

**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:** 99  
**Fiscal Year:** 2015/2016  
**Posted Date:** 06/09/2016  
**Reposted Date:** 01/31/2017

**RETITLE AND AMEND THE FOLLOWING JOB CODE(S):**  
*(Job specification(s) attached)*

Item #	Job Code	Former Title	New Title
1	1241	Personnel Analyst	Human Resources Analyst
2	1244	Senior Personnel Analyst	Senior Human Resources Analyst
3	1246	Principal Personnel Analyst	Principal Human Resources Analyst
4	1249	Personnel Trainee	Human Resources Trainee

**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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at [Stephen.Fu@sfgov.org](mailto: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>.

**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: Human Resources Personnel Analyst  
Job Code: 1241

## INTRODUCTION

Under general supervision, performs professional level human resources personnel work in one or more of the following areas of activity: recruitment and selection, classification and compensation, salary administration, employee and/or labor relations, benefits administration and human resources operations departmental personnel programs.

## DISTINGUISHING FEATURES

This class utilizes the deep class concept and encompasses multiple levels of responsibility from entry through the fully-experienced journey professional level. Incumbents with little or no experience in the duties of the class perform beginning-level professional work and perform at increasingly higher levels of responsibility that require a commensurate higher degree of ability and initiative as experience is gained. Fully experienced Personnel Analysts may be initially assigned the higher level duties. This class is distinguished from class 1244 Senior Human Resources Personnel Analyst which is the advanced journey level in this series and is assigned more difficult and complex work, may lead projects, and may supervise a small group of analysts and/or clerical/technical personnel. This class is distinguished from the 1249 Human Resources Analyst by the structured training program requirements and the transitioning nature of the trainee class.

## SUPERVISION EXERCISED

This class does not supervise other professional employees, but may coordinate the work of clerical/technical personnel.

## 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. Administers and maintains the classification plan; designs and implements recruitment and selection plans; prepares class specifications in compliance with relevant laws and guidelines and insures consistency within class series and job families; and reviews requests to fill positions ~~personnel requisitions~~ to ensure compliance with the classification plan.
2. Collects and analyzes data to determine important/essential duties and position allocation criteria; and interviews employees and supervisors to elicit and/or clarify job information and organizational relationships.
3. Conducts classification and salary surveys ~~to determine prevailing classification and pay practices~~; collects, compiles and analyzes classification and wage data; ~~conducts Charter mandated salary surveys~~; interprets and administers provisions of memoranda of understanding; implements pay provisions of arbitration awards, mediated and grievance settlements; and reviews, analyzes, and processes requests for special pay premiums in

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

**Title: Human Resources Personnel Analyst**  
**Job Code: 1241**

accordance with provisions of multiple memoranda of understanding.

4. Participates in the collective bargaining process by conducting ~~compensation surveys to support the development of City's proposals; compiles salary and benefit data; researches, compensation, classification and benefit plan data; and preparing~~ings comparability analyses and various reports in support of negotiation and arbitration.

5. Produces lists of eligibles for City employment: conducts job analyses, organizes recruitment activities, reviews employment applications, develops and administers selection devices, analyzes results, recommends ~~establishes~~ passing scores, and creates eligible lists.

6. Provides information to departmental representatives, labor organizations, managers, employees, applicants, other agencies and the general public; interprets and explains human resources ~~personnel~~ rules and policies; investigates allegations/complaints of unfair employment practices; and represents employing department on human resources ~~personnel~~ matters before boards and commissions and in meetings with other departments.

7. Responds to appeals or protests of human resources ~~personnel~~ decisions and/or procedures; and prepares and submits reports to the Civil Service Commission and may present the case before the appellate body, hearing officers or arbitrators.

