NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: January 11, 2012

Re: Notice of Proposed Classification Actions – Final Notice No. 24 FY 2011/2012 (copy attached)

In the absence and/or resolution of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective January 11, 2012.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

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
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: 24
Fiscal Year: 2011/2012
Posted Date: 12/16/2011

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

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<th>Item #</th>
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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, 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 general supervision, performs professional activities in the areas of monitoring, program planning, evaluation and implementation of the Department of Human Resources’ or a major City department’s Equal Employment Opportunity (EEO) Program and performs related duties as required.

DISTINGUISHING FEATURES

The 1233 is the professional journey-level position in the EEO series. This job code is distinguished from the 1231 Equal Employment Opportunity Programs Senior Specialist by the latter’s supervisory responsibility and/or broader range of EEO-related duties in a major City department.

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. Conducts the investigation, response and settlement of discrimination complaints filed directly by individuals or through governmental agencies by applying mediation and investigation techniques in consultation with the City Attorney’s Office and the Department of Human Resources.

2. Interprets and explains Federal, State, local and other policies and procedures on EEO and related disability statutes in response to inquiries from departments, employees, applicants and the public.

3. Develops, designs, coordinates, provides technical assistance, and delivers training programs for departments in EEO, sexual harassment prevention training, Americans with Disabilities Act (ADA) and related disability statutes, workforce diversity, and other areas as necessary.

4. Participates in developing, amending and monitoring EEO and related policies and procedures including Title VII, Genetic Information Non-Discrimination Act (GINA) and ADA.

5. Participates in the compilation of periodic reports of the City’s or a department’s workforce by collecting, compiling and analyzing data (applicant flow, referral and appointment, workforce composition and demographics data) pertinent to EEO.

6. Provides technical assistance to departments on ADA and related disability statutes in compliance with Federal, State and local laws.

7. Reviews, evaluates and processes City-wide/Department reasonable accommodation requests in compliance with Federal, State and local laws.

8. Maintains and implements outreach programs through the use of media, recruitment, job fairs and presentations to insure a diverse workforce reflective of the City and County of San Francisco.
IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:
Recruitment methodologies and techniques;
Employee selection methods and the EEO implications;
The techniques of mediation and investigation required to resolve complaints;
Training methodologies and techniques.

Ability to:
Apply Federal, State and local laws, regulations and guidelines pertaining to equal employment opportunity;
Verbally communicate tactfully and effectively in highly emotionally charged interactions;
Communicate effectively both orally and in writing with employees, applicants, other agencies, the public and before boards and commissions;
Recognize and gather pertinent information, analyze evidence, and form logical supportable conclusions;
Compile, analyze and evaluate data regarding discrimination complaints, workforce composition and applicant flow data;
Create persuasive written reports that clearly present a thorough analysis of the evidence presented with a conclusion that is strongly supported by the evidence;
Multi-task and adjust to changing priorities;
Speak in front of large groups effectively and persuasively;
Use information technology to communicate, analyze, and maintain data effectively;
Perform basic mathematical computations.

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.
Title: Equal Employment Opportunity Programs Specialist
Job Code: 1233

Education:
Possession of a baccalaureate degree from an accredited university or college.

Experience:
One (1) year of professional employment-related experience in a position(s) in which the primary responsibilities of the position(s) included at least two (2) of the following: employment-related outreach recruitment, investigation or resolution of employment and sexual harassment complaints, interpretation and application of EEO, ADA or other pertinent laws, regulations and guidelines, or developing and delivering EEO training programs.

Substitution:
Additional experience as described above may be substituted for up to two (2) years of the required degree on a year-for-year basis. Thirty (30) semester units/forty-five (45) quarter units equal one (1) year; OR
Possession of a Law degree may be substituted for one (1) year of experience

LICENSE AND CERTIFICATION
None.

PROMOTIVE LINES
To: 1231 Equal Employment Opportunity Programs Senior Specialist
From: Entrance Examination

ORIGINATION DATE: 3/15/78
AMENDED DATE: Retitled and amended 11-2-92; amended 7-30-2001; 4/15/11; amend 1/11/12
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 SFMTA
INTRODUCTION

Under general direction, performs difficult and responsible professional activities in the areas of monitoring, program planning, evaluation and implementation of the Department of Human Resources’ or a major City department’s Equal Employment Opportunity (EEO) Program; advises and assists departmental personnel on EEO matters; directs the activities of subordinate staff; and performs related duties as required.

