

**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:** 104  
**Fiscal Year:** 2015/2016  
**Posted Date:** 07/01/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	1750	Microphoto/ Imaging Technician
2	1752	Senior Microphoto/Imaging Technician

**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  
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  
Alex Koskinen, Controller/ Budget Division

E-File

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

**Title: MICROPHOTO/IMAGING TECHNICIAN  
Job Code: 1750**

**INTRODUCTION**

Under general supervision, the microphoto/imaging technician operates a variety of equipment used in producing copies of legal documents, maps, plans, building applications, payroll and retirement system records, social security documents and other printed materials. ~~The microphoto/imaging technician operates a variety of microfilm and/or imaging equipment including (but not limited to) microfilm camera, reader printers, duplicators, developers, inserters, scanners, computers and related equipment; utilizes various computer applications; sorts, scans, films, types, indexes, files, retrieves, jackets, and prints documents; makes diazo copies; splices film for correction and completes exposures; requisitions material and supplies; checks inventory; maintains logs of work received and completed; utilizes aperture cards; lifts and moves heavy items; maintains and makes minor repairs of microfilm equipment; prepares chemical solutions; lubricates, cleans, maintains and makes repairs of microfilm equipment; may deliver and/or retrieve documents from various work sites; and performs related duties as required.~~

**DISTINGUISHING FEATURES**

A position in job code 1750 Microphoto/Imaging Technician, which is the journey-level code in the series, typically involves responsibility for day-to-day operations of microfilming/imaging activity. Positions in code 1750 are distinguished from those in code 1752 Senior Microphoto/Imaging Technician by the supervisory responsibilities and/or oversight exercised by code 1752.

**SUPERVISION EXERCISED**

None

**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 and are not intended to be an inclusive list.*

1. Operates a wide variety of microfilm/imaging and reproduction equipment used in making copies of maps, plans, records, documents and other printed materials; operates diazo duplicating equipment; *splices film for correction and completes exposures; utilizes aperture cards*; reconstructs missing documents; uses special attachments and adjustments in making copies from microfilm.
2. Lubricates and cleans microfilm and other equipment; ~~when necessary may prepare chemical solutions, such as developer and ammonium hydroxide, in connection with the work.~~
3. Requisitions materials and supplies and checks stock.
4. ~~Microfilms a variety of printed materials including legal documents; inserts film into jackets;~~

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~~utilizes aperture cards; loads microfilm into cartridges; labels cartridges and jackets.~~ **Sorts, scans and prints documents; performs quality assurance and quality control on imaged documents; indexes documents based on identifiers and recording information.**

~~5. Reviews completed microfilm for quality and density; checks microfilm for any deletions of documents.~~

~~6. Splices film for correction and completing exposures.~~

~~7-5. Identifies materials and/or index documents based on name/number or other identifiers and recording information into work log; maintains a log of work received and completed; prepares various reports/documents by using computer applications.~~

~~86. Responds to inquiries from staff; assists staff in using the reader machine~~ **microfilm/imaging and reproduction equipment.**

~~97. Files, researches and retrieves documents.~~

~~10. Maintains a log of work received and completed.~~

~~118. Maintains and handles minor repairs of microfilm equipment.~~

~~129. Types and updates information on documents~~

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

Knowledge of: principals of microfilm/imaging and microfilm techniques; reader printer, image scanner, 16 mm camera, 35 mm planetary camera, 16 and 35 mm inserter, diazo printer developer, jacketing machines, microfiche; and OSHA safety regulations.

Ability to and Skill to: communicate effectively orally and in writing; deal courteously and tactfully with users of the service; plan effective utilization of microfilm/imaging equipment; assist in the development of record keeping and retrieval systems for large quantities of microfilmed digitized documents and records; and prepare and review routine reports; lift heavy microfilm equipment and other materials up to 40 pounds; to drive to and from work sites; operate and maintain microfilm/imaging cameras and related photocopy equipment; ~~prepare chemicals and materials used in work.~~

### 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.*

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Title: MICROPHOTO/IMAGING TECHNICIAN  
Job Code: 1750

Education:

Experience:

One (1) year of experience as a microphoto/imaging technician in the operation and maintenance of microfilm/imaging and reproduction, duplication and photocopy equipment, including editing, splicing and jacketing of film.

2. Ability to lift forty (40) pounds.

~~Note: Some positions may require possession of a valid California driver license. For some positions, the candidate must have general knowledge of Microsoft Office: Word 97, Excel, and Database software. Essential functions require the following physical skills and work environment: may deliver and/or retrieve documents from various work sites and lifting of heavy microfilm equipment.~~

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

PROMOTIVE LINES

To: 1752 Senior Microphoto/Imaging Technician

ORINATION DATE: 01/03/1977

AMENDED DATE: 10/1/1999; 06/XX/16

**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 MICROPHOTO-/IMAGING TECHNICIAN  
Job Code: 1752**

**INTRODUCTION**

Under supervision, the senior microphoto/-imaging technician oversees the reproduction, cataloging, and storage of large volumes of documents and/or diagrams including legal documents, maps, plans, building applications, payroll and retirement system records, social security documents and other printed materials; ~~operates a variety of microfilm and/or imaging equipment including (but not limited to) microfilm camera, reader printers, duplicators, developers, inserters, scanners, computers and related equipment; sorts, scans, films, splices film for correction and completes exposures; makes diazo copies, types, files, retrieves, jackets and prints documents when required; may utilize aperture cards; using various computer applications; prepares chemical solutions; organizes and coordinates microphoto/imaging activities; trains and supervises subordinate technicians and clerical assistants; prepares quarterly reports of work performed by staff; checks filmed or scanned documents to ensure archival quality reproduction; maintains proper indexing of records; is responsible for requisitioning and maintaining adequate inventory supply levels; communicates with other city departments and outside vendors for service and supplies; arranges the pickup and delivery of documents; maintains current logs of document and inventory stored onsite and offsite; lifts and moves heavy items; maintains and makes minor repairs of microfilm equipment; may require delivering and/or retrieving documents from various offsite locations; and performs related duties as required.~~

**DISTINGUISHING FEATURES**

A position in job code 1752 Senior Microphoto/Imaging Technician, which is the advanced journey-level code in the series, typically involves responsibility for day-to-day operations of microfilming/imaging activity and may be required to exercise supervision over subordinates involved in equipment operations.

**SUPERVISION EXERCISED**

A 1752 Senior Microphoto/-Imaging Technician may daily assign, supervise, and review the work of 1750 Microphoto/-Imaging Technicians and/or clerical assistants; and performs other related duties as required.

**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 codes and are not intended to be an inclusive list.*

1. Operates a wide variety of microfilm/imaging and reproduction equipment used in making copies of maps, plans, records, documents and other printed materials; operates diazo duplicating equipment; reconstructs missing documents; uses special attachments and adjustments in making copies from microfilm.
2. Supervises subordinate technicians and clerical assistants; organizes and coordinates activities involved in microfilm/imaging activities; instructs, trains and checks employees on completion of work to ensure the effective use of microfilm/imaging and reproduction equipment; reviews employees work for quality assurance to ensure documents are

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**legible and indexed correctly.**

3. Maintains work records and service accounts.
4. Maintains and makes minor repairs to equipment in cases of equipment failure; obtains assistance from equipment vendors and other outside sources.
5. Requisitions materials and supplies and checks stocks.
6. Prepares chemical solutions used in microfilm.
7. Performs **offsite** storage and retrieval **duties** processes including the use of microfiche jackets and aperture cards.
8. Operates a variety of office equipment incidental to the job such as photocopy equipment and calculators.
9. Maintains and handles minor repairs of microfilm equipment.
10. Types and updates information on documents.

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

Knowledge of: **principals of** microfilm and microfilm **imaging** techniques; reader printer, **image scanner** 16 mm camera, 35 mm planetary camera, 16 and 35 mm inserter, diazo printer developer, jacketing machines, microfiche; and OSHA safety regulations.

Ability to and Skill to: communicate effectively orally and in writing; deal courteously and tactfully with users of the service; plan effective utilization of microfilm/**imaging** equipment; assist in the development of record keeping and retrieval systems for large quantities of microfilmed **digitized** documents and records; supervise and train employees in the effective use of microfilm equipment; and prepare and review routine reports; lift heavy microfilm equipment and **other materials up to 40 pounds**; to drive to and from work sites; operate and maintain microfilm/**imaging** cameras and related photocopy equipment; prepare chemicals and materials used in work.

**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:

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Title: SENIOR MICROPHOTO-/IMAGING TECHNICIAN  
Job Code: 1752

Two (2) years of experience as a microphoto/imaging technician in the operation and maintenance of microfilm/imaging and reproduction, duplication and photocopy equipment, including editing, splicing and jacketing of film. 2. Ability to lift forty (40) pounds.

Note: Some positions may require possession of a valid California driver license. For some positions, the applicant must have general knowledge of Microsoft Office: Word 97, Excel and Database software. Some positions require one (1) year of supervisory experience. Essential functions require the following physical skills and work environment: may require delivering and/or retrieving documents from various work sites and lifting of heavy microfilm equipment.

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

PROMOTIVE LINES

**From: 1750 Microphoto/Imaging Technician**

**To: 1764 Mail and Reproduction Service Supervisor**

ORIGINATION DATE: 01/03/1977

AMENDED DATE: 10/1/1999; 06/XX/16

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

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