



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: February 15, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 99 FY 15/16 (copy attached).**

Pursuant to completion of discussions regarding this classification action, the classification action contained in the above referenced notice became effective February 15, 2017.

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
Theresa Kao, 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: 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. 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
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Sandra Eng, CSC
Christopher Colandene, SFERS
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

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

INTRODUCTION

Under general supervision, performs professional level human resources work 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.

DISTINGUISHING FEATURES

This class is distinguished from class 1244 Senior Human Resources 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 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; collects, compiles and analyzes classification and wage data; 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 accordance with provisions of multiple memoranda of understanding.
4. Participates in the collective bargaining process by conducting research; preparing 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 passing scores, and creates eligible lists.

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6. Provides information to departmental representatives, labor organizations, managers, employees, applicants, other agencies and the general public; interprets and explains human resources rules and policies; investigates allegations/complaints of unfair employment practices; and represents employing department on human resources matters before boards and commissions and in meetings with other departments.
7. Responds to appeals or protests of human resources 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, maintenance and administration of a departmental human resources program including hiring, training, performance management, leave management, position management, compensation; prepares reports, analyzes data and provides consultation and information to managers regarding human resources 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.
12. 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.

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 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

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**Title: Human Resources Analyst
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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:

Substitution:

Education Substitution - Verifiable professional human resources work experience 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, employee and/or labor relations, benefits administration and human resources operations. (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

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

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

To: 1244 Senior Human Resources Analyst

From: 1249 Human Resources Trainee

ORIGINATION DATE: 03/23/1998

AMENDED DATE: 03/30/06; 09/26/08; 9/14/10; 02/15/17 (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 Analyst
Job Code: 1244**

INTRODUCTION

Under direction, performs difficult and responsible professional and technical human resources work in the areas of recruitment, examinations, classification and compensation, employee and/or labor relations, benefits administration or human resources operations; may lead or supervise human resources analysts and/or clerical/technical staff.

DISTINGUISHING FEATURES

Class 1244 Senior Human Resources Analyst is distinguished from class 1241 Human Resources Analyst in that the prior: (1) leads or supervises a small team of professional staff involved in recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration or human resources operations, or (2) performs difficult and specialized human resources work and thereby serving as a resource 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 activities in the areas of recruitment and selection, employee and/or labor relations, classification and compensation, benefits administration and human resources operations.
2. Performs recruitment activities, including announcement preparation, sources for recruiting.
3. Prepares examination announcements/advertisements; determines applicant eligibility based on minimum qualifications/special conditions.
4. Performs job analysis, constructs examinations; obtains input on exam development from subject matter experts; oversees test administration and scoring; and determines relative weights to various parts of the examination; responds to exam-related protests; documents test validity; and generates eligible lists.
5. Conducts investigations and surveys concerning the duties, responsibilities and qualifications of positions in the classified service; makes field and desk audits of work performed; recommends and prepares class specifications for new classifications or revises existing class specifications.
6. Evaluates requests for leave and ADA accommodation; administers requests to fill position,

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

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.

8. Participates in the collection and evaluation of salary and wage data.

9. Performs special projects involving the planning, research, development or implementation of a technical phase of human resources administration; prepares various memoranda, correspondence, records and reports with recommendations when appropriate.

10. Confers with employees, department heads, labor representatives and human resources analysts of other jurisdictions regarding the interpretation and application of laws and regulations concerning recruitment, examinations, classification and compensation, employee and/or labor relations, and human resources operations.

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.

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.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Human Resources 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 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.

License and Certification:

Substitution:

Education Substitution - Additional qualifying work experience as a professional human resources 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 Analyst

From: 1241 Human Resources Analyst

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

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

ORIGINATION DATE: 09/27/1971

AMENDED DATE: 9/14/10; 7/10/2015; 02/15/17 (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 Analyst
Job Code: 1246**

INTRODUCTION

Under general direction, performs complex and specialized human resources work and thereby serves as a resource 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.

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.

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. Supervises subordinate employees in performing professional human resources work in the areas of recruitment, examinations, employee relations, classification and compensation, and human resources operations.
2. Coordinates recruitment activities for assigned classifications, including announcement preparation and determining sources for recruiting; confers with personnel at different operating levels to determine 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; 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 examination subject matter; 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; investigate and respond to complaints, protests and appeals regarding examination matters.
4. Supervises and participates in classification studies and projects and the processing of

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

departmental classification requests; coordinates the preparation of class specifications; makes recommendations regarding establishing, consolidating or abolishing classes; investigates problems, complaints and appeals regarding allocations and status determinations.

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.

7. Performs highly specialized human resources work and thereby serves as a resource 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.

8. Appears before legislative bodies and committees to explain and interpret matters involving recruitment, examinations, classification and compensation or human resources operations.

9. Performs special projects involving the planning, research, development or implementation of a technical phase of human resources administration; prepares various memoranda, correspondence, records and reports with recommendations when appropriate.

10. 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, and human resources operations.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: 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

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

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) 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:

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.

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 may be substituted for one (1) year of the required non-advanced journey / non-lead/supervisory experience.

Education Substitution - Verifiable professional human resources work experience 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, employee and/or labor relations, benefits 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

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

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

experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 1244 Senior Human Resources Analyst

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

AMENDED DATE: 08/08/06; 02/15/17 (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 Trainee
Job Code: 1249**

INTRODUCTION

This class exists as part of the Human Resources Trainee Program to develop professional competence as a journey level Human Resources Analyst while working under the guidance and supervision of Department of Human Resources staff. Human Resources 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 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 Trainee class is the trainee level class of the professional human resources 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 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

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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 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.

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 procedures through training; comprehend, analyze, interpret, and apply basic laws, rules, regulations, policies, and human resources 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 Trainee
Job Code: 1249**

Experience:

License and Certification:

Substitution:

Verifiable professional human resources work experience 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, employee and/or labor relations, benefits administration and human resources operations. (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 Analyst

ORIGINATION DATE: 07/11/14

AMENDED DATE: 02/15/17 (Amended & Retitled)

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD