NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: October 13, 2015
Re: Notice of Proposed Classification Actions –Final Notice No. 26 FY 15/16 (copy attached).

Pursuant to completion of discussion with SEIU 1021 regarding this classification action, the classification action contained in the above referenced notice became effective October 12, 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: 26
Fiscal Year: 2015/2016
Posted Date: 09/11/2015
Reposted Date: 10/05/2015

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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</thead>
<tbody>
<tr>
<td>1</td>
<td>7392</td>
<td>Window Cleaner</td>
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</table>

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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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Window Cleaner
Job Code: 7392

INTRODUCTION

Under supervision, cleans and washes interior and exterior windows, other glass surfaces and elevated surfaces in public buildings; and performs related duties as required. Requires responsibility for following prescribed methods and procedures in observing all safety precautions and regulations while working at dangerous heights. Nature of the work involves: intermittent exposure to working conditions where serious injury or loss of life may be encountered despite safety measures; considerable physical effort in the use of scaffolding and other related equipment.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

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. Washes exterior and interior glass windows, high and low glass partitions, glass doors, book cases, table tops, skylights, enclosed elevators and other glass surfaces involving the use of scaffolding, pressure washing and related equipment.

2. Washes and cleans fluorescent light fixtures, incandescent droplights, crystal lights, and ornamental stand lamps.

3. Repairs broken cords, adjusts and dusts venetian blinds.

4. Washes and cleans outside columns of buildings and applies pigeon repellent; splices falls and safety ropes.

5. Performs other miscellaneous duties in the preparation of facilities for special events, such as hanging heavy cloth drapes and arranging flags and chairs.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: window and glass cleaning methods, tools and materials; safety precautions, methods, operating procedures (OPOS), practices and OSHA window cleaning related regulations and equipment necessary to work at dangerous heights.
Title: Window Cleaner  
Job Code: 7392

Ability and Skill to: follow oral and written instructions and operating procedures at dangerous heights; establish and maintain effective and cooperative working relationships, and to effectively work with staff, departmental personnel and the general public.

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:

Experience:

1. Two (2) years of verifiable service as a professional Window Cleaner including experience with bosun’s chairs, scaffolding and lifts in cleaning interior and exterior windows at heights of 18 feet or above. Must be able to work sixty (60) and above feet on aerial lifts, suspended platforms and scaffold; OR

2. Six (6) years of verifiable service as a custodian with training experience and knowledge in the tools and procedures for the cleaning of interior and exterior windows at heights of 18 feet or above. Must be able to work sixty (60) and above feet on aerial lifts, suspended platforms and scaffold. Custodial experience must include the following: (a) Current certificate by certified trainer indicating successful completion of an aerial lift operator safety training course and indicating trainee has met the minimum requirements as outlined in ANSI A92.6 specifications; (b) competent person training certification for fall protection and (c) certification of training on exterior swing stage scaffolds; AND

LICENSE AND CERTIFICATION

Possession and maintenance of a valid California Drivers’ License (to be presented at time of appointment). Candidates must be insurable under the City’s automobile liability insurance policy. Insurability must be maintained throughout employment.

PROMOTIVE LINES

To:  7268 Window Cleaner Supervisor

From: Original entrance examination.
Title: Window Cleaner
Job Code: 7392

ORIGINATION DATE:
JANUARY 12, 1961

AMENDED DATE:
6/27/14, 10/12/15

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 SFCCD SFMTA SFUSD