



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 4, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No.23 FY 13/14 (copy attached).**

Pursuant to completion of discussion with IFPTE, Local 21 regarding this classification action, the classification action contained in the above referenced notice became effective March 4, 2014.

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 – 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

**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: 23
Fiscal Year: 2013/2014
Posted Date: 02/11/14
Reposted Date: N/A

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

Item #	Job Code	Former Title	New Title
1	2481	Water Quality Technician I/II	Water Quality Technician

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Personnel 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>.

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

Title: 2481

Job Code: Water Quality Technician

INTRODUCTION

Under general supervision, performs field and laboratory technician duties to evaluate water and wastewater treatment plant operation, and to determine industrial discharge compliance with pretreatment and source control standards; conducts chemical and microbiological analyses, keeps detailed and accurate records and enters laboratory data into information management systems; conforms to laboratory safe practices.

DISTINGUISHING FEATURES

Water Quality Technician is the entry level of this series. Under general supervision incumbents in this class perform simple to increasingly more skilled field and laboratory tasks including chemical analyses and field monitoring duties.

Incumbents in this class generally work independently, and are required to exercise sound analytical judgment.

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. Performs simple to increasingly skilled physical, chemical and microbiological laboratory analyses of drinking water, wastewater, and other environmental samples; prepares samples for inorganic and organic analysis.
2. Collects samples from reservoirs, transmission lines, industrial dischargers, sewer lines, water and wastewater treatment plants, wastewater collection systems, beaches, marine and estuarine water bodies and other sources as required using established techniques and procedures; performs field tests for pH, chlorine residual, temperature, dissolved sulfides, oxidants, dissolved oxygen; and other related tests; follows quality assurance protocols to ensure proper sample collection and identification prior to delivery to the laboratory.
3. Documents the collection of samples and flow data by following established protocols; submits clear and detailed daily field records and site sheets documenting all sampling and monitoring activities.
4. Conducts various physical, chemical, and biological analyses on samples of various sources. 5. Assists biologists and chemists conducting bacteriological analyses and whole effluent toxicity tests on water, wastewater, and seawater samples; assists chemists to complete sample analyses within client stipulated deadlines.
6. Conducts analyses in accordance with established Quality Assurance (QA) protocols, records

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accuracy and precision measurements, evaluates contamination through analyses of blanks, works with QA/QC section to improve technique; follows all laboratory safety practices, wears protective clothing and equipment.

7. Operates, calibrates, maintains, and properly documents the use of automated sampling equipment, gas detectors, continuous pH monitoring meters, flow meters; maintains maintenance and calibration records for a variety of field equipment; may operate chemical test instrumentation.

8. Receives samples, creates batches, and performs analyses according to Environmental Protection Agency (EPA) and other approved standard protocols; enters data generated for review.

9. Prepares reagents, sterilizes glassware, uses sterile technique to minimize contamination, sterilizes and disposes of laboratory waste, maintains an adequate inventory of laboratory supplies and materials; may clean, calibrate, and otherwise maintain delicate laboratory instruments.

10. Prepares reports, charts, and graphs as required.

11. Maintains laboratory and assigned work areas clean and organized, in ready-to-use status.

12. Performs related duties as needed or assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the basic principles of water and wastewater treatment, general organic and inorganic chemistry, field monitoring and laboratory procedures, field and laboratory safety practices.

Ability to: learn procedures for the analysis of samples; demonstrate good laboratory and field monitoring technique; follow detailed oral and written instructions; read water meters; perform basic mathematical calculations; learn proper traffic control and confined space entry safety practices; work independently; establish and maintain effective and cooperative working relationships; and interact with the general public.

Skill in: handling, operating and maintaining laboratory and field monitoring 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.

1. Completion of high school or its equivalent AND eighteen (18) months (equivalent to 3,000 hours) verifiable experience in a water or wastewater utility performing laboratory and/or field technician duties as described in Note A and Note B, OR

2. Possession of an associate degree from an accredited college or university with coursework in biology, chemistry, microbiology, engineering or a related field OR

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3. Participation in the 9916 Public Service Aide Training Program with twelve (12) months of laboratory experience performing laboratory and/or field technician duties as described in Note A or Note B.

Notes on Qualifying Experience:

- A. Qualify laboratory experience must include conducting routine analyses such as turbidity, total suspended solids and pH; or assisting chemists or biologists conducting more advanced analyses such as bioassays..
- B. Qualifying field experience must include collecting water samples; conducting analyses such as free and total chlorine, free ammonia and nitrite; and completing sample documentation and chain of custody records.

LICENSE AND CERTIFICATION

Possession of a valid California driver's license; certification as a Water Distribution Operator – D1 may be required for certain positions.

PROMOTIVE LINES

ORIGINATION DATE: 12/4/00

AMENDED DATE: 2/9/01, 3/4/14

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 SFCCD SFMTA SFUSD