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:** 85  
**Fiscal Year:** 2014/2015  
**Posted Date:** 06/26/2015  
**Reposted Date:** N/A

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

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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>8452</td>
<td>Criminal Justice Specialist II</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  
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
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Criminal Justice Specialist 2
Job Code: 8452

INTRODUCTION

Under direction, carries out a variety of complex research activities, and analytical studies of socioeconomic factors, and administration of programs related to the program of the Criminal Justice Council or other criminal or juvenile justice entities or programs; coordinates and may supervise the work of subordinates engaged in such activities; provides consultation to outside groups and agencies on matters affecting the criminal or juvenile justice programs; performs related duties as required.

DISTINGUISHING FEATURES

Positions in the class of Criminal Justice Specialist II carry responsibility for the performance of the more complex and important research activities; incumbents may be responsible for assigning, reviewing and approving the work of one or more subordinates. Incumbents work with considerable independence and may act in a responsible capacity as consultants to outside groups or agencies regarding criminal justice activities.

SUPERVISION EXERCISED

May supervise subordinate paraprofessional or clerical 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. Compiles and prepares technical, physical, economic and social statistical data in the form of reports and graphs delineating demographic data relating to crime designed to implement the goals of the city-wide criminal or juvenile justice system plan; writing and editing reports and recommendations for criminal or juvenile justice plan programs and entities.

2. Conducts independent research requiring originality and initiative assessments, collecting data and writing reports in the field of criminal or juvenile justice system, including the judicial process, law enforcement, correctional facilities, rehabilitative techniques and crime prevention; collects data, makes studies, writes reports, and monitors program effectiveness of projects included in or seeking funding under Omnibus Crime Control and Safe Street Act of 1968.

3. Prepares charts, maps and other visual aids reports to illustrate studies of specific problems affecting the criminal or juvenile justice system; prepares and maintains records and other project related reports and correspondence; prepares reports for submission to the Courts on behalf of individuals involved in the criminal or juvenile justice system.

4. Assists in the development and organization of training and educational programs opportunities for private and public service criminal justice agencies and community based organizations affecting the criminal justice system; participates in outreach efforts; builds and maintains working relationships with private and public service agencies and community based organizations.
Title: Criminal Justice Specialist 2  
Job Code: 8452

5. Assists in preparation of important reports, memoranda, comprehensive programmatic grant applications and other documents to LEAA and Calif. Council on Criminal Justice; attends public hearings.

56. Serves as staff assistant and a resource person to the Mayor's Criminal Council's various task forces, and sub-committees, and agencies within the criminal or juvenile justice system or community based organizations on drugs, diversion, delinquency, adult or juvenile treatment and rehabilitation, and the police services; attends public meetings.

67. Maintains files of informational sources in specifically assigned areas in the field of criminal justice Provides services and information to clients, such as providing referrals to community based programs, drafting expungement motions on behalf of clients, and preparing follow-up paperwork or correspondence.

7. Coordinates and may supervise the work of subordinates engaged in program activities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires comprehensive knowledge of: modern research methods used in sociologic, demographic and criminalistic studies and of the San Francisco metropolitan area, its population and social problems peculiar to the area and the aims and purposes of the Criminal Council and criminal or juvenile justice systems; community resources and the needs and services available to multi-ethnic groups and disadvantaged juveniles and adults; principles, techniques and trends in alternative sentencing programs; community based organizations and the range of services provided.

Requires ability to: independently conduct a variety of research projects and to report on them; represent the Council on a responsible level to legislative groups and representatives of outside agencies interested in Council activities; speak and write effectively Establish and maintain effective working relationships with community based organizations, public and private agencies; communicate in court, at public hearings and with individuals of divergent ethnic, social and cultural backgrounds; prepare reports, memoranda, and spreadsheets.

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:

Requires completion of Possession of a four year university or college with a baccalaureate degree from an accredited college or university in a social or behavioral science, preferably sociology, or criminology.

Experience:

Two (2) years of experience in a position which involved the conduct of responsible analytical research and studies in the field of social or behavioral science sociology or criminology in a public defender's office, community based organization or a non-profit agency. This experience
must include major responsibility for functions such as program administration, case management, data collection and analysis, and report writing, or an equivalent combination of training and experience.

License and Certification:

Substitution:

Additional qualifying, verifiable work experience in a position as listed above may be substituted for up to two years of the required education on a year-for-year basis. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester/45 quarter units.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 11/19/1973
AMENDED DATE: 6/xx/2015
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