NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: December 5, 2011

Re: Notice of Proposed Classification Actions – Final Notice No. 08 FY 2011/2012 (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 December 5, 2011.

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
Christina Penland, 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: 08
Fiscal Year: 2011/2012
Posted Date: October 6, 2011
Reposted Date: November 18, 2011

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

<table>
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<tr>
<th>Item #</th>
<th>Class/Title</th>
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<td>1</td>
<td>3417 Gardener</td>
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For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at Christina.Penland@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
    Christina Penland, DHR
    Maria Newport, SFERS
    Clare Leung, MTA
    Suzanne Wong, MTA
    E-File
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
Title: Gardener
Job Code: 3417

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, 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(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. Three years of verifiable experience in the care, construction or maintenance of landscaped areas by planting, weeding, fertilizing, irrigating, pruning, and controlling pests in the following areas: sports and athletic natural turf fields, golf courses, parks, ornamental gardens, arboreta, greenhouses, nurseries, botanical gardens and/or public
landscaped areas; OR

2. Possession of a Certificate of Achievement 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 two years of verifiable experience in the care, construction or maintenance of landscaped areas by planting, weeding, fertilizing, irrigating, pruning, and controlling pests in the following areas: sports and athletic natural turf fields, golf courses, parks, ornamental gardens, arboreta, greenhouses, nurseries, botanical gardens and/or public landscaped areas; OR

3. Possession of 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 18 months of verifiable experience in the care, construction or maintenance of landscaped areas by planting, weeding, fertilizing, irrigating, pruning, and controlling pests in the following areas: sports and athletic natural turf fields, golf courses, parks, ornamental gardens, arboreta, greenhouses, nurseries, botanical gardens and/or public landscaped areas; OR

4. 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

To: 3422 Park Section Supervisor
From: 3410 Apprentice Gardener
Title: Gardener
Job Code: 3417

ORIGINATION DATE: 04/18/83

AMENDED DATE: 07/21/10, 12/5/11

REASON FOR AMENDMENT To accurately reflect the current tasks, minimum qualifications, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD