

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: March 27, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 31 FY 13/14 (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 March 27, 2014.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to read "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: 31
Fiscal Year: 2013/2014
Posted Date: 3/17/14
Reposted Date: N/A

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

Item #	Job Code	Title
1	1450	Executive Secretary I
2	1452	Executive Secretary II
3	1454	Executive Secretary III

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>.

cc: All Employee Organizations
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Executive Secretary I
Job Code: 1450**

INTRODUCTION

Under direction, an Executive Secretary I provides administrative secretarial services of a specialized and responsible nature for a member of executive management; may supervise a moderate sized group of clerical support staff; and performs related duties as required.

DISTINGUISHING FEATURES

A position in class 1450 Executive Secretary I typically serves as personal secretary to a division head of a large, complex division, a deputy director of a large department, a department head of a small department or a comparable level executive. The secretary's supervisor must have a complex program responsibility, a considerable amount of responsible policy determination and frequent contact with policy making boards and Commissions as well as outside officials and agencies. Additionally, the supervisor must have delegated a substantial amount of administrative detail and non-routine work to the secretary.

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. Types and edits letters, reports, statements, memoranda using computer software/systems and other material of a complex and difficult nature requiring a high degree of accuracy.
2. Organizes correspondence in accordance with standard procedures without instruction or review.
3. Performs responsible office work involving the exercise of considerable independent judgment decision making.
4. Alleviate supervisor of routine administrative matters.
5. Communicates and follow-up on tasks assigned from managers and executive personnel.
6. Screen telephone calls, and email correspondence; greet and direct which may require answering a variety of questions with considerable tact and judgment.
7. Maintains and arranges appointment calendar and travel arrangements.
8. Maintain a variety of files and records, including electronic and confidential files.
9. May provide additional support to other managers.
10. May assign and supervise the work of clerical staff.
11. May interpret administrative decisions and policies to departmental staff and the general public.

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

**Title: Executive Secretary I
Job Code: 1450**

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Candidates will be tested in job related knowledge, skills and abilities including but not limited to:

Knowledge of: technical practices and procedures; knowledge of filing systems

Requires sufficient skill in: typing to complete 55 words per minute (WPM); computer and keyboarding skills; written and oral communication skills. May be required to take shorthand dictation or type from machine transcription.

Ability to: operate standard office equipment; independently compose correspondence; understand and follow directions; and proofread and solve problems and comprehend basic math.

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. One (1) year of verifiable executive secretarial experience providing personal and confidential administrative support for a manager by arranging appointments and assisting in the preparation of meetings, responding to public inquiries, reviewing incoming documents, composing confidential correspondence, conducting research and preparing statistical reports. Job duties must be comparable to 1450 Executive Secretary I; OR
2. Three (3) years of verifiable secretarial experience encompassing editing and independently composing letters and other correspondence utilizing computer/software/systems; researching, compiling and organizing data for various reports; and maintaining office/record systems. Job duties must be comparable to 1446 Secretary II; OR
3. Four (4) years of verifiable clerical experience performing specialized assignments, including independently composing and editing correspondence; preparing and maintaining a wide variety of records, reports and documents; researching, compiling, analyzing and organizing data for various reports. Job duties must be comparable to 1406 Senior Clerk; AND
4. Ability to type 55 words per minute (WPM).

Substitution: A recognized secretarial training program of two hundred forty (240) hours OR the

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

**Title: Executive Secretary I
Job Code: 1450**

equivalent of fifteen (15) semester units in graded secretarial college units, may be substituted for up to six (6) months of the required experience. Proof of satisfactory completion must be submitted at the time of filing.

LICENSE AND CERTIFICATION

Certification: Completion from a recognized secretarial training program of two hundred forty (240) hours OR the equivalent of fifteen (15) semester units in graded secretarial college units.

PROMOTIVE LINES

To: 1452 Executive Secretary II

ORIGINATION DATE: August 26, 1985

AMENDED DATE: 5/16/08, 3/27/14

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

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

**Title: Executive Secretary II
Job Code: 1452**

INTRODUCTION

Under direction, performs highly specialized administrative secretarial services for one or more executive managers requiring the exercise of independent judgment on complicated and difficult administrative matters involving sensitive and confidential information; may supervise subordinate clerical personnel; and performs related duties as required.

DISTINGUISHING FEATURES

This is the journey-level code in the Executive Secretary series. It is distinguished from the next higher code, 1454 Executive Secretary III, which is the most advanced in the secretarial series. The Executive Secretary III typically performs personal and confidential secretarial work for the highest level of executive management staff and uses the broadest level of independent judgment, decision-making and action.

SUPERVISION EXERCISED

A 1452 Executive Secretary II may supervise a moderate-sized group of subordinate clerical personnel.

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. May take and transcribes dictation of a highly confidential and/or critical nature.
2. Types, edits and composes a variety of letters, memoranda and reports using computer software/systems; prepares agendas; transcribes minutes.
3. Develops, maintains, and manages various office/record systems, and electronic files.
4. Prepares summaries of reports, memoranda and documents for executive staff review.
5. Interprets administrative decisions and policies to staff, agencies and the public.
6. Examines, verifies, and organizes a variety of records and reports including budget documents.
7. Maintains appointment calendar for supervisor; and makes business travel arrangements.
8. May assign and supervise the work of subordinate clerical staff.
9. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Candidates will be tested in job related knowledge, skills, and abilities including but not limited to:

Knowledge of current office practices, procedures and equipment; business English; spelling;

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

**Title: Executive Secretary II
Job Code: 1452**

arithmetic; office management and office/record systems.

