

**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: 97
Fiscal Year: 2015/2016
Posted Date: 06/08/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	1801	Analyst Trainee

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 Victor H Vallejo, Clerk, at (415) 557-4894 or by email at 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: Analyst Trainee
Job Code: 1801**

INTRODUCTION

This class exists as part of the Analyst Trainee Program to develop professional competence as an entry-level Analyst while working under close guidance and supervision. Analyst Trainees initially perform relatively routine tasks in support of various administrative and/or management, analysis, research and reporting functions of a department. Work is performed under close supervision and is evaluated on the basis of progress in a structured work experience training program. The Analyst Trainee may have frequent contact with staff at varying levels in City departments, the general public and with vendors. Demonstrated professional competence and successful completion of the structured training program leads to eligibility to compete for an entry-level position in several classifications, such as Research/Performance/Administrative Analyst, Management Assistant, and other entry-level analyst classifications.

DISTINGUISHING FEATURES

The Analyst Trainee class is the trainee level class of various professional Analyst or Management classifications. Initially under close supervision, the incumbents perform professional analysis, research, contract administration and reporting work while participating in a structured training program on administrative policies, operations, and systems of a department and/or the City.

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/class and are not intended to be an inclusive list.

1. Participate in a structured on-the-job training program and carry out routine research in connection with budget, legislative or management studies.
2. Assist in the performance of a variety of analyses, research, and reporting using computer programs in the following fields:
 - a. Operations of City processes, departments and agencies
 - b. Administrative and/or Management functions as they relate to budget, contract/grant development, and/or office management/support services
 - c. Financial and/or forensic, compliance, investigative and performance audits
 - d. Contract development and monitoring
3. Attend classroom-style workshops related to San Francisco government operations and skills development during the training program.
4. Prepare correspondence.

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5. Prepare presentations including graphic data displays.
6. Assist in the preparation and update of budget documents, purchasing process documents, contract reports, surveys, databases and mailing lists.
7. Assist in review, processing and monitoring of contracts, contracts compliance, and contract certification processes.
8. Input and maintain data and generate reports
9. Assist in preparing, reviewing, updating and coordinating operating schedules and program delivery calendars.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Basic organizational operations; project management; current issues in local government, public management, and urban policy; and computer applications related to the work.

Ability and Skill to: Observe, collect, analyze, evaluate, and interpret data and information, drawing logical conclusions; evaluate written information and exercise sound judgment when analyzing the impact of proposed solutions; learn City government procedures through training; comprehend, analyze, interpret, and apply basic laws, rules, regulations, policies; work effectively with others; use computers and other resources effectively, including but not limited to word-processing, spreadsheet software, email and the Internet; prepare memoranda, proposals and reports that are logical, easily understood, and well-written; prepare and maintain records and files; plan and implement events;

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 an accredited college or university.

Experience:

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License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

ORIGINATION DATE: 06/XX/16

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD