



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: September 22, 2009

Re: **Notice of Proposed Classification Actions –Final Notice No. 8 FY 2009/2010 (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 September 22, 2009.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to be "SP", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Cathy Abela DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
John Leon, DHR
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 8
Fiscal Year: 2009/2010
Posted Date: September 14, 2009

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Final job specification attached.)

Item #	DEPT/ DIVISION	Class/Title
1	DSS	2919 Child Care Specialist \$1,394.00 B \$1,690.00

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: http://www.sfgov.org/site/sfdhr_page.asp?id=102488

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Karen Taylor, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: CHILD CARE SPECIALIST
Job Code: 2919**

INTRODUCTION

Under general supervision, oversees children in a child development center or play care program setting; performs services in the care and supervision of children; and encourages developmentally age appropriate play activities.

DISTINGUISHING FEATURES

Child Care Specialist is an entry level classification which performs routine child care tasks under close direction of a program supervisor.

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. Oversee and supervise children's activities at any of the Human Services Agency's Drop-In Child Care facilities. Interact with children according to program policies and guidelines.
2. Actively engage children with developmentally appropriate play activities while incorporating numeracy and literacy strategies.
3. Communicate and/or meet with parents/guardians regarding complaints, and/or concerns of the behavior of children.
4. Maintain pertinent records and generate necessary incident reports/correspondence.
5. Participate in trainings to remain current in child development, family support strategies, customer service and health and safety including CPR/First Aid.
6. Provide support to families regarding needs of their child, providing community resource referrals for health concerns and/or family resource center referrals.
7. Perform general housekeeping.
8. Maintain an orderly and safe environment.
9. Perform additional duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: childhood development theories and practices, county program policies, procedures and guidelines concerning center and play care operations and activities, principles of care and supervision of children, basic emotional and developmental needs of children including the effective management children's behavior.

Ability to: understand, speak, read and write English at a level sufficient for successful job performance; understand and carry out instructions in both oral and written forms, observe situations and make recommendations; report information and data completely and accurately ;identify physical, social and emotional developmental delays in children and offer community resources/referrals; interact effectively and positively with diverse and multi-

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**Title: CHILD CARE SPECIALIST
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cultural individuals including young children; understand the psychological, sociological and physiological needs of young children; coordinate and lead developmentally age appropriate activities.

MINIMUM QUALIFICATIONS

Possession of an Associate's Degree from an accredited college or university in Early Childhood Education or Child Development AND two (2) years full-time work experience working with children in a licensed child care center or qualified license-exempt program. OR

Possession of a high school diploma and four (4) years of full-time work experience working with children in a licensed child care center or in a qualified license-exempt program.

Substitution: Applicants may substitute up to four years of the required experience with college coursework in Child Development or a closely related field. Thirty (30) semester unit /forty five (45) quarter units of coursework from an accredited college or university will be considered equivalent to one year of qualifying experience.

Note: License-exempt programs include Court Child Care Drop-In, full service child care programs in licensed residential treatment program or family shelter, summer camp full-time programs, after-school and summer programs on a school site.

LICENSE AND CERTIFICATION

Possession of Infant Child CPR certification and First Aid Training.

PROMOTIVE LINES

None

ORIGINATION DATE: September 22, 2009

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.*

BUSINESS UNIT(S): COMMN