



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**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: _____

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
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:

Item #	DEPT	No. of Positions	Budgeted Class with Salary Grade	Proposed Class with Salary Grade
1.	ASR	6	4202 Assessment Clerk \$1,646 B \$1,999	4213 Assessor-Recorder Office Assistant \$1,646 B \$1,999
2.	ASR	2	4202 Assessment Clerk \$1,646 B \$1,999	4214 Assessor-Recorder Office Specialist \$1,827 B \$2,221
3.	ASR	4	4202 Assessment Clerk \$1,646 B \$1,999	4215 Assessor-Recorder Senior Office Specialist \$2,019 B \$2,454 + Step 6 \$2,577
4.	ASR	1	4203 Senior Assessment Clerk \$1,809 B \$2,199	4213 Assessor-Recorder Office Assistant \$1,646 B \$1,999
5.	ASR	2	4203 Senior Assessment Clerk \$1,809 B \$2,199	4214 Assessor-Recorder Office Specialist \$1,827 B \$2,221
6.	ASR	9	4203 Senior Assessment Clerk \$1,809 B \$2,199	4215 Assessor-Recorder Senior Office Specialist \$2,019 B \$2,454 + Step 6 \$2,577
7.	ASR	1	8108 Senior Legal Process Clerk \$1,827 B \$2,221	4213 Assessor-Recorder Office Assistant \$1,646 B \$1,999
8.	ASR	5	8108 Senior Legal Process Clerk \$1,827 B \$2,221	4214 Assessor-Recorder Office Specialist \$1,827 B \$2,221
9.	ASR	1	8108 Senior Legal Process Clerk \$1,827 B \$2,221	4215 Assessor-Recorder Senior Office Specialist \$2,019 B \$2,454 + Step 6 \$2,577
10.	ASR	7	8109 Document Examiner Technician \$2,019 B \$2,454	4215 Assessor-Recorder Senior Office Specialist \$2,019 B \$2,454 + Step 6 \$2,577

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.

14. Grant permanent status in Job Code 4213 Assessor-Recorder Office Assistant to **(A) Carmelita Harris**, PCS incumbent in Job Code 4203 Senior Assessment Clerk, effective upon approval of the Civil Service Commission.
 15. Grant permanent status in Job Code 4214 Assessor-Recorder Office Specialist to **(A) Vincent Williams** and **(B) Myrna Flores**, PCS incumbents in Job Code 4203 Senior Assessment Clerk, effective upon approval of the Civil Service Commission.
 16. Grant permanent status in Job Code 4215 Assessor-Recorder Senior Office Specialist to **(A) Wah Eng, (B) Pauline Tam, (C) Pio Factor, (D) Guadalupe Laurente, (E) Ngee Chow, (F) Jocelyn Gordon, (G) Ellen Collaco, (H) Maria Quinones** and **(I) Leticia Granados**, the following PCS incumbents in Job Code 4203 Senior Assessment Clerk, effective upon approval of the Civil Service Commission.
 17. Grant permanent status in Job Code 4213 Assessor-Recorder Office Assistant to **(A) Diane Cirrincione**, PCS incumbent in Job Code 8108 Senior Legal Process 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.
 19. Grant permanent status in Job Code 4215 Assessor-Recorder Senior Office Specialist to **(A) Stella Chow**, PCS incumbent in Job Code 8108 Senior Legal Process Clerk, effective upon approval of the Civil Service Commission.
 20. Grant permanent status in Job Code 4215 Assessor-Recorder Senior Office Specialist to **(A) Joe Lee, (B) Georgina Gogna, (C) Fanny Truong, (D) Arlene Boongaling, (E) Kit Chau, (F) Maria Ahumada-Perez** and **(G) Alice Kim**, PCS incumbents in Job Code 8109 Document Examiner Technician, effective upon approval of the Civil Service Commission.
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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.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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All Departmental Personnel Officers
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