

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: June 24, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 49 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 June 24, 2010.

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
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

**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: 49
Fiscal Year: 2009/2010
Posted Date: June 09, 2010

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

Item #	DEPT/ DIVISION	Class/Title
1	LIB	3602 Library Page

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>

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

**Title: Library Page
Job Code: 3602**

INTRODUCTION

Under immediate supervision, performs simple clerical and light physical tasks in the main and branch libraries; and performs related duties as required.

Requires responsibility for: following simple directions, either oral or written; making routine contacts with the general public in connection with library services.

DISTINGUISHING FEATURES:

This is distinguished from the 3610 Library Assistant in that this position performs basic library clerical work

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. Picks up and returns books and periodicals or other material to proper departments; sorts books and returns to proper shelves; maintains proper order of volumes on shelves.
2. Transports books between various departments of the main library; delivers inter-departmental communications; locates and delivers books re-quested by library patrons.
3. Assists in packing books for mailing or discarding; numbers books, folds pockets, puts jackets on books, slips books and embosses covers.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

- Knowledge of: requires some knowledge of library systems.
- Ability to: serve the public in a courteous and efficient manner; follow directions and cooperate with others, organize work and maintain a tracking system, use a computerized data system, sort and file, communicate clearly and concisely, follow written directions and compose memos and incident reports.

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.

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

**Title: Library Page
Job Code: 3602**

1. High school diploma or equivalent (GED or High School Proficiency Examination) OR Six (6) months (1000 hours) of clerical or customer service experience.

AND

2. Ability to lift boxes /bins weighing up to 30 lbs. and ability to move loaded carts weighing up to 250 lbs. (The probationary period will be used to evaluate this qualification.)

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: 3610 Library Assistant

ORIGINATION DATE:

AMENDED DATE: 5/20/10, 6/24/10

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