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: 5
Fiscal Year: 2014/2015
Posted Date: 07/15/2014
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1249</td>
<td>Personnel Trainee</td>
</tr>
</tbody>
</table>

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.

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.


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
INTRODUCTION

This class exists as part of the Personnel Trainee Program to develop professional competence as a journey level Personnel Analyst while working under the guidance and supervision of Department of Human Resources staff. Personnel Trainees initially perform relatively routine tasks in support of the various divisions of the Department of Human Resources. Work is performed under close supervision and is evaluated on the basis of progress in a structured work experience training program. Incumbents work with increased independence as professional competence is demonstrated. Demonstrated professional competence and successful completion of the structured training program leads to eligibility to compete for a 1241 Personnel Analyst position. Failure to achieve demonstrated professional competence or the inability to complete the training program results in loss of employment.

DISTINGUISHING FEATURES

The 1249 Personnel Trainee class is the trainee level class of the professional personnel analyst series. Initially under close supervision, the incumbents perform professional human resources work while participating in a structured training program and training on human resources methods, policies and systems. This class is distinguished from the 1241 Personnel Analyst by the structured training program requirements and the transitioning nature of the trainee class.

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. Participate in a structured on-the-job training program and learn to interpret, apply and comply with federal, state and local labor laws and the City’s policies & procedures in the conduct and completion of human resources work

2. Attend classroom-style workshops related to city-wide human resources functions during the training program.

3. Perform a variety of human resources work in the following fields:
   a. Recruitment and Assessment: assist in reviewing employment applications, administering selection devices and creating eligible lists, designing and implementing recruitment and selection plan, and conducting job analyses
   b. Classification and Compensation: interpret and explain the application of MOU compensation provisions and assist in amending classification specifications
   c. Equal Employment Opportunity (EEO): assist in investigations and conduct basic analyses
Title: PERSONNEL TRAINEE  
Job Code:  1249

d. Employee Relation: assist with dispute resolution and grievance processing and participate in meet and confer sessions with labor organizations

4. Utilize Human Resources [HR] support software applications to process HR transactions; modify and retrieve information from employee or applicant database system; manipulate data to generate a wide variety of informational and statistical reports; check for accuracy of HR records processed by computer

5. Prepare written materials including letters, reports, memoranda, and forms with the aid of a computer

6. Assist in coordinating the processing of personnel transactions; review requests to fill positions; track the certification and selection process; participate in the processing of appointments; and receive, review and process personal services contracts

7. Perform related duties and responsibilities as assigned

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Ability to: Observe, collect, analyze, evaluate, and interpret data and information, drawing logical conclusions; evaluate written information and exercise sound judgment when analyzing the impact of proposed solutions; learn personnel procedures through training; comprehend, analyze, interpret, and apply basic laws, rules, regulations, policies, and personnel procedures; work effectively with others; use computers and other resource facilities effectively; prepare reports that are logical, easily understood, and well-written; prepare and maintain records and files.

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.

Possession of a baccalaureate degree from an accredited college or university.

Substitution: Verifiable professional personnel/human resources work experience performing duties equivalent to those of City and County of San Francisco Class 1241 Personnel Analyst in one or more of the following areas may substitute for up to two years of the required education on a year-for-year basis: recruitment and selection, classification, salary administration, employee/labor relations, and Equal Employment Opportunity (EEO) programs. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)

LICENSE AND CERTIFICATION

None.
Title: PERSONNEL TRAINEE
Job Code:  1249

PROMOTIVE LINES

To: 1241 Personnel Analyst

ORIGINATION DATE:  7/11/14

AMENDED DATE:

BUSINESS UNIT(S):  COMMN SFCCD SFMTA SFUSD