

**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: 9
Fiscal Year: 2013/2014
Posted Date: 09/30/2013
Reposted Date: N/A

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

Item #	Job Code	Title
1	1403	Elections Clerk

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at Cathy.Abela@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>.

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Jennifer Johnston, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Chris Trenchel, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Elections Clerk
Job Code: 1403**

INTRODUCTION

Under general supervision, supervises and coordinates the work of seasonal clerical employees ~~of the Affidavit and Indexing Bureaus in the Registrar of Voter's office; and personally performs difficult, responsible, and~~ specialized clerical work in ~~connection therewith; a unit responsible for election services;~~ and performs related duties as required.

Requires responsibility for: interpreting, ~~enforcing~~ and carrying out existing methods and procedures relative to the Department of Elections' office operations; making regular contacts with other departmental personnel and the general public in connection with office activities; gathering, preparing and maintaining a variety of records, reports and documents relative to office operations.

DISTINGUISHING FEATURES

The 1403 Election Clerk is responsible for performing important clerical work involving extensive knowledge of the election process. The Election Clerk is distinguished from the 1404 Clerk in that the Elections Clerk provides direction and may supervise the work of other clerical workers supporting the election process.

SUPERVISION EXERCISED

May assign, supervise and evaluate the work of seasonal clerical employees.

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. Recruits and trains poll workers all of whom administer mandated procedures and provide services to a linguistically and culturally diverse voting population.
2. Locates polling places following the guidelines set forth by the Americans with Disabilities Act and the Help America Vote Act.
3. Produces official ballots and Voter Information Pamphlets in English, Chinese and Spanish, large print and audio formats.
4. Facilitates filing of candidate nomination papers, ballot measures, and the proponent and opponent arguments and paid arguments that appear in the Voter Information Pamphlet.
5. Maintains voter registration affidavits, verification of petition signatures, conduct of early voting and administration of special voting programs, such as Hospital and Inmate Voting, and Military and Overseas Voting.
6. Organizes secure storage of voting equipment, materials and supplies.

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7. Evaluates the workload specific to each election cycle and makes recommendations for scheduling of election processes to meet election deadlines in accordance with federal, state and local laws.

8. Gathers, prepares, and maintains a variety of records, reports, documents and calendars relative to the Department of Elections' operations and provides information such as voter registration, polling places, ballots, volunteering at the polls to the public in a professional and courteous manner through email, over the phone or in person.

~~1. Supervises the filing of affidavits of registration~~

~~2. Files affidavits of registration in the precinct books; makes corrections of errors in mapping of affidavits; files duplicate copies of affidavits in exact alphabetical order in vault.~~

~~3. Supervises seasonal clerks filling election information envelopes being sent to voters.~~

~~4. Assists in supervising the official count of votes following an election~~

~~5. Serves as liaison between the Controller's Electronic Data Processing Section and the Registrar's office; coordinates all Electronic Data Processing applications with respect to voter registration data,~~

~~6. Answers inquiries of the general public and other departmental inquiries relative to office activities.~~

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

~~Knowledge, Abilities and Skills: requires general knowledge of modern clerical and office methods, practices and procedures and the use of common office machines and equipment and computer software.; departmental organization and applicable laws, rules and regulations.~~

~~Requires Ability to: plan, organize and supervise clerical and office activities; and demonstrate excellent oral and written communication and presentation skills. deal effectively and courteously with employees and the general public. Requires skill in the application of modern office methods, techniques and procedures to practical and office problems.~~

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.

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1. Two (2) ~~four~~ years (equivalent of 4000 hours) of verifiable clerical experience including preparing and maintaining a variety of records and documents, public contact and gathering information, ~~some supervisory experience;~~

Substitution: Completion of a clerical training program (240 hours) or the equivalent of 15 units of coursework from an accredited college or university may substitute for up to 6 months of clerical experience.

LICENSE AND CERTIFICATION

None

PROMOTIVE LINES

To: 1408 Principal Clerk

From: 140~~46 Senior Clerk 1426 Sr. Clerk Typist~~

ORIGINATION DATE: Sept. 18 1967

AMENDED DATE:

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