



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: January 4, 2011

Re: **Notice of Proposed Classification Actions –Final Notice No. 31 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 January 4, 2011.

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  
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

**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:** 2010/2011  
**Posted Date:** December 23, 2010

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

<b>Item #</b>	<b>Class/Title</b>
1	3425 Senior Integrated Pest Management Specialist \$2,527 B \$3,072

**For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or email her at [Carmela.Villasica@sfgov.org](mailto: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://sfdhr.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

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

**Title: Senior Integrated Pest Management Specialist**

**Job Code: 3425**

**INTRODUCTION**

Under direction, is responsible for the assignment and supervision of a crew of integrated pest management specialists engaged in the inspection trees, shrubs, grass, rights of way (roads, flood control channels, transportation corridors, lots, landscaping and easements, etc.), bodies of water and structures for evidence of various pests and related damage, and taking appropriate steps to resolve problems.

**DISTINGUISHING FEATURES**

The 3425 Senior Integrated Pest Management Specialist manages pests using biological, cultural, mechanical, physical and chemical controls with emphasis on the least toxic approach. The 3425 Senior Integrated Pest Management Specialist is distinguished from the 3424 Integrated Pest Management Specialist in that the prior has lead responsibilities for a pest control work group.

**SUPERVISION EXERCISED:** Supervises or provides technical direction and oversight to 3424 Integrated Pest Management Specialist and other department employees.

**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. Supervises a crew that surveys and inspects trees, shrubs, grass, rights of way and other vegetation, aquatics and structures for evidence of disease or presence of harmful pests by using visual aids, field observations and history records.
2. Monitors pest ecosystems to evaluate the presence of pest species, natural pest predators, and conditions that may contribute to pest problems.
3. Oversees and provides expertise in the development of integrated pest management program strategy.
4. Utilizes traps, chemical and non-chemical methods to manage pests.
5. Maintains detailed IPM records.
6. Provides expertise, assistance and training to staff, structural contract service providers and the public about pest biology, the IPM approach, new pest management strategies, and toxicology of pesticides for use.
7. Mixes, applies and monitors various recommended chemicals, fertilizers, compounds and baits to be used for treatment, elimination or control of specific conditions found.
8. Supervises or provides technical direction and oversight to 3424 Integrated Pest

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Management Specialist and other departmental employees.

9. Implements pest control measures in accordance with the City's Integrated Pest Management Program (Chapter 39 of the San Francisco Administrative Code).
10. Provides written recommendations for treatment, elimination or control of specific conditions found.
11. May operate and maintain specialized equipment such as sprayers of various types, small boat to spray lakes for algae and weed control, and/or large capacity truck sprayer for surface areas.
12. May direct the work of a driver in the operation of a spray truck.
13. Requisitions and evaluates needed supplies and keeps records of chemicals used and recommendations for spray control operations.
14. Performs other duties as required.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: the practice of managing pests using biological, cultural, mechanical, physical and chemical controls with emphasis on the least toxic approach; proper usage, application and dilutions of chemical pesticides used in the control of invertebrates/vertebrates, pathogens, vegetation management and aquatic pest control; the use and care of various equipment peculiar to pest management techniques; hazards, precautions, use, handling and storage of pesticides, including safety procedures during operation of various equipment.

Ability to: manage effectively the work of subordinates and/or provide guidance to city staff, contractors, tenants, and the general public using pest control methods; provide training where needed to maintain an acute awareness of safety hazards and maintain a safe working environment; communicate in writing with city staff, private structural contractors, government agencies and the general public; record and report activities and maintain records, usage and recommendations using general computer skills; effectively communicate with city staff, private contractors, government agencies and the general public to facilitate the effectiveness of daily pest control operations.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

1. Possession of a California Commercial Applicator Certificate (QAC/QAL) which includes one or more of the following categories: Residential, Industrial and Institutional; Landscape Maintenance; Rights-of-way; Forest; Aquatic; and Wood Preservation; OR

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2. Possession of a California Agricultural Pest Control Adviser license (PCA) which includes one or more of the following categories: Plant Insects, Mites and other Invertebrates; Vertebrate Pests: Weed Control; and Plant Growth Regulators; AND
3. Three (3) years of verifiable experience working as a professional gardener, nursery worker or a professional pest control provider; AND
4. Possession of a valid class C or III driver license to be presented at the time of the examination.

**LICENSE AND CERTIFICATION**

Possession of a valid class C or III driver license to be presented at the time of the examination

**PROMOTIVE LINES**

FROM: 3424 Integrated Pest Management Specialist

**ORIGINATION DATE:** 1/4/11

**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