

**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: 31
Fiscal Year: 2009/2010
Posted Date: February 05, 2010

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)

Item #	DEPT/ DIVISION	Class/Title
1	HRD	4320 Cashier I

Item #	DEPT/ DIVISION	Class/Title
2	HRD	4321 Cashier II

Item #	DEPT/ DIVISION	Class/Title
3	HRD	4322 Cashier III

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.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
File

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

**Title: Cashier I
Job Code: 4320**

INTRODUCTION

Under supervision, the Cashier I, receives receipts for and deposits money in varying amounts. The essential functions of this job include: receiving daily deposits and payments from individuals, corporation, federal, state and local governments; inspecting currency, checks, warrants and other financial instruments for completeness and accuracy; applying payments to proper tax types or accounts; reconciling daily collections including checks, cash and/or warrants to appropriate records/accounts; maintaining daily balance sheets on all transactions; and providing services to customers in person or over the phone in a professional and courteous manner.

DISTINGUISHING FEATURES

The Cashier I, is the entry level position to the series. The nature of this position requires extensive public contact, ability to type 25 wpm and use a 10 key adding machine by touch.

Supervision Exercised: None.

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. Receives daily deposits and payments from a wide variety of sources; counts cash, checks and warrants received to assure amounts balance with receipts.
2. Inspects monies received for accuracy and correctness; prepares necessary forms for transmitting funds for deposit.
3. Maintains daily work sheets for all transactions.
4. Reconciles daily collections in order to assure that money for deposit is allocated to proper tax types or accounts.
5. Applies payments to proper tax types or accounts.
6. Processes large volume of payments.
7. Provides services to customers in person or over the phone.
8. May maintain revolving funds for payment of bills and the purchase of supplies.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: handling and accounting for varying amounts of money; checks, credit card/debit card or other financial instrument for their proper validation and endorsement.

Ability to: inspect daily deposits for counterfeit, make change and issue receipts rapidly and accurately; make simple arithmetical calculations; deal effectively and courteously with the public; solve problems in reconciling daily collections; read and comprehend written instructions;

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Title: Cashier I
Job Code: 4320

operate a personal computer and a 10-key adding machine by touch.

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.

One (1) year (equivalent to 2,000 hours) of verifiable experience as a cashier receiving deposits, applying payments to proper accounts and reconciling collections.

NOTE: Experience such as a Cashier Grocery Checker, Restaurant Cashier, Store/Department Store Cashier, Gasoline/Service Station Cashier or other retail cashiering is not qualifying experience.

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Deleted: Experience must have been gained within the last five (5) years; AND¶
2. Ability to type/keyboard 25 words per minute; AND¶
3. Ability to use a 10-key adding machine by touch.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: 4321 Cashier II

ORIGINATION DATE: 12/4/72 (Consolidates class 4320 Teller)

AMENDED DATE: 8/6/99, 2/5/10

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, SFMTA, SFCCD

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

**Title: Cashier II
Job Code: 4321**

INTRODUCTION

Under general supervision, receives, disburses and accounts for large sums of money in connection with the payment of various types of bills; performs clerical work of average difficulty in the preparation and maintenance of related records; may exercise limited supervision over clerical staff; and performs related duties as required.

DISTINGUISHING FEATURES

Requires responsibility for: Interpreting and carrying out existing methods and procedures relative to handling large amounts of money; dealing effectively and courteously with other departmental employees and the general public; the maintenance of records and reports reflecting the receipt and deposit of monies.

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. Receives deposits of cash, checks, warrants and negotiable instruments from City departments as well as from other private and public sources; examines all checks, warrants and other financial instruments for accuracy according to the negotiable instruments laws.
2. When assigned to Treasurer's office, may be required to pay out money from cash accounts against authorized demands, money for jury fees, welfare, miscellaneous payments, and cashing of warrants.
3. Checks currency received for counterfeit bills; depending on assignment, may receive warrants from clearing houses with the responsibility to handle according to specific procedures.
4. Keeps daily balance sheets of all money paid out; assures that disbursements are accurately posted to the proper cash account.
5. May check monies received by subordinate personnel against receipts and verifies amounts.
6. May arrange checks, drafts and money orders in appropriate sequence for de-posit; prepares deposit slips and receipts for active unverified deposits.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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Title: Cashier II
Job Code: 4321

Knowledge, Abilities and Skills: Requires good knowledge of: The methods and procedures of handling and accounting for money; appropriate laws and regulations applied to the collection and disbursement of City funds; checks, bonds, and other negotiable instruments and their proper validation and endorsement.