8. Prepares written materials including letters, reports, memoranda, and forms with the aid of a computer.

9. Assists in the development, ~~and maintenance~~ and administration of a departmental human resources ~~personnel~~ program including hiring, training, performance management ~~evaluation~~, leave management, position management, ~~discipline and termination~~; prepares reports, ~~and analyzes data on position vacancies, workforce composition, and staffing needs~~; and provides consultation and information to managers regarding human resources ~~personnel~~ issues.

**10. Evaluates requests for leave and ADA accommodation; administers requests to fill position, employee transfers, post-referral, hiring, appoint, onboarding and layoff processes; interviews and examines candidates; administers employee discipline.**

**11. Negotiates resolutions to grievances; investigates complaints of serious employee misconduct and complaints; enforces MOUs to ensure consistent departmental compliance with provisions, and; acts as a Skelly officer in employee disciplinary hearings.**

~~120.~~ Coordinates processing of human resources ~~personnel~~ transactions; reviews requests to fill positions; directs and reviews the preparation of requests to fill positions ~~personnel~~ requisitions; tracks the certification and selection process; directs and participates in the processing of appointments; and receives, reviews and processes personal services contracts.

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

**Title: Human Resources Personnel Analyst**  
**Job Code: 1241**

~~11. Performs related duties and responsibilities, as assigned.~~

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

Knowledge of: principles and practices of position classification including class concepts and levels, allocation factors, career ladders and class specifications; principles and practices of recruitment and selection including job analysis methodologies and test construction and validation; principles and practices of compensation including job evaluation systems and survey methods; and descriptive statistics including measures of central tendency and variability; **principles and practices of performance, leave and position management.**

Ability and Skill to: apply the principles, techniques and methods used in classification, recruitment and selection, and compensation; make accurate analyses and evaluations of **human resources** personnel matters; comprehend and interpret federal, state and local laws, ordinances, regulations and guidelines such as City Charter provisions, Civil Service Commission Rules and employee organization agreements; learn to operate a networked personal computer using word processing **programs**, spreadsheet, **human resources information systems** and database software; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; communicate clearly, concisely and in a well-organized, and an effective manner, both orally and in writing; and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**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 an accredited college or university.

Experience:

**One (1) year of professional human resources experience in one or more of the following areas of activity: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration and human resources operations.**

License and Certification:

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Human Resources Personnel Analyst  
Job Code: 1241

Substitution:

**Education Substitution** - Verifiable professional ~~personnel~~/human resources work experience performing duties equivalent to those of City and County of San Francisco Class 1241 Personnel Analyst in one or more of the following areas may substitute for up to two years of the required education on a year-for-year basis: recruitment and selection, classification **and compensation**, salary administration, employee/ **and/or** labor relations, **benefits administration** and **human resources operations** Equal Employment Opportunity (EEO) programs. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)

**Experience Substitution - Completion of a 12 month human resources trainee program equivalent to the City and County of San Francisco's 1249 Human Resources Training Program may substitute for the one (1) year of required professional experience.**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 1244 Senior Human Resources Personnel Analyst

**From: 1249 Human Resources Personnel Trainee**

ORIGINATION DATE: 03/23/1998

AMENDED DATE: 03/30/06; 09/26/08; 9/14/10; **01/XX/17 (Amended & Retitled)**

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 Human Resources Personnel Analyst  
Job Code: 1244

## INTRODUCTION

Under direction, performs difficult and responsible professional and technical human resources personnel work in the areas of recruitment, examinations, classification and compensation salary administration, employee and/or labor relations, benefits administration or human resources operations; may perform technical work in other phases of personnel administration and thereby serve in an important resource capacity; may lead or direct and supervise human resources analysts and/or clerical/technical staff subordinate employees engaged in various aspects of personnel management; prepares a variety of memoranda, reports and records; and performs related duties as required.

~~Requires responsibility for: Carrying out, interpreting, explaining and enforcing existing policies, methods and procedures relating to personnel administrative matters; making regular contacts with employees, employee representatives, department heads, other agencies and personnel at various levels to furnish and obtain information; gathering, preparing, compiling, reviewing and maintaining important personnel information reports and records.~~

## DISTINGUISHING FEATURES

Class 1244 Senior Human Resources Analyst is distinguished from class 1241 Human Resources Analyst in that the prior Major assignments at this senior level may include: (1) serving as a team leader in the areas of leads or supervises a small team of professional staff involved in recruitment and selection, examinations and classification and compensation, employee and/or labor relations, benefits administration or human resources operations, or (2) serving as an assistant team leader, or (3) (2) performing difficult and specialized personnel human resources work and thereby serving as a resource individual for special problems.

## SUPERVISION EXERCISED

May supervise the work of subordinate analysts or technical/ clerical personnel.

## 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. Serves as a team leader or assistant team leader in the performance of professional human resources personnel activities in the areas of recruitment and selection, examinations, employee and/or labor relations, and classification and compensation, benefits administration and human resources operations.

2. Performs supervises recruitment activities, including announcement preparation, sources for recruiting, correspondence and application review; prepares test items and constructs written examinations; directs and participates in classification studies of individual positions, class series and entire City departments.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Human Resources Personnel Analyst  
Job Code: 1244

~~32. Prepares and reviews drafts of examination announcements/advertisements; determines applicant eligibility based on minimum qualifications/special conditions, with particular emphasis on appropriate Minimum Qualifications; supervises subordinate staff in recruiting efforts by correspondence, telephone or personal visits; prepares and places advertisements for recruitment purposes in a variety of publications; assigns applications for pending examinations to subordinates for review and analysis; personally reviews those applications requiring a high degree of judgment regarding acceptance or rejection; may interview individual applicants.~~

~~43. Performs job analysis. May develop test items and constructs written examinations; obtains input on exam development from plans examination subject matter experts; oversees test administration and scoring; and determines relative weights to various parts of the examination; investigates and makes recommendations on responds to exam-related protested test items; documents test validity; and generates eligible lists recommends members of oral interview boards and may serve on such boards as either a rater or secretary.~~

~~54. Conducts investigations and surveys concerning the duties, responsibilities and qualifications of positions in the classified service, and may supervise other analysts in performing similar duties; makes field and desk audits of work performed; confers with immediate supervisors and administrators, as well as with individual employees; prepares summary reports of findings, conclusions and recommendations; makes investigations of new positions on the basis of duties statements and field surveys; prepares summary report of findings, conclusions and recommendations; and prepares class specifications for new classifications or revises existing class specifications.~~

~~5. Directs and supervises the activities and personnel of a regular or special recruitment units; determines staffing assignments relative to the review of employment applications for limited tenure appointments and pending regular examinations; supervises the determination of rankings and ratings of applicants according to Commission Rules and administrative guidelines.~~

~~6. Evaluates requests for leave and ADA accommodation; administers requests to fill position, employee transfers, post-referral, hiring, appoint, onboarding and layoff processes; interviews and examines candidates; administers employee discipline.~~

~~7. Negotiates resolutions to grievances; investigates complaints of serious employee misconduct and complaints; enforces MOUs to ensure consistent departmental compliance with provisions, and; acts as a Skelly officer in employee disciplinary hearings.~~

~~86. Participates in the collection and evaluation of salary and wage data; supervises the conducting of salary studies for various crafts, police and fire department positions, municipal transit operating personnel and others; supervises special survey studies under contractual agreement; supervises and participates in the preparation of the annual salary ordinance and salary standardization ordinance; supervises and participates in the preparation and formulation of the ordinance governing prevailing wages to be paid on public contracts for construction.~~



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

**Title: Senior Human Resources Personnel Analyst**  
**Job Code: 1244**

~~97. May be assigned to a Performs special projects involving the planning, research, development or implementation of a technical phase of human resources personnel administration; in this connection prepares various memoranda, correspondence, records and reports with recommendations when appropriate.~~

~~108. Confers with employees, department heads, labor representatives and human resources personnel analysts of other jurisdictions regarding the interpretation and application of laws and regulations concerning recruitment, examinations, classification and compensation plans, employee and/or labor relations, position allocations, salary and wage administration, data evaluation, contract provisions and other human resources operations personnel matters; coordinates and participates in studies pertaining to a wide variety of employment problems and subjects; prepares memoranda, reports, records and charts of data obtained and make recommendations thereon.~~

**11. Coordinates processing of human resources transactions; reviews requests to fill positions; directs and reviews the preparation of requests to fill positions; tracks the certification and selection process; directs and participates in the processing of appointments; and receives, reviews and processes personal services contracts.**

~~9. Performs related duties and responsibilities as assigned.~~

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

Knowledge of: the principles and practices of modern human resources personnel and public administration and management organization, especially as they apply to the efficient conduct of recruiting, examining, position classification and compensation systems; applicable City Charter provisions, relative ordinances, Civil Service Rules and Regulations; principles and practices of performance, leave and position management and operation and organization of the various City departments and agencies.

Ability and Skill to: make accurate and sound analyses and evaluations of personnel problems; deal courteously, tactfully and effectively with department heads, employees and others; comprehend and interpret federal, state and local laws, ordinances, regulations and guidelines such as City Charter provisions, Civil Service Commission Rules and employee organization agreements; supervise subordinates in performing recruiting, examining, classification or salary administration work; learn to operate a networked personal computer using word processing programs, spreadsheets, human resource information systems and database software; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; communicate clearly, concisely and in a well-organized, and an effective manner, both orally and in writing; and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work and prepare clear, concise, accurate and cogent reports.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Human Resources Personnel Analyst  
Job Code: 1244

**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 an accredited college or university

Experience:

Three (3) years of verifiable professional human resources personnel experience, similar to 1241 Human Resources Analyst, in one or more of the following areas of activity: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration and human resources operations equivalent to the level of City and County of San Francisco class 1241 Personnel Analyst.

License and Certification:

Substitution:

**Education Substitution** - Additional qualifying work experience as a professional human resources personnel analyst may be substituted for up to two years of the required education on a year-for-year basis (30 semester/ 45 quarter units equals one year).

**Experience Substitution - Completion of a 12 month human resources trainee program equivalent to the City and County of San Francisco's 1249 Human Resources Training Program may substitute for one (1) year of required professional experience.**

**Experience Substitution** - Possession of a Juris Doctorate (J.D.) or Master's degree in Personnel Administration, Human Resources Management, Business Administration, Public Administration or Clinical/School/Industrial-Organizational Psychology may substitute for one (1) year of the required professional experience.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 1246 Principal Human Resources Personnel Analyst

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CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Human Resources ~~Personnel~~ Analyst  
Job Code: 1244

From: 1241 Human Resources ~~Personnel~~ Analyst

ORIGINATION DATE: 09/27/1971

AMENDED DATE: 9/14/10; 7/10/2015; 01/XX/17 (Amended & Retitled)

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: Principal Human Resources Personnel Analyst  
Job Code: 1246

## INTRODUCTION

Under general direction, performs difficult and complex professional and technical personnel work in the administration of recruiting, examinations, position classification and salary administration; as assigned, performs difficult and specialized technical work in other phases of personnel administration and thereby serves as an important resource person; supervises and reviews the work of subordinates *performing complex and specialized human resources personnel work and thereby serves as a resource individual for important technical problems* **in one or more of the following areas: recruitment and examinations, classification and compensation, employee and/or labor relations, benefits administration, human resources operations.**; prepares memoranda and reports with recommendations; may be assigned to the duties of Assistant Secretary, Civil Service Commission; and performs related duties as required.

