

**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: 67
Fiscal Year: 2015/2016
Posted Date: 02/08/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	3541	Curator I
2	3542	Curator II
3	3544	Curator III
4	3546	Curator IV

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>.

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: Curator I
Job Code: 3541

INTRODUCTION

Under supervision, ~~assists the curatorial staff~~ **participates** in the **research**, cataloging, preparation, installation and preservation of museum exhibits **collection objects and gallery exhibitions**; ~~conducts research on biographies, exhibition objects and related topics; maintains and processes books, periodicals, photographs and museum records; and performs related duties as required.~~

~~Requires responsibility for: Carrying out and explaining established methods and procedures relating, to museum activities; making contact with departmental personnel and other individuals in providing information and conducting research on museum exhibits and activities; preparing and maintaining records, reports and files relating to museum operations.~~

DISTINGUISHING FEATURES

The 3541 Curator I is the entry-level position in the Curator class series. The 3541 Curator I is distinguished from the 3542 Curator II in that the 3542 Curator II performs more difficult and responsible tasks with greater independence than those assigned to 3541 Curator I incumbents.

SUPERVISION EXERCISED

The 3541 Curator I may supervise intern level employees.

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. ~~Assists~~ **Participates** in the design, planning, installation and maintenance of museum exhibits; assists in making collections available for study by students and schools, and for inspection by museum visitors.
2. ~~As assigned, c~~Conducts research on biographies, exhibit objects, ~~art history~~ **museum collection subjects** and related topics; assists in publicizing information on objects in the museum collection; assists in the planning and circulating of exhibits available to educational institutions.
3. Maintains a museum research library; processes and maintains books, periodicals, monographs, photographs, negatives and other museum records.
4. May prepare routine correspondence requiring knowledge of departmental operations and special exhibits; types cards, memoranda, reports and related museum records.
5. ~~Carrying~~ **gies** out and **be able to** ~~explaining~~ established methods, **policies**, and procedures relating, to ~~museum~~ **departmental** activities; ~~making~~ **ges** contact with departmental personnel

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Curator I
Job Code: 3541

and other individuals in providing information.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: ~~Requires knowledge of The Fine arts and the history of art.~~ **art history, decorative arts, design, history, library science, museum studies, natural history, science, and technology**; the techniques and methods of caring for and displaying ~~art~~ **museum** objects; museum operations and ~~record keeping~~ **procedures**.

Ability and Skill to: **Speak and write effectively**; Assist in the planning and carrying out of the technical aspects relative to the **care and development of museum collections and the design and installation of museum exhibitions**; establish and maintain satisfactory working relationships with departmental personnel and the public.

Requires sufficient skill in typing to perform incidental typing duties.

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:

~~Requires completion of a four-year~~ **Possession of a Bachelor's degree from an accredited college or university, with a baccalaureate degree, with major course work in the fine arts; or an equivalent combination of training and experience, art history, decorative arts, design, history, library science, museum studies, natural history, science, technology or other closely related disciplines.**

Experience:

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

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

**Title: Curator I
Job Code: 3541**

ORIGINATION DATE: 4/22/68

AMENDED DATE: **02/XX/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

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Curator II
Job Code: 3542

INTRODUCTION

Under general supervision, ~~assists~~ **participates** in the **research, cataloging,** preparation, planning, research, cataloging **installation** and preservation of museum exhibits **collection objects and gallery exhibitions**; ~~conducts tours, lectures and classes on museum exhibits and activities; and performs related duties as required.~~

~~Requires responsibility for: explaining and carrying out existing methods and procedures relating to museum activities; making regular responsible contacts with individuals and groups and providing information and instructions on museum exhibits and activities; preparing and maintaining operational records and reports of assigned activities.~~

DISTINGUISHING FEATURES

The 3542 Curator II is the journey-level position in the Curator class series. The 3542 Curator II has greater responsibility for liaising with outside contacts, conducting educational programs, and writing than the 3541 Curator I. The 3544 Curator III performs more difficult and responsible tasks with greater independence than those assigned to 3542 Curator II incumbents.

SUPERVISION EXERCISED

The 3542 Curator II may supervise departmental staff.

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. Conducts research **collection and exhibition objects and related topics**; ~~for and prepares and installs exhibits; gives lectures and gallery talks on art~~ **collection** objects, exhibits and displays in the museum **and galleries**.
2. Makes collections available for study by students and schools and for inspection by museum visitors; is responsible for the preparation and installation of museum exhibits.
3. Schedules, prepares and gives lectures on art **museum subjects** in the public schools; may show pertinent materials from the museum's collections in the course of lectures; conducts tours of the museum's galleries to various groups, clubs and school classes; assists in the planning and circulating of exhibits available to educational institutions.
4. ~~Explaining and carrying out~~ **and be able to explain established** ~~existing methods, policies, and procedures relating to museum~~ **departmental** activities; ~~makes regular responsible contacts with individuals and groups and~~ **departmental personnel and other individuals in** providing information and instructions on museum exhibits and activities **conducting research on collection objects, exhibitions, and activities.**

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Curator II
Job Code: 3542

5. ~~Makes~~ regular and responsible contacts with individuals, ~~and~~ groups, departmental personnel and outside individuals, organizations, and institutions in ~~and~~ providing information and instructions on museum exhibits collection objects, exhibitions, and activities.
6. ~~Prepares~~ and ~~maintains~~ routine correspondence, memoranda, operational records and reports of assigned activities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: ~~Requires good knowledge the f~~Fine arts, ~~and~~ art history, decorative arts, design, history, library science, museum studies, natural history, science, and technology; the methods and techniques in instructing and training others in ~~art and~~ art appreciation ~~museum~~ subjects, procedures, and appreciation; methods of caring for and displaying museum objects; museum operations and procedures.

Ability and Skill to: ~~Requires considerable ability to: s~~Speak and write effectively, ~~;~~ create interest in art and art appreciation through lectures and public speeches; meet and deal tactfully and enthusiastically with the general public and various groups; employ a fair reading knowledge of German, French, Italian and Latin. plan and carry out of the technical aspects relative to the care and development of museum collections and the design and installation of museum exhibitions; communicate and work with the public and department staff.

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:

~~Requires completion of a four-year~~ Possession of a Bachelor's degree from an accredited college or university, with a baccalaureate degree, with major course work preferably in the fine arts, art history, decorative arts, design, history, library science, museum studies, natural history, science, technology, or other closely related disciplines.

Experience:

~~Requires at least t~~Three **(3)** years of responsible-museum experience, ~~in the field to which assigned,~~ or an equivalent combination of training and experience.

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

**Title: Curator II
Job Code: 3542**

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 4/22/68

AMENDED DATE: 8/8/06; **02/XX/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

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Curator III
Job Code: 3544

INTRODUCTION

Under direction, ~~assists~~ participates in the overall administration of a major phase (s) or project(s) of the museum's collection, ~~or service~~ programs, activities, and/or public services; ~~assists in the planning, preparation and installation of museum exhibits; and performs related duties as required.~~

~~Requires responsibility for: interpreting and carrying out existing policies and procedures relating to the assigned activity in the museum operations; making regular personal contacts with the general public, outside organizations and groups in providing information and instructions on the museum's activities and collections; the preparation and maintenance of important records and reports relative to the museum's operations.~~

DISTINGUISHING FEATURES

The 3544 Curator III is a senior-level position in the Curator class series. The 3544 Curator III has greater responsibility for overseeing the observance of museum policies and procedures, the production of exhibitions, educational programs, and collection development than the 3542 Curator II. The 3546 Curator IV performs more difficult tasks with greater responsibilities and independence than those assigned to 3544 Curator III incumbents.

SUPERVISION EXERCISED

The 3544 Curator III may supervise departmental staff.

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. Identifies, classifies and makes descriptions of accessions to the museum's permanent collection; plans and supervises the installation of ~~additions to the museum's collections;~~ conducts research in connection with identifying and publicizing information on objects in the collection; orders, classifies and catalogs ~~art-reference library books.~~
2. Plans and conducts programs of instructions, ~~art and art appreciation~~ in museum subjects and subject appreciation for children's groups in the museum or the public schools; lectures on ~~and, discusses, art objects from the museum's collection and interprets, and~~ provides tours regarding the museum's collections and exhibits ions in all fields of art for school classes, adult groups, and the general public.
3. ~~Conducts gallery tours for adult study groups; s~~Supervises, counsels and instructs graduate students engaged in research and thesis preparation in the fields of museum service and art museum education; plans and prepares circulating exhibitions of ~~paintings and drawings~~ collection objects for loan to educational institutions, museum's collections and libraries.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Curator III
Job Code: 3544

4. Supervises the storage of permanent matting and exhibition framing for exhibits of paintings and drawings museum and exhibition objects; recommends and solicits all additions to the collection in the related reference library.
5. Gives lectures and gallery talks relating to paintings and drawing exhibits and collections; prepares and publishes articles and catalogs concerning exhibitions and collections.
6. ~~The preparation and maintenance of~~ routine correspondence, memoranda, of important records and reports relative to the museum's department's operations and activities.
7. Creates and executes exhibitions by proposing topics; identifies objects and lenders; contributes to exhibition design; researches and writes label text and accompanying information; and related duties.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: ~~Requires considerable knowledge of~~ Fine arts, art history, decorative arts, design, history, library science, museum studies, natural history, science, and technology; the methods, and techniques in instructing and training others in museum subjects, and procedures, involved in the maintenance and care of a museum collection of fine arts and appreciation; international art publications, art, art history and painting and decorative arts methods of caring for and displaying museum objects; museum operations and procedures.

