

**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: 11
Fiscal Year: 2016/2017
Posted Date: 09/08/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	1444	Secretary I
2	1446	Secretary II

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 Victor H Vallejo, Clerk, at (415) 557-4894 or by email at 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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
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: Secretary I
Job Code: 1444**

INTRODUCTION

Under supervision, provides secretarial and clerical services of an ordinary and varied nature for one or more managers; and performs related duties as required.

DISTINGUISHING FEATURES

This class, as the first level in the secretarial series, is distinguished from classes in the general clerical typist series by its direct support of and confidential role to one or more individuals serving in an administrative, professional or technical capacity. Incumbents perform a variety of routine secretarial duties involving typing, answering of telephone calls, scheduling of appointments and maintenance of confidential and administrative files. This class differs from class 1446 Secretary II in that positions in the latter class are generally assigned to higher level managers and perform more difficult secretarial work requiring the exercise of greater initiative, judgment and responsibility.

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. Takes and transcribes dictation from shorthand notes or transcribes from longhand or recorded dictation.
2. Types letters, reports and other finished copy of a routine nature.
3. Answers telephone and screens calls; serves as receptionist and schedules meetings and appointments.
4. Provides standard information to the public on policies, programs and procedures in accordance with general guidelines.
5. Files various materials alphabetically, numerically and chronologically in accordance with predetermined file classifications.
6. Posts a variety of information on standard forms, records and files; performs clerical tasks relative to keeping financial and statistical records and accounts.

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IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Business English, spelling and arithmetic; modern office methods, procedures and equipment.

Ability and Skill to: Follow oral and written instructions; plan, organize and complete work rapidly and efficiently; deal tactfully with the public; communicate effectively over the telephone; operate a variety of standard office machines and equipment.

~~May be required to take shorthand dictation or to type from machine transcription. Positions requiring shorthand: 90 WPM.~~

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:

Experience:

Ability to type 40 net words per minute ~~using a typewriter and/or a word processor;~~

One (1) year of verifiable, secretarial experience. Experience must have included composing, editing, and typing correspondence

License and Certification:

Substitution:

Two (2) years of verifiable clerical experience comparable to a 1424 Clerk Typist. Experience must have included typing correspondence, answering phones, and filing.

A recognized clerical training program of 240 hours or the equivalent of 15 semester units in graded clerical college units may substitute for up to 6 months of experience.

SUPPLEMENTAL INFORMATION

May be required to take shorthand dictation or to type from machine transcription. Positions requiring shorthand: 90 WPM.

PROMOTIVE LINES

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

**Title: Secretary I
Job Code: 1444**

ORIGINATION DATE: 1/3/2001

AMENDED DATE: **09/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: Secretary II
Job Code: 1446**

INTRODUCTION

Under general supervision, provides secretarial services of a difficult and responsible nature for one or more high level managers, section heads, unit chiefs or comparable level administrators; may supervise subordinate clerical personnel; and performs related duties as required.

DISTINGUISHING FEATURES

This class is distinguished from class 1444 Secretary I in that positions in class 1446 Secretary II perform more difficult and responsible secretarial work and typically relieve a high level manager of a variety of non-routine office work. It differs from class 1450 Executive Secretary in that a position in the latter class provides personal and confidential administrative secretarial assistance to an executive management position responsible for directing a large and complex administrative operation.

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. Takes and transcribes dictation from shorthand notes or transcribes from longhand or recorded dictation.
2. Types a wide variety of letters, memoranda, reports and other material from copy or verbal instructions; may compose routine correspondence in accordance with standard practice and policies.
3. Screens office and telephone callers; personally assists those whose business does not warrant seeing the superior; screens incoming correspondence and routes accordingly; answers a wide variety of inquiries and explains office operations, policies and procedures.
4. Maintains office files for correspondence and records; maintains manuals and updates resource materials.
5. Makes appointments and arranges meetings for superior; makes travel arrangements as required.

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**Title: Secretary II
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6. May assign and supervise the work of subordinate clerical personnel.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: modern office procedures and practices; business English, spelling and arithmetic.

Ability and Skill to: plan, organize and complete work rapidly and efficiently; learn, interpret and apply administrative and departmental policies; exercise good judgment in making routine decisions in accordance with existing laws, ordinances, regulations and departmental policies and procedures; compose correspondence independently based on policy and guidelines; meet and deal tactfully with the public; maintain detailed files and records.

~~May be required to take shorthand dictation or to type from machine transcription. Positions requiring shorthand: 100 WPM~~

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:

Experience:

~~Ability to type 40 net words per minute, using a typewriter and/or a word processor.~~

Two (2) year of secretarial experience encompassing editing and independently composing letters and other correspondence utilizing word processing systems; researching, compiling and organizing data for various reports; and maintaining office/record systems.

License and Certification:

Substitution:

Three (3) years of verifiable clerical experience comparable to a 1424 Clerk Typist.

A recognized clerical training program of 240 hours or the equivalent of 15 semester units in graded clerical college units may substitute for up to 6 months of experience.

SUPPLEMENTAL INFORMATION

May be required to take shorthand dictation or to type from machine transcription. Positions requiring shorthand: 100 WPM

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DEPARTMENT OF HUMAN RESOURCES**

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