DISTINGUISHING FEATURES

Positions at this level are assigned to either (1) the EEO Division of the Department of Human Resources or (2) to a major City department. In the Department of Human Resources, the position assists in the administration of a citywide EEO Program and has direct responsibility for one or more major program areas. Positions assigned to major City departments are distinguished by their responsibility for total program direction of a departmental EEO Program. Positions in code 1231 are distinguished from code 1233 Equal Employment Opportunity Programs Specialist by their performance of more difficult and responsible activities and supervisory level of programmatic responsibility.

SUPERVISION EXERCISED:

Supervises and directs the activities of professional and other EEO staff at the Department of Human Resources or in a major City department.

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. Conducts and supervises the investigation, response and settlement of discrimination complaints filed directly by individuals or through governmental agencies by applying mediation and investigation techniques in consultation with the City Attorney's Office and the Department of Human Resources.

2. Interprets and explains Federal, State, local and other polices and procedures on equal employment opportunity in response to inquiries from departments, employees, applicants and the public.

3. Develops, designs, coordinates, provides technical assistance and delivers training programs for departments in EEO, sexual harassment and prevention training, Americans with Disabilities Act (ADA), workforce diversity, and other areas as necessary.

4. Supervises and participates in developing and amending EEO policies and procedures including Title VII, Genetic Information Non-Discrimination Act (GINA) and ADA.

5. Supervises and directs the compilation of periodic reports of the City's or a department's workforce by collecting, compiling and analyzing data (applicant flow, referral and appointment, workforce composition and demographics data) pertinent to EEO; supervises, directs and provides training in the analysis of workforce utilization.

6. Supervises and provides technical assistance to departments on ADA in compliance with
Federal, State and local laws.

7. Maintains and implements outreach programs through the use of media, recruitment, job fairs and presentations to insure a diverse workforce reflective of the City and County of San Francisco.

8. Supervises and directs activities in the EEO division of the Department of Human Resources or in a major City department.

9. Supervises the work of professional and other staff in the areas of recruitment, data collection and in the development, processing and transmittal of information regarding equal employment opportunity work force diversity.

10. Monitors City and departmental compliance with Federal, State, and local EEO laws, regulations and guidelines

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:


- Recruitment methodologies and techniques;

- Employee selection methods and the equal employment opportunity implications;

- Techniques of mediation and investigation;

- Employment discrimination standards.

Ability to:

- Supervise and direct the work of other employees;

- Apply Federal, State and local laws, regulations and guidelines pertaining to EEO/affirmative action;

- Verbally communicate tactfully and effectively on highly emotionally charged interactions;

- Communicate effectively both orally and in writing with employees, applicants, other agencies, the public and before boards and commissions;

- Recognize and gather pertinent information, analyze evidence and form logical supportable conclusions;

- Compile, analyze and evaluate data regarding discrimination complaints, workforce composition and applicant flow data;

- Create persuasive written reports that clearly present a thorough analysis of the evidence presented with a conclusion that is strongly supported by the evidence;

- Multi-task and adjust to changing priorities;
Title: Equal Employment Opportunity Programs Senior Specialist  
Job Code: 1231

Speak in front of large groups effectively and persuasively;
Use information technology to communicate, analyze and maintain data effectively;
Perform basic mathematical computations.

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.

Education:

Possession of a baccalaureate degree from an accredited university or college.

Experience:

Three (3) years of experience performing work in the area of Equal Employment Opportunity with major duties including workforce utilization analysis, development and implementation of EEO goals and objectives, investigation or resolution of employment discrimination and sexual harassment complaints, or interpretation and application of EEO, ADA or other pertinent laws, regulations and guidelines.

Substitution:

Additional experience as described above may be substituted for up to two (2) years of the required degree on a year-for-year basis. Thirty (30) semester units/forty-five (45) quarter units equal one (1) year; OR

Possession of a Law degree may be substituted for one (1) year of experience.

LICENSE AND CERTIFICATION

None.

PROMOTIVE LINES

From: 1233 Equal Employment Opportunity Specialist

ORIGINATION DATE: 3/15/78

AMENDED DATE: 8/20/79, 11/2/92, 7/23/99, Retitle - 1/7/10, amend 1/11/12

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 SFMTA