NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: September 10, 2014

Re: Notice of Proposed Classification Actions – Final Notice No. 46 FY 13/14 (copy attached).

Pursuant to completion of discussion with SEIU Local 1021 regarding this classification action, the classification action contained in the above referenced notice became effective September 10, 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
Chris Trenschel, 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: 46
Fiscal Year: 2013/2014
Posted Date: 05/30/2014
Reposted Date: 09/02/2014

AMEND 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>8274</td>
<td>Police Cadet</td>
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</table>

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.


cc: All Employee Organizations
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INTRODUCTION
Under supervision, and in accordance with well-defined policies and procedures, assists in performing various routine non-law enforcement duties and responsibilities, including maintaining building and area security in assigned work locations. In addition, the incumbent performs a variety of clerical support tasks, and job related duties as assigned.

Requires normal responsibility for: Following established methods and procedures and oral and written instructions; preparing routine records and reports; dealing courteously and tactfully with the general public, police officers and other employees of the Police Department.

DISTINGUISHING FEATURES
A Police Cadet is a civilian employee of the Police Department who normally wears a uniform and badge. The basic function is to relieve sworn personnel of a variety of non-law enforcement routine tasks which do not require the status of a Q2 Peace Officer. Incumbents must adjust to the environment, discipline and procedures common to District Stations and other police facilities. Assignments may include assisting sworn personnel with routine tasks to include the custody of evidential property.

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. Direct and control traffic; train and direct Junior Traffic Patrol and School Crossing Guards.
2. Accept and process complaints received at the counter or by telephone.
3. Answer telephone, route calls, take phone messages, and dispatch police vehicles.
4. Perform clerical duties such as ordering, receiving and distributing supplies, processing mail, preparing reports, indexing and filing criminal records, correspondence and reports.
5. Release prisoner’s property; maintain records of stolen and recovered automobiles; issue automobile releases, and maintain log book during assigned shift.
6. Operate and monitor metal detectors and video surveillance equipment in building security assignments.
Title: Police Cadet  
Job Code: 8274

7. Search handbags, briefcases, backpacks and other containers.

8. Provide directions and other information to persons entering public buildings.

9. Perform related non-law enforcement duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a general knowledge of: The role and function of a law enforcement agency; customer service and office procedures and practices.

Requires the ability to: Learn and understand police department rules, regulations, instructions, laws and policies; communicate orally with people of diverse education, social and ethnic backgrounds; write clear, legible and grammatically correct reports in English; gather, record, evaluate and draw logical conclusion(s) from verbal information; establish and maintain effective working relationships with a wide variety of people; walk and/or stand for long periods of time; understand and follow oral and written instructions; organize and maintain records; and deal courteously but firmly with the 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.

Persons appointed to positions in the category must meet the basic standards established for Q2 Police Officer.

Requires graduation from high school or successful completion of an equivalency test (GED or California High School Proficiency Exam) and must be enrolled or agree to enroll in a course of study approved by the Police Department in an accredited University, College or Junior/Community College.

LICENSE AND CERTIFICATION

Requires the possession of a valid Driver's License issued by the California Department of Motor Vehicles and a good driving record.

SUPPLEMENTAL INFORMATION
Title: Police Cadet
Job Code: 8274

PROMOTIVE LINES

ORIGINATION DATE: 4/22/1968
AMENDED DATE: 9/10/2014

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