



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

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

Date: November 20, 2009

Re: **Notice of Proposed Classification Actions –Final Notice No. 18 FY 2009/2010 (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 November 20, 2009.

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 Manager  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
Micki Callahan, DHR  
Cathy Abela DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
Christina Fong, DHR  
Rich David, DHR  
John Leon, DHR  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Tinhha Luong, CON  
Ron Bladow, MTA  
Johnny Zabala, CON  
RAS Team Leader(s)  
DHR Support Services  
File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 18  
**Fiscal Year:** 2009/2010  
**Posted Date:** November 10, 2009

***AMEND THE FOLLOWING JOB SPECIFICATION(S):***  
***(Final job specification attached.)***

<b>Item #</b>	<b>DEPT/ DIVISION</b>	<b>Class/Title</b>
1	LIB	3610 Library Assistant

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: [http://www.sfgov.org/site/sfdhr\\_page.asp?id=102488](http://www.sfgov.org/site/sfdhr_page.asp?id=102488)

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Karen Taylor, MTA  
File

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

**Title: Library Assistant  
Job Code: 3610**

**INTRODUCTION**

Under supervision, performs general and varied non-professional library work requiring basic training and aptitude; assists patrons in the use of library facilities; keeps simple library records; and performs related duties as required. Requires normal responsibility for: following existing library methods and procedures; making routine contacts with the general public and other departmental personnel in connection with library operations; maintaining simple records of library operations.

**DISTINGUISHING FEATURES**

**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. Charges and discharges books, periodicals and other library material
2. Helps patrons to find and choose books.
3. Processes applications for library cards.
4. Answers routine questions on use of facilities and library procedure
5. Receives and records fine payments for overdue, lost or damaged book
6. Counts daily circulation and assists in compilation of monthly circulation report.
7. Types overdue notices, catalog cards, bibliographics, backlists, overdue record cards, borrower's register cards and daily cash report.
8. Maintains office files.

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

Knowledge, Abilities and Skills: Requires some knowledge of general office work and library operations.

Requires ability to: deal courteously and tactfully with the general public; perform simple typing and clerical tasks.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job*

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

**Title: Library Assistant  
Job Code: 3610**

*announcement.*

Current incumbency in Class 3610 Library Assistant; or nine (9) months (1160 hours) of verifiable clerical experience in a library performing tasks equivalent to Class 3602 Library Page; or three (3) semester or four (4) quarter units of college course work in library studies.

**LICENSE AND CERTIFICATION**

**PROMOTIVE LINES**

To: 3616 Library Technical Assistant I

**ORIGINATION DATE:** 3/16/61

**AMENDED DATE:** 11/20/09

**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

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