

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

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

Date: March 19, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 30 FY 17/18 (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 March 19, 2018.

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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, 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: 30
Fiscal Year: 2017/2018
Posted Date: 03/09/2018
Reposted Date: N/A

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

Item #	Job Code	Title
1	355U	Artist-in-Residence

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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: Artist-in-Residence
Job Code: 355U**

DEFINITION

Under supervision of a certificated teacher, provides technical expertise and real world career guidance to students at the Ruth Asawa School of the Arts (RASOTA,) or other SFUSD arts program, to prepare students for careers in architecture, instrumental music, vocal music, dance, theater, writing, visual arts, media and film, and any other area of study offered at the school.

DISTINGUISHING FEATURES

This class is distinguished from a certificated teacher in that the 355U Artist-in-Residence does not design or deliver arts curriculum or instruction.

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. Provides technical support to lead certificated teacher in specific areas of expertise/discipline in accordance with California Visual and Performing Arts content standards.
2. Supports instruction to secondary students in specific area of expertise under the direction of lead certificated classroom teacher on an as-needed basis.
3. Facilitate a learning environment that encourages knowledge of, respect for and development of skills to engage students seeking to deepen their knowledge within specific disciplines.
4. Direct, support and/or assist student theatrical, visual arts and musical presentations.
5. Work collaboratively with instructional team of certificated classroom teachers and other artists in residence.
6. Establish and maintain strong relationships with key members/leaders within artistic circles to provide cutting edge student instruction within specific areas of expertise.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the target instrument, craft or other specific field or discipline at a professional or expert level; the local and national arts landscape

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

**Title: Artist-in-Residence
Job Code: 355U**

Ability and Skill to: any instrument, equipment or other tool necessary to demonstrate mastery and provide training to others; provide training to others within the specific target discipline

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:

At least 1 (one) year of experience training others within a specific discipline.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual positions.

PROMOTIVE LINES

ORIGINATION DATE: 03/19/18

AMENDED DATE:

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

BUSINESS UNIT(S): SFUSD