



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: January 14, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No.14 FY 13/14 (copy attached).**

Pursuant to completion of discussion with Local 21 regarding this classification action, the classification action contained in the above referenced notice became effective January 14, 2014.

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
Jennifer Johnston, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Chris Trenchel, 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: 14
Fiscal Year: 2013/2014
Posted Date: 12/17/13
Reposted Date: N/A

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

Item #	Job Code	Former Title	New Title
1	2483	Biologist I/II	Biologist

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at Cathy.Abela@sfgov.org.

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 effected parties.

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>.

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

**Title: Biologist
Job Code: 2483**

INTRODUCTION

Under general supervision, the biologist conducts field monitoring studies ; provides technical and biological expertise, researches permits, agreements, and other regulatory documents; provides assessments of potential effects of new regulatory obligations in compliance with state and federal regulations; performs other record management and quality assurance/quality control (QA/QC); keeps detailed and accurate field, laboratory, and analytical records; uses a laboratory information management system to track, control and generate reports.

DISTINGUISHING FEATURES

The assignments within this professional job code vary in degree of complexity and responsibility that may encompass entry-level through the fully experienced journey/ professional level. The Biologist works under the general supervision of class 2485 Supervising Biologist and may assist class 2484 in non-routine work and special projects.

SUPERVISION EXERCISED

Positions at the journey level do not supervise other professional employees, but may coordinate the work of technical personnel (Class 2481).

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. Provides technical expertise in the development of monitoring protocols and study plans to ensure regulatory compliance and executes the protocols and the plans in the field and/or laboratory to ensure regulatory compliance and non-regulatory data collection.
2. Researches permits, agreements, and other regulatory documents and assists in providing assessments of potential effects to the department of new regulatory obligations and planning for changes in regulations.
3. Collects and analyzes various types of biological data in the field or laboratory.
4. Maintains detailed and accurate laboratory and field records.
5. Performs record and data management, data analyses, and quality assurance (QA)/quality control (QC) and maintains data integrity.
6. Works with regulatory agencies and diverse stakeholders, multidisciplinary teams, departmental officials, managers, staff, and public regarding departmental projects, permit compliance, and other activities.
7. Follows standard operating procedures (SOPs) and other established procedures.

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**Title: Biologist
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8. Enters data into laboratory information management system (LIMS) or other databases.
9. Assists with coordination and scheduling of projects including preparation of staffing, sampling supplies field equipment and data sheets.
10. Prepares status reports, compliance reports, data analyses, map, graphic presentations, and technical memos, and reports.
11. Keeps abreast of best practices in laboratory or field studies, literature review, and interactions with experts.
12. Performs other related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Botany, Fisheries, Wildlife, Ecology, Taxonomy, Toxicology, or Microbiology biological methods, regulations and procedures. Knowledge of Quality Assurance/ Quality Control (QA/QC) procedures and requirements.

Ability to: participate in field sampling activities often under inclement conditions; lift and operate field sampling equipment; work independently; collect, synthesize, and analyze data in the field, airfield or lab; prepare written reports, keep accurate and detailed records of field and analytical activities; communicate scientific and technical information through graphs, charts, maps, data entries, memos and reports; work collaboratively and effectively with diverse and multi-disciplinary teams; resolve differences effectively; communicate effectively with diverse stakeholders including the public and regulatory agency staff .

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.

Possession of baccalaureate degree from an accredited college or university with a major in environmental biology, marine biology, aquatic biology, wildlife biology, fisheries biology, limnology, aquatic toxicology, microbiology, biochemistry, or related science.

LICENSE AND CERTIFICATION

License or Certificate: Possession of a valid driver's license.

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**Title: Biologist
Job Code: 2483**

PROMOTIVE LINES:

TO: 2484

ORIGINATION DATE: 12/04/00

AMENDED DATE: 1/14/14

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