Ability and Skill to: Speak and write effectively; ~~Teach and instruct art and art-~~ museum subjects, procedures and appreciation; ~~plan and carry out technical aspects relative to the care and development of museum collections and the design and installation of museum exhibitions;~~ deal tactfully and courteously with the general public and outside organizations and groups utilizing museum facilities; employ a fair reading knowledge of German, French, Italian and Latin. communicate and work with the public and department staff.

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:

~~Requires completion of a four-year~~ Possession of a Bachelor's degree from an accredited college or university, with a baccalaureate degree, with major course work preferably in the fine arts and art history, decorative arts, design, history, library science, museum studies,

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Curator III
Job Code: 3544

natural history, science, technology, or other closely related disciplines.

Experience:

~~Requires at least five (5) years of responsible museum experience, in a museum involving the care and maintenance of art objects and exhibits; or an equivalent combination of training and experience.~~

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 4/22/68

AMENDED DATE: 8/8/06;02/XX/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

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Curator IV
Job Code: 3546

INTRODUCTION

Under general administrative direction, plans and directs the activities of a special department of the museum; ~~plans, assigns and supervises the activities of subordinate personnel engaged in assisting with such work; and performs related duties as required.~~

~~Requires responsibility for: developing, coordinating and carrying out policies and procedures relative to the operations of special phases of museum activities; making regular personal contacts with outside organizations, professional personnel and the general public in connection with assigned museum activities and operations; preparing and maintaining operational records and reports relating to the assigned activities.~~

DISTINGUISHING FEATURES

The 3546 Curator IV is a supervisory principal-level position in the Curator class series. The 3546 Curator IV has greater responsibility for carrying out administrative direction, contributing to the creation of policies and procedures, and providing staff supervision than the 3544 Curator III. The 3546 Curator IV may serve as a curator-in-charge or a section head.

SUPERVISION EXERCISED

The 3546 Curator IV supervises departmental staff.

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. Plans and supervises the installation of the museum's collections; identifies, classifies and makes descriptions of ~~works of art~~ **collection objects**; supervises the care and preservation of ~~works of art~~ **collection objects**.
2. Conducts research in connection with identifying and publicizing **collection** objects ~~in the collections~~; makes recommendations for acquisitions.
3. Plans and organizes loan exhibitions; makes cost estimates; corresponds with lenders; designs and supervises installations; coordinates the installation of exhibitions with other museum personnel; assembles data and photographs for publicity and prepares labels; compiles catalogues; prepares brochures.
4. Orders, classifies and catalogues ~~art~~ reference library books; maintains files of photographs, ~~slides~~ **images** and other reproductions; plans; supervises and conducts programs of instruction in ~~art and art~~ **museum subjects and subject** appreciation for children and adults; supervises, counsels and instructs students in research study of the museum's collections and activities.

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

**Title: Curator IV
Job Code: 3546**

5. Interprets the museum's collections and exhibitions in all fields of art; lectures and conducts gallery tours; presents radio and television programs.
6. Plans and prepares circulating exhibitions for loan to other institutions; recommends on the loan of museum objects requested by other institutions and furnishes photographs and other data for catalogues and publicity.
7. Organizes and supervises the work of voluntary assistants; corresponds and confers with scholars, specialists and the public, and performs other miscellaneous and related duties.
8. *Developing*s, *coordinating*es and *carrying*ies out policies and procedures relative to the operations of special phases of ~~museum~~ **departmental** activities; making regular ~~personal~~ contacts with outside organizations, professional personnel and the general public in connection with assigned ~~museum~~ **departmental** activities and operations; *preparing*es and *maintaining*s operational records and reports relating to the assigned activities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Fine arts, art history, decorative arts, design, history, library science, museum studies, natural history, science, technology, or other closely related disciplines; and the Mmethods and techniques and procedures involved in the maintenance and care of a museum collection of fine arts; international art publications, art, art history, and painting and decorative arts. in instructing and training others in museum subjects, procedures, and appreciation; methods of caring for and displaying museum objects; museum operations and procedures.

Ability and Skill to: Speak and write effectively; Tteach and instruct art and artmuseum subjects, procedures, and appreciation; plan and carry out the technical aspects relative to the care of development of museum collections and the design and installation of museum exhibitions; deal meet and interact tactfully, enthusiastically, and courteously with the general public and ~~outside organizations and groups utilizing museum facilities~~ department staff; employ a fair reading knowledge of German, French, Italian and Latin.

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:

Requires completion of a four-year Possession of a Bachelor's degree from an accredited college or university with a baccalaureate degree, with major course work in fine arts, art

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Curator IV
Job Code: 3546

history and fine arts, decorative arts, design, history, library science, museum studies, natural history, science, technology, or other closely related disciplines.

Experience:

~~Requires at least s~~Seven **(7)** years of progressively responsible museum experience in the field to which assigned, including two years of responsible supervisory experience, ~~or an equivalent combination of training and experience.~~

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 4/22/68

AMENDED DATE: 02/XX/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