

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: January 22, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 61 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 January 22, 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 Manager  
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  
Risa Sandler, Controller/Budget Division  
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:** 61  
**Fiscal Year:** 2015/2016  
**Posted Date:** 01/14/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	3632	Librarian II
2	3634	Librarian III

**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](mailto: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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at [Rich.David@sfgov.org](mailto:Rich.David@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  
Maria Newport, SFERS  
Risa Sandler, Controller/Budget Division  
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: Librarian II  
Job Code: 3632**

**INTRODUCTION**

Under general supervision, performs advanced professional librarian work; supervises the operations of a branch library or a department of the main library; supervises activities of subordinate personnel; may supervise the operations of a special library in another City and County department; and performs related duties as required.

Requires responsibility for: Interpreting, enforcing and carrying out assigned duties within the framework of established methods and procedures; making regular contacts with the general public, outside organizations and library personnel in connection with library activities and operations; and maintaining a continued awareness of current reading trends and literature.

**DISTINGUISHING FEATURES**

The class of Librarian II differs from Librarian I in that this class supervises the operation of a small or medium sized branch, a department of the main library, a bookmobile, or a library in other City and County departments and has responsibility for selecting books for the operation supervised. This class is expected to perform the more difficult and extensive reference work; plan and conduct library programs to meet community needs; and may be assigned responsibility for a special project related to library work.

**SUPERVISION EXERCISED**

Supervises activities of subordinate personnel; may supervise the operations of a special library in another City and County department.

**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 the operation of a small or medium-sized branch library, bookmobile, or department of the main library; assists in supervising the operation of a large branch library or department of the main library; may supervise the operation of libraries in the City Attorney's office or Public Utilities Commission.
2. Supervises and reviews the activities of subordinate personnel; assists subordinate personnel in resolving questions and problems related to library activities; may interview applicants for supportive positions.
3. Assists patrons in locating and using library facilities and materials, in selecting materials, and in answering a wide variety of questions.
4. Keeps collection, or part of the collection, current and useful by recommending or coordinating staff recommendations regarding library materials to be purchased, repaired or discarded; develops collection through personal know-ledge of materials available; and recommends which materials shall be non-circulating.
5. Performs reference work, including that of a difficult nature and requiring extensive searching

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

**Title: Librarian II  
Job Code: 3632**

and analyzing; performs research; and prepares de-tailed bibliographies, book lists and other information.

6. Plans and conducts children's, young adults' and adults' programs; meets with school principals; visits and works with various adult and community groups to promote the use of and interest in the library; and may plan and carry out adult and community programs to meet community needs.

7. Catalogs and classifies library materials; determines and assigns main entry, subject heading and cross references; adapts Library of Congress cards for the library; supervises subordinate personnel; and participates in determining cataloging policy.

8. Orders library materials; writes correspondence regarding these orders; and assists in determining the best sources of supply.

9. Plans and sets up displays and exhibits; maintains a pleasant and orderly atmosphere in the branch or departments.

10. Writes reports; supervises the maintenance and/or preparation of various files and records; may submit budget requests; and may work on special projects.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Modern library methods, procedures and techniques; library materials; knowledge of the role of a special library and/or public library in the community.

Ability and Skill to: Work courteously and effectively with library patrons and outside organizations; evaluate a wide variety of library materials; educate, advise, and instruct others in the use of library facilities and materials; plan library programs and book selection to meet the needs of the community; prepare reports; and the ability to organize, supervise and delegate.

**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 Master's Degree in library and information studies (e.g. MLS/MLIS) from a college or university program accredited by the American Library Association.

**Experience:**

Two (2) years of experience as a professional librarian. Experience must be equivalent to the duties and responsibilities of class 3630 Librarian I.

**License and Certification:**

**SUPPLEMENTAL INFORMATION**

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

**Title: Librarian II  
Job Code: 3632**

**PROMOTIVE LINES**

To: 3634 Librarian III  
From: 3630 Librarian I

**ORIGINATION DATE:** 8/11/69

**AMENDED DATE:** 9/29/10; 01/22/16

**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

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

**Title: Librarian III  
Job Code: 3634**

**INTRODUCTION**

Under direction, performs difficult and responsible librarian work; supervises the operation of a large branch library or department of the main library; supervises the activities of subordinate personnel; and performs related duties as required.

Requires responsibility for interpreting, enforcing and carrying out assigned duties within the framework of established library policy; making regular contact with the general public, outside organizations, and library personnel in connection with library activities and operations; and maintaining a continued awareness of current reading trends and literature.

**DISTINGUISHING FEATURES**

The class of Librarian III differs from Librarian II in that this class supervises the operation of a large branch library or a department of the main library, and may also supervise a cluster of branch libraries. This class has responsibility for staff development, book selection in the area supervised; performing difficult, extensive and technical reference work; and exercising initiative, creativity and independent judgment in developing programs of community interest.

**SUPERVISION EXERCISED**

Supervises the operation of a large branch library or department of the main library; supervises the activities of subordinate 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. Supervises the operation of a large branch library or a department of the main library; may be responsible for the supervision of a cluster of branch libraries.
2. Supervises and reviews the activities of subordinate personnel; assists subordinate personnel in resolving questions and problems related to library activities; interviews applicants for supportive positions.
3. Assists patrons in locating and using library facilities and materials; in selecting materials; and in answering a wide variety of questions.
4. Keeps branch or department collection current and useful by recommending or coordinating staff recommendations of library materials to be purchased, repaired or discarded; develops collection through personal knowledge of materials available; may act as a consultant in a special field.

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

**Title: Librarian III  
Job Code: 3634**

5. Performs reference work, including that of a difficult and technical nature and requiring extensive searching and analyzing; performs research; prepares detailed bibliographies, book lists and other information.
  
6. Plans and carries out adult and community programs to meet community needs; visits and works with various adult and community groups to promote use of and interest in the library.
  
7. Supervises the processing and cataloging or ordering of library material and the activities of the personnel in these departments; determines best sources of supply for library material.
  
8. Plans and sets up displays and exhibits; maintains a pleasant and orderly atmosphere in the branch or department.
  
9. Writes reports; supervises the maintenance and/or preparation of various files and records; submits budget requests; may work on special projects.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Modern library methods, procedures and techniques; library materials; knowledge of the role of the public library in the community.

Ability and Skill to: Work courteously and effectively with library patrons and outside organizations; evaluate a wide variety of library materials; educate, advise, and instruct others in the use of library materials and facilities; plan library programs and book selection to meet the needs of the community; speak and write effectively; prepare reports; and the ability to organize, supervise, coordinate and delegate.

**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 Master's Degree in library and information studies (e.g. MLS/MLIS) from a college or university program accredited by the American Library Association.

**Experience:**

Four (4) years of experience as a professional librarian, including at least two (2) years supervising other professional librarians.

**License and Certification:**

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

**Title: Librarian III  
Job Code: 3634**

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To : 3638 Chief Librarian  
3640 Coordinator, Children's Library Activities  
3642 Coordinator, Adult Library Services

From: 3632 Librarian II

**ORINATION DATE:** 8/11/69

**AMENDED DATE:** 9/29/10; 01/22/16

**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