

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: October 20, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 14 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 October 20, 2016.

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  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, 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:** 14  
**Fiscal Year:** 2016/2017  
**Posted Date:** 10/12/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	2439	Technical Instructional Assistant, Laboratory/Storeroom 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](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 Victor H Vallejo, Clerk, at (415) 557-4894 or by email at [Victor.h.Vallejo@sfgov.org](mailto:Victor.h.Vallejo@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  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: 2439**

**Job Code: Technical Instructional Assistant, Laboratory/Storeroom Manager**

**INTRODUCTION**

Under general direction, performs business management and/or technical support duties in a biology or chemistry laboratory or other large storeroom operation typically involving supervision over a group of School Laboratory Assistants, College Aides and Technical Instructional Assistants; prepares and assists in the justification of budget estimates; prepares and assists in making recommendations for safety procedures and equipment, maintains expenditure controls over approved budgets; directs the work of staff and related clerical personnel; orders materials and supplies; performs related duties as required.

**DISTINGUISHING FEATURES**

Storeroom managers exercise a high degree of independent judgement in the execution of assignments and have specialized knowledge of the subject matter field or area of discipline assigned, as well as familiarity with the policies and procedures of the particular department to which they will be assigned. Positions in this class are primarily managerial and supervisory and typically involve full management responsibility for related laboratory support or teaching support activities.

**SUPERVISION EXERCISED**

Supervises subordinate laboratory staff, such as School Laboratory Aides, College Work Study Students, and Technical Instructional Assistants.

**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. Oversees the operation of a biology or chemistry laboratory or other large storeroom operation; directs School Laboratory Assistants, College Aides and Technical Instructional Assistants in the performance of tasks, especially those relating to the use, production and maintenance of storeroom materials and equipment; prepares manuals relating to same for use by students and instructors.
2. Catalogues, orders and maintains inventories of storeroom materials, equipment and supplies; provides technical advice in the selection of the materials, keeps related records.
3. Prepares and maintains expenditure controls over approved budget; achieves considerable economies in the efficient purchase of large quantities of materials; supplies and equipment for the laboratory.
4. Participates in developing methods and procedures for new lecture demonstrations and laboratory experiments.
5. Stores and issues equipment and supplies.
6. Selects, trains and evaluates laboratory assistants.

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7. Participates in developing safety procedures and recommending safety equipment.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: the subject matter of the discipline or field of activity including the relevant language, terminology, equipment and supplies; the practices and procedures of the department to which assigned and the principles of supervision and management.

Ability and Skill to: work independently on a variety of assignments requiring technical and managerial skills; train and supervise student assistants; make minor repairs to apparatus and equipment; deal effectively with administrators, instructors, students and the general public; the selection and use of appropriate methods and materials for instructional purposes; the instruction of students and student assistants in the use of materials and equipment.

**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:

Possession of a baccalaureate degree from a four year college or university with major course work in physics, engineering, physical sciences or biological sciences.

Experience:

Two (2) years (4,000 hours) of experience working in an instructional laboratory or storeroom as a manager, supervisor, or teacher.

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

Note: This class is exempt from examination under the provisions of Charter Section 8.300(a)(2).

**PROMOTIVE LINES**

**ORIGINATION DATE:** 01/07/1980

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DEPARTMENT OF HUMAN RESOURCES**

**Title: 2439**

**Job Code: Technical Instructional Assistant, Laboratory/Storeroom Manager**

**AMENDED DATE:** 10/20/16

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

**BUSINESS UNIT(S):** SFCCD