Requires ability to: Perform arithmetical calculations with speed and accuracy; handle cash checks and warrants with accuracy; requires some supervisory ability.

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.

Two (2) years (equivalent to 4,000 hours of verifiable experience as a cashier receiving deposits, applying payments to proper accounts and reconciling collections.

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Training and Experience:

NOTE: Experience such as a Cashier Grocery Checker, Restaurant Cashier, Store/Department Store Cashier, Gasoline/Service Station Cashier or other retail cashiering is not qualifying experience.

Deleted: Requires completion of high school supplemented by at least three years of experience in the handling of money in a public or private organization; or an equivalent combination of training and experience.¶

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LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: 4322 Cashier III

From: 4320 Cashier I

ORIGINATION DATE: 12/4/72

(Consolidates classes 4380 Cashier, Treasurer & 4360 Asst. Cashier, Water Dept.)

AMENDED DATE: 2/5/10

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

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Title: Cashier II
Job Code: 4321

conducted for this job code.

BUSINESS UNIT(S): COMMN. SFMTA. SFCCD

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

**Title: Cashier III
Job Code: 4322**

INTRODUCTION

Under direction, supervises personnel responsible for the receipt and/or disbursement of and accounting for large amounts of money; personally receives and/or disburses large amounts of money; may act as department cashier in supervising the receipt, balancing and accounting for large amounts of money.

DISTINGUISHING FEATURES

This is the advanced -journey-level cashier series. It is distinguished from 4321 Cashier II by its supervisory and responsibility and ability to handle and account for large amounts of cash and negotiable instruments.

Supervision Exercised: Supervises subordinates responsible for receiving, disbursing and accounting for large amounts of money.

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. Checks for counterfeit bills and audits deposit sheets.
2. Prepares daily cash balances and bank deposits.
3. Supervises the receipt of cash, checks, drafts and money orders.
4. Responsible for preparing, checking, and reviewing a variety of financial reports.
5. Plans, organizes and assigns functions to subordinates.
6. Reconciles cash, checks, and warrants.
7. May act as department cashier supervising the receipt, balancing and accounting for large amounts of money.
8. Responsible for explaining, carrying out and enforcing existing methods and procedures related to receipt and/or disbursement of funds.

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Title: Cashier III
Job Code: 4322

9. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Standard banking procedures involved in handling checks and related processes; checks, bonds and other common negotiable instruments and their proper endorsement; the method of balancing checks and cash against records of their receipts.

Ability to: Perform arithmetical computations; handle and account for large amounts of cash and negotiable instruments; communicate orally and in writing; solve problems; and supervise.

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.

1. Two years (equivalent to 4,000 hours) of verifiable experience as a cashier receiving deposits, applying payments to proper accounts and reconciling collections of which one (1) year (equivalent to 2,000 hours) must be supervising personnel who perform these types of duties;
OR

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2. Two (2) years (equivalent to 4,000 hours) of verifiable experience as a cashier receiving deposits, applying payments to proper accounts and reconciling collections AND (1) one year (equivalent to 2,000 hours) of general supervisory experience. OR

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3. Four (4) years (equivalent to 8,000 hours) of verifiable experience as a cashier receiving deposits, applying payments to proper accounts and reconciling collections.

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NOTE: Experience such as a Cashier Grocery Checker, Restaurant Cashier, Store/Department Store Cashier, Gasoline/Service Station Cashier or other retail cashiering is not qualifying experience.

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Special Requirements:¶
Essential duties require the following physical skills and work environment; ability to work in a standard office environment which may involve prolonged sitting, bending and operation of typing, word processing, calculating and other office equipment.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

From: 4321 Cashier II

ORIGINATION DATE: 4/30/93

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

**Title: Cashier III
Job Code: 4322**

AMENDED DATE: 7/23/99, 2/5/10

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
