



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

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

Date: March 11, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 36 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 March 11, 2010.

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: 36
Fiscal Year: 2009/2010
Posted Date: March 04, 2010

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

Item #	From	To
1	3424 Pest Control Specialist	3424 Integrated Pest Management Specialist

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://sfdhr.org/index.aspx?page=109>

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
Suzanne Wong, MTA
File

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

Title: Integrated Pest Management Specialist
Job Code: 3424

INTRODUCTION

Under general supervision, inspects trees, shrubs, grass, rights of way (roads, flood control channels, transportation corridors, lots, landscaping and easements, etc.), bodies of water and structures for evidence of various pests and related damage, and takes appropriate steps to resolve problems.

DISTINGUISHING FEATURES

The 3424 Integrated Pest Management Specialist manages pests using biological, cultural, mechanical, physical and chemical controls with emphasis on the least toxic approach. The 3424 Integrated Pest Management Specialist is distinguished from Class 3417 Gardener in that the latter performs skilled and semi-skilled and manual labor work related to the maintenance of turf areas, lawns, shrubs, trees and other plants.

SUPERVISION EXERCISED: Supervises or provides technical direction and oversight to gardening staff and other department employees.

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. Surveys and inspects trees, shrubs, grass, rights of way and other vegetation, aquatics and structures for evidence of disease or presence of harmful pests by using visual aids, field observations and history records.
2. Monitors pest ecosystems to evaluate the presence of pest species, natural pest predators, and conditions that may contribute to pest problems.
3. Assists and provides expertise in the development of integrated pest management program strategy.
4. Utilizes traps, chemical and non-chemical methods to manage pests.
5. Maintains detailed IPM records.
6. Provides expertise, assistance and training to staff, structural contract service providers and the public about pest biology, the IPM approach, new pest management strategies, and toxicology of pesticides for use.
7. Mixes, applies and monitors various recommended chemicals, fertilizers, compounds and baits to be used for treatment, elimination or control of specific conditions found.
8. Supervises or provides technical direction and oversight to gardening staff and other

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departmental employees.

9. Implements pest control measures in accordance with the City's Integrated Pest Management Program (Chapter 39 of the San Francisco Administrative Code).
10. Provides written recommendations for treatment, elimination or control of specific conditions found.
11. May operate and maintain specialized equipment such as sprayers of various types, small boat to spray lakes for algae and weed control, and/or large capacity truck sprayer for surface areas.
12. May direct the work of a driver in the operation of a spray truck.
13. Requisitions and evaluates needed supplies and keeps records of chemicals used and recommendations for spray control operations;
14. Performs other duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the practice of managing pests using biological, cultural, mechanical, physical and chemical controls with emphasis on the least toxic approach; proper usage, application and dilutions of chemical pesticides used in the control of invertebrates/vertebrates, pathogens, vegetation management and aquatic pest control; the use and care of various equipment peculiar to pest management techniques; hazards, precautions, use, handling and storage of pesticides, including safety procedures during operation of various equipment.

Ability to: manage effectively the work of subordinates and/or provide guidance to city staff, contractors, tenants, and the general public using pest control methods; provide training where needed to maintain an acute awareness of safety hazards and maintain a safe working environment; communicate in writing with city staff, private structural contractors, government agencies and the general public; record and report activities and maintain records, usage and recommendations using general computer skills; effectively communicate with city staff, private contractors, government agencies and the general public to facilitate the effectiveness of daily pest control operations.

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

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announcement.

1. Possession of a California Commercial Applicator Certificate (QAC/QAL) which includes one or more of the following categories: Residential, Industrial and Institutional; Landscape Maintenance; Rights-of-way; Forest; Aquatic; and Wood Preservation; OR
2. Possession of a California Agricultural Pest Control Adviser license (PCA) which includes one or more of the following categories: Plant Insects, Mites and other Invertebrates; Vertebrate Pests: Weed Control; and Plant Growth Regulators; AND
3. One (1) year of verifiable experience working as a professional gardener, nursery worker or a professional pest control provider; AND
4. Possession of a valid class C or III driver license to be presented at the time of the examination.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

ORIGINATION DATE: 1/12/61

AMENDED DATE: 3/6/00; 4/20/07; 3/11/10

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