NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date:    July 9, 2015
Re:    Notice of Proposed Classification Actions – Final Notice No. 87 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 July 9, 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: 87
Fiscal Year: 2014/2015
Posted Date: 06/29/2015
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>2991</td>
<td>Coordinator, Human Rights Commission</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.


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INTRODUCTION

Under general administrative direction, develops, manages, and supervises work on programs designed to eliminate inequalities and discrimination; coordinates staff investigations; serves as liaison to community organizations; and performs related duties as required.

DISTINGUISHING FEATURES

The 2991 Coordinator, Human Rights Commission is distinguished from the 2996 Representative, Human Rights Commission in that the former is responsible for supervising, executing, interpreting, and explaining established policies and procedures of the Human Rights Commission and supervising staff contacts with community organizations, individuals, and groups concerning the development of Human Rights Programs.

SUPERVISION EXERCISED

Supervises lower-level professional and 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. Coordinates and supervises the work of subordinate personnel in planning and conducting educational programs, seminars, in-service training and other programs related to nondiscrimination ordinances and initiatives.

2. Supervises the work of subordinate personnel in consulting and working with community organizations to review discrimination complaints.

3. Investigates, mediates, and makes recommendations with respect to solving community-wide problems to eliminate discrimination and promote human rights and intergroup human relations.

4. Serves as direct liaison to various community organizations; renders advice and counsel on discrimination and human rights issues; advises departments and members of the public on the implementation of laws, executive orders, regulations and procedures pertaining to nondiscrimination ordinances.

5. Prepares reports, briefing materials and policy initiatives; researches, analyzes and evaluates City legislation, programs and policies on matters related to applicable administrative codes and ordinances; advises the Executive Director on legislative changes to City and County of San Francisco nondiscrimination ordinances to advance Commission policy goals.

6. Organizes hearings and forums and makes regular presentations to address community concerns of discrimination and human rights violations.
Title: 2991
Job Code: Coordinator, Human Rights Commission

IMPORTANT AND ESSENTIAL KNOWledges, SKILLS, AND ABILITIES

Knowledge of: relevant laws, regulations and statues referring to related nondiscrimination laws, administrative and Police codes; nondiscrimination compliance and enforcement, Community Capacity Building Grants, Violence Prevention and Community, Training and Mediation.

Ability to: plan and organize hearings and presentations; supervise and promote programs with employers and community groups; assign and supervise work; write clear and concise reports; speak clearly to express objectives effectively; coordinate preparation of budget and expenditures; implement programs; and develop constructive relationships with community organizations.

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 a baccalaureate degree from an accredited college or university with major coursework in the social sciences, political science or public administration.

Experience:

Five (5) years of experience in developing and implementing nondiscrimination programs. Duties must have included experience in the following areas: program monitoring, handling complaints of discriminatory practices against protected categories, statistical analysis, and developing outreach programs.

License and Certification:

Substitution:

Additional qualifying experience as described above may substitute for the degree on a year-for-year basis. Thirty (30) semester or forty-five (45) quarter units equal one (1) year.

Possession of a Juris Doctor (J.D.) or Master’s degree in the social sciences, political science, public administration or related fields may be substituted for one (1) year of the required experience.

SUPPLEMENTAL INFORMATION
Title: 2991
Job Code: Coordinator, Human Rights Commission

PROMOTIVE LINES

To: Next higher rank exempt from examination process by Charter.

From: 2996 Representative, Human Rights Commission

ORIGINATION DATE: 6/26/1972
AMENDED DATE: 7/09/2015
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