

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, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 12 FY 17/18 (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, 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:** 12  
**Fiscal Year:** 2017/2018  
**Posted Date:** 10/05/2017  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7215	General Laborer Supervisor I

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

**Title: General Laborer Supervisor I  
Job Code: 7215**

**DEFINITION**

Under direction, plans, prioritizes, assigns, oversees, inspects, and evaluates the work of laboring crews engaged in various types of construction and maintenance work, including sidewalk and street cleaning and sweeping. As a working supervisor, may be required to perform some of the duties assigned to staff.

**DISTINGUISHING FEATURES**

7215 General Laborer Supervisor I is the first level supervisory class in the laborer series and is distinguished from 7514 General Laborer in that the former is responsible for supervisory duties.

**SUPERVISION EXERCISED**

Supervises 7514 General Laborers.

**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 General Laborers by planning, assigning, monitoring, and evaluating work.
2. Makes daily assignments of laborers and sweeping and cleaning crews and vehicle operators.
3. Operates motor vehicles for the transportation of personnel and materials to job sites.
4. Supervises and/or participates in sidewalk and street cleaning, sweeping, and pressure washing.
5. Assures that all tools, equipment, and supplies necessary to specific jobs are available to work crews.
6. Prepares written reports and records including accident/injury reports, daily work reports and other reports and correspondence; keeps attendance records; performs mathematical calculations to determine area, costs, hours, etc.
7. Supervises and/or participates in removing graffiti from walls, buildings, etc.
8. Supervises and/or participates in operating forklifts, boom and scissor lifts, pressure washers,

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steam cleaners, suction sweepers, and sidewalk sweepers.

9. Supervises and/or participates in the loading and unloading of debris (from street and sidewalk cleaning), materials, and equipment on trucks.
10. Supervises and/or participates in the removal and cleanup of debris resulting from construction, wrecking, or repair work around grounds, sidewalks, and building areas; includes cleaning up illegal dumping sites.
11. Enforces practice of safe work procedures and use of safety equipment and PPE's (personal protective equipment); trains laborers in safety; enforces applicable codes, laws, and ordinances.
12. Supervises and/or participates in the cleaning and flushing of catch basins.
13. Supervises and/or participates in clearing vegetation for fire control.
14. Supervises and/or participates in the operation of pneumatic and hand tools, including jackhammers, chipping guns, and tampers, used in construction or maintenance operations (may include using a hand level).
15. Supervises and/or participates in excavations for water and sewer lines, electrical conduits, and concrete forms, and other similar excavations.
16. Provides support for craft workers by supervising and/or participating in manual labor tasks such as lifting and carrying materials and supplies, mixing and breaking concrete, etc.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: safe work practices and correct use of safety equipment; general labor procedures such as shoveling, trenching, grading, cribbing, sweeping and other street cleaning; pneumatic and hand tools such as air compressors, jackhammers, sand blasters, steam cleaners, tampers, chipping guns, chainsaws, concrete mixers, water pumps, and other tools; applicable codes, laws, and ordinances.

Ability and Skill to: communicate orally clearly and effectively with others; prepare daily work reports, absence and accident reports, performance evaluations, and correspondence; promote and maintain good working relationships and to deal courteously with others, using a variety of hand and pneumatic tools and other equipment.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: General Laborer Supervisor I  
Job Code: 7215**

**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:

Four (4) years of work experience performing the duties of a general laborer in construction;

License and Certification:

Valid California driver license (must be maintained during employment).

Substitution:

Experience in City and County of San Francisco Class 7514 General Laborer may substitute for the required experience on a year for year basis.

**SUPPLEMENTAL INFORMATION**

**SPECIAL REQUIREMENTS:** Sustained physical effort, frequently under adverse weather conditions and/or disagreeable working conditions, such as working in streets or roads in traffic of in cold and rain or being exposed to feces and urine, raw sewage, used syringes, toxic and hazardous materials, poison oak, poisonous snakes, and insects; confined space entry; may be required to use respirator and self-contained breathing apparatus.

**PROMOTIVE LINES**

From:

**ORIGINATION DATE:** 12/28/67

**AMENDED DATE:** 7/1/77; 5/23/03; 10/20/17

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

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