

**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: 14
Fiscal Year: 2016/2017
Posted Date: 10/12/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	2439	Technical Instructional Assistant, Laboratory/Storeroom Manager

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
E-File

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

Title: 2439

Job Code: Technical Instructional Assistant, Laboratory/Storeroom Manager

INTRODUCTION

Under general direction, performs business management and/or technical support duties in a biology or chemistry laboratory or other large storeroom operation typically involving supervision over a group of School Laboratory Assistants, College Aides and Technical Instructional Assistants; prepares and assists in the justification of budget estimates; prepares and assists in making recommendations for safety procedures and equipment, maintains expenditure controls over approved budgets; directs the work of staff and related clerical personnel; orders materials and supplies; performs related duties as required.

DISTINGUISHING FEATURES

Storeroom managers exercise a high degree of independent judgement in the execution of assignments and have specialized knowledge of the subject matter field or area of discipline assigned, as well as familiarity with the policies and procedures of the particular department to which they will be assigned. Positions in this class are primarily managerial and supervisory and typically involve full management responsibility for related laboratory support or teaching support activities.

SUPERVISION EXERCISED

Supervises subordinate laboratory staff, such as School Laboratory Aides, College Work Study Students, and Technical Instructional Assistants.

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. Oversees the operation of a biology or chemistry laboratory or other large storeroom operation; directs School Laboratory Assistants, College Aides and Technical Instructional Assistants in the performance of tasks, especially those relating to the use, production and maintenance of storeroom materials and equipment; prepares manuals relating to same for use by students and instructors.
2. Catalogues, orders and maintains inventories of storeroom materials, equipment and supplies; provides technical advice in the selection of the materials, keeps related records.
3. Prepares and maintains expenditure controls over approved budget; achieves considerable economies in the efficient purchase of large quantities of materials; supplies and equipment for the laboratory.
4. Participates in developing methods and procedures for new lecture demonstrations and laboratory experiments.
5. Stores and issues equipment and supplies.
6. Selects, trains and evaluates laboratory assistants.

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7. Participates in developing safety procedures and recommending safety equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the subject matter of the discipline or field of activity including the relevant language, terminology, equipment and supplies; the practices and procedures of the department to which assigned and the principles of supervision and management.

Ability and Skill to: work independently on a variety of assignments requiring technical and managerial skills; train and supervise student assistants; make minor repairs to apparatus and equipment; deal effectively with administrators, instructors, students and the general public; the selection and use of appropriate methods and materials for instructional purposes; the instruction of students and student assistants in the use of materials and equipment.

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:

Possession of a baccalaureate degree from a four year college or university with major course work in ~~the appropriate discipline~~ **physics, engineering, physical sciences or biological sciences.**

Experience:

Two **(2) years (4,000 hours)** of experience ~~managing or supervising a laboratory or storeroom in the appropriate department~~ **working in an instructional laboratory or storeroom as a manager, supervisor, or teacher.**

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

Note: This class is exempt from examination under the provisions of Charter Section 8.300(a)(2).

PROMOTIVE LINES

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

Title: 2439

Job Code: Technical Instructional Assistant, Laboratory/Storeroom Manager

ORIGINATION DATE: 01/07/1980

AMENDED DATE: 10/XX/16

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

BUSINESS UNIT(S): SFCCD