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: 25
Fiscal Year: 2014/2015
Posted Date: 11/25/2014
Reposted Date: 11/26/2014

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

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>9988</td>
<td>Labor and Employment Advisor</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 affected 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
    Sandra Eng, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
INTRODUCTION

Reporting to the Director of Human Resources or designee, working under general administrative direction, the Labor and Employment Advisor plans, organizes, directs and controls highly sensitive and complex projects in broad areas of human resources. In performing these duties, the Labor and Employment Advisor may act as an independent advisor to the Director of Human Resources or serve on projects that are highly sensitive and visible in nature and of great interest to policy makers.

DISTINGUISHING FEATURES

This limited use classification is used for projects in human resources that are temporary and highly complex or sensitive in nature. Incumbents in these positions make or recommend decisions with critical impact.

SUPERVISION EXERCISED

As the project lead, may direct the work of professional staff.

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. Provides expertise on technical labor and employment matters; performs or directs sensitive or complex investigations; conducts or leads labor negotiations, and serves as a technical advisor on complicated or highly sensitive employment issues

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: federal, state, and local rules and regulations pertaining to activities and functions of the specific project or assignment; modern management principles and practices; and functional expertise associated with the specific project or assignment.

Ability to: provide strong leadership skills; direct subordinate staff the may be engaged in related activities; exercise administrative ingenuity and excellent judgment on highly specialized projects or assignments with difficult, complicated choices of action; make recommendations and present them effectively to the Director of Human Resources or designee, other agencies and the public; apply the principles and practices of public administration, financial and personnel management; clearly interpret all applicable laws, ordinances and codes; direct research, survey techniques and statistical methods; communicate effectively with other city employees, the general public, members of civic organizations, or other agencies; and provide guidance in a calm, effective manner in crisis situations.
Title: Labor and Employment Advisor
Job Code: 9988

Special Requirements:
Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual projects or assignments.

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.

Education:
Possession of baccalaureate degree from an accredited college or university with major course work in labor relations, human resources, personnel, public or business administration, or a closely related field.

Experience:
Five (5) years of professional experience in labor and employment.

License and Certification:

Substitution:
Additional experience as described above may be substituted for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 11/xx/2014
AMENDED DATE:
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.
Title: Labor and Employment Advisor
Job Code: 9988

BUSINESS UNIT(S): COMMN, SFMTA