



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.

Clerically Amended: 8/13/09
To add Substitution language omitted from
Class 2992 Contract Compliance Officer I

Posting No: 4
Fiscal Year: 2009/2010
Posted Date: August 10, 2009

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)

Item #	DEPT/ DIVISION	Class/Title
1	HRD	7311 Cement Mason

Item #	DEPT/ DIVISION	Class/Title
2	HRD	2992 Contract Compliance Officer I

Item #	DEPT/ DIVISION	Class/Title
3	HRD	1408 Principal Clerk

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

Posting No: 4

Fiscal Year: 2009/2010

Posted Date: August 10, 2009

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: Cement Mason
Job Code: 7311**

INTRODUCTION

Under general direction, performs skilled work in the placing and finishing of concrete on public or private property; lays out work for new construction or repair; breaks out damaged concrete and loads it into a dump truck; prepares job sites by setting up safety tripods and scaffolding; sets screeds and forms for concrete work; pours and finishes concrete; mixes and applies toppings, colors, grits, epoxy overlays and waterproofing compounds; ensures that completed work is covered and barricaded; writes reports and keeps records; uses a two-way radio, cell phone, and pager; and operates a motor vehicle. Performs related duties as required.

DISTINGUISHING FEATURES

This is a journey-level position that has responsibility for new construction and repair of sidewalks, curbs, gutters, streets, alleys, disability access ramps, stairs, and similar finished cement work. It is distinguished from the 7227 Cement Finisher Supervisor I in that the latter is a supervisory position.

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. Lays out work for new construction or repair by measuring and calculating the correct type and materials and supplies necessary to complete the job.
2. Prepares job sites by setting up safety tripods and scaffolding; may be trained to secure "confined space" job sites.
3. Breaks out old or damaged concrete by using pneumatic jackhammer and chipping guns.
4. Carries broken pieces of concrete, which weigh up to 90 pounds, for distances up to 50 feet, and loads them into a dump truck.
5. Uses tools and equipment such as trowels, coving tools, floats, hammers, saws, edgers, brushes, levels, pliers, concrete saws, trowel machines, and core drilling machines; may be trained to operate epoxy injection equipment.
6. Sets screeds and forms for concrete work and operates a dumpy level to determine elevation of finished concrete.
7. Pours and finishes concrete sidewalks, curbs, gutters, streets, disability access ramps, and steps using screeds, trowels and floats.
8. Mixes and applies toppings, colors, grits, epoxy overlays, or waterproofing compounds in accordance with job specifications.
9. Ensures that completed work is covered and barricaded with A-frame barricades, and toe boards to assist the visually impaired.
10. Writes reports and keeps records of daily work assignments, location and description of completed jobs, and incidents and injuries.

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Title: Cement Mason
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11. Operates a motor vehicle to travel and transport materials to job sites.
 12. May be required to operate ditching machines, trenching machines, or similar equipment.
 13. Uses a two-way radio, cell phone and pager to communicate with coworkers, supervisors, and management regarding work details and locations, or emergency notification.
- Job-related and Essential.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: tools, materials and equipment used in concrete work; technical knowledge of methods and procedures used to pour and finish concrete; safety procedures provided in on-the-job training.

Ability to: perform mathematical calculations necessary to compute size of area and volume of material needed; write and speak in a manner that is easily understood; maintain effective working relationships; operate a two-way radio, cell phone and pager; operate a motor vehicle; climb ladders; crawl on hands and knees; lift objects that weigh up to 90 pounds and carry them for distances up to 50 feet; bend the knees and back; stoop or squat; and remain in uncomfortable positions for extended periods.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Completion of a recognized three-year apprenticeship program and two years of experience as a journey-level cement mason, or any combination of training and experience that is equivalent to five years.

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LICENSE AND CERTIFICATION

Possession and maintenance of a valid class C driver license.

PROMOTIVE LINES

ORIGINATION DATE: 7/1/77

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

**Title: Cement Mason
Job Code: 7311**

AMENDED DATE: 10/29/2001, 8/07/09

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, SFMTA, SFUSD

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

**Title: Contract Compliance Officer I
Job Code: 2992**

INTRODUCTION

Under general direction, administers a program of compliance with equal opportunity regulations and policies on the part of all contractors, subcontractors and concessionaires who have contracts or agreements to render any personal services or to supply products to departments or users of facilities under the jurisdiction of a City department, commission or agency; assures effective and timely compliance to these laws and regulations, policies and procedures through appraisals, evaluations, inspections and investigations, meetings and conferences; represents management at conferences and hearings; recommends appropriate action to effect voluntary compliance through persuasion and education; and performs related duties as required.

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DISTINGUISHING FEATURES

This is the full journey level class in the Employment Contract Compliance series. Individuals in this class work under the direction of a Contract Compliance Officer II in administering and coordinating Affirmative Action, Minority Business Enterprise or equal employment programs.

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. Investigates formal complaints of alleged discrimination by parties to agreements and recommends procedures to insure compliance to all contract provisions which promote equal employment opportunity objectives in all departmental programs and activities.
2. Advises department managers in implementation of laws, executive orders, regulations and procedures pertaining to equal opportunity.
3. Maintains liaison with minority groups, human relations organizations and related public and private organizations concerned with advancing equal opportunity objectives; interprets potentials and limitations of program and policies and keeps management advised regarding equal employment opportunities and matters as related to contracts.
4. Develops program techniques and criteria and provides the methods of affirmative action for achieving equal employment opportunity objectives in contracts; disseminates and implements equal opportunity policy statements; directs preparation of related correspondence and reports.
5. Reviews and monitors contract developments to ensure achieving equal employment opportunity objectives; conducts physical on-site inspection of employment practices of contracts to clarify misunderstandings.
6. Attends meetings of human rights, community and equal opportunity groups, advisory councils, City, State and Federal agencies and commissions, and others involved in fair employment and equal opportunity practices; arranges meetings and conferences for pre-bid and pre-award consideration of contract provisions pertaining to equal employment opportunity.
7. Prepares instructions for distribution to department managers on equal employment

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Contract Compliance Officer I
Job Code: 2992

opportunity activities as related to contract compliance. Directs preparation of, approves, and signs a variety of related correspondence and documents

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires considerable knowledge of: employment and labor practices and minority business conditions in San Francisco and the Bay Area; the codes, statutes and laws related to equal employment opportunities; and the problems and methods of intergroup relations work.

Requires ability to: Plan, organize, supervise and promote programs with employers and trade union representatives; assign and supervise work; and develop constructive relationships with minority group members.

Requires skill in: speaking, writing and the planning and implementation of programs involving groups of people.

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MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

- 1) Possession of an Associate of Arts degree from an accredited college or university AND
 - a. four (4) years of verifiable experience reviewing, monitoring and developing complex contract compliance programs. Such experience must have included direct participation in promoting equal opportunity and nondiscrimination objectives in a contract compliance and/or anti-discrimination program OR
 - b. four (4) years of verifiable professional level experience in labor relations, enforcing prevailing wage or minimum wage laws and regulations, enforcing labor standards in low wage industries, investigating and resolving complaints regarding violation of labor laws and regulations, administering health care policy and/or programs for the uninsured or conducting hearing of labor disputes OR

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- 2) Possession of a Baccalaureate Degree from an accredited college or university with
 - a. course study in industrial relations, the social sciences or related fields AND
 - a. two (2) years of verifiable experience reviewing, monitoring and developing contract compliance programs. Such experience must have included direct participation in promoting equal opportunity and nondiscrimination objectives in a contract compliance and/or anti-discrimination program OR
 - b. two (2) years of verifiable professional level experience in labor relations, enforcing prevailing wage or minimum wage laws and regulations, enforcing labor standards in low wage industries, investigating and resolving complaints regarding violation of labor laws and regulations, administering health care policy and/or programs for the uninsured or

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Clerk
Job Code: 1408

INTRODUCTION

Under direction, the 1408 Principal Clerk performs highly responsible, important, and difficult clerical work requiring extensive knowledge of departmental functions, and performs related duties as required. Essential functions of the classification include: supervising, planning, assigning and evaluating subordinate personnel engaged in a wide variety of office clerical work and/or disseminating, explaining and interpreting information requiring specialized knowledge of the policies and procedures of a department; handling confidential correspondence and sensitive and/or personal information; developing staff procedures; resolving day-to-day problems and/or complaints encountered by staff, the public, department representatives, and others; supervising and/or participating in the preparation and maintenance of statistics and records for reports using applicable computer systems; and supervising and/or preparing the processing and handling of administrative documents. May collect, calculate and process applicable charges, fees, taxes, etc. This position requires proficiency in basic computer application programs.

