

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: May 9, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 48 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 May 9, 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:** 48  
**Fiscal Year:** 2016/2017  
**Posted Date:** 04/26/2017  
**Reposted Date:** N/A

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

| Item # | Job Code | Title  |
|--------|----------|--|
| 1      | 3424     | Integrated Pest Management Specialist        |
| 2      | 3425     | Senior Integrated Pest Management Specialist |

**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](mailto: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](mailto: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>.

**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

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

**Title: Integrated Pest Management Specialist  
Job Code: 3424**

**DEFINITION**

Under general supervision, inspects trees, shrubs, grass, rights of way (roads, flood control channels, transportation corridors, lots, landscaping and easements, etc.), bodies of water and structures for evidence of various pests and related damage, and takes appropriate steps to resolve problems.

**DISTINGUISHING FEATURES**

The 3424 Integrated Pest Management Specialist manages pests using biological, cultural, mechanical, physical and chemical controls with emphasis on the least toxic approach. The 3424 Integrated Pest Management Specialist is distinguished from Class 3417 Gardener in that the latter performs skilled and semi-skilled and manual labor work related to the maintenance of turf areas, lawns, shrubs, trees and other plants. The 3424 Integrated Pest Management Specialist is distinguished from the 3425 Senior Integrated Pest Management Specialist in that the latter has supervisory responsibilities.

**SUPERVISION EXERCISED**

Provides technical direction and oversight to gardening staff and other department employees.

**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. Surveys and inspects trees, shrubs, grass, rights of way and other vegetation, aquatics and structures for evidence of disease or presence of harmful pests by using visual aids, field observations and history records.
2. Monitors pest ecosystems to evaluate the presence of pest species, natural pest predators, and conditions that may contribute to pest problems.
3. Assists and provides expertise in the development of integrated pest management program strategy.
4. Utilizes traps, chemical and non-chemical methods to manage pests.
5. Maintains detailed IPM records.
6. Provides expertise, assistance and training to staff, structural contract service providers and the public about pest biology, the IPM approach, new pest management strategies, and

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

**Title: Integrated Pest Management Specialist**

**Job Code: 3424**

toxicology of pesticides for use.

7. Mixes, applies and monitors various recommended chemicals, fertilizers, compounds and baits to be used for treatment, elimination or control of specific conditions found.

8. Provides technical direction and oversight to gardening staff and other departmental employees.

9. Implements pest control measures in accordance with the City's Integrated Pest Management Program (Chapter 39 of the San Francisco Administrative Code).

10. Operates and maintains specialized equipment such as sprayers of various types, small boat to spray lakes for algae and weed control, and/or large capacity truck sprayer for surface areas.

11. Directs the work of a driver in the operation of a spray truck.

12. Requisitions and evaluates needed supplies and keeps records of chemicals used and recommendations for spray control operations.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: the practice of managing pests using biological, cultural, mechanical, physical and chemical controls with emphasis on the least toxic approach; proper usage, application and dilutions of chemical pesticides used in the control of invertebrates/vertebrates, pathogens, vegetation management and aquatic pest control; the use and care of various equipment peculiar to pest management techniques; hazards, precautions, use, handling and storage of pesticides, including safety procedures during operation of various equipment.

Ability and Skill to: Work with and/or provide guidance to city staff, contractors, tenants, and the general public using pest control methods; provide training where needed to maintain an acute awareness of safety hazards and maintain a safe working environment; communicate in writing with city staff, private structural contractors, government agencies and the general public; record and report activities and maintain records,; effectively communicate with city staff, private contractors, government agencies and the general public to facilitate the effectiveness of daily

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

**Title: Integrated Pest Management Specialist  
Job Code: 3424**

pest control operations.

**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:

One (1) year of verifiable experience working as a professional gardener, nursery worker or a professional pest control provider.

License and Certification:

Possession of a California Commercial Applicator Certificate (QAC/QAL) which includes one or more of the following categories: Residential, Industrial and Institutional; Landscape Maintenance; Rights-of-way; Forest; Aquatic; and Wood Preservation.

Possession of a valid California class C driver license.

