

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: January 12, 2017

Re: **Notice of Proposed Classification Actions –Final Notice No. 25 FY 16/17 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective January 12, 2017.

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 Director
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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
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: 25
Fiscal Year: 2016/2017
Posted Date: 1/4/2017
Reposted Date: N/A

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

Item #	Job Code	Title
1	1839	Water Conservation Administrator

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 affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@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>.

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

**Title: Water Conservation Administrator
Job Code: 1839**

DEFINITION

Under general direction, plans, organizes, develops and administers the Water Department's water retail conservation program.

DISTINGUISHING FEATURES

This class is responsible for the development and administration of water conservation programs. This position differs from other management and administrative positions in the water department in that it requires social expertise in the technical aspects of water use and conservation, and in the development and management of water conservation programs.

SUPERVISION EXERCISED

Supervises subordinate staff.

EXAMPLES OF 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. Develops, plans and administers all phases of the water conservation program including identification, evaluation and implementation of measures and practices essential to the efficient use of water by industry, commercial customers, and suburban resale agencies.
2. Develops and recommends a comprehensive program of water conservation procedure and policies within the Water Department.
3. Negotiates a comprehensive and coordinated program to effect types and levels of conservation measures with and among smaller suburban purchasers; provides technical assistance to these resale agencies in program design to achieve conservation goals.
4. Administers and evaluates water management programs, i.e., leak detection, meter calibration and replacement and corrosion control.
5. Develops and implements public information and educational programs to promote the efficient use of water for a wide variety of customer groups including residential, industrial, commercial, public agency groups and school districts.
6. Develops drought contingency plans for San Francisco and participates in development of system-wide plans for water allocations in times of shortages.
7. Evaluates local and regional wastewater reuse opportunities and provides support where appropriate; identifies potential purchasers and sources and develops cost criteria.
8. Reviews environmental reports and statements; directs studies and prepares reports on water conservation measures and designs public information brochures.

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9. Represents the Water Department at meetings of governing boards and commissions of the suburban resale agencies; provides testimony and participates in water conservation committees at the state level including other professional water associations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles and practices applied to the planning and management of the conservation and efficient use of water resources; principles, practices and methods of water distribution; statistical techniques; California State Water Codes and related laws; and of program implementation.

Ability and Skill to: public relations and ability to speak effectively in public before diverse groups including boards, commissions, citizens' group and student groups; conduct negotiations of agreements and understanding between a large number of independent organizations having conflicting priorities and needs.

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:

Bachelor's degree from an accredited college or university.

Experience:

Three (3) years of progressively responsible professional water use efficiency program experience within a utility and/or natural resource management agency.

License and Certification:

A valid driver's license may be required.

Substitution:

Additional experience as described above may be substituted for the required education on a year-for-year basis (up to a maximum of 2 years). Thirty (30) semester units or forty-five (45) quarter units equals one year.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

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

**Title: Water Conservation Administrator
Job Code: 1839**

ORIGINATION DATE: 01/08/1987

AMENDED DATE: 1/12/17

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

BUSINESS UNIT(S): COMMN