

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: August 18, 2010

Re: **Notice of Proposed Classification Actions – MCCP Final Notice No. 06 FY 2010/2011 (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 August 18, 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.

ALLOCATE THE FOLLOWING POSITION(S):

Notice No: 06
Fiscal Year: 2010/2011
Posting Date: 8/11/2010

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	HSS	1	0923 Manager II \$3,520.00 B \$4,492.00	0923 Manager II \$3,520.00 B \$4,492.00

Working Title: *Health Promotion and Wellness Plan Coordinator*

Reporting relationships of subject position(s): **MCCP File Number: 66-007**

Reports To: *0963 Department Head III*

Supervises: *1 2595 Senior Employee Assistance Counselor*
1 2594 Employee Assistance Counselor

Other Job Codes Considered:

Position Summary:

The Health Promotion and Wellness Plan Coordinator is responsible for developing, implementing, and coordinating the HSS Health Promotion and Wellness Plan working with all City departments, the SFUSD, City College and the courts.

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org.

Request 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, 4th floor, 1 South Van Ness or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

Appeal procedures for affected employees, the Municipal Executives' Association and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO are in accordance with separate agreements.

cc: All Employee Organizations
All Departmental Personnel Officers
Clare Leung, MTA
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Carmela Villasica, HRD

Linda Cosico, HRD
Tinhha Luong, PPSD

Christina Fong, HRD
CS/RAS Team Leaders
HRD Support Services

CS/RAS File
MCCP File