

**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:** 14  
**Fiscal Year:** 2013/2014  
**Posted Date:** 12/17/13  
**Reposted Date:** N/A

**RETITLE AND AMEND THE FOLLOWING JOB CODE(S):**  
**(Job specification(s) attached)**

Item #	Job Code	Former Title	New Title
1	2483	Biologist I/II	Biologist

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](mailto: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](mailto: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: Biologist I/II  
Job Code: 2483

## INTRODUCTION

Under general supervision, ~~conducts environmental field monitoring studies to evaluate the health and stability of freshwater and marine environments and biota~~ the biologist provides technical and biological expertise, researches permits, agreements, and other regulatory documents and provides assessments of potential effects of new regulatory obligations; ~~conducts toxicity testing to determine in~~ compliance with state and federal regulations; performs other record management and quality assurance/quality control (QA/QC); keeps detailed and accurate field, laboratory, and analytical records; uses a laboratory information management system to track, control and generate reports ~~as necessary to achieve the goals of the Water Quality Bureau.~~

## DISTINGUISHING FEATURES

The assignments within this professional job code ~~class 2483~~ vary in degree of complexity and responsibility that may encompass entry-level through the fully experienced journey/ professional level. ~~Incumbents perform at increasingly higher levels of responsibility with a higher degree of ability and initiative as experience is gained.~~ The Biologist I/II works under the general supervision of class 2485 a Supervising Biologist and may assist ~~the Biologist III~~ class 2484 in non-routine work and special projects.

## SUPERVISION EXERCISED

Positions at the journey level do not supervise other professional employees, but may coordinate the work of technical personnel (~~Water Quality Technician I/II and III~~ Class 2481).

## 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. Participates in freshwater and marine water quality~~ Provides technical expertise in the development of monitoring protocols and studies plans to ensure regulatory compliance; ~~collects physical profile data and non-regulatory data collection~~ discrete water samples for chemical analysis; collects benthic infauna, fisheries, and sediment samples; collects macroinvertebrate, fish plankton and plant samples; determines habitat availability suitability and stream flow requirements.
- ~~2. Participates in freshwater stream assessment studies; collects macroinvertebrate, fisheries, and vegetation samples; determines habitat availability and stream flow requirements~~ Researches permits, agreements, and other regulatory documents and assists in providing assessments of potential effects to the department of new regulatory obligations and planning for changes in regulations.
- ~~3. Participates in marine monitoring studies; c~~ Collects benthic infauna, fisheries data in the field or laboratory; and analyzes sediment samples.
- ~~4. Coordinates field investigations; operates and conducts monitoring studies from small vessels~~

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Title: Biologist III  
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~~in reservoirs and bays; m~~Maintains detailed and accurate laboratory and field ~~and analytical~~ records.

5. Performs record and data management, data analyses, and quality assurance (QA)/quality control (QC), taxonomic sorting and maintains data integrity identification to species of invertebrates, plankton, fish, and vegetation.

6. ~~Conducts aquatic and sediment acute and chronic toxicity tests to determine~~ Works with regulatory compliance with state and federal agencies and diverse stakeholders, multidisciplinary teams, departmental officials, managers, staff, and public regarding departmental projects, permit compliance, and other activities; ~~performs toxicity identification and reduction studies.~~

7. ~~Conducts routine sediment physical analyses; prepares sediment samples for quantitative chemical analyses~~ Follows standard operating procedures (SOPs) and other established procedures.

8. ~~Coordinates and schedules projects, batches, prepares, analyzes and reports results of environmental samples~~ Enters data into using a computerized laboratory information management system (LIMS) or other databases.

9. Assists with coordination and scheduling of projects including P ~~preparation of staffing,~~ sampling supplies tables that summarize environmental field equipment and analytical data; ~~performs univariate and multivariate biostatistical analyses on environmental data sheets.~~

10. Prepares ~~environmental data for status~~ reports, compliance reports, data analyses, map, and conference presentations and ~~graphic presentations and~~ and technical memos, and reports.

11. ~~Trains entry-level biologists in the specific details of field sampling, taxonomy, toxicity testing and data interpretation~~ Keeps abreast of best practices in laboratory or field studies, literature review, and interactions with experts.

12. Performs other related duties ~~and responsibilities~~ as assigned.

### IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Botany, Fisheries, Wildlife, Ecology, Taxonomy, Toxicology, and Microbiology ~~microbiological methods, regulations and procedures.~~ Knowledge of Quality Assurance/ Quality Control (QA/QC) procedures and requirements.

Ability to: participate in field sampling activities often under inclement conditions; lift and operate field sampling equipment, including small vessel launching and operations; work independently; collect, synthesize, and analyze data in the field, airfield or lab; make independent data decisions; prepare written reports, keep accurate and detailed records of field and analytical activities; communicate scientific and technical information through graphs, charts, maps, data entries, memos and reports; work collaboratively and effectively with diverse and multi-disciplinary teams; resolve differences effectively; communicate effectively with diverse stakeholders including the

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~~public and regulatory agency staff interact with the public.~~

~~Skill in: Taxonomy such as invertebrate, fish, plankton, vegetation, dichotomous keys; field sampling; handling, operating and maintaining laboratory materials and equipment.~~

**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.*

**Biologist I**

Possession of baccalaureate degree from an accredited college or university with a major in environmental biology, marine biology, aquatic biology, wildlife biology, fisheries biology, limnology, aquatic toxicology microbiology, biochemistry, or related science.

**Biologist II**

~~1. Possession of baccalaureate degree from an accredited college or university with a major in environmental biology, marine biology, aquatic biology, wildlife biology, fisheries biology, limnology, aquatic toxicology microbiology, biochemistry, or related science; AND~~

~~2. Two (2) years of verifiable experience in field or laboratory biology.~~

**LICENSE AND CERTIFICATION**

License or Certificate: Possession of a valid driver's license.

**PROMOTIVE LINES:**

**ORIGINATION DATE:** 12/04/00

**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):**

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