NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: July 22, 2014
Re: Notice of Proposed Classification Actions – Final Notice No. 2 FY14/15 (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 July 22, 2014.

Micki Callahan
Human Resources Director

by:
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:** 2  
**Fiscal Year:** 2014/2015  
**Posted Date:** 07/14/14  
**Reposted Date:** N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>7233</td>
<td>Glazier Supervisor I</td>
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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.


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INTRODUCTION
Under direction, supervises the activities of a crew of subordinate glaziers engaged in a variety of maintenance and repair projects at various locations in the city; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing methods and procedures relating to glazing activities; making routine contacts with other departmental personnel in connection with glazing operations; preparing and maintaining time and materials recalls and reports.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED
Supervision includes the 7326 Glazier

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. Plans, assigns and supervises the work of glaziers at various locations.

2. Prepares labor and materials cost estimates for various jobs.

3. Cuts glass at shop for orders.

4. Requisitions, receives and checks deliveries of material and supplies.

5. Records time of employees and prepares reports on projects completed and materials expended.

6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES
Knowledge, Abilities and Skill: Requires considerable knowledge of tools, materials and techniques used in the glazing trade.

Requires ability to make accurate labor and materials cost estimates for various jobs; prepare and maintain adequate reports and records; plan, assign and supervise subordinate personnel.
Title: Glazier Supervisor I
Job Code: 7233

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.

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and six years of experience as a journeyman glazier; or an equivalent combination of training and experience.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: No normal lines of promotion
From: 7326 Glazier

ORIGINATION DATE:

AMENDED DATE: 7/22/14

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