

**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:** 38  
**Fiscal Year:** 2016/2017  
**Posted Date:** 03/01/2017  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	1932	Assistant Storekeeper
2	1934	Storekeeper
3	1936	Senior Storekeeper

**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: Assistant Storekeeper**  
**Job Code: 1932**

## **INTRODUCTION**

Under supervision, performs manual and routine clerical duties in the receipt, storage and issuance of materials, supplies and equipment at a storeroom or central warehouse; and perform related duties as required.

## **DISTINGUISHING FEATURES**

This classification is the first level in the Storekeeping series. The incumbent is required to follow instructions and established methods and procedures regarding storeroom activities, including the receipt, storage and issuance of supplies. The nature of the work involves considerable sustained physical effort and heavy lifting.

## **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. Receives incoming materials, supplies and equipment from vendors or from other city warehouses or storeroom; checks item received against delivery tags and signs for proper number of cartons; carries or trucks items received to the proper storage locations; breaks down bulk stock into smaller packages or units.
2. Enters records of stocks received and issued; fills requisitions on storeroom; assists in taking periodic inventories of supplies on hand in storeroom or warehouse; maintains order and cleanliness in storeroom.
3. May assist in the salvage of usable items of equipment or supplies; may participate in the sale of such reclaimed goods; may operate manual or automatic equipment such as dollies, hand or electric trucks and fork lifts in connection with the receipt, storage, removal, transfer or issuance of supplies and equipment.

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

Knowledge of: methods and procedures commonly used in receiving, storing and issuing supplies and related inventory and record keeping work.

Ability and Skill to: follow instructions and cooperate with others in the performance of duties; maintain accurate records and inventories; operate various manual and automotive equipment common to storeroom activities.

## **MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which*

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DEPARTMENT OF HUMAN RESOURCES

**Title: Assistant Storekeeper**  
**Job Code: 1932**

*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:

Requires completion of four **(4)** years of high school,

Experience:

**One (1) year of experience in a distribution center or warehouse in which the duties consisted of ordering, receiving, stocking, inventory control, and issuing large and varied quantities of supplies, materials, and equipment. This experience must be in an institutional organization or a large, major commercial organization, or similar setting.**

~~Requires ability to follow instructions and cooperate with others in the performance of duties; maintain accurate records and inventories; operate various manual and automotive equipment common to storeroom activities.~~

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**To: 1934 Storekeeper**

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

**AMENDED DATE:** 06/20/1977; 05/02/1983; **03/XX/17**

**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 SFMTA SFCCD SFUSD

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

**Title: Storekeeper  
Job Code: 1934**

**DEFINITION**

Under general supervision, performs responsible work in the requisitioning, receipt, issuance, storage and inventory of materials, supplies and equipment; and performs related duties as required. ~~Requires normal responsibility for: carrying out and explaining established methods and procedures related to modern storekeeping functions and activities; achieving moderate economies through the efficient and proper handling, storage and issuance of materials and supplies; making occasional contacts with vendors and personnel of other departments; maintaining important storeroom records and inventories.~~ Nature of work may involve considerable physical effort and heavy lifting.

**DISTINGUISHING FEATURES**

**Class 1934 Storekeeper is distinguished from 1932 Assistant Storekeeper in that the prior is involved in the more independent tasks and difficult matters associated with ordering supplies, making purchases, contacting vendors regarding prices, specifications, or delivery particulars. It is further distinguished from 1936 Senior Storekeeper in that the latter is a first-level supervisory position that has responsibility for supervising personnel engaged in storeroom activities.**

**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. Receives materials and supplies at a central warehouse or storeroom; checks shipments for conformity with specifications of the purchase order or requisition; enters records of items received on appropriate forms; stores materials in proper area using hand or power equipment, when necessary; makes proper entries on inventory and bin cards; may order supplies, when needed, or may call shortages to the attention of the proper authorities; makes minor purchases from a petty cash fund; may contact vendors regarding prices, specifications, or delivery particulars.
2. Codes requisitions on storeroom, fills requisitions, and arranges for delivery of supplies to users; checks requisitions against purchase orders for correctness; makes proper entries on bin cards and other records indicating the disbursement or stores.
3. Maintains inventory records; prepares inventory charts; stamps items of furniture or equipment with appropriate identification number; supervises and participates in the physical

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**Title: Storekeeper**  
**Job Code: 1934**

inventory of stores and equipment; may supervise assistant storekeepers in the various phases of storekeeping operations.

4. Operates various hand or automatic equipment used in the labeling, transport and storage of supplies; may operate a light truck in connection with the pick-up or delivery of stores; may supervise and assist in the cleaning of storage areas and the maintenance of a neat, orderly storeroom or warehouse; may supervise or assist in salvage and sale of usable equipment.

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

Knowledge of: the methods and practices of general storekeeping, including the ordering, receipt, storage, requisitioning, inventory and issuance of large and varied quantities of supplies, materials and equipment.

Ability and Skill to: follow detailed instructions and supervise subordinates; check stores received; fill requisitions for stores accurately and promptly; keep accurate records of all transactions.

**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:  
Requires completion of four **(4)** years of high school.

Experience:  
~~supplemented by at least Three (3) years of experience in a distribution center or warehouse in which the duties consisted of ordering, receiving, stocking, inventory control, and issuing large and varied quantities of supplies, materials, and equipment. This experience must be in an institutional organization or a large, major commercial operation, or similar setting. - the receipt, storage and issuance of large quantities of materials, supplies and equipment; or an equivalent combination of training and experience.~~

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Storekeeper  
Job Code: 1934

PROMOTIVE LINES

To: 1936 Senior Storekeeper

From: 1932 Assistant Storekeeper

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 03/XX/17

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 SFMTA SFCCD SFUSD

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

**Title: Senior Storekeeper  
Job Code: 1936**

**INTRODUCTION**

Under direction, ~~supervises~~ **is responsible for** the operation of one large or several small storerooms that stock a large and diverse inventory of supplies, materials and equipment.

**DISTINGUISHING FEATURES**

This is a first-level supervisory position that has responsibility for supervising personnel engaged in storeroom activities.

**SUPERVISION EXERCISED**

Supervises **subordinate** staff, **such as** ~~in one or more~~ 1932 Assistant Storekeeper, 1934 Storekeeper, or 1920 Inventory Clerk positions.

**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 personnel engaged in storeroom activities, such as receiving, handling, disbursing and storing supplies, materials and equipment.
2. Executes, interprets, and enforces City and departmental policy and procedures related to modern storekeeping activities and procurement policies.
3. Enforces safety codes and procedures such as Cal OSHA, the Code of Safe Practices, and other existing federal, state, local and departmental codes and procedures, to comply with safety requirements; conducts safety training, including the safe operation of power tools and equipment.
4. Orders, receives, disburses, stores and may make petty cash purchases of supplies, materials and equipment.
5. Ensures that disbursements are charged to the proper accounts and maintains detailed storeroom records and inventory.
6. Coordinates arrangements with vendors and other City departments regarding delivery, moving, assembly, installation, disassembly and repair of furniture and equipment.
7. Directs departmental recycling efforts and coordinates collection of salvageable materials and

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**Title: Senior Storekeeper  
Job Code: 1936**

equipment.

8. Communicates orally and in writing to explain methods and procedures related to storeroom activities.

9. Responds to inquiries and complaints and determines nature and provides a solution to the problem.

10. Uses a personal computer to perform data entry and computer file management, send an receive email, and create word processing documents.

11. Uses a two-way radio, cell phone or pager.

12. Drives an automobile, van or light truck to various locations.

~~13. Performs related duties as required.~~

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

Knowledge of: established methods and procedures commonly used in storerooms, and safety procedures, including the safe operation of manual and power tools and equipment.

Ability and Skill to: supervise personnel engaged in storeroom activities; accurately perform mathematical calculations related to storeroom activities; promote, establish, and maintain effective working relationships; write and speak in a manner that is easily understood, and listen to and understand what is said; operate a two-way radio, cell phone and pager; operate a motor vehicle; use a personal computer; use hand and power tools and equipment; and load, unload, lift and carry items that are bulky or weigh up to 75 lbs.

### **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:

**Requires completion of four (4) years of high school.**

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Title: Senior Storekeeper  
Job Code: 1936

Experience:

Four **(4)** years of experience, **obtained** within the last six years, working in **a distribution center** ~~an institutional or large commercial storeroom or warehouse~~, in which the duties consisted of ordering, receiving, stocking, ~~issuing and~~ inventory control, ~~and issuing of a large~~ and varied quantities of supplies, materials and equipment. **This experience must be in an institutional organization or a large, major commercial operation, or similar setting.**

License and Certification:

Possession and maintenance of a valid class C driver license and good driving record.

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**To: 1938 Stores and Equipment Assistant Supervisor**

**From: 1934 Storekeeper**

**ORINATION DATE:** 01/12/1961

**AMENDED DATE:** 07/01/1977; 06/27/03; **03/XX/17**

**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 SFMTA SFCCD SFUSD