

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

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

Date: January 4, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 22 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 December 28, 2009.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to be "SP", 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: 22
Fiscal Year: 2009/2010
Posted Date: December 21, 2009

ESTABLISH THE FOLLOWING JOB SPECIFICATION:
(Final job specification attached.)

Item #	DEPT/ DIVISION	
1	DHR	8211 Supervising Building and Grounds Patrol Officer \$1,899.00 B \$2,309.00

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at 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

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
Clare Leung, MTA
File

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

**Title: Supervising Building and Grounds Patrol Officer
Job Code: 8211**

INTRODUCTION

Under general supervision, the Supervising Building and Grounds Patrol Officer assists in supervising the overall security operations of assigned buildings and grounds. The essential functions of this job code include: supervising the line security operations of the assigned buildings and grounds; scheduling officers to meet security needs of the assigned buildings and grounds; observing and inspecting officers and their assigned areas to assure compliance with policies and procedures; monitoring officer performance; carrying out transition procedures between shifts; assisting in incident resolution; providing ongoing employee training; communicating to appropriate management regarding maintenance and security conditions; resolving complaints and providing back-up support to officers.

Positions in Supervising Building and Grounds Patrol Officer are responsible for sustained physical effort involving considerable standing and walking for extended periods of time; Incumbents may be required to work any shift, rotating shifts, weekends, holidays and overtime may be assigned as necessary; following established procedures regarding the enforcement of security regulations and the apprehension of persons violating the access and use of public facilities; serving as guard over prisoners held in a hospital facility; preparing reports on patrol activities; making contact with the general public in connection with enforcement of rules and regulations.

DISTINGUISHING FEATURES

The 8211 Supervising Building and Grounds Patrol Officer supervises the work of subordinate staff who provide security and perform other related duties for public facilities.

Supervision Exercised: Provides supervision, training and scheduling of subordinate 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. Supervises the line security operations of assigned buildings and grounds; may assist officers in securing assigned buildings and grounds; schedules officers to meet security needs of assigned buildings and grounds.
2. Observes and inspects officers and their assigned areas to assure compliance with established policies and procedures and the maintenance of professional standards; monitors and evaluates performance; carries out transition procedures between shifts; assists in incident resolution as needed; provides ongoing employee training.
3. Inspects buildings to assure that they are properly secured; checks buildings and equipment to see that fire hazards are not present; checks and secures rest rooms at night and unlocks for daytime use.
4. When necessary, and acting as a special officer, apprehends persons engaged in acts of vandalism and theft and turns them over to police authorities or reports such action immediately

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Title: Supervising Building and Grounds Patrol Officer
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to the Police Department; questions persons seeking entry to public buildings; enforces security regulations.

5. May guard prisoners/patients in hospital facilities.

6. May be required to wear a uniform and carry a weapon; may operate radio transmitting and receiving equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires knowledge of: Public buildings and locations operated by various city departments; departmental regulations governing use of city facilities.

Requires ability to: Carry out written and oral instructions; act quickly in emergencies, prepare simple operational reports. Requires the physical agility and stamina necessary to enforce security regulations and apprehend and hold persons involved in acts of vandalism or seeking illegal entry.

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 announcement.

Requires completion of high school, supplemented by three years of experience as a special police officer, security guard or other position involving the active safeguarding of life and property; or an equivalent combination of training and experience.

LICENSE AND CERTIFICATION

Requires possession of a valid California State Motor Vehicle Operator's License; eligibility for a certificate as a special police officer.

PROMOTIVE LINES

From: 8207 Building and Grounds Patrol Officer

ORIGINATION DATE: 12/28/09

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis*

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DEPARTMENT OF HUMAN RESOURCES**

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conducted for this job code.

BUSINESS UNIT(S): COMMN
