

**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:** 92  
**Fiscal Year:** 2015/2016  
**Posted Date:** 05/10/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	1920	Inventory Clerk
2	1922	Senior Inventory Clerk

**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 affected parties.

**For additional information regarding this proposed classification action**, please contact Victor H Vallejo, Clerk, at (415) 557-4894 or by email at [Victor.h.Vallejo@sfgov.org](mailto:Victor.h.Vallejo@sfgov.org).

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  
Michael Brown, CSC  
Sandra Eng, CSC  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, Controller/ Budget Division  
E-File

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

**Title: Inventory Clerk  
Job Code: 1920**

**INTRODUCTION**

Under supervision, performs detailed clerical and warehouse duties in taking and maintaining inventories of large stocks of materials, supplies and equipment; maintains related stock forms and records; ~~and performs related duties as required. Requires responsibility for: carrying out detailed instructions; assisting in the maintenance of a complex system of stock records and preparing related reports.~~

**DISTINGUISHING FEATURES**

**Class 1920 Inventory Clerk is distinguished from class 1922 Senior Inventory Clerk in that the former is responsible for performing entry level stock record keeping procedures, whereas the latter is responsible for overseeing the operations of a warehouse.**

**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. Enters information on stock cards form requisitions, purchase orders, material received and material issued reports; notes and extends unit prices on material issued tags; checks stock cards for sufficiency of balance on hand; recommends re-order of materials when necessary.
2. Posts to ledgers and verifies information from delivery tags or orders; computes total amount of delivery tags and checks against vendor's invoices; files a variety of material received reports and other documents.
3. Takes and maintains an annual physical inventory of stocks on hand; identifies, labels and lists equipment; maintains perpetual inventory control and account ledger and processes departmental equipment credit requests.
4. Performs various clerical tasks in connection with the advertisement of sales of supplies city property and acceptance of bids thereon.
5. Collects and posts information to ledgers relating to the disposition of real property or equipment; prices and extends the cost of equipment; compiles lists of equipment disposals and sales; may perform various bookkeeping duties in connection with the disposal, sale or acquisition of supplies and equipment.
6. Posts unit prices to corresponding items on machine tabulations; makes charges to inventory records; checks material received register for discrepancies; sorts and files material orders;

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

**Title: Inventory Clerk  
Job Code: 1920**

determines minimum stock requirements by means of reference to records of stock turnover; numbers, prices and extends totals and posts material credit orders; enters issuance of supplies or equipment on stock cards.

7. Maintains perpetual inventory records and computes periodic consumption of various stock items; distributes charges to proper accounts; records and calculates tire consumption based on mileage and prepares related reports; posts details of requisitions and purchase orders on stock cards; posts materials received and issued on stock cards.

8. Prepares blanket material orders to replenish stocks; writes rough drafts and types requisitions for needed materials or equipment; assigns code numbers to new items of stock; reconciles difference between physical inventory counts and stock card balances on hand.

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

Knowledge of: the methods and procedures used in maintaining stores and inventories of large and varied stocks of materials, supplies and equipment, including modern office methods and procedures.

Ability and Skill to: use office machines and equipment, such as a calculator, adding machine and typewriter **computer**; perform detail clerical **and warehouse** work; carry out oral and written instructions and cooperate with other employees; maintain detailed records and submit complete and accurate related reports.

**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.*

Education:

~~Four years of high school~~ **Possession of a high school diploma or equivalent (GED or High School Proficiency Examination)**

Experience:

~~Two~~ **One (1) years (equivalent to 2000 hours) of experience in a distribution center or warehouse in which the duties included ordering, receiving, stocking, inventory control and/or issuing large and varied quantities of supplies, materials and equipment.** ~~stock inventory and related clerical and record keeping duties; or an equivalent combination of training and experience~~

License and Certification:

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

**Title: Inventory Clerk  
Job Code: 1920**

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

TO: 1922 Senior Inventory Clerk

**ORIGINATION DATE:** 09/14/1961

**AMENDED DATE:** 05/XX/16

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD

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

**Title: Senior Inventory Clerk  
Job Code: 1922**

**INTRODUCTION**

Under general supervision, is responsible for the supervision and performance of detailed clerical and warehouse work involving the taking and maintaining of inventories of supplies and equipment; ~~and performs related duties as required assigned.~~ Requires responsibility for: ~~the execution interpretation and enforcement of established policies and procedures; achieving moderate economies through accurate inventory maintenance and record keeping activities; the submission of related reports.~~

**DISTINGUISHING FEATURES**

**Class 1922 Senior Inventory Clerk differs from class 1920 Inventory Clerk in that the former oversees the operation of warehouse functions, whereas the latter performs entry level stock recordkeeping procedures.**

**SUPERVISION EXERCISED**

**May supervise clerical inventory 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. Supervises and assigns duties and work schedules to subordinates; posts incoming items to stock cards from material received reports; computes average prices; posts "on order" items to stock cards from requisitions and purchase orders; assigns code numbers to new materials; remove code numbers on items scrapped or removed to inactive status.
2. Supervises taking of annual inventories; prepares machine tabulating cards, indicating quantity, location and description and description of new or reconditioned materials; checks inventory sheets from branch storerooms and assists in identifying questionable items; reports inventory or price corrections to tabulating department and notes corrections on stock records.
3. Assists in proof-reading purchase requisitions; estimates total cost of requisitions; checks purchase orders against purchase requisitions and calculates unit prices of all items on purchase orders.
4. Compiles monthly fuel oil and lubricants reports; studies or researches projects on request; maintains record of reels, drums and other containers on deposit and posts information as received from the accounting department; maintains continuous review of stock cards for re-order and transfer of slow-moving items to inactive status.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Inventory Clerk  
Job Code: 1922

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

Knowledge of: the principles and methods used in maintaining stores and inventories of large and varied stocks of materials, supplies and equipment; related clerical and record keeping activities, including modern office procedures.

Ability and Skill to: carry out and interpret policies and procedures; supervise the work of subordinates; use office machines and equipment, such as a computer, calculator and, adding machine ~~and typewriter~~.

**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.*

Education:

Four years of high school. Possession of a high school diploma or equivalent (GED or High School Proficiency Examination)

Experience:

Four Two (2) years (equivalent to 4000 hours) of experience in stock record keeping and/or related clerical activities; or an equivalent combination of training and experience. a distribution center or warehouse in which the duties included ordering, receiving, stocking, inventory control, and/or issuing large and varied quantities of supplies, materials and equipment.

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

TO: 1924 MATERIALS AND SUPPLIES SUPERVISOR

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

**Title: Senior Inventory Clerk  
Job Code: 1922**

FROM: 1920 INVENTORY CLERK

**ORIGINATION DATE:** 09/13/1961

**AMENDED DATE:** **05/XX/16**

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD