

**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: 52
Fiscal Year: 2016/2017
Posted Date: 05/01/2017
Reposted Date: 10/13/2017

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

Item #	Job Code	Title
1	1929	Parts Storekeeper
2	1931	Senior Parts Storekeeper
3	1935	Principal Parts Storekeeper

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>.

- 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
Theresa Kao, Controller/ Budget Division
E-File

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

**Title: Parts Storekeeper
Job Code: 1929**

DEFINITION

Under general supervision, the Parts Storekeeper performs responsible work involving the receipt, inspection, rotation, storage, inventory, ordering, and issuing of a wide variety of automotive and/or transit vehicle parts and performs related duties as assigned.

DISTINGUISHING FEATURES

This job code is the entry level in this series. Incumbents in this job code typically are responsible for day-to-day operations of receipt, inspection, rotation, storage, inventory, ordering, and issuing of large quantities of a wide variety of automotive/transit parts and supplies. It 1929 Parts Storekeeper is distinguished from job code 1931, Senior Parts Storekeeper, in that the latter is the first line supervisor in this the Parts Storekeeper series. Positions in this class are also The Parts Storekeeper series (1929 Parts Storekeeper, 1931 Senior Parts Storekeeper, and 1935 Principal Parts Storekeeper) is distinguished from class 1934 the Storekeeper series (class 1932 Assistant Storekeeper, 1934 Storekeeper, and 1936 Senior Storekeeper), in that the Parts Storekeeper positions former performs duties specifically related to automotive, transit, and other vehicle parts and related materials.

SUPERVISION EXERCISED

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. Issues automotive or transit parts and related materials; assists in identifying needed items through the use of parts catalogs and materials management/computer systems; locates and issues required items; reviews usage and suggests updates of inventory records.
2. Receives, releases, and stores automotive and/or transit parts and related materials from vendors or other storerooms; checks shipment for visible damage and shortages; inspects items received for conformance with ordered specifications; completes and forwards receiving documents, and releases items to stores.
3. Operates hand tools and power equipment, such as light vehicles and forklifts, used in receiving, rotating, storing, and issuing parts and related materials.
4. Maintains storeroom and storeroom equipment in a clean, safe and orderly condition; checks safety equipment, and secures storeroom facilities and inventories; accesses electronic security system, if applicable.
5. Stocks, rotates, and relocates inventories as needed; includes physically moving inventory to other storage locations and suggesting/arranging for new locations if required; may utilize computer system to update storage location records. .

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6. Performs physical inventories, verifies actual location of inventories against assigned locations, and initiates corrections as required.
7. Contacts vendors regarding prices, specifications, or delivery, and places orders, as authorized.
8. Ships and receives warranty claim items, as authorized.
9. Utilizes computer system, as required, to review parts usage, track/monitor inventory records, vendor compliance, etc.
10. Drives non-revenue vehicles as authorized, to pick up parts, or for other job-related duties.
11. ~~Performs related duties and responsibilities as assigned.~~

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: parts storeroom methods and procedures commonly used in automotive/transit vehicle parts storerooms, including receipt, storage, identification of automotive/transit parts; safety methods and procedures used to ensure safe practices in the loading, unloading, moving and storage of materials, including hazardous items.

Ability and Skill to: interact effectively and courteously with co-workers, supervisors, other city department personnel, and vendors; count and perform basic job-related arithmetic calculations, including addition, subtraction, multiplication, and division; clearly and effectively exchange information orally with supervisors, other city employees/officers, and vendors; read and understand job-related printed written materials, write clearly and legibly; use computer programs for record keeping, reports, and other activities, where applicable; Ability to lift objects weighing up to sixty (60) pounds.

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:

1. Two **(2)** years of ~~verifiable~~ experience in a ~~full time position~~ as an automotive/transit parts storekeeper in a storeroom or warehouse, in which the duties consisted of receipt, inspection, rotation, storage, inventory, ordering, and issuing of large quantities of a wide variety of automotive/transit parts and supplies.

~~–AND~~

2. ~~Ability to lift objects weighing up to sixty (60) pounds. (Probationary period will be used to evaluate this requirement. Failure to meet these qualifications may result in termination of~~

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employment.)

License and Certification:

Possession of a current valid California driver license.

Special Requirements: May require lifting of heavy equipment, parts, and materials up to sixty pounds **Probationary Period will be used to evaluate this requirement. Failure to meet these qualifications may result in termination of employment.** May involve possible exposure to hazardous materials such as diesel fumes, cleaning solvents, dust, adhesives, and aerosols. Requires the operation of hand tools and power equipment used in materials handling, such as pallet jacks, crowbars, and forklifts. May be required to work rotating shifts, weekends, and holidays.

Substitution:

SUPPLEMENTAL INFORMATION

NOTES:

- ~~1. All appointees to the position will be required to participate in the National Safety Council Forklift Truck Operators training course, conducted by the department.~~
- ~~2. Employees will be required to demonstrate proficiency in parts catalog usage, storeroom procedures, and materials handling equipment operation by the end of probation. Failure to demonstrate proficiency may result in termination of employment.~~

PROMOTIVE LINES

To: 1931 Senior Parts Storekeeper

ORIGINATION DATE: 11/29/99

AMENDED DATE: 6/14/02; 10/XX/17

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

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Title: Senior Parts Storekeeper
Job Code: 1931

DEFINITION

Under general supervision, oversees ~~supervises~~ the operations of a small to medium size storerooms and may also ~~supervise~~ oversee operations of a small off-site storeroom; ~~or acts as an assistant supervisor at a large storeroom, with the responsibility for the receipt, inspection, rotation, storage, inventory, ordering and issue of a wide variety of automotive and/or transit vehicle parts and related equipment and materials in support of a vehicle maintenance facility; and performs related duties as required.~~

DISTINGUISHING FEATURES

~~Position in this class are~~ is distinguished from 1929 Parts Storekeeper and Storekeeper by their prior's supervisory responsibility in small or medium storerooms. They are It is further distinguished from 1935 Principal Parts Storekeeper in that the former may assist the latter in is a second-level supervisor and responsible for the operations ~~supervising of~~ a large storeroom. Positions in this class are distinguished from class 1936 Senior The Parts Storekeeper series (1929 Parts Storekeeper, 1931 Senior Parts Storekeeper, and 1935 Principal Parts Storekeeper) is also distinguished from the Storekeeper series (class 1932 Assistant Storekeeper, 1934 Storekeeper, and 1936 Senior Storekeeper) in that the former class performs storekeeping duties specifically related to automotive, vehicle and transit, and other vehicle parts and related materials.

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. Plans, assigns, supervises, reviews and evaluates the work of subordinate personnel engaged in ordering, receiving, inspecting, rotating, storing, inventorying, and issuing of automotive and/or transit parts and related materials.
2. Coordinates storeroom operations with inventory control staff of a materials management system, purchasing and user departmental personnel and vendors to maintain established levels of inventories; plans and coordinates ~~supervises~~ the storage and issuance of inventories and insures proper rotation of stock.
3. Initiates orders to replenish inventories or to acquire as needed non-inventoried parts and related materials; contacts vendors regarding specifications, prices, and delivery particulars, and places orders as authorized; arranges for the disposal of obsolete or surplus inventories.
4. Oversees ~~Supervises~~ the receipt and inspection of automotive and/or transit parts and related materials from vendors; ensures conformance with ordered specifications and receiving documents; coordinates with vendors, freight carriers, technicians, and purchasing and

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Job Code: 1931**

inventory control personnel to resolve discrepancies; coordinates the return of defective or repairable inventories to vendors or other facilities.

5. Assists inventory control staff in the periodic and as-required inventorying of storeroom stocks and in the validating of stock location records.

6. Ensures the safety, orderliness, and security of storeroom inventories, facilities and equipment.

7. **Oversees** ~~Supervises~~ the maintenance of required files in the storeroom and the proper distribution of stores documents such as requisitions, purchase and delivery orders, packing slips, bills of lading, freight bills, shipping and issue documents, and materials safety data sheets.

8. Trains storeroom personnel in general storeroom practices, automotive and/or transit parts and related materials, support operations, facilities and equipment safety, and hazardous materials handling.

9. Supervises and trains storeroom personnel in the use of an automated materials management system **and other related computer systems.** ~~for reporting receipts and issues of inventories and determining availability and location of the same via a computer terminal. May enter data and extract information from system files using a terminal.~~

10. ~~May o~~**Operates** light vehicles **and related materials handling equipment** in the performance of assigned responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the methods, procedures, systems and equipment used in modern storekeeping and warehousing operations.

Ability and Skill to: assign, supervise and inspect the work of subordinates; read and interpret manufacturers' parts catalogs and related publications; carry out oral and written instructions; ~~to~~ use an ~~interactive automated~~ **computerized inventory** management system; and communicate both orally and in writing.

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:

Three (3) years of experience as an automotive/transit parts storekeeper in a storeroom

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or warehouse, in which the duties consisted of receipt, inspection, rotation, storage, inventory, ordering, and issuing of large quantities of a wide variety of automotive/transit parts and related equipment and materials.

License and Certification:

Possession of a valid California driver license.

Substitution:

SUPPLEMENTAL INFORMATION

May require lifting of heavy equipment, parts, and materials up to sixty (60) pounds.

May involve possible exposure to hazardous materials such as diesel fumes, cleaning solvents, dust, adhesives, and aerosols.

Requires the operation of hand tools and power equipment used in materials handling, such as pallet jacks, crow bars, and forklifts.

May be required to work rotating shifts, weekends and holidays.

PROMOTIVE LINES

To: 1935 Principal Parts Storekeeper

From: 1929 Parts Storekeeper

ORIGINATION DATE: 03/02/1987

AMENDED DATE: 10/XX/17

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

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD

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**Title: Principal Parts Storekeeper
Job Code: 1935**

DEFINITION

Under direction, ~~supervises~~ **oversees** the operation of a major automotive/transit vehicle parts storeroom, or a group of automotive/transit vehicle parts storerooms.

