



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: June 27, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No.36 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 June 27, 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
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: 36
Fiscal Year: 2013/2014
Posted Date: 05/01/14
Reposted Date: N/A

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

Item #	Job Code	Title
1	7392	Window Cleaner

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@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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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Window Cleaner
Job Code: 7392**

INTRODUCTION

Under supervision, cleans and washes interior and exterior windows and other glass surfaces in public buildings; and performs related duties as required. Requires responsibility for following prescribed methods and procedures in observing all safety precautions and regulations while working at dangerous heights. Nature of the work involves: intermittent exposure to working conditions where serious injury or loss of life may be encountered despite safety measures; considerable physical effort in the use of scaffolding and other related equipment.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

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. Washes exterior and interior glass windows, high and low glass partitions, glass doors, book cases, table tops, skylights, enclosed elevators and other glass surfaces involving the use of scaffolding and related equipment.
2. Washes, cleans and reassembles fluorescent light fixtures, incandescent droplights, crystal lights, and ornamental stand lamps.
3. Repairs broken cords, adjusts and dusts venetian blinds.
4. Washes and cleans outside columns of buildings and applies pigeon repellent; splices falls and safety ropes.
5. Performs other miscellaneous duties in the preparation of facilities for special events, such as hanging heavy cloth drapes and arranging flags and chairs.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Candidates will be tested in job related knowledge, skills and abilities including but not limited to:

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

**Title: Window Cleaner
Job Code: 7392**

Requires knowledge of: window and glass cleaning methods, tools and materials; safety precautions and equipment necessary to work at dangerous heights.

Requires ability to: follow oral and written instructions dangerous heights.

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 of verifiable service as a professional Window Cleaner including experience with bosun's chairs, scaffolding and lifts in cleaning interior and exterior windows at heights of 18 feet or above. Must be able to work sixty (60) and above feet on lifts; **OR**
2. Six (6) years of verifiable service as a custodian with training experience and knowledge in the tools and procedures for the cleaning of interior and exterior windows at heights of 18 feet or above. Must be able to work sixty (60) and above feet on aerial lifts and scaffold. Custodial experience must include the following: (a) Current certificate by certified trainer indicating successful completion of an aerial lift operator safety training course and indicating trainee has met the minimum requirements as outlined in ANSI A92.6 specifications; (b) competent person training certification for fall protection and (c) certification of training on exterior swing stage scaffolds; **AND**
3. Possession and maintenance of a valid California Drivers' License (to be presented at time of appointment)

LICENSE AND CERTIFICATION

Possession and maintenance of a valid Drivers' License (to be presented at time of appointment). Candidates must be insurable under the City's automobile liability insurance policy. Insurability must be maintained throughout employment.

PROMOTIVE LINES

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

**Title: Window Cleaner
Job Code: 7392**

To: Window Cleaner Sub-Foreman

From: Original entrance examination.

ORIGINATION DATE: January 12, 1961

AMENDED DATE: 6/27/14

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 SFCCD SFMTA SFUSD