NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: August 24, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 17 FY 15/16 (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 August 24, 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
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: 17
Fiscal Year: 2015/2016
Posted Date: 08/14/2015
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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<tbody>
<tr>
<td>1</td>
<td>8211</td>
<td>Supervising Building and Grounds Patrol Officer</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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


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    E-File
CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Supervising Building and Grounds Patrol Officer  
Job Code: 8211

INTRODUCTION

Under general supervision, the Supervising Building and Grounds Patrol Officer assists in supervising the overall security operations of assigned buildings and grounds. The essential functions of this job code include: supervising the line security operations of the assigned buildings and grounds; scheduling officers to meet security needs of the assigned buildings and grounds; observing and inspecting officers and their assigned areas to assure compliance with policies and procedures; monitoring and evaluating officer performance; carrying out transition procedures between shifts; assisting in incident resolution; providing ongoing employee training; communicating to appropriate management regarding maintenance and security conditions; resolving complaints and providing back-up support to officers.

DISTINGUISHING FEATURES

The 8211 Supervising Building and Grounds Patrol Officer supervises the work of subordinate staff who provide security for public facilities.

SUPERVISION EXERCISED

Provides supervision, training and scheduling of subordinate 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. Supervises the line security operations of assigned buildings and grounds; may assist officers in securing assigned buildings and grounds; schedules officers to meet security needs of assigned buildings and grounds; conducts regular patrols of assigned buildings and grounds.

2. Observes and inspects officers and their assigned areas to assure compliance with established policies and procedures and the maintenance of professional standards; monitors and evaluates performance; carries out transition procedures between shifts; assists in incident resolution as needed; provides ongoing employee training.

3. Inspects buildings to assure that they are property secured.

4. When necessary, apprehends persons engaged in acts of vandalism and theft and turns them over to police authorities or reports such action immediately to the Police Department; questions persons seeking entry to public buildings; enforces security regulations.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Public buildings and locations operated by various city departments; departmental regulations governing use of city facilities; general security procedures, dealing with the public, and emergency plans relative to securing buildings and property against theft, damage, fire, or unauthorized entry.
Title: Supervising Building and Grounds Patrol Officer  
Job Code: 8211

Ability and Skill to: Carry out written and oral instructions; act quickly in emergencies, prepare and submit operational reports on patrol activities; develop and train employees, monitor and correct employee performance, and manage time to ensure priority situations or problems are addressed; deal effectively, tactfully and courteously with members of the public and co-workers. Requires the physical agility and stamina necessary to enforce security regulations and apprehend and hold persons involved in acts of vandalism or seeking illegal entry.

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:
High school diploma or equivalent (GED or High School Proficiency Examination); AND

Experience:
Three (3) years of work experience as a special police officer, security guard or other similar work; AND

License and Certification:
Possession of a valid California driver's license.

SUPPLEMENTAL INFORMATION

Positions in Supervising Building and Grounds Patrol Officer are responsible for sustained physical effort involving considerable standing and walking for extended periods of time. Incumbents may be required to work any shift, rotating shifts, weekends, holidays and overtime may be assigned as necessary; may wear a uniform and carry a weapon; may operate radio transmitting and receiving equipment; follow established procedures regarding the enforcement of security regulations and the apprehension of persons violating the access and use of public facilities; prepare and submit operational reports on patrol activities; recognize various types of weapons and/or contraband which indicates element of danger; give directions and answer questions relative to work area; make contact with the general public in connection with enforcement of rules and regulations.

DESIRABLE QUALIFICATION
Possession of a valid California Penal Code, Section 832 “Arrest Course” certificate

PROMOTIVE LINES
Title: Supervising Building and Grounds Patrol Officer  
Job Code: 8211

From: 8207 Building and Grounds Patrol Officer; 8202 Security Guard; 8208 Park Patrol Officer; 8226 Museum Guard

ORIGINATION DATE: 12/28/09

AMENDED DATE: 8/24/15

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.

BUSINESS UNIT(S): COMMN