DISTINGUISHING FEATURES

~~This job code~~ **Class 1935 Principal Parts Storekeeper** is the second level supervisor in this series. ~~Positions in this job code are distinguished by their supervisory responsibility for a large automotive/transit vehicle parts storeroom or for a group of automotive/transit vehicle parts storerooms. This job code~~ **It** is distinguished from ~~job code~~ **class** 1931 Senior Parts Storekeeper in that the latter is the first line supervisor. ~~This job code~~ **It** is **further** distinguished from job code 1937, Supervising Parts Storekeeper, in that the latter is responsible for coordinating and directing the operation of a group of automotive/transit vehicle parts storerooms. ~~Positions in t~~ **This series are** ~~is~~ also distinguished from the Storekeeper series **(class 1932 Assistant Storekeeper, 1934 Storekeeper, and 1936 Senior Storekeeper)** in that the Parts Storekeepers ~~positions~~ **(1929 Parts Storekeeper, 1931 Senior Parts Storekeeper, and 1935 Principal Parts Storekeeper)** perform storekeeping duties specifically related to automotive, transit and other vehicle parts and related materials.

SUPERVISION EXERCISED

Supervises ~~Parts Storekeeper and Senior Parts Storekeeper positions~~ **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. Plans, assigns, supervises, reviews, and evaluates the work of subordinate personnel engaged in ordering, receiving, inspecting, rotating, storing, inventorying, and issuing of automotive, transit, or other vehicle parts and related materials.
2. Coordinates storeroom operations with inventory control staff of materials management section, purchasing staff, user departmental personnel, and vendors.
3. Contacts vendors regarding specifications, prices, and delivery particulars; arranges for disposal of obsolete or surplus inventories.
4. Supervises the receipt and inspection of automotive, transit or other vehicle parts and related materials from vendors; ensures conformance with ordered specifications; resolves discrepancies with appropriate personnel; coordinates the return and shipping of defective or repairable inventories.
5. Assists in the supervision of the physical inventorying of storeroom stocks and in the validation of stock location records.
6. Ensures and monitors the safety, orderliness, and security of storeroom inventories,

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Job Code: 1935**

facilities and equipment, and personnel.

7. Supervises the maintenance and distribution of required storeroom records and files.
8. Ensures that storeroom personnel receive training related to automotive and/or transit parts and related materials, support operations, warehouse operations and procedures; facilities and equipment safety, hazardous materials handling, emergency procedures, and proper use of safety and first aid equipment.
9. Supervises and trains storeroom personnel in the use of an automated materials management system and other related computer systems.
10. Operates vehicles and related materials handling equipment in the performance of assigned responsibilities.
- ~~11. Performs related duties and responsibilities as assigned.~~

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: parts storeroom methods and procedures commonly used in automotive/transit vehicle parts storerooms, including knowledge of receipt, storage, and identification of automotive/transit vehicle parts through the use of parts catalogs, and distribution of materials, supplies and equipment; and safety methods and procedures used to ensure safe automotive/transit parts storeroom work practices in the loading, unloading, moving, and storage of a variety of materials, including flammable and hazardous items.

Ability and Skill to: plan, coordinate, train, and evaluate the work of subordinate personnel; plan and implement policies; motivate, counsel, and discipline staff; establish and maintain effective working relationships with supervisors, subordinates, customers, other city employees and officers, and vendors; **use an computerized inventory management system**; exchange information orally in a clear and effective manner; read and understand job-related material; write clearly and legibly; prepare a variety of documents such as memos, reports, performance evaluations, instructions to subordinates or customers, orders to vendors, requisitions, invoices, receipts and storeroom records/reports, utilizing related computer applications as required; drive as needed; and lift heavy objects.

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: Four **(4)** years of experience as an automotive/transit vehicle parts storekeeper in a storeroom or warehouse, with responsibility for the receipt, inspection, rotation, storage, inventory, ordering, and issuance of a wide variety of automotive/transit vehicle parts, of

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which two (2) years of ~~experience~~ must have been as a supervisor of automotive/transit vehicle parts storekeepers.

License and Certification: Possession of a valid class C driver license.

Substitution:

SUPPLEMENTAL INFORMATION:

May require lifting of heavy equipment, parts, and materials; may involve occasional exposure to hazardous materials such as diesel fumes, solvents, dust, adhesives, and aerosols; also requires the operation of vehicles and equipment used in materials handling, such as pallet jacks and forklifts.

NOTES:

1. Appointees to the position may be required to successfully complete the National Safety Council Forklift Truck Operators training course, conducted by the department.

~~2. Employees will be required to demonstrate proficiency in parts catalog usage, storeroom procedures, and materials handling equipment operation.~~

PROMOTIVE LINES

TO: 1937 SUPERVISING PARTS STOREKEEPER

FROM: 1931 SENIOR PARTS STOREKEEPER

ORIGINATION DATE: 03/02/1987

AMENDED DATE: 09/19/02; 10/XX/17

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD