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: 26  
Fiscal Year: 2011/2012  
Posted Date: 12/16/2011

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code / Title</th>
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<tbody>
<tr>
<td>1</td>
<td>1202 Personnel Clerk</td>
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<tr>
<td>2</td>
<td>1204 Senior Personnel Clerk</td>
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</tbody>
</table>

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, at the Department of Human Resources, 1 South Van Ness Ave, 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. Faxed copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Department of Human Resources or from DHR's website at: http://sfdhr.org/index.aspx?page=109.

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Employee Relations Unit  
DHR – Class and Comp Unit  
DHR – Recruitment and Assessment Unit  
DHR – Support Services  
Anita Sanchez, CSC  
Linda Cosico, DHR  
Maria Newport, SFERS  
E-File
INTRODUCTION

Under supervision, the Personnel Clerk performs a variety of specialized clerical duties in connection with personnel related matters. The essential functions of this job include: processing personnel transactions by gathering information, filling out and/or distributing forms and/or documents; processing personnel requisitions and modifications either manually and/or electronically; compiling and generating data for reports; creating and updating personnel files; responding to inquiries made by phone or in person; filing personnel documents; entering and maintaining records and databases; processing and scheduling appointments. The Personnel Clerk works directly with the public, departments and employees concerning various personnel matters.

DISTINGUISHING FEATURES

The Personnel Clerk job code is distinguished from that of Clerk by its specialization on clerical tasks related to personnel. It is distinguished from the 1204 Senior Personnel Clerk in that the latter performs more difficult and responsible tasks than those assigned to incumbents in this job code.

SUPERVISION RECEIVED/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. Processes personnel transactions by gathering information for new hires, certifications, separations, reassignments, referrals, leaves of absence and other personnel matters; and by filling out forms and distributing copies to appropriate departments and individuals to ensure that all personnel actions are initiated and that correct personnel records are posted and maintained.

2. Processes personnel requisitions and modifications either manually and/or electronically by filling out forms and/or entering information into the system; maintaining log by vice and assignment number, and locating budget information for requisitions and position control.

3. Compiles data and generates reports concerning employee status, probationary list, payroll activities; and verify information manually and/or by computer to ensure its accuracy.

4. Creates and updates personnel files, manually and/or electronically, regarding appointment data, verification of employment, and other relevant information to ensure that accurate information is kept on employee status; updates records to show changes in employee status, tax code and personal addresses.

5. Responds to phone and personnel inquiries from employees, applicants, and other interested individuals concerning various personnel matters, such as employee benefits, leaves of absence; and makes referrals as necessary.

6. Files personnel documents according to established departmental procedures by using chronological, and alphabetical filing systems; accepts subpoenas, summons and other
legal documents to ensure that documentation/information is properly maintained and posted in a timely manner.

7. Maintains computerized records and database information by using word processing, spreadsheets and other applications to ensure accuracy of data and process personnel transactions.

8. Processes and schedules appointments for medicals, fingerprinting, drug testing, employment verifications, and driver’s license renewals to ensure that employee’s records are completed and updated.

9. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

- Principals, practices, policies and procedures of office operations;
- Filing systems;
- Basic math.

Ability to:

- Apply personnel related techniques; operate personal computer; communicate verbally and in writing; proofread records and documents; and interact effectively and courteously with staff and the public.
- Establish and maintain effective and cooperative working relationships;
- Communicate effectively orally and in writing;
- Use office and computer equipment;
- Type and perform data entry accurately and efficiently;
- Maintain records;
- Read, comprehend and interpret information;
- File, retrieve, code and index records;
- Organize time and materials;
- Perform personnel related procedures;
- Evaluate and proofread documents;
- Conduct research, collect data and perform analysis;
- Exercise good judgment in making decisions;
- Perform scheduling;
- Perform accurate arithmetic calculations and analysis;
- Influence, motivate, coach and challenge others;
Title: Personnel Clerk
Job Code: 1202

Interpret laws, rules, regulations and procedures.

MINIMUM QUALIFICATIONS

These minimum qualifications establish 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.

One (1) year of verifiable experience compiling and maintaining personnel records and generating reports. (Experience must have been gained within the last seven (7) years); AND ability to type/keyboard 40 words per minute.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: 1204 Senior Personnel Clerk
From: Entrance examination

ORIGINATION DATE: 1/12/61
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 SFCCD SFMTA SFUSD
INTRODUCTION

Under direction, the Senior Personnel Clerk performs difficult, responsible and specialized clerical duties in connection with personnel related matters. The essential functions of this job include: processing personnel transactions; processing personnel requisitions and modifications either manually and/or electronically; compiling and analyzing data for reports; creating and updating personnel files; responding to inquiries made by phone or in person; training clerical staff; processing and scheduling appointments; and may be assigned to supervise clerical staff. The Senior Personnel Clerk works directly with the public, departments and employees concerning various personnel matters.

DISTINGUISHING FEATURES

The Senior Personnel Clerk classification is distinguished from Personnel Clerk by its supervision of subordinates and responsibility for the operation of clerical functions in a personnel division or unit, or by its assignments to difficult and specialized personnel clerical tasks.

SUPERVISION RECEIVED/EXERCISED

May be assigned to supervise clerical staff.

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. Processes personnel transactions by gathering information for new hires, certifications, separations, reassignments, referrals, leaves of absence and other personnel matters; and by filling out forms and distributing copies to appropriate departments and individuals to ensure that all personnel actions are initiated, and that correct records are posted and maintained.

2. Processes personnel requisitions and modifications by filling out forms and/or entering information into the system either manually and/or electronically to ensure that requests are submitted by the department to fill vacant positions; and locating budget information for requisitions and position control.

3. Compiles and analyzes data for reports concerning employee status, probationary periods, payroll activities, certifications, referrals, registry, position control, budget, merit increases, performance appraisal; issues and tracks notifications to candidates for response; and verifies and corrects information to ensure accuracy of reports.

4. Creates and updates personnel files, manually and/or electronically, regarding, appointment data, verification of employment, history cards, files, payroll forms, FMLA, probationary period, retirements, benefits, photo identification process, and other relevant information to ensure that accurate information is kept on employee file.

5. Responds to telephone and personnel inquiries from city employees, applicants, and other interested individuals concerning various personnel related matters, such as payroll,
employee benefits, leaves of absence, etc.

6. Trains clerical staff to properly complete personnel related forms in order to ensure that correct procedures, rules, policies and regulations are utilized.

7. May supervise clerical staff engaged in the preparation and maintenance of confidential forms, cards and files to ensure that established personnel related procedures are followed.

8. Processes and schedules appointments for medicals, fingerprinting, drug testing, employment verification, background check, and driver’s license renewals to ensure that employee’s records are completed and updated.

9. Performs related duties and responsibilities as assigned staff and the public; train clerical staff; supervise clerical staff; and identify problems and provide possible solutions.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

- Filing systems;
- Basic math;
- Principles, practices, policies and procedures of office operations.

Ability to:

- Apply personnel related techniques; operate personal computer; communicate in a clear and concise manner verbally and in writing; proofread documents; interact effectively and courteously with staff and the public; train clerical staff; supervise clerical staff; and identify problems and provide possible solutions.
- Establish and maintain effective and cooperative working relationships;
- Communicate effectively orally and in writing;
- Use office and computer equipment;
- Type and perform data entry accurately and efficiently;
- Maintain records;
- Read, comprehend and interpret information;
- File, retrieve, code and index records;
- Organize time and materials;
- Perform personnel related procedures;
- Evaluate and proofread documents;
- Conduct research, collect data and perform analysis;
- Exercise good judgment in making decisions;
- Perform scheduling;
- Perform accurate arithmetic calculations and analysis;
Title: Senior Personnel Clerk  
Job Code: 1204

Influence, motivate, coach and challenge others;  
Interpret laws, rules, regulations and procedures;  
Train clerical and/or other staff.

MINIMUM QUALIFICATIONS

These minimum qualifications establish 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.

Two (2) years of verifiable experience compiling and maintaining personnel records and generating reports equivalent to the duties of City and County of San Francisco class 1202 Personnel Clerk. (Experience must have been gained within the last seven (7) years; AND ability to type/keyboard 40 words per minute.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

From: 1202 Personnel Clerk

ORIGINATION DATE:

AMENDED DATE:  
AMENDED: 9/16/68, AMENDED: 3/16/81, AMENDED: 12/16/85, AMENDED: 12/8/99 AMENDED: 04/23/07

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 SFCCD SFMTA SFUSD