Requires sufficient skill in: typing to complete 55 words per minute (WPM); computer and keyboarding skills; written and oral communication skills.. May be required to take shorthand dictation or to type from machine transcription.

Ability to: plan, organize, coordinate and review the work of an executive office; exercise judgment in making decisions; handle administrative details independently, including the composition of letters, memoranda, and reports; establish and maintain harmonious working relationships with managers, city officials, employees, and public.

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. Two (2) years of verifiable executive secretarial experience providing personal and confidential administrative support for a manager by arranging appointments and assisting in the preparation of meetings, responding to public inquiries, reviewing incoming documents, composing confidential correspondence, conducting research and preparing statistical reports. Job duties must be comparable to 1450 Executive Secretary I; OR
2. Four (4) years of verifiable secretarial experience encompassing editing and independently composing letters and other correspondence utilizing computer software/systems; researching, compiling and organizing data for various reports; and maintaining office/records systems. Job duties must be comparable to 1446 Secretary II; AND
3. Ability to type 55 words per minute (WPM).

LICENSE AND CERTIFICATION

Certification: Completion from a recognized secretarial training program of two hundred forty (240) hours OR the equivalent of fifteen (15) semester units in graded secretarial college units.

PROMOTIVE LINES

To: 1454 Executive Secretary III
From: 1450 Executive Secretary I

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

**Title: Executive Secretary II
Job Code: 1452**

ORIGINATION DATE: 8/26/85

AMENDED DATE: 7/23/99, 3/2714

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

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

**Title: Executive Secretary III
Job Code: 1454**

INTRODUCTION

Under general direction, serves as personal and confidential secretary to the highest executive/management level in a city department; performs a wide variety of difficult and sensitive secretarial and administrative work involving a high degree of responsibility for public contact with governmental officials, citizens and other employees; and performs related duties as required.

DISTINGUISHING FEATURES

This is the most advanced level in the Executive Secretary series. A position in code 1454 Executive Secretary III is distinguished from 1452 Executive Secretary II by its use of the broadest level of independent judgment, decision-making and action while performing as personal confidential secretary to the highest executive/management level.

SUPERVISION EXERCISED

A 1454 Executive Secretary III may assign, supervise, and review the work of secretarial and clerical personnel.

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. May take and transcribe dictation of a highly confidential and/or critical nature.
2. Types, edits and composes a variety of letters, memoranda and reports using computer software/system; prepares agenda; transcribes minutes.
3. Develops, maintains, and manages various office/record systems.
4. Prepares summaries of reports, memoranda and documents for executive staff review.
5. Interprets administrative decisions and policies to staff, agencies and the public.
6. Examines, verifies, and organizes a variety of records and reports including budget documents.
7. Maintains appointment calendar for supervisor; makes business travel arrangements.
8. May assign and supervise the work of subordinate clerical staff.
9. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Candidates will be tested in job related knowledge, skills and abilities including but not limited to:

Knowledge of: current office practices, procedures and equipment; business English; spelling;

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

**Title: Executive Secretary III
Job Code: 1454**

arithmetic; office management and office/record systems.

Requires sufficient skill in: typing to complete 55 words per minute (WPM). May be required to take shorthand dictation or to type from machine transcription.

Ability to: organize, coordinate, and review the work of an executive office; assume responsibility and use judgment in representing, reflecting and carrying out program goals and mission of executive/managers in situations requiring tact, diplomacy and poise; organize and handle administrative details independently; compose letters, memoranda, and reports; establish and maintain harmonious working relations with the general public and other employees.

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. Three (3) years of verifiable executive secretarial experience providing personal and confidential administrative support for a manager by arranging appointments and assisting in the preparation of meetings, responding to public inquiries, reviewing incoming documents, composing confidential correspondence, conducting research and preparing statistical reports. Job duties must be comparable to 1450 Executive Secretary I; OR
2. Five (5) years of verifiable secretarial experience encompassing editing and independently composing letters and other correspondence utilizing computer software/systems; researching, compiling and organizing data for various reports; and maintaining office/record systems. Job duties must be comparable to 1446 Secretary II; AND
3. Ability to type 55 words per minute (WPM).
4. Shorthand: some positions require shorthand.

Substitution:

A recognized secretarial training program of two hundred forty (240) hours Or the equivalent of fifteen (15) semester units in graded secretarial college units, may substitute for up to six (6) months of the required experience. Proof of satisfactory completion must be submitted at time of filing application.

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

**Title: Executive Secretary III
Job Code: 1454**

LICENSE AND CERTIFICATION

Certification: Completion from a recognized secretarial training program of two hundred forty (240) hours OR the equivalent of fifteen (15) semester units in graded secretarial college units

PROMOTIVE LINES

From 1452 Executive Secretary II

ORIGINATION DATE: 8/26/85

AMENDED DATE: 7/23/99, 3/27/14

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