



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: May 16, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 35 FY 13/14 (copy attached).**

Pursuant to completion of discussion with IFPTE, Local 21 regarding this classification action, the classification action contained in the above referenced notice became effective May 16, 2014.

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:** 35  
**Fiscal Year:** 2013/2014  
**Posted Date:** 05/01/14  
**Reposted Date:** N/A

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

Item #	Job Code	Former Title	New Title
1	2486	Chemist I/II	Chemist

**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: 2486  
Job Code: CHEMIST**

**INTRODUCTION**

Assignments within this code vary in degree of complexity and responsibility. Under general supervision, performs laboratory analytical tasks and professional duties to evaluate source and receiving waters, drinking water, and distribution/transmission system water quality, water and wastewater plant operations and to determine compliance with state regulations; conducts quantitative and qualitative chemical analyses using a variety of laboratory instruments and wet chemistry, microbiological or toxicity bioassay techniques; keeps detailed and accurate analytical records; uses a laboratory information management system to track, control and report analytical data to variety of water quality clients; conforms to laboratory safe practices; assists bureau and laboratory personnel as necessary to achieve the goals of the department

**DISTINGUISHING FEATURES**

The assignments within this professional job code vary in degree of complexity and responsibility that may encompass entry-level through the fully experienced journey/ professional level. Incumbents perform at increasingly higher levels of responsibility with a higher degree of ability and initiative as experience is gained. The Chemist works under the general supervision of a Supervising Chemist and may assist class 2487 in non-routine work and special projects.

**SUPERVISION EXERCISED**

Positions at the journey level do not supervise other professional employees, but may coordinate the work of technical personnel (Water Quality Technician).

**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. Coordinates and performs chemical and physical analyses of water, wastewater, solids, and a variety of environmental matrices using Environmental Protection Agency (EPA) and appropriate Standard Methods approved methodology to determine regulatory compliance; and performs analyses and whole effluent toxicity tests.
2. Coordinates and performs quantitative and qualitative organic constituent analysis using approved methods of ion and gas chromatography (GC) and gas chromatography/mass spectrometry (GC/MS), and other related instrumentation.
3. Coordinates and performs quantitative and qualitative trace element analysis using approved methods of inductively coupled plasma - atomic emission spectroscopy (ICP-AES) and atomic absorption spectroscopy, inductively coupled plasma-spectroscopy (ICP-MS), and other related instrumentation.
4. Maintains detailed and accurate instrumental and analytical records; prepares updated control charts for regularly scheduled water and wastewater analyses.

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**Title: 2486**

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5. Batches, prepares, analyzes, and reports results of environmental samples using the current laboratory information management system.
6. Interprets and summarizes data collected from analytical instruments and wet chemical analyses; summarizes quality assurance data in report form; prepares oral and written reports of analytical activities for management.
7. Troubleshoots and diagnoses rudimentary problems with laboratory instruments and equipment and takes corrective action; performs routine maintenance on laboratory instruments and equipment.
8. Maintain assigned working areas in a clean and organized manner.
9. Performs related duties and responsibilities as assigned.

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

Knowledge of: Quantitative and qualitative techniques of analytical chemistry; principles of organic and inorganic chemistry; principles of water and wastewater analyses; quality assurance protocols and general laboratory safety.

Ability to: interpret and summarize analytical data; make independent data quality decisions; apply quality assurance/quality control (QA/QC) guidelines; prepare written reports; keep accurate and detailed records and communicate verbally the result of analytical activities; follow laboratory and division safety practices.

Skills to: independently operate analytical instruments, laboratory equipment; and laboratory information management systems.

**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.*

Chemist

Possession of baccalaureate degree from an accredited college or university with a major in chemistry or closely related science.

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**LICENSE AND CERTIFICATION**

Possession of a current valid California driver's license

**PROMOTIVE LINES**

**ORIGINATION DATE:** 12/4/00

**AMENDED DATE:** 5/16/14

**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