

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 2, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 35 FY 16/17 (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 March 2, 2017.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Director
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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, 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: 35
Fiscal Year: 2016/2017
Posted Date: 02/22/2017
Reposted Date: N/A

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

Item #	Job Code	Title
1	2785	Assistant General Services Manager

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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@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>.

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

**Title: Assistant General Services Manager
Job Code: 2785**

DEFINITION

Under direction, assists in the supervision of the housekeeping and general service activities of a section of a large institution; plans, organizes and directs the work of subordinate personnel assigned; and performs related duties as required.

Requires responsibility for, executing, interpreting, coordinating and enforcing existing policy and assisting in the development of work procedures and methods; achieving economies through the most efficient assignment of personnel, and through the enforcement of proper handling and use of supplies; making regular contacts with institutional personnel; supervising and preparing a wide variety of operating records and reports. Work involves occasional exposure to accident and health hazards as well as to disagreeable elements.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

Supervises subordinate staff.

EXAMPLES OF 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. Directs and coordinates the activities of personnel assigned to a section of a large institution, with respect to services such as housekeeping janitorial, security, laundry, storage, inventory, messenger, patient property and related activities.
2. Inspects premises with respect to cleanliness, orderliness, safety regulations or other pertinent conditions in order to determine the effectiveness of housekeeping and general services procedures of the institution; studies and makes recommendations concerning, housekeeping methods and procedures and the most efficient assignment of personnel in this regard.
3. Directs and may participate in the indoctrination of new employees; conducts evaluation interviews, and makes recommendations; plans and coordinates in-service training programs for both new and veteran employees.
4. Consults with institution supervisory personnel on matters connected with housekeeping or related activities; maintains close liaison in this regard; assists in the preparation of annual budget estimates for the housekeeping and general services division; directs the moving

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**Title: Assistant General Services Manager
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assembling, and storage of a variety of items of supplies, furniture and equipment; directs the preparation and maintenance of a wide variety of personnel and operating records and reports and participates in this activity.

5. Provides direction for the Housekeeping and General Services Division and may act for the manager in his absence; enforces discipline among subordinates; makes appropriate recommendations on disciplinary action; provides counseling when necessary in regard to disputes on assignments.

6. Directs the preparation of work schedules providing the most efficient coverage; directs, reviews and approves the preparation of requisitions for a variety of supplies and equipment; makes appropriate recommendations on disciplinary action.

KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Methods and procedures employed in servicing, cleaning, and maintaining a large institution including the use of a wide variety of cleaning equipment and supplies; modern supervisory methods particularly as they apply to a large institution ;regulatory requirements for health, safety and infection control; principles and methodologies of budget development.

Ability and Skill to: Direct a large group of subordinates employed at various locations in an institution to effectively arrange work schedules, evaluate performance of subordinates and establish and maintain effective liaison with instructional, administrative, and supervisory personnel; understand and interpret written material; communicate effectively both orally and in writing.

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:

Two (2) years of experience supervising general services in an institutional/hospitality setting (such as environmental services, housekeeping, messenger, laundry/linen or mailroom).

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

**Title: Assistant General Services Manager
Job Code: 2785**

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To:

From:

ORIGINATION DATE: 8/13/64

AMENDED DATE: 03/02/17

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD