) years (equivalent of 4000 hours) of verifiable clerical experience including preparing and maintaining a variety of records and documents, public contact and gathering information.

Substitution: Completion of a clerical training program (240 hours) or the equivalent of 15 units of coursework from an accredited college or university may substitute for up to 6 months of clerical experience.

**LICENSE AND CERTIFICATION**

None

**PROMOTIVE LINES**

To: 1408 Principal Clerk

From: 1404 Clerk

**ORIGINATION DATE:** Sept. 18, 1967

**AMENDED DATE:** Nov. 18, 2013

**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, SFMTA