



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: August 26, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 2 FY 15/16 (copy attached).**

Pursuant to completion of discussion with SEIU 1021 regarding this classification action, the classification action contained in the above referenced notice became effective August 26, 2016.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to read "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: 2
Fiscal Year: 2015/2016
Posted Date: 07/01/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	1750	Microphoto/ Imaging Technician
2	1752	Senior Microphoto/Imaging Technician

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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
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Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File

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

**Title: MICROPHOTO/IMAGING TECHNICIAN
Job Code: 1750**

INTRODUCTION

Under general supervision, the microphoto/imaging technician operates a variety of equipment used in producing copies of legal documents, maps, plans, building applications, payroll and retirement system records, social security documents and other printed materials.

DISTINGUISHING FEATURES

A position in job code 1750 Microphoto/Imaging Technician, which is the journey-level code in the series, typically involves responsibility for day-to-day operations of microfilming/imaging activity. Positions in code 1750 are distinguished from those in code 1752 Senior Microphoto/Imaging Technician by the supervisory responsibilities and/or oversight exercised by code 1752.

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 and are not intended to be an inclusive list.

1. Operates a wide variety of microfilm/imaging and reproduction equipment used in making copies of maps, plans, records, documents and other printed materials; operates diazo duplicating equipment; splices film for correction and completes exposures; utilizes aperture cards; reconstructs missing documents; uses special attachments and adjustments in making copies from microfilm.
2. Lubricates and cleans microfilm and other equipment.
3. Requisitions materials and supplies and checks stock.
4. Sorts, scans and prints documents; performs quality assurance and quality control on imaged documents; indexes documents based on identifiers and recording information.-5. Identifies materials and/or index documents based on name/number or other identifiers and recording information into work log; maintains a log of work received and completed; prepares various reports/documents by using computer applications.6. Responds to inquiries from staff; assists staff in using microfilm/imaging and reproduction equipment.
7. Files, researches and retrieves documents.
8. Maintains and handles minor repairs of microfilm equipment.
9. Types and updates information on documents

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

**Title: MICROPHOTO/IMAGING TECHNICIAN
Job Code: 1750**

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: principals of microfilm/imaging techniques; reader printer, image scanner, microfiche; and OSHA safety regulations.

Ability to and Skill to: communicate effectively orally and in writing; deal courteously and tactfully with users of the service; plan effective utilization of microfilm/imaging equipment; assist in the development of record keeping and retrieval systems for large quantities of digitized documents and records; and prepare and review routine reports; lift heavy equipment and other materials up to 40 pounds; to drive to and from work sites; operate and maintain microfilm/imaging equipment.

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:

One (1) year of experience as a microphoto/imaging technician in the operation and maintenance of microfilm/imaging and reproduction equipment.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 1752 Senior Microphoto/Imaging Technician

ORIGINATION DATE: 01/03/1977

AMENDED DATE: 10/1/1999; 08/26/16

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 MICROPHOTO/IMAGING TECHNICIAN
Job Code: 1752**

INTRODUCTION

Under supervision, the senior Microphoto/imaging technician oversees the reproduction, cataloging, and storage of large volumes of documents and/or diagrams including legal documents, maps, plans, building applications, payroll and retirement system records, social security documents and other printed materials.

DISTINGUISHING FEATURES

A position in job code 1752 Senior Microphoto/Imaging Technician, which is the advanced journey-level code in the series, typically involves responsibility for day-to-day operations of microfilming/imaging activity and may be required to exercise supervision over subordinates involved in equipment operations.

SUPERVISION EXERCISED

A 1752 Senior Microphoto/Imaging Technician may daily assign, supervise, and review the work of 1750 Microphoto/Imaging Technicians and/or clerical assistants; and performs other related duties as required.

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 codes and are not intended to be an inclusive list.

1. Operates a wide variety of microfilm/imaging and reproduction equipment used in making copies of maps, plans, records, documents and other printed materials; operates diazo duplicating equipment; reconstructs missing documents; uses special attachments and adjustments in making copies from microfilm.
2. Supervises subordinate technicians and clerical assistants; organizes and coordinates activities involved in microfilm/imaging activities; instructs, trains and checks employees on completion of work to ensure the effective use of microfilm/imaging and reproduction equipment; reviews employees work for quality assurance to ensure documents are legible and indexed correctly.
3. Maintains work records and service accounts.
4. Maintains and makes minor repairs to equipment in cases of equipment failure; obtains assistance from equipment vendors and other outside sources.
5. Requisitions materials and supplies and checks stocks.
6. Performs offsite storage and retrieval duties.
7. Types and updates information on documents.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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

**Title: SENIOR MICROPHOTO/IMAGING TECHNICIAN
Job Code: 1752**

Knowledge of: principals of microfilm and imaging techniques; reader printer, image scanner, microfiche; and OSHA safety regulations.

Ability to and Skill to: communicate effectively orally and in writing; deal courteously and tactfully with users of the service; plan effective utilization of microfilm/imaging equipment; assist in the development of record keeping and retrieval systems for large quantities of digitized documents and records; supervise and train employees in the effective use of microfilm equipment; and prepare and review routine reports; lift heavy equipment and other materials up to 40 pounds; to drive to and from work sites; operate and maintain microfilm/imaging equipment.

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:

Two (2) years of experience as a Microphoto/imaging technician in the operation and maintenance of microfilm/imaging and reproduction equipment.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 1750 Microphoto/Imaging Technician

To: 1764 Mail and Reproduction Service Supervisor

ORIGINATION DATE: 01/03/1977

AMENDED DATE: 10/1/1999; 08/26/16

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.

BUSINESS UNIT(S):

COMMN SFMTA SFCCD SFUSD