NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: November 23, 2010

Re: Notice of Proposed Classification Actions –Final Notice No. 22 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 November 23, 2010.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
    All Departmental Personnel Officers
    Micki Callahan, DHR
    Martin Gran, DHR
    Carmela Villasica, DHR
    Linda Cosico, DHR
    Christina Fong, DHR
    Rich David, DHR
    Anita Sanchez, CSC
    Debra Nebreda, CON
    Tinhha Luong, CON
    Maria Newport, SFERS
    Clare Leung, MTA
    RAS Team Leader(s)
    DHR Support Services
    E-File
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:** 22  
**Fiscal Year:** 2010/2011  
**Posted Date:** November 16, 2010

**ABOLISH THE FOLLOWING JOB CODE(S):**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Class/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1506 Confidential Secretary to Sheriff</td>
</tr>
<tr>
<td>2</td>
<td>1518 Confidential Secretary to Assessor</td>
</tr>
<tr>
<td>3</td>
<td>1546 Secretary, Commission on the Aging</td>
</tr>
<tr>
<td>4</td>
<td>1720 Data Entry Operator</td>
</tr>
<tr>
<td>5</td>
<td>1727 Supervising Data Entry Operator</td>
</tr>
<tr>
<td>6</td>
<td>1734 Computer Operator I</td>
</tr>
<tr>
<td>7</td>
<td>1739 Computer Operations Supervisor II</td>
</tr>
<tr>
<td>8</td>
<td>1817 Procedural Writer</td>
</tr>
<tr>
<td>Item #</td>
<td>Class/Title</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>9</td>
<td>1853 Control Clerk, EDP</td>
</tr>
<tr>
<td>10</td>
<td>1855 Senior Control Clerk, EDP</td>
</tr>
<tr>
<td>11</td>
<td>1948 Coding Supervisor, Purchasing Dept</td>
</tr>
<tr>
<td>12</td>
<td>5646 Environmental Program Manager I</td>
</tr>
<tr>
<td>13</td>
<td>6218 Weights &amp; Measures/Agricultural Trainee</td>
</tr>
<tr>
<td>14</td>
<td>8229 Associate Director of Museum Security Services</td>
</tr>
<tr>
<td>15</td>
<td>8280 Environmental Control Officer</td>
</tr>
<tr>
<td>16</td>
<td>8282 Senior Environmental Control Officer</td>
</tr>
</tbody>
</table>

For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or email her at Carmela.Villasica@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://sfldhr.org/index.aspx?page=109

cc: All Employee Organizations
    All Departmental Personnel Officers
    Anita Sanchez, CSC
    Christina Fong, DHR
    Carmela Villasica, DHR
    Linda Cosico, DHR
    RAS Team Leader(s)
    DHR Support Services
    Martin Gran, DHR
    Steve Ponder, DHR
    Maria Newport, SFERS
    Clare Leung, MTA
    Suzanne Wong, MTA
    File