DISTINGUISHING FEATURES

Incumbents in this class serve as supervisors in the clerical series, overseeing the work of clerks and clerk-typists, and are responsible for performing highly responsible and difficult clerical work involving extensive knowledge of departmental functions, including serving as a department's primary public contact person to explain important and specialized policies, procedures, and regulations. Positions in this class are distinguished from those of the 1410 Chief Clerk in that the latter supervises a larger unit of clerical staff, performs more independently and/or provides specialized information that is more complex in nature.

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SUPERVISION EXERCISED: Supervise employees involved in clerical work.

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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. Supervises, plans, assigns and evaluates subordinate personnel to ensure conformance with departmental regulations and policies, existing office procedures, and applicable laws and regulations. This includes maintaining personnel action requests, personnel files and other personnel records. Disseminates, explains and interprets important information requiring specialized knowledge of the policies and procedures of a department, as well as the regulations enforced by the department to the public and/or employees, contractors, vendors, etc.
2. Performs highly responsible, important and difficult clerical work involving the exercise of individual judgment by knowing the applicable departmental procedures to which assigned.
3. Reviews and resolves day-to-day transactions, problems and/or complaints encountered by co-workers and/or affiliated parties (members of the public, volunteers, students, city departments and other government agencies, etc).
4. Supervises and/or participates in the preparation and maintenance of a wide variety of

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Clerk
Job Code: 1408

records and reports by preparing, compiling, and maintaining statistics and records for these reports using applicable computer systems.

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5. Supervises and/or prepares the processing and general handling of administrative documents such as licenses, permits, purchase orders, work orders, requisitions, contracts, etc. This includes verifying the timeliness and accuracy of these documents.

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6. May collect, calculate and process applicable charges, fees and taxes, etc.

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7. Performs related duties and responsibilities as assigned

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Clerical and office methods, practices and procedures

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Ability to: Plan, direct, monitor, and evaluate the work of staff, delegate responsibility, and provide training; prepare annual performance appraisal reports and handling disciplinary cases; identify problems, recommend possible solutions and implement the appropriate solution in accordance to applicable laws, rules, regulations and departmental policies and procedures; prioritize and accurately handle detailed and difficult clerical work; interact effectively and courteously with the public and City employees in all situations especially those requiring sound judgment and professional demeanor; communicate effectively and courteously with the public, staff, and departmental personnel; express ideas clearly, concisely and accurately when writing correspondence and reports; access and use relevant computer software applications and database systems to process records, documents and applicable fees and prepare correspondence and reports

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Three (3) years of highly responsible and difficult clerical experience including preparing and processing complex detailed work impacting an entire department or section; resolving difficult day-to-day problems and/or complaints encountered by staff, the public, other individuals, etc. on office activities and procedures; and explaining and interpreting complicated information requiring specialized knowledge to the public and/or interested parties.

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2A. Positions that supervise staff require one (1) additional year of supervisory experience over a function/unit or oversight over complex assignments and/or functions; OR ¶

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2B. For non-supervisory positions where the job duties require serving as a primary departmental public contact person, an additional one (1) year of experience as described in minimum qualification #1 is required

PROMOTIVE LINES

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Clerk
Job Code: 1408

ORIGINATION DATE: 1/12/61

AMENDED DATE: 9/05/03; 01/12/07, 3/18/2008, 8/07/09

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills, abilities and minimum qualifications defined in the most recent job analysis conducted for this job code.

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BUSINESS UNIT(S): COMMN, SFMTA, SFUSD