## DISTINGUISHING FEATURES

**Class 1246 Principal Human Resources Analyst is distinguished from class 1244 Senior Human Resources Analyst in that the prior supervises a unit or small division of professional staff involved in the more difficult matters associated with recruitment, examinations, employee and/or labor relations, classification and compensation, benefits administration and human resources operations while the latter leads or supervises a small team of professional staff. A 1246 Principal Human Resources Analyst serving as a Department Personnel Officer (DPO) for a small department is not required to supervise other professional staff if he/she is the only human resources professional in his/her department.**

Major assignments at this principal level include: (1) Serving as a team leader involved in the more difficult recruitment, examination and classification matters or (2) *Performing complex and specialized personnel work and thereby serving as a resource individual for important technical problems.*

## SUPERVISION EXERCISED

**Positions in this class supervise professional, technical and clerical staff in the assigned work unit/division.**

## 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. ~~As a team leader, s~~Supervises subordinate employees in performing professional **human resources** personnel work in the areas of recruitment, examinations, **employee relations**, and classification **and compensation, and human resources operations.**

2. ~~c~~Coordinates recruitment activities for as14(;)gnedBT/F2 11.04 Tnrf-3(i)-4(on)5(s)(el)6( )-4(i)-4

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Human Resources Personnel Analyst  
Job Code: 1246

~~develops test items and constructs written examinations; directs, coordinates and participates in classification studies of individual positions, class series and entire city departments. 2. C~~  
~~confers with personnel in various city departments at different operating levels to determine desirable minimum qualifications, means of recruitment and areas to be covered; reviews recruitment matters with consultants and specialists in connection with important phases of positions to be covered in specific examinations; assigns, applications for pending examinations to subordinates for review and analysis; personally reviews those applications requiring a high degree of judgment regarding acceptance or rejection.~~

**3. Performs job analyses of individual positions and classes; determines, develops and approves.** Plans examination subject matter; ~~conducts research on specific requests or problems; assigns relative weights to various parts of the examination; reviews test items for construction and accuracy;~~ **establishes passing points;** organizes material for final review and makes revisions, as deemed necessary; investigates **and respond to complaints,** protests **and appeals** regarding **examination matters** test items; makes replies, explanations and recommendations.

~~4. Serves as member of oral examining boards or as secretary to such boards, as required; recommends qualified persons in various appropriate fields to serve as members of oral qualifications appraisal boards.~~

~~45. Supervises and participates in classification studies and projects and the processing of departmental classification requests; assigns and reviews work of subordinate professional and clerical personnel; coordinates the preparation of class specifications; makes recommendations regarding establishing, consolidating or abolishing classes; confers with department heads, employees and others regarding administration and maintenance of the classification system; investigates problems, complaints and appeals regarding allocations and status determinations; participates in formulation of related policy matters.~~

**5. Evaluates requests for leave and ADA accommodation; administers requests to fill position, employee transfers, post-referral, hiring, appoint, onboarding and layoff processes; interviews and examines candidates; administers employee discipline.**

**6. Negotiates resolutions to grievances; investigates complaints of serious employee misconduct and complaints; enforces MOUs to ensure consistent departmental compliance with provisions, and; acts as a Skelly officer in employee disciplinary hearings.**

~~76. Performs highly specialized human resources personnel work and thereby serves as a resource person to assist coworkers; as assigned, supervises and participates in conducting salary and wage surveys including the collection, compilation, analysis and evaluation of data; conducts special studies and investigations pertaining to fringe benefits, working conditions and other similar matters; coordinates the preparation of the salary standardization ordinance and the preparation and amendment of the annual salary ordinance.~~

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

**Title: Principal Human Resources Personnel Analyst**  
**Job Code: 1246**

~~87. As assigned, a~~Appears before legislative bodies and committees to explain and interpret **matters involving recruitment, examinations, classification and compensation or human resources operations** salary administration matters.

~~98. May be assigned to a~~**Performs** special projects involving the planning, research, development or implementation of a technical phase of **human resources** personnel administration; in this connection prepares various memoranda, correspondence, records and reports with recommendations when appropriate.

