

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: July 10, 2015

Re: **Notice of Proposed Classification Actions –Final Notice No. 03 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 July 10, 2015.

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
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: 03
Fiscal Year: 2015/2016
Posted Date: 07/02/2015
Reposted Date: N/A

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

Item #	Job Code	Title
1	1244	Senior Personnel Analyst

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 affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@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>.

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

**Title: Senior Personnel Analyst
Job Code: 1244**

INTRODUCTION

Under direction, performs difficult and responsible professional and technical personnel work in the areas of recruitment, examinations, classification and salary administration; may perform technical work in other phases of personnel administration and thereby serve in an important resource capacity; may direct and supervise subordinate employees engaged in various aspects of personnel management; prepares a variety of memoranda, reports and records; and performs related duties as required.

Requires responsibility for: Carrying out, interpreting, explaining and enforcing existing policies, methods and procedures relating to personnel administrative matters; making regular contacts with employees, employee representatives, department heads, other agencies and personnel at various levels to furnish and obtain information; gathering, preparing, compiling, reviewing and maintaining important personnel information reports and records.

DISTINGUISHING FEATURES

Major assignments at this senior level may include: (1) serving as a team leader in the areas of recruitment, examinations and classification, or (2) serving as an assistant team leader, or (3) performing difficult and specialized personnel work and thereby serving as a resource individual for special problems.

SUPERVISION EXERCISED

May supervise the work of subordinate analysts or technical/ clerical 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. Serves as a team leader or assistant team leader in the performance of professional personnel activities in the areas of recruitment, examinations and classification; supervises recruitment activities, including announcement preparation, sources for recruiting, correspondence and application review; prepares test items and constructs written examinations; directs and participates in classification studies of individual positions, class series and entire City departments.
2. Prepares and reviews drafts of examination announcements, with particular emphasis on appropriate Minimum Qualifications; supervises subordinate staff in recruiting efforts by correspondence, telephone or personal visits; prepares and places advertisements for recruitment purposes in a variety of publications; assigns applications for pending examinations to subordinates for review and analysis; personally reviews those applications requiring a high degree of judgment regarding acceptance or rejection; may interview individual applications.
3. May develop test items and construct written examinations; plans examination subject matter and determines relative weights to various parts of the examination; investigates and makes recommendations on protested test items; recommends members of oral interview boards and may

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serve on such boards as either a rater or secretary.

4. Conducts investigations and surveys concerning the duties, responsibilities and qualifications of positions in the classified service, and may supervise other analysts in performing similar duties; makes field and desk audits of work performed; confers with immediate supervisors and administrators, as well as with individual employees; prepares summary reports of findings, conclusions and recommendations; makes investigations of new positions on the basis of duties statements and field surveys; prepares summary report of findings, conclusions and recommendations; prepares class specifications for new classifications or revises existing class specifications.

5. Directs and supervises the activities and personnel of a regular or special recruitment unit; determines staffing assignments relative to the review of employment applications for limited tenure appointments and pending regular examinations; supervises the determination of rankings and ratings of applicants according to Commission Rules and administrative guidelines.

6. Participates in the collection and evaluation of salary and wage data; supervises the conducting of salary studies for various crafts, police and fire department positions, municipal transit operating personnel and others; supervises special survey studies under contractual agreement; supervises and participates in the preparation of the annual salary ordinance and salary standardization ordinance; supervises and participates in the preparation and formulation of the ordinance governing prevailing wages to be paid on public contracts for construction.

7. May be assigned to a special project involving the planning, research, development or implementation of a technical phase of personnel administration; in this connection prepares various memoranda, correspondence, records and reports with recommendations when appropriate.

8. Confers with employees, department heads, labor representatives and personnel analysts of other jurisdictions regarding recruitment, examinations, compensation plans, position allocations, data evaluation, contract provisions and other pertinent information; supervises and participates in studies pertaining to a wide variety of personnel matters; prepares memoranda, reports, records and charts of data obtained and makes recommendations thereon.

9. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the principles and practices of modern personnel and public administration and management organization, especially as they apply to the efficient conduct of recruiting, examining, position classification and compensation systems; applicable City Charter provisions, relative ordinances, Civil Service Rules and Regulations; and operation and organization of the various City departments and agencies.

Ability and Skill to: make accurate and sound analyses and evaluations of personnel problems; deal courteously, tactfully and effectively with department heads, employees and others; supervise

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subordinates in performing recruiting, examining, classification or salary administration work; and prepare clear, concise, accurate and cogent reports.

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 baccalaureate degree from an accredited college or university

Experience:

Three (3) years of verifiable professional personnel experience equivalent to the level of City and County of San Francisco class 1241 Personnel Analyst.

License and Certification:

Substitution:

Additional qualifying work experience as a professional personnel analyst may be substituted for up to two years of the required education on a year-for-year basis (30 semester/ 45 quarter units equals one year).

Possession of a Juris Doctorate (J.D.) or Master's degree in Personnel Administration, Human Resources Management, Business Administration, Public Administration or Clinical/School/Industrial-Organizational Psychology may substitute for one (1) year of the required professional experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 1246 Principal Personnel Analyst

From: 1241 Personnel Analyst

ORIGINATION DATE: 9/27/71

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

**Title: Senior Personnel Analyst
Job Code: 1244**

AMENDED DATE: 9/14/10; 7/10/2015

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, SFMTA