

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: July 21, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 44 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 July 21, 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
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: 44
Fiscal Year: 2009/2010
Posted Date: May 13, 2010

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

Item #	DEPT/ DIVISION	Class/Title
1	REC	3410 Apprentice Gardener \$1,062 B \$1,888

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

Item #	DEPT/ DIVISION	Class/Title
2	REC	3417 Gardener

For additional information regarding the above proposed actions, 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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File

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

**Title: APPRENTICE GARDENER
Job Code: 3410**

INTRODUCTION

The Apprentice Gardener class is an entry level training class. This class exists to develop the competencies required of a journey level Gardener, while working under close guidance and direct supervision. Apprentice Gardeners perform routine tasks in support of Gardeners. Assigned duties increase in scope and difficulty as the Apprentice Gardener demonstrates skills in performing diverse duties that are learned through an on-the-job training rotation. Work is performed under direct supervision and is evaluated on the basis of progress in a structured work experience training program.

Demonstrated competence and successful completion of the structured training program leads to meeting the minimum qualifications for the promotional class of Gardener. Failure to achieve demonstrated competence and acceptable work habits or the inability to complete the training program within two (2) years results in loss of employment in the 3410 class. The appointing officer may provide an extension of time to complete the training program, however, appointments to this class cannot exceed 3 years.

Under direct supervision, learns to perform care and maintenance of a variety of plants and landscaped areas, including planting, pruning and pest control; removes debris and litter; operates hand or power lawn mower; performs routine maintenance of tools and equipment; and performs related duties as required.

DISTINGUISHING FEATURES

The Apprentice Gardener is a trainee classification which performs routine and basic duties to assist Gardeners in the care of athletic fields, squares, parks, playgrounds, stadiums, thoroughfares, medians and/or other landscaped areas. This class is distinguished from the Gardener class by structured training program requirements, the close supervision received, and the developmental nature of the class.

Incumbents in this class are Exempt City employees, serving at the pleasure of the appointing authority, and participate in a formal alternative work program which provides experience and training needed to qualify to compete for positions in class 3417 Gardener.

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.

Under direct supervision, duties include:

1. Participates in a structured on-the-job and classroom training program and learns routine and basic manual labor tasks.
2. Waters lawns, planted areas and playfields, manually or by means of automatic sprinklers; uses hand or power mower to cut lawns; fertilizes lawns, shrubs and flower

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beds.

3. Performs routine and limited trimming and pruning of shrubs and hedges by use of hand or power shears; gathers and disposes of cuttings.
4. With close supervision, sprays herbicides; plants and transplants shrubs or small plants; traps or destroys rodents; assists in the renovation of lawns or play areas.
5. Removes debris and litter; sweeps and otherwise cleans play areas, paths or roadways; removes trash; assists in the loading of debris on truck.
6. Rakes and weeds lawns; weeds and cultivates planted areas; cleans restrooms or other auxiliary buildings in a playground or park.
7. Sharpens, cleans and otherwise maintains tools and equipment, and performs general maintenance duties.
8. Assists in responding to specific service requests generated by the public, department or other City agency.
9. Loads and unloads materials, supplies, and equipment on and off trucks in proper and safe manner.
10. Assists in making minor repairs and adjustments to landscape irrigation systems, mower equipment, and hoses.
11. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Ability to: learn general grounds maintenance and plant care, pest and rodent control and the use of the required tools and equipment.

Requires ability to: follow oral and written instructions and cooperate with others in the performance of duties.

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.

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Any combination of training and experience that would provide the required knowledge, skills and abilities may be qualifying.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment: Ability to safely and correctly lift, drag and/or move with assistance large and/or heavy plants and equipment to truck bed level and the ability to kneel, bend and squat for considerable periods of time. The nature of the work may require exposure to inclement weather conditions and may require exposure to infectious and/or hazardous materials and/or conditions. Some positions require driving. Some positions may require riding mowers and driving small utility vehicles. Some positions may require weekend or shift work.

LICENSE AND CERTIFICATION

Some positions may require possession of a valid California Class C driver license.

PROMOTIVE LINES

ORIGINATION DATE: 7/21/10

AMENDED DATE:

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

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**Title: GARDENER
Job Code: 3417**

INTRODUCTION

Under general supervision, performs routine maintenance and landscaping renovation tasks to care for athletic fields, squares, parks, playgrounds, stadiums, thoroughfares, medians and/or other landscaped areas. Essential functions of this class include: preparing soil by rototilling, spading and fertilizing; maintaining plants by planting, transplanting, cultivating, irrigating and pruning; identifying a large variety of plant material and their cultural requirements; identifying pests and diseases, performing techniques such as Integrated Pest Management (IPM) to control or mitigate the pests and diseases; maintaining lawns by raking, edging, mowing, watering, weeding, aerating, fertilizing, and over seeding; maintaining grounds by clearing brush and debris, sweeping and raking public activity areas, cleaning up litter and clearing drains; changing sprinkler heads when required; operating power and manual equipment and/or tools such as mowers, watering equipment, gopher traps, and other types of gardening equipment and/or tools; performing routine maintenance on landscaping equipment and/or tools to ensure they are in good working condition; performing general maintenance tasks on grounds and facilities to ensure clean and safe premises; and performing other job duties as required.

DISTINGUISHING FEATURES

The 3417 Gardener performs skilled, semi-skilled and manual labor work related to the routine maintenance and landscaping renovation of athletic fields, squares, parks, playgrounds, stadiums, thoroughfares, medians and/or other landscaped areas.

The 3417 Gardener is distinguished from the 3422 Park Section Supervisor in that the latter is the entry-level supervisory class in the Agricultural and Horticulture series.

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) Prepares soil by rototilling, grading, spading, and fertilizing to promote plant growth and to prevent drainage problems.
- 2) Maintains plants by planting, transplanting, cultivating, irrigating and pruning to promote plant growth and to prevent plant deterioration.
- 3) Identifies and destroys pests and diseases on plants and/or lawn areas by performing techniques such as Integrated Pest Management (IPM) to control and/or mitigate the pests and diseases.
- 4) Maintains lawn areas by raking, edging, mowing, watering, weeding, aerating, fertilizing, over seeding and/or other landscaping function(s) to promote lawn health and erosion control.
- 5) Maintains grounds of athletic fields, squares, parks, playgrounds, stadiums, thoroughfares and/or other landscape areas by clearing brush and debris, sweeping and raking areas, cleaning up litter, clearing drains, and preventing hazardous conditions.
- 6) Operates power and manual equipment and/or tools such as mowers, water equipment,

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gopher traps, and other types of gardening equipment and/or tools to assist in maintaining landscape areas.

- 7) Performs routine maintenance on gardening equipment and/or tools to ensure they are maintained and in good working condition.
- 8) Performs general maintenance duties on grounds and facilities such as athletic fields, sandboxes in parks, public easements, restroom facilities, irrigating systems, and other ground and facility areas to ensure clean and safe premises.
- 9) May be assigned to work with and/or direct the work of park volunteers.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: practices, methods, and procedures used to identify erosion of soil, squares, parks, playgrounds, stadiums and other landscaped areas and the knowledge to perform corrective measures; knowledge of safety practices, methods and procedures (e.g., OSHA and other State regulations) used to ensure the safety of employees and the general public; knowledge and ability to perform landscaping procedures to maintain grounds and facility areas; knowledge to correctly identify and control insects, diseases and other pests that are harmful to plants and lawn areas; knowledge and ability to identify various species of plants and to care for the plants based on their cultural requirements; knowledge of irrigation principles which include the ability to operate and troubleshoot sprinklers, time clocks, detect leaks, and perform minor repairs as needed.

Ability to: safely use and maintain gardening equipment and tools such as pruning shears, rototillers, spades, rakes, power chain saws, chippers, mowers, hand and power edgers, wheelbarrows, hoes and other gardening equipment and/or tools; safely lift, carry or move large plants in containers, fertilizer, hoses, power tools and equipment, ladders, debris and other gardening equipment and products as needed; communicate written information in a clear, concise and understandable manner to staff, departmental personnel and the general public; communicate effectively and courteously with staff, other departmental personnel, and the general public as well as understand and correctly follow instructions; establish and maintain effective and cooperative working relationships and effectively work with staff, departmental personnel and the general public; maintain a valid driver's license in order to drive a motor vehicle.

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 (2) years of verifiable experience in the care and maintenance of landscaped or general ground areas; **OR**

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2. An Associate of Arts or Science degree from an accredited college or university in horticulture, landscaping, gardening, nursery and garden center operation, commercial cut flower and greenhouse production or related field and one (1) year of verifiable experience in the care and maintenance of landscaped or general ground areas; **OR**
3. Completion of the City and County of San Francisco's gardener apprenticeship program (4000 hours) (Applicants who have completed 3000 hours may apply and be placed under waiver pending successful completion of the gardener apprenticeship program).

NOTE:

The nature of the work may require exposure to inclement weather conditions and may require exposure to infectious and/or hazardous materials and/or conditions. All positions require driving. Some positions may require riding mowers and driving small utility vehicles. Some positions may require weekend or shift work.

SPECIAL REQUIREMENTS

The 3417 Gardener requires the ability to safely and correctly lift, drag and/or move with assistance large and/or heavy plants and equipment to truck bed level and the ability to kneel, bend and squat for considerable periods of time. The probationary period will be used to evaluate these abilities.

LICENSE AND CERTIFICATION

Requires possession of a valid California driver's license.

PROMOTIVE LINES

ORIGINATION DATE: April 18, 1983

AMENDED DATE: July 21, 2010

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