

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: May 29, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 40 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 May 29, 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: 40
Fiscal Year: 2013/2014
Posted Date: 05/20/14
Reposted Date: N/A

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

Item #	Job Code	Title
1	8202	Security Guard

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>.

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

**Title: Security Guard
Job Code: 8202**

INTRODUCTION

Under general supervision, patrols public buildings and grounds to safeguard property against damage, hazardous situations, or unauthorized entry; and performs related duties as required. Requires responsibility for: enforcing rules and regulations governing the access to and use of public facilities; preparing routine reports of time and work done; making routine contact with the general public and operating personnel in the patrolling and safeguarding of public facilities.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

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. Patrols grounds or makes rounds of buildings, punching in on watchman's clock at various stations; prevents the entry of unauthorized persons on premises.
2. Watches for fire or fire hazards or other unusual conditions.
3. Checks to see if windows and doors are locked and lights turned out.
4. Observes improperly functioning equipment and reports defects noted.
5. In a hospital or other institution, secures emergency supplies and materials for wards; places and removes tables and chairs in classrooms when needed.
6. May perform part time incidental duties such as: operate elevator; relieve on switchboard; park cars, and perform minor maintenance and cleanup tasks.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires ability to: read and write English; accept responsibility and work without close supervision; follow written and oral directions; think and act quickly in emergencies; write accurate and clear reports of incidents.

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

**Title: Security Guard
Job Code: 8202**

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 year of verifiable experience as a security officer; AND
2. Possession of a current California Security Guard Registration Card issued by the California State Bureau of Security and Investigative Services; AND
3. Possession of a High School Diploma or G.E.D. Certificate

LICENSE AND CERTIFICATION

Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES

To: 8208 Park Patrolman

From: Original examination

ORIGINATION DATE:

AMENDED DATE:

Retitled: 7/1/77; 5/29/2014

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