~~109. Meets with employees, department heads, labor representatives and personnel of other jurisdictions regarding **the interpretation and application of laws and regulations concerning recruitment, examinations, classification and compensation, employee relations, position allocations, salary and wage administration, data evaluation, contract provisions and other human resources operations** personnel matters; coordinates and participates in studies pertaining to a wide variety of employment problems and subjects; prepares memoranda, reports, records and charts of data obtained and make recommendations thereon.~~

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

Knowledge of: ~~the~~ principles, techniques and methods used in the development and maintenance of position classification systems and/or compensation plans; principles and techniques of examination and test construction and sources of specific information in various occupational fields; **principles and practices of performance, leave and position management.**

Ability and Skill to: Make careful and correct analyses and evaluations of recruiting, examining, classification and compensation problems; deal courteously, effectively and tactfully with department heads, supervisors, employees and their representatives; prepare and review complete, accurate and logical reports and recommendations; **comprehend and interpret federal, state and local laws, ordinances, regulations and guidelines such as City Charter provisions, Civil Service Commission Rules and employee organization agreements; learn to operate a networked personal computer using word processing programs, spreadsheets, human resources information systems and database software; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; communicate clearly, concisely and in a well-organized, and an effective manner, both orally and in writing; and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work;** assign, supervise and review the work of subordinates in performing classification and/or salary administration work.

### **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)*

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Human Resources Personnel Analyst  
Job Code: 1246

*may apply to a particular position and will be stated on the exam/job announcement.*

Education:

**Possession of a** Requires completion of a four-year college or university, with a baccalaureate degree **from an accredited college or university**, with major coursework in personnel, public or business administration, economics, political science, psychology, statistics or a related field and which must have included or be supplemented by at least one course in statistics through correlations.

Experience:

Requires at least four **Five** years of professional human resources experience **in one or more of the following areas of activity: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration and human resources operations of which one year must have been as (1) an advanced journey level classification, similar to 1244 Senior Human Resources Analyst, that performs difficult and specialized human resources work and thereby serves as a resource for special problems , or (2) lead or supervised a small team of professional staff involved in the more difficult and complex matters associated with recruitment and selection, employee and/or labor relations, classification and compensation, benefits administration and human resources operations.** equivalent to the level of City and County of San Francisco 1244 Human Resources Analyst increasingly responsible experience in the technical phases of recruiting, examining, position classification or salary and wage administration; or an equivalent combination of training and experience.

AND

Basic proficiency in common applications such as Microsoft Word and Excel is required.

License and Certification:

Substitution:

**Experience Substitution - Possession of a Juris Doctorate (J.D.) or a Master's degree in Personnel Administration, Human Resources Management, Business Administration, Public Administration or Clinical/School/Industrial-Organizational Psychology** Graduate coursework in industrial organization psychology, statistics, organizational behavior, or another field related to personnel selection may be substituted for **one (1) year of the required non-advanced journey / non-lead/supervisory** experience on a year-for-year basis (30 semester units or 45 quarter units are equivalent to one year).

**Experience Substitution - 2.** Additional qualifying **Verifiable professional human resources work experience in one or more of the following areas** may be substituted for **up to two years of** the required education on a year-for-year basis: **recruitment and selection, classification and compensation, employee and/or labor relations, benefits**

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Human Resources Personnel Analyst  
Job Code: 1246

administration and human resources operations (30 semester units/45 quarter units equal one year.)

