

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: June 23, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 44 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 June 23, 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
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: 44
Fiscal Year: 2013/2014
Posted Date: 06/23/2014
Reposted Date: N/A

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

Item #	Job Code	Title
1	8208	Park Patrol Officer
2	8210	Head Park Patrol Officer

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@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: Park Patrol Officer
Job Code: 8208**

INTRODUCTION

Under general supervision, patrols assigned areas on foot, by bicycle, truck, and patrol car in connection with preventing damage, destruction or theft to park and recreation grounds and facilities; and performs related duties as required.

Requires responsibility for: following published general orders and established procedures in carrying out patrol assignments; making contacts with the general public in connection with the enforcement of Park codes, Health and Safety codes, Municipal police codes and other applicable laws and regulations; preparing and completing departmental routine reports on daily patrol activities.

DISTINGUISHING FEATURES

The 8208 Park Patrol Officer is the entry-level class of the series that is responsible for providing public safety, park information and protecting properties of the Recreation and Park Department. This class is distinguished from the 8210 Head Park Patrol Officer in that the higher level performs more complex work duties and supervises subordinates.

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. Inspects buildings to assure they are properly secured; checks equipment to see that fire hazards are not present; checks the area for vandalism; checks and secures/locks rest rooms and other properties at night and unlocks for daytime use; reports any problems that need corrections through electronic work order system; maintains the security of the buildings/facilities; punches clocks at various locations in area assigned;
2. Removes road obstructions, lifts and places barricades (20 or more) at road closures as required;- Prevents improper or prohibited use of recreational facilities and equipment by park users;
3. Assists the public as an informational officer for directions around the park system and for park events information;
4. Acts as a public officer, apprehends or cites persons engaged in acts of vandalism, theft and other criminal activity and turns subjects over to police department and reports such actions to the police department, when necessary;
5. Writes reports when arrests are effected as a result of criminal actions;
6. Coordinates response on wildlife issues such as rescue, protection and preservation of park wildlife with appropriate agencies; enforces the existing dog, bird and wildlife policies.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Park Patrol Officer
Job Code: 8208**

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: park areas, facilities and locations operated by the recreation and park department; departmental regulations governing use of park and recreation facilities; and operating electronic equipment.

Ability to: carry out written and oral instructions; act quickly in emergencies; follow patrol procedure and observe any suspicious activity and violation of park misuse; prepare simple operational reports; stand and walk for a long period of time (8 hours or more); lift heavy objects (up to 45 lbs); and communicate effectively orally and in writing.

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 work experience as a police officer, member of a military police unit, park ranger, or other similar work; **AND**
2. Possession of a current California Penal Code Section 832 Powers of Arrest Certificate **OR** Successful completion of a basic P.O.S.T. Academy; **AND**
3. Possession of a valid driver's license.

LICENSE AND CERTIFICATION

Requires possession of a valid driver's license.

PROMOTIVE LINES

To: 8210 Head Park Patrol Officer

ORIGINATION DATE: 5/15/78

AMENDED DATE: 1/10/08, 6/23/14

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: Head Park Patrol Officer
Job Code: 8210**

INTRODUCTION

Under general direction, supervises and assigns duties to Park Patrol Officers engaged in providing public safety, park information and protecting properties of the Recreation and Park Department. Essential functions include: assigning equipment and duties to Park Patrol Officers; preparing and reviewing time reports for subordinates and work reports for administrative staff; preparing employee performance evaluations; patrolling park and recreation facilities on foot or in mobile units; securing buildings, public restrooms and water mains; communicating and responding to public inquiries regarding park facilities; dispatching information; responding to alarms; explaining and enforcing parking regulations, park codes, and field closures; making regular contacts with the general public in connection with security operations, and performing traffic control and other related duties as assigned.

DISTINGUISHING FEATURES

This class is distinguished from class 8208 Park Patrol Officer in that Head Park Patrol Officers perform more complex work duties and supervise subordinates.

SUPERVISION EXERCISED

The Head Park Patrol Officer supervises incumbents in class 8208 Park Patrol Officers.

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. Supervises Park Patrol Officers in their assigned duties on a daily basis by inspecting Park Patrol Officers to insure that they are fit for duty and that they are in correct uniform; briefing Park Patrol Officers in critical security issues; insuring Park Patrol Officers are aware of their assignments; maintaining regular and frequent radio communications with Park Patrol Officers; motivating Park Patrol Officers by promoting team player attitudes; admonishing Park Patrol Officers for inappropriate behavior; and recommending corrective action for Park Patrol Officers who violate Civil Service rules, park codes and general orders.
2. Assigns equipment such as mobile units (vehicles) and hand-held radios to Park Patrol Officers.
3. Closes park buildings and public restrooms; provides traffic control; and special detailing of Park Patrol Officers in emergency situations.
4. Prepares time reports for subordinates by keeping an accurate account of Park Patrol Officer's work hours, vacation, sick leave and comp time and forwards the recorded time rolls in a timely manner. Prepares work reports for administrative staff such as incident reports, discipline reports, worker's compensation reports, employee performance evaluations and other reports as required.

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**Title: Head Park Patrol Officer
Job Code: 8210**

5. Patrols park and recreation facilities on foot or in mobile units (vehicles) in order to observe, report and correct, if possible, unusual occurrences, serious accidents, vandalism or hazardous conditions.
6. Secures building and public restrooms with temporary repairs to broken doors and windows by using materials from the corporation yard, and secures water main by closing the appropriate gate valve.
7. Responds to notification from alarm companies by contacting a Park Patrol Officer to respond to the alarm location. Makes sure the Police Department is notified, and enters the incident in the logbook.
8. Responds to alarms and assists and supports Park Patrol Officers; checks the perimeter of buildings for signs of forced entry; maintains communication; remains at a safe distance and waits for Police Department to respond.
9. Enforces parking regulations by writing parking citations for vehicles illegally parked on Recreation and Park Department property.
10. Enforces park code by writing citations for violations of the Park code, such as the use of the park for special events without a valid use permit. Confirms that event organizers have valid use permits.
11. Enforces field closures when weather or other conditions are not suitable for the use of the fields or other park areas.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Ability to: Prioritize, plan, assign, coordinate, manage, and evaluate the work and performance of Park Patrol Officers; direct Park Patrol Officer to ensure maximum coverage of park areas and facilities; provide a structured work environment; delegate work assignments; train and motivate subordinates; interact effectively with individuals, groups and members of the general public; maintain a positive attitude; and remain calm and think clearly in difficult, stressful, frustrating, and/or confrontational situations.

Skill to: Prepare written communications in an understandable, clear and concise manner using correct grammar, punctuation, vocabulary and spelling; condense desired message into grammatically correct and succinct written passages; and convey ideas in a clear and understandable manner to verbally persuade, summarize and justify views effectively.

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 work experience as a police officer, member of a military police unit, park ranger, or other similar work; **AND**
2. Possession of a current California Penal Code Section 832 Powers of Arrest Certificate **OR** Successful completion of a basic P.O.S.T. Academy; **AND**

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**Title: Head Park Patrol Officer
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3. Possession of a valid driver's license.

LICENSE AND CERTIFICATION

Possession of a valid driver's license.

SPECIAL REQUIREMENTS:

This classification requires considerable walking and standing, exposure to physical injury and other danger inherent in security work. Employees will be required to work any shift, weekends and holidays and be required to wear a uniform.

PROMOTIVE LINES

ORIGINATION DATE: 5/15/78

AMENDED DATE: 5/16/03, 6/23/14

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