



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: July 15, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 69 FY 15/16 (copy attached).**

Pursuant to completion of discussion with SEIU regarding this classification action, the classification action contained in the above referenced notice became effective July 15, 2016.

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 Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Maria Newport, SFERS  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, 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:** 69  
**Fiscal Year:** 2015/2016  
**Posted Date:** 02/17/16  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	8226	Museum Guard

**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 Victor H Vallejo, Clerk, at (415) 557-4894 or by email at [Victor.h.Vallejo@sfgov.org](mailto: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 Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
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: Museum Guard  
Job Code: 8226**

**INTRODUCTION**

Under supervision, protects and guards life and property within a museum; gives general information and directions to visitors; performs incidental janitorial work in connection with the upkeep and care of galleries and exhibits; and performs related duties as required,

Requires responsibility for: following established rules and procedures relating to security activities; continuing routine contacts with the general public.

**DISTINGUISHING FEATURES**

**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. Patrols or stands guard in an assigned area of a museum; protects exhibits occupants and buildings from theft damage, accidents and fire; enforces rules and regulations governing conduct of the public with relation to the building, exhibits and grounds; submits reports on the condition of exhibits, equipment failures and unusual happenings or hazardous conditions.
2. Receives visitors and answers questions regarding the location of paintings, exhibits and general information about the museum,
3. Performs Incidental janitorial duties necessary for the proper appearance of the assigned station; sweeps floors; dusts furniture, polishes glass exhibit cases.
4. During emergencies, may occasionally perform a variety of duties in assisting in the installation and removal of temporary exhibits.

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

Knowledge of:

Ability and Skill to: enforce rules and regulations governing conduct of the public with relation to valuable exhibits and public property; demonstrate a neat and courteous appearance to the visitors of the museum.

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

**Title: Museum Guard  
Job Code: 8226**

**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 High School Diploma or equivalent (GED or High School Proficiency Examination)

Experience:

One (1) year of verifiable experience as a security officer

License and Certification:

Possession of a current California Security Guard Registration Card issued by the California State Bureau of Security and Investigative Services

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

TO: 8228 MUSEUM SECURITY SUPERVISOR

FROM:

**ORIGINATION DATE:** 01/12/1961

**AMENDED DATE:** 07/15/2016

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD