

**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: 77
Fiscal Year: 2014/2015
Posted Date: 06/09/2015
Reposted Date: 07/09/2015

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

Item #	Job Code	Title
1	2738	Porter Assistant Supervisor
2	2740	Porter Supervisor I

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.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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: Porter Assistant Supervisor
Job Code: 2738**

INTRODUCTION

Under general supervision, performs porter duties in maintaining a large institution in a clean and orderly condition; and in addition, supervises the work of a ~~small~~ crew of porters assigned to clean and maintain institutional buildings; performing such duties; and performs related duties as required.

Requires responsibility for: carrying out and explaining existing methods and procedures related to routine manual cleaning tasks; safeguarding of supplies and equipment; personal contact with patients, other institution personnel, and the general public; making and keeping routine records and reports. Work involves the use of simple repetitive manual skills, with short periods of concentration required to assure satisfactory results, requiring sustained physical effort in doing continuous light or occasional heavy work in surroundings that may be somewhat disagreeable.

DISTINGUISHING FEATURES

This is the first level supervisory class in the porter series. Incumbents in this class perform a variety of cleaning tasks and supervise a group of porters. This working supervisory class is distinguished from the next higher level of class 2740 Porter Supervisor I in that the latter directs and supervises the work of several crews of porters.

SUPERVISION EXERCISED

Supervises a group of porters.

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. Performs the duties of a porter in maintaining an institution in a clean and orderly condition.
2. Assigns duties and schedules work assignments to a ~~small~~ crew of porters and inspects and documents their work for satisfactory results.
3. Checks timecards of subordinates and reports tardiness of porters to the ~~porter-foreman or porter-general-foreman~~ Porter Supervisor I and reports any uncovered assignments.
4. Trains and instructs new porter personnel, explaining and demonstrating accepted methods and procedures to be followed.
5. Supervises and/or engages in the transporting of ~~food, utensils,~~ furniture, equipment, ice and other items throughout an institution as required.
6. May supervise and/or engage in the very minor repair and adjustment of tools and equipment used in executing the duties of the position, or reports the need for minor or major repairs to such tools and equipment.
7. As directed, may occasionally perform the duties of ~~porter-foreman~~ Porter Supervisor I for limited periods.

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Title: Porter Assistant Supervisor
Job Code: 2738

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a good knowledge of: modern cleaning methods and materials, tools and equipment, their uses and upkeep; safety procedures and practices when using cleaning products and custodial equipment.

Requires the ability and skill to bend, stoop, reach, stretch, push, lift and carry; issue and follow oral and written instructions; keep simple records and make simple reports; make preliminary recommendation regarding the adequacy of performance of new porter personnel; supervise, train and work get along well with others; make accurate basic mathematical computations.

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 eight years of elementary school,~~

Experience:

~~supplemented by two years of experience in performing the duties of porter, janitor or other occupation in which the principal duties include routine manual cleaning tasks, or an equivalent combination of training and experience.~~

Two (2) years of verifiable experience in an institutional setting as a porter, janitor, or custodian, performing all of the following duties: floor and carpet maintenance; furniture, equipment and wall cleaning or disinfecting; hazardous waste and trash disposal; and movement of furniture and other equipment.

License and Certification:

None.

PROMOTIVE LINES

To: 2740 Porter Supervisor I

From: 2736 Porter

ORIGINATION DATE:

AMENDED DATE:

7/1/1977, 6/xx/2015

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

**Title: Porter Assistant Supervisor
Job Code: 2738**

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

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

**Title: PORTER SUPERVISOR I
Job Code: 2740**

INTRODUCTION

Under direction, directs and supervises the work of several crews of porters in maintaining a large institution in a clean and orderly condition; ~~or~~ and is responsible for the cleanliness of ~~one~~ or two of a group of large institutional buildings; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing policies, methods and procedures and for assisting in originating intra-unit methods and procedures related to routine manual cleaning tasks; proper handling and care of materials, equipment and supplies; personal contacts with patients, other institution personnel and the general public; gathering, preparing and maintaining ordinary operating records and reports. Work involves the use of some independent judgment with continuous close attention required to assure satisfactory results; normal physical effort in surroundings that may be somewhat disagreeable.

DISTINGUISHING FEATURES

This class is the highest supervisory class in the porter series. Incumbents in this class supervise and direct multiple crews of porters, and the use of equipment relating to the maintenance of an institution.

SUPERVISION EXERCISED

Supervises multiple crews of Porters through subordinate supervisory 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. Assigns the work and work areas to several crews of porters engaged in maintaining an institution in a clean and orderly condition on a 7-day week schedule.
2. Regularly inspects, evaluates and makes "spot checks" on the various work areas for cleanliness and proper service by porters and makes corrections and reports where indicated ~~makes reports thereon~~.
3. Explains procedures and methods to subordinates by written and oral instructions, demonstrations and other training methods.
4. Interprets departmental rules, regulations and policies to subordinates.
5. ~~Reviews watchmen's reports and time clocks~~; refers reported maintenance problems to proper institution personnel for correction.

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**Title: PORTER SUPERVISOR I
Job Code: 2740**

6. May requisition housekeeping and other limited supplies as needed.

~~7. As directed, may perform the duties of porter general foreman for limited periods.~~

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires ability and skill to: arrange work schedules; give effective oral and written orders; make and keep adequate time and work records; interpret departmental rules, regulations and policies; correct inadequacies in the performance of subordinates; ~~get along well with others~~ establish and maintain effective working relationships with staff; make accurate basic mathematical computations.

Requires knowledge of: custodial methods and procedures, chemicals, materials and equipment used in cleaning large institutions; safety procedures and practices including applicable OSHA regulations.

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 eight years of elementary school;~~

Experience:

~~supplemented by four years of experience in performing the duties of a porter, janitor or other occupation in which the principal duties are those of routine minor cleaning tasks, at least two years of which shall have involved the direction and supervision of similar work by others; or an equivalent combination of training and experience.~~

Three (3) years of verifiable experience in an institutional setting performing all of the following duties: floor and carpet maintenance; furniture, equipment and wall cleaning or disinfecting; hazardous waste and trash disposal; and movement of furniture and other equipment.

Verifiable experience must include at least one (1) year supervising Porters, Janitors, or Custodians performing the above tasks.

License and Certification:

None

PROMOTIVE LINES

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

**Title: PORTER SUPERVISOR I
Job Code: 2740**

TO: ~~2784 Porter Supervisor II~~ 2785 Assistant General Services Manager

FROM: 2738 Porter Assistant Supervisor

ORIGINATION DATE:

AMENDED DATE: 7/1/1977; 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 SFMTA