City and County of San Francisco **Department of Human Resources**

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: April 26, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 85 FY 15/16 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective April 26, 2016.

Micki Callahan
Human Resources Director

by: _____
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: 85
Fiscal Year: 2015/2016
Posted Date: 04/18/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	8173	Legal Assistant

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**.

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Legal Assistant
Job Code: 8173

INTRODUCTION

Under supervision of an attorney, performs a variety of paraprofessional legal duties for one of the legal departments of City government; engages in legal research assignments; interviews clients; assists in the preparation of legal documents and instruments; and performs related duties as required.

DISTINGUISHING FEATURES

Positions in this class are established in order to effectively utilize the services of individuals who have completed a paraprofessional legal curriculum or related training. Employees in this class provide a variety of legal services and carry out important assignments not requiring the expertise of a professional attorney.

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. Investigates, collects and compiles case materials and documentary evidence in contract and personal injury litigation.

2. Drafts Complaints, Affidavits, Motions, Interrogatories and other pleadings connected with trial preparation and discovery; interviews witnesses and assists the attorney at trial or at depositions.

3. Performs legal research and assists in the preparation of contracts, leases, briefs and legal opinions; may perform statistical research required for litigation.

4. Assists in the preparation of legislation, including research of existing statutes and regulations, review of existing legislation for possible conflicts with proposed legislation and analysis or digesting of proposed legislation.

5. As assigned, maintains a tracking system for adjusting claims against the City, coordinates investigation and departmental review of claims and communicates with members of the public and departmental representatives relative to claims against the City.

6. Corresponds and communicates with attorneys, representatives of other governmental agencies and the general public.

7. As assigned, analyzes depositions, exhibits, and pleadings to extract facts pertinent to issues argued on brief; may assemble exhibits, affidavits and other legal documents for use in preparing a trial.

8. Interviews citizens with complaints and obtains information for appropriate City legal department; may observe a variety of legal conferences and proceedings; when assigned,

attends and observes court room activities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: legal procedures, legal terminology and legal research techniques.

Ability and Skill to: speak and write effectively; analyze legal problems; perform legal research with accuracy and initiative; accept written and oral instructions; deal tactfully with attorneys, office personnel, court personnel, representatives of other governmental entities and the general public.

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:

Completion of a certificated Paralegal Studies curriculum approved by the American Bar Association

Experience:

License and Certification:

Substitution:

The education as described above may be substituted by one of the following:

Possession of an associate (AA) degree from an accredited college or university AND six (6) months of law-related work experience; OR

Completion of thirty (30) semester or forty-five (45) quarter units of law-related courses from a postsecondary institution that has been accredited by the American Bar Association or by a national/regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education; OR

Two (2) years of paralegal or law-related work experience under the direct supervision of an attorney

SUPPLEMENTAL INFORMATION

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Legal Assistant
Job Code: 8173

PROMOTIVE LINES

ORIGINATION DATE:	01/07/1980
AMENDED DATE:	04/26/16
REASON FOR AMENDMENT	*To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*
BUSINESS UNIT(S):	COMMN SFMTA SFCCD SFUSD