NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: April 20, 2012
Re: Notice of Proposed Classification Actions –Final Notice No. 31 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 April 20, 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
    Micki Callahan, DHR
    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 Civil Service Rule 109. In the absence of a protest 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:** 2011/2012  
**Posted Date:** 02/06/2012  
**Reposted Date:** 02/07/2012

**ALLOCATE THE FOLLOWING POSITION(S) and GRANT STATUS AS FOLLOWS:**

<table>
<thead>
<tr>
<th>Item #</th>
<th>DEPT</th>
<th>No. of Positions</th>
<th>Budgeted Class</th>
<th>Budgeted Class with Salary Grade</th>
<th>Proposed Class</th>
<th>Proposed Class with Salary Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ASR</td>
<td>6</td>
<td>4202 Assessment Clerk</td>
<td>$1,646 B $1,999</td>
<td>4213 Assessor-Recorder Office Assistant</td>
<td>$1,646 B $1,999</td>
</tr>
<tr>
<td>2.</td>
<td>ASR</td>
<td>2</td>
<td>4202 Assessment Clerk</td>
<td>$1,646 B $1,999</td>
<td>4214 Assessor-Recorder Office Specialist</td>
<td>$1,827 B $2,221</td>
</tr>
<tr>
<td>3.</td>
<td>ASR</td>
<td>4</td>
<td>4202 Assessment Clerk</td>
<td>$1,646 B $1,999</td>
<td>4215 Assessor-Recorder Senior Office Specialist</td>
<td>$2,019 B $2,454 + Step 6 $2,577</td>
</tr>
<tr>
<td>4.</td>
<td>ASR</td>
<td>1</td>
<td>4203 Senior Assessment Clerk</td>
<td>$1,809 B $2,199</td>
<td>4213 Assessor-Recorder Office Assistant</td>
<td>$1,646 B $1,999</td>
</tr>
<tr>
<td>5.</td>
<td>ASR</td>
<td>2</td>
<td>4203 Senior Assessment Clerk</td>
<td>$1,809 B $2,199</td>
<td>4214 Assessor-Recorder Office Specialist</td>
<td>$1,827 B $2,221</td>
</tr>
<tr>
<td>6.</td>
<td>ASR</td>
<td>9</td>
<td>4203 Senior Assessment Clerk</td>
<td>$1,809 B $2,199</td>
<td>4215 Assessor-Recorder Senior Office Specialist</td>
<td>$2,019 B $2,454 + Step 6 $2,577</td>
</tr>
<tr>
<td>7.</td>
<td>ASR</td>
<td>1</td>
<td>8108 Senior Legal Process Clerk</td>
<td>$1,827 B $2,221</td>
<td>4213 Assessor-Recorder Office Assistant</td>
<td>$1,646 B $1,999</td>
</tr>
<tr>
<td>8.</td>
<td>ASR</td>
<td>5</td>
<td>8108 Senior Legal Process Clerk</td>
<td>$1,827 B $2,221</td>
<td>4214 Assessor-Recorder Office Specialist</td>
<td>$1,827 B $2,221</td>
</tr>
<tr>
<td>9.</td>
<td>ASR</td>
<td>1</td>
<td>8108 Senior Legal Process Clerk</td>
<td>$1,827 B $2,221</td>
<td>4215 Assessor-Recorder Senior Office Specialist</td>
<td>$2,019 B $2,454 + Step 6 $2,577</td>
</tr>
</tbody>
</table>

11. Grant permanent status in Job Code 4213 Assessor-Recorder Office Assistant to **(A) Alice Cheung, (B) Sandy Pubill, (C) Susana Tan, (D) Terris Abhaya, (E) Kathleen Pierpont and (F) Antonio Segarra**, PCS incumbents in Job Code 4202 Assessment Clerk, effective upon approval of the Civil Service Commission.

12. Grant permanent status in Job Code 4214 Assessor-Recorder Office Specialist to **(A) Felomina Uban and (B) Alicia Petalver**, PCS incumbents in Job Code 4202 Assessment Clerk, effective upon approval of the Civil Service Commission.

13. Grant permanent status in Job Code 4215 Assessor-Recorder Senior Office Specialist to **(A) Rufino De Leon Jr., (B) Shanna Ngo, (C) Angela Lucas and (D) Guadalupe Santana**, the following PCS incumbents in Job Code 4202 Assessment Clerk, effective upon approval of the Civil Service Commission.


18. Grant permanent status in Job Code 4214 Assessor-Recorder Office Specialist to **(A) Gladys Sanchez, (B) Mo’Min, Abdun-Noor, (C) Julia Leiva, (D) Dinora Sanchez and (E) Melissa Panday-Shrawder**, the following PCS incumbents in Job Code 8108 Senior Legal Process Clerk, effective upon approval of the Civil Service Commission.


For additional information regarding this proposed classification action, please contact Anne Marie Monroe, Senior Personnel Analyst, at (415) 557-4914 or by email at AnneMarie.Monroe@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.


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
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