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 3425 Senior Integrated Pest Management Specialist

**ORIGINATION DATE:** 01/12/1961

**AMENDED DATE:** 03/06/00; 04/20/07; 03/11/10; 05/09/17

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

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD

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

**Title: Senior Integrated Pest Management Specialist  
Job Code: 3425**

**DEFINITION**

Under direction, is responsible for the assignment and supervision of a crew of integrated pest management specialists engaged in the inspection trees, shrubs, grass, rights of way (roads, flood control channels, transportation corridors, lots, landscaping and easements, etc.), bodies of water and structures for evidence of various pests and related damage, and taking appropriate steps to resolve problems.

**DISTINGUISHING FEATURES**

The 3425 Senior Integrated Pest Management Specialist manages pests using biological, cultural, mechanical, physical and chemical controls with emphasis on the least toxic approach. The 3425 Senior Integrated Pest Management Specialist is distinguished from the 3424 Integrated Pest Management Specialist in that the prior has lead responsibilities for a pest control work group.

**SUPERVISION EXERCISED**

Supervises or provides technical direction and oversight to 3424 Integrated Pest Management Specialists and other department employees.

**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. Supervises staff that surveys and inspects trees, shrubs, grass, rights of way and other vegetation, aquatics and structures for evidence of disease or presence of harmful pests by using visual aids, field observations and history records.
2. Monitors pest ecosystems to evaluate the presence of pest species, natural pest predators, and conditions that may contribute to pest problems.
3. Oversees and provides expertise in the development of integrated pest management program strategy that fits the department's needs.
4. Oversees the safe use of traps, chemical and non-chemical methods to manage pests.
5. Maintains detailed IPM records, such as site evaluations and recommendations.
6. Provides expertise, assistance and training to staff, structural contract service providers and the public about pest biology, the IPM approach, new pest management strategies, and

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

**Title: Senior Integrated Pest Management Specialist  
Job Code: 3425**

toxicology of pesticides for use; corresponds and coordinates with outside agencies as necessary.

7. Supervises and monitors the mixing and application of various recommended chemicals, fertilizers, compounds and baits to be used for treatment, elimination or control of specific conditions found.

8. Supervises or provides technical direction and oversight to 3424 Integrated Pest Management Specialists and other departmental employees.

9. Implements pest control measures in accordance with the City's Integrated Pest Management Program (Chapter 39 of the San Francisco Administrative Code).

10. Provides written recommendations for treatment, elimination or control of specific conditions found.

11. Operates and maintains specialized equipment such as sprayers of various types, small boat to spray lakes for algae and weed control, and/or large capacity truck sprayer for surface areas.

12. Directs the work of a driver in the operation of a spray truck.

13. Requisitions and evaluates needed supplies and keeps records of chemicals used and recommendations for spray control operations.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: the practice of managing pests using biological, cultural, mechanical, physical and chemical controls with emphasis on the least toxic approach; proper usage, application and dilutions of chemical pesticides used in the control of invertebrates/vertebrates, pathogens, vegetation management and aquatic pest control; the use and care of various equipment peculiar to pest management techniques; hazards, precautions, use, handling and storage of pesticides, including safety procedures during operation of various equipment.

Ability and Skill to: manage effectively the work of subordinates and/or provide guidance to city staff, contractors, tenants, and the general public using pest control methods; provide training

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

**Title: Senior Integrated Pest Management Specialist  
Job Code: 3425**

where needed to maintain an acute awareness of safety hazards and maintain a safe working environment; communicate in writing with city staff, private structural contractors, government agencies and the general public; record and report activities and maintain records, usage and recommendations using general computer skills; effectively communicate with city staff, private contractors, government agencies and the general public to facilitate the effectiveness of daily pest control operations.

**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:

Three (3) years of verifiable experience working as a professional gardener, nursery worker or a professional pest control provider.

License and Certification:

Possession of a California Commercial Applicator Certificate (QAC/QAL) which includes one or more of the following categories: Residential, Industrial and Institutional; Landscape Maintenance; Rights-of-way; Forest; Aquatic; and Wood Preservation.

Possession of a California Agricultural Pest Control Adviser license (PCA) which includes one or more of the following categories: Plant Insects, Mites and other Invertebrates; Vertebrate Pests: Weed Control; and Plant Growth Regulators.

Possession of a valid California class C driver license.

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

From: 3424 Integrated Pest Management Specialist

**ORIGINATION DATE:** 01/04/11



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

**Title: Senior Integrated Pest Management Specialist  
Job Code: 3425**

**AMENDED DATE:** 05/09/17

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

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD