NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: March 20, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 46 FY 14/15 (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 March 20, 2015.

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
Michael Brown, 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
Drew Murrell, Controller/ Budget Division
Alex Koskinen, 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: 2014/2015
Posted Date: 3/12/2015
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
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<tr>
<td>1</td>
<td>3520</td>
<td>Museum Preparator</td>
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<tr>
<td>2</td>
<td>3522</td>
<td>Senior Museum Preparator</td>
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<tr>
<td>3</td>
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<td>Principal Museum Preparator</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
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   E-File
INTRODUCTION
Under general supervision, performs a wide variety of semi-skilled and skilled duties in the preparation, installation and care of museum exhibits and works of art; and performs related duties as required.

Requires normal responsibility for: Following established procedures in connection with the preparation, installation and care of museum exhibits and works of art. Nature of work requires manual dexterity and unusual care in the handling of valuable art objects.

DISTINGUISHING FEATURES
The 3520 Museum Preparator is the entry-level class in the Museum Preparator class series. The 3520 Museum Preparator is distinguished from the 3522 Senior Museum Preparator in that the latter performs more difficult and responsible tasks with greater independence than those assigned to incumbents in this job code.

SUPERVISION EXERCISED

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. Constructs and prepares props, backgrounds and special lighting effects for exhibits; uses hand and power tools; paints with brush and spray equipment; constructs and finishes temporary partitions, including framing and hanging of doors.

2. Builds fine cabinets, such as vitrines and showcases.

3. Prepares, hangs and installs art objects for exhibit.

4. Mounts wall readers, labels, photographs and other material using a dry mounting press.

5. Under supervision, cuts and assembles mats and frames for prints and drawings.

6. Reclaims materials from the installation for future use.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES
Requires knowledge of: The standard tools, practices and methods used in painting; rough and finish carpentry as well as cabinet work; and the use of different materials such as various kinds of lumber, fabrics, plastics, mechanical fasteners and adhesives.
Requires ability to: Physically handle delicate and valuable works of art with extreme care; work from sketches and follow oral instructions as to construction and installation of museum exhibits.

Requires skill in the use of a variety of hand and power tools and in the use and application of various materials.

**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 an Associate degree from an accredited college or university with major course work in Art, Fine Arts, Museum Studies or a related field.

**Experience:**

**License and Certification:**

**Substitution:**

Qualifying full time work experience (2000 hours equal one year) in the preparation, fabrication, installation and the care and handling of valuable art objects; making museum mounts for objects; building exhibition furniture and working closely with museum staff at a museum, gallery, or traveling exhibition program may be substituted for the required education on a year-for-year basis. One year of work experience equals to thirty (30) semester units or forty-five (45) quarter units.

**PROMOTIVE LINES**

To: 3522 Senior Museum Preparator

From: Original entrance examination

**ORIGINATION DATE:**

**AMENDED DATE:** 11/2/73; 3/20/15
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Museum Preparator
Job Code: 3520

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
INTRODUCTION

Under direction, designs and constructs special museum fixtures, showcases, temporary walls and partitions; installs and arranges exhibits; packs, unpacks and supervises the storage of valuable works of art, and performs related duties as required.

Requires responsibility for explaining and carrying out methods and procedures relating to the handling of valuable objects of art. Nature of work requires some manual dexterity in unusual care in the handling of valuable art objects.

DISTINGUISHING FEATURES

The 3522 Senior Museum Preparator is distinguished from the 3524 Principal Museum Preparator in that the latter performs duties of a more difficult and complex nature and has greater supervisory responsibilities. Class 3522 Senior Museum Preparator is distinguished from Class 3520 Museum Preparator in that the latter is an entry level with no supervisory responsibility. Positions at this level require more knowledge, skills, abilities, and expertise than those of class 3520 and possess greater expertise than expected at the entry level.

SUPERVISION EXERCISED

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. Confers with curatorial staff in the planning and construction of exhibits and accessory materials; designs and constructs certain types of installations, such as showcases, pedestals, settings, partitions, walls and special exhibit effects; paints and wallpapers exhibition installations; adjusts or installs additional lighting fixtures for exhibits; installs art objects in showcases, hangs paintings and sets up statuary; acts as lead man in the installation, removal and salvage of exhibit fixtures.

2. Prepares cost and material estimates for new installation and construction jobs; requisitions lumber and other supplies and equipment.

3. Packs, ships, receives and unpacks paintings and other valuable art objects; supervises the storage and inventory of paintings, statuary and furniture and notifies museum registrar of any discrepancies.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires good knowledge of: the qualities of wood and of the tools, materials, equipment and procedures used in the carpentry and cabinetmaking trade.
Title: Senior Museum Preparator  
Job Code: 3522

Requires ability to: establish and maintain effective working relationships with the curatorial staff; design, estimate costs and construct a wide variety of wooden fixtures; physically handle delicate and valuable works of art with extreme care; direct and work with a small group of assistants in the installation and storage of property.

Requires considerable skill in the use and care of the usual hand and power tools of the carpentry and cabinetmaking trades.

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 an Associate degree from an accredited college or university with major coursework in Art, Fine Arts, Museum Studies or a related field.

Experience:
Two (2) years of verifiable experience in the preparation, fabrication, installation and the care and handling of valuable art objects; making museum mounts for objects; building exhibition furniture and working closely with museum staff at a museum, gallery, or traveling exhibition program.

License and Certification:

Substitution:
Additional qualifying full time work experience (2000 hours equal one year) as described above may be substituted for the required education on a year-for-year basis. One year of work experience equals thirty (30) semester units or forty-five (45) quarter units.

LICENSE AND CERTIFICATION

PROMOTIVE LINES
To: Principal Museum Preparator
From: Museum Preparator

ORIGINATION DATE:

AMENDED DATE: 3/20/15
Title: Senior Museum Preparator
Job Code: 3522

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
INTRODUCTION

Under general direction, supervises the design and construction of special museum fixtures, showcases, temporary walls and partitions; installs and arranges exhibits; and performs related duties as required.

Requires major responsibility for: Explaining and carrying out methods and procedures relating to the handling of objects of art. Nature of work requires manual dexterity in unusual care in the handling of valuable art objects.

DISTINGUISHING FEATURES

The 3524 Principal Museum Preparator is distinguished from the 3522 Senior Museum Preparator in that the former performs duties of a more difficult and complex nature with greater independence and may supervise multiple positions.

SUPERVISION EXERCISED

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. Confers with curatorial staff in the planning and construction of the most difficult and special exhibits and accessory materials.

2. Designs and constructs special installations, such as vitrines and show-cases, pedestals, settings, temporary partitions (including framing and hanging of doors), walls and special exhibit effects.

3. Paints and wallpapers difficult exhibition installations.

4. Adjusts or installs additional lighting fixtures for exhibits.

5. Preparation, hanging and installation of art objects for exhibit.

6. Supervises the installation, removal and salvage of important and valuable exhibits and other art objects.

7. Prepares cost and material estimates for new installation and construction jobs; requisitions lumber and other supplies and equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a comprehensive knowledge of: The standard tools, practices and methods used in painting; rough and finish carpentry, as well as cabinet work; and the use of different materials.
such as the various kinds of lumber, fabrics, plastics, mechanical fasteners and adhesives. Requires good ability to: Establish and maintain effective working relationships with the curatorial staff; design, estimate costs and construct a wide variety of wooden fixtures; physically handle delicate and valuable works of art with extreme ease; direct and work with a small group of assistants in the installation of exhibits.

Requires considerable skill in the use and care of hand and power tools and in the use and application of a variety of materials.

**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 an Associate Degree from an accredited college or university with major coursework in Art, Fine Arts, Museum Studies or a related field.

**Experience:**
Four (4) years of verifiable experience in the preparation, fabrication, installation and the care and handling of valuable art objects; making museum mounts for objects; building exhibition furniture and working closely with museum staff at a museum, gallery, or traveling exhibition program.

**License and Certification:**

**Substitution:**
Additional qualifying full time work experience (2000 hours equal one year) as described above may be substituted for the required education on a year-for-year basis. One year of work experience equals thirty (30) semester units or forty-five (45) quarter units.

**PROMOTIVE LINES**

To: 3525 Chief Museum Preparator

From: 3522 Senior Museum Preparator

**ORIGINATION DATE:**

AMENDED DATE: 11/2/73; 3/20/15

**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: Principal Museum Preparator  
Job Code: 3524  

BUSINESS UNIT(S):  
COMMN SFCCD SFMTA SFUSD