Experience Substitution - Completion of a 12 month human resources trainee program equivalent to the City and County of San Francisco's 1249 Human Resources Training Program may substitute for one (1) year of the required non-advanced journey / non-lead/supervisory experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 1244 Senior Human Resources Personnel Analyst

**ORIGINATION DATE:** 02/07/1972 (Consolidated classes 1236 Principal Personnel Examiner and 1256 Principal Personnel Analyst)

**AMENDED DATE:** 08/08/06; 01/XX/17 (Amended & Retitled)

**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: Human Resources Personnel Trainee**  
**Job Code: 1249**

**INTRODUCTION**

This class exists as part of the Human Resources Personnel Trainee Program to develop professional competence as a journey level Human Resources Personnel Analyst while working under the guidance and supervision of Department of Human Resources staff. Human Resources Personnel Trainees initially perform relatively routine tasks in support of the various divisions of the Department of Human Resources. Work is performed under close supervision and is evaluated on the basis of progress in a structured work experience training program. Incumbents work with increased independence as professional competence is demonstrated. Demonstrated professional competence and successful completion of the structured training program leads to eligibility to compete for a 1241 Human Resources Personnel Analyst position. Failure to achieve demonstrated professional competence or the inability to complete the training program results in loss of employment.

**DISTINGUISHING FEATURES**

The 1249 Human Resources Personnel Trainee class is the trainee level class of the professional human resources personnel analyst series. Initially under close supervision, the incumbents perform professional human resources work while participating in a structured training program and training on human resources methods, policies and systems. This class is distinguished from the 1241 Human Resources Personnel Analyst by the structured training program requirements and the transitioning nature of the trainee class.

**SUPERVISION EXERCISED**

None.

**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. Participate in a structured on-the-job training program and learn to interpret, apply and comply with federal, state and local labor laws and the City's policies & procedures in the conduct and completion of human resources work.
2. Attend classroom-style workshops related to city-wide human resources functions during the training program.
3. Perform a variety of human resources work in the following fields:
  - a. Recruitment and Assessment: assist in reviewing employment applications, administering selection devices and creating eligible lists, designing and implementing recruitment and selection plan, and conducting job analyses
  - b. Classification and Compensation: interpret and explain the application of MOU compensation

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

**Title: Human Resources Personnel Trainee**  
**Job Code: 1249**

provisions and assist in amending classification specifications

c. Equal Employment Opportunity (EEO): assist in investigations and conduct basic analyses

d. Employee Relation: assist with dispute resolution and grievance processing and participate in meet and confer sessions with labor organizations

4. Utilize Human Resources [HR] support software applications to process HR transactions; modify and retrieve information from employee or applicant database system; manipulate data to generate a wide variety of informational and statistical reports; check for accuracy of HR records processed by computer.

5. Prepare written materials including letters, reports, memoranda, and forms with the aid of a computer.

6. Assist in coordinating the processing of human resources personnel transactions; review requests to fill positions; track the certification and selection process; participate in the processing of appointments; and receive, review and process personal services contracts.

~~7. Perform related duties and responsibilities as assigned~~

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

Knowledge of:

Ability and Skill to: Observe, collect, analyze, evaluate, and interpret data and information, drawing logical conclusions; evaluate written information and exercise sound judgment when analyzing the impact of proposed solutions; learn human resources personnel procedures through training; comprehend, analyze, interpret, and apply basic laws, rules, regulations, policies, and human resources personnel procedures; work effectively with others; use computers and other resource facilities effectively; prepare reports that are logical, easily understood, and well-written; prepare and maintain records and files.

**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 an accredited college or university.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Human Resources ~~Personnel~~ Trainee  
Job Code: 1249

Experience:

License and Certification:

Substitution:

Verifiable professional ~~personnel~~/human resources work experience performing ~~duties equivalent to those of City and County of San Francisco Class 1241 Personnel Analyst~~ in one or more of the following areas may substitute for up to two years of the required education on a year-for-year basis: recruitment and selection, classification and compensation, salary administration, employee/ and/or labor relations, benefits administration and human resources operations Equal Employment Opportunity (EEO) programs. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 1241 Human Resources ~~Personnel~~ Analyst

ORIGINATION DATE: 07/11/14

AMENDED DATE: 01/XX/17 (Amended & Retitled)

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD