

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: May 16, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 26 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 May 16, 2018.

Micki Callahan
Human Resources Director

by: _____

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: 26
Fiscal Year: 2017/2018
Posted Date: 02/16/2018
Reposted Date: 05/08/2018

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

Item #	Job Code	Title
1	1222	Senior Payroll and Personnel Clerk
2	1224	Principal Payroll and Personnel Clerk

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

Item #	Job Code	Former Title	New Title
1	1220	Payroll Clerk	Payroll and Personnel Clerk

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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at 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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Payroll and Personnel Clerk
Job Code: 1220**

DEFINITION

Under general supervision, the 1220 Payroll and Personnel Clerk is responsible for calculating, and preparing payroll, and timekeeping information, and processing personnel transactions of a routine nature. The 1220 Payroll and Personnel Clerk is the journey-level position in this series.

DISTINGUISHING FEATURES

The 1220 Payroll and Personnel Clerk is distinguished from the 1222 Senior Payroll and Personnel Clerk by the latter's responsibility for performing the more difficult work involved in the complex function or issues of a payroll and/or personnel unit.

SUPERVISION EXERCISED

None

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. Calculates, posts and audits payroll and timekeeping information; utilizes basic mathematical techniques to document and assure the accuracy of employee work hours, vacation hours, sick pay credits, leave credits, State Disability Insurance, Worker's Compensation and other related calculations.
2. Inputs payroll, timekeeping, and personnel information data into systems to maintain accurate and up-to-date records.
3. Responds to routine timekeeping, payroll, and personnel inquiries; makes changes to employees information, resolving discrepancies and/or clarifying procedures for employees, supervisors, managers and others, both in person and over the telephone; analyzes and interprets economic provisions of collective bargaining agreements.
4. Prepares a variety of payroll and personnel-related forms, correspondence, input documents, and problem reports.
5. Maintains detailed files and record-keeping systems to ensure accurate and complete documentation of payroll and personnel transactions in original copy.
6. Receives, distributes and files payroll and personnel related reports.

KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the overall operations of a payroll/personnel department, including activities relating to wages, salaries, attendance, employee benefits (e.g., State Disability Insurance and Worker's Compensation); the automated processing of payroll, timekeeping and personnel

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

**Title: Payroll and Personnel Clerk
Job Code: 1220**

transactions; and basic mathematical concepts; and basic computer applications, such as e-mail, word-processing and spreadsheets software.

Ability and Skill to: analyze problems and discern discrepancies related to payroll and timekeeping matters; accurately and rapidly perform mathematical calculations by hand and by machine; communicate clearly and effectively; prepare a variety of payroll documents and records; input data accurately into an automated system; read, comprehend and interpret documents relating to payroll and personnel operations; organize, prioritize, and maintain attention to details under routine deadline.

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:

One (1) year experience preparing, calculating and maintaining payroll and/or personnel records.

License and Certification:

Substitution:

Completion of thirty (30) semester / forty-five (45) quarter units of coursework from an accredited college, university or business school, with a minimum of twelve (12) semester / eighteen (18) quarter units of coursework in business administration, accounting, mathematics, human resources, or a closely related field may substitute for the required experience; OR

Possession of a Certified Payroll Professional (CPP) Certificate issued by the American Payroll Association.

SUPPLEMENTAL INFORMATION

The nature of work may require mandatory overtime including nights, weekends, and holidays.

PROMOTIVE LINES

FROM:

TO: 1222 Senior Payroll and Personnel Clerk

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

**Title: Payroll and Personnel Clerk
Job Code: 1220**

ORIGINATION DATE: 04/24/1972

AMENDED DATE: 03/21/01; 04/23/07; 07/06/10; 05/16/18

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 Payroll and Personnel Clerk
Job Code: 1222**

DEFINITION

Under direction, the 1222 Senior Payroll and Personnel Clerk is responsible for calculating, reviewing, verifying and posting payroll, timekeeping and personnel information. 1222 Senior Payroll and Personnel Clerk is the advanced-journey-level position in this series.

DISTINGUISHING FEATURES

Class 1222 Senior Payroll and Personnel Clerk is distinguished from class 1220 Payroll and Personnel Clerk by responsibility for performing the more difficult work involved in the complex function or issues.

SUPERVISION EXERCISED

May serve as lead worker over 1220 Payroll and Personnel Clerks and other clerical staff.

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. Serves as a lead worker over payroll and personnel clerks and other clerical staff.
2. Calculates, records and audits payroll and timekeeping information into systems; documents, and ensures the accuracy of employee hours, leave credits, pay rate changes, and other related payroll and personnel documents.
3. Analyzes and interprets economic provisions of collective bargaining agreements.
4. Generates, interprets, and maintains variety of computer output reports in order to respond to employees' payroll and personnel problems and discrepancies.
5. Responds to employee and departmental complaints/inquiries, in person, in writing or by telephone to resolve payroll and personnel transaction issues.
6. Prepares forms, correspondence, inter-departmental memos, inputs documents, problem reports concerning payroll and personnel transactions, employment and credit references and verifications.
7. Prepares and records routine payroll and personnel transactions to employee records such as separation reports and leaves.
8. Receives, distributes and files payroll and personnel related reports; maintains detailed files and recordkeeping systems to assure accurate and complete documentation of payroll/personnel transactions in original copy.

KNOWLEDGES, SKILLS, AND ABILITIES

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

**Title: Senior Payroll and Personnel Clerk
Job Code: 1222**

Knowledge of: the overall operations of a payroll/personnel department, including activities relating to wages, salaries, attendance, employee benefits (e.g., State Disability Insurance and Worker's Compensation), automated payroll system and other payroll/personnel transactions; basic mathematical concepts; and basic computer applications, such as e-mail, word-processing and spreadsheets software.

Ability and Skill to: problem-solve, perform calculations, provide direction, training and support to payroll, personnel and other clerical employees; provide documentation and recommendations for performance evaluations; communicate clearly and effectively; prepare a variety of payroll and personnel documents and records, including data input; read, comprehend and interpret documents relating to payroll and personnel operations; organize, prioritize, and maintain attention to details under routine deadline; and accurately and rapidly perform mathematical calculations by hand and by machine.

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:

Two (2) years of experience preparing, calculating and maintaining payroll and/or personnel records

License and Certification:

Substitution:

Completion of thirty (30) semester / forty-five (45) quarter units of coursework from an accredited college, university or business school, with a minimum of twelve (12) semester / eighteen (18) quarter units of coursework in business administration, accounting, mathematics, human resources, or a closely related field may substitute for one (1) year of the required experience; OR

Possession of a Certified Payroll Professional (CPP) Certificate issued by the American Payroll Association may substitute for one (1) year of the required experience.

SUPPLEMENTAL INFORMATION

The nature of work may require mandatory overtime including nights, weekends, and holidays.

PROMOTIVE LINES

FROM: 1220 Payroll and Personnel Clerk

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

**Title: Senior Payroll and Personnel Clerk
Job Code: 1222**

TO: 1224 Principal Payroll and Personnel Clerk,

ORIGINATION DATE: 02/23/1961

AMENDED DATE: 03/10/2000; 07/6/2010; 05/16/2018

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: Principal Payroll and Personnel Clerk
Job Code: 1224**

DEFINITION

Under general direction, the 1224 Principal Payroll and Personnel Clerk is responsible for supervising subordinates engaged in the preparation of employee payrolls and the maintenance of employee personnel records.

DISTINGUISHING FEATURES

The 1224 Principal Payroll and Personnel Clerk is distinguished from the 1222 Senior Payroll and Personnel Clerk in that the former supervises staff. Performs more independently and provides specialized information that is more complex in nature.

SUPERVISION EXERCISED

Supervises subordinate staff.

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. Plans, assigns and directs the work of subordinate employees engaged in the preparation of payroll, and timekeeping information, and the preparation and maintenance of employee personnel records; trains, and instructs new employees.
2. Reviews and approves all documents relating to payroll and personnel transactions; analyzes and interprets economic provisions of collective bargaining agreements.
3. Serves as departmental liaison with the civil service commission, controller, retirement, health service and other offices in connection with the processing of personnel forms and records; confers with representatives of the civil service commission, controller's office, health service and retirement systems in connection with the various rules and regulations applicable to subordinate personnel.
4. Prepares personal service and related budget statistics data; maintains payroll expenditure records for budget, allotment and employee requisitioning purposes.
5. Prepares and oversees the preparation of replies to inquiries of other city departments and outside organizations in connection with departmental personnel.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: office methods, techniques and procedures and ordinary operations and uses of office machines and equipment; existing payroll and record keeping procedures and applicable laws, rules and regulations; basic mathematical concepts; and basic computer applications, such as e-mail, word-processing and spreadsheets software.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Principal Payroll and Personnel Clerk
Job Code: 1224**

Ability and Skill to: assign and supervise the work of subordinates; make rapid and accurate mathematical calculations by hand or machine; maintain a variety of detailed records and prepare a variety of reports; type neatly and accurately; problem-solve, provide direction, training and support to subordinate employees; communicate clearly and effectively; read, comprehend and interpret procedural documents relating to payroll and personnel operations; and organize, prioritize, and maintain attention to details under routine deadline.

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 experience preparing, calculating and maintaining payroll and/or personnel records.

License and Certification:

Substitution:

Completion of thirty (30) semester / forty-five (45) quarter units of coursework from an accredited college, university or business school with a minimum of twelve (12) semester / eighteen (18) quarter units of coursework in business administration, accounting, mathematics, human resources, or a closely related field may substitute for one (1) year of the required experience; OR

Possession of a Certified Payroll Professional (CPP) Certificate issued by the American Payroll Association may substitute for one (1) year of the required experience.

SUPPLEMENTAL INFORMATION

The nature of work may require mandatory overtime including nights, weekends, and holidays.

PROMOTIVE LINES

FROM: 1222 Senior Payroll and Personnel Clerk

TO: 1226 Chief Payroll and Personnel Clerk

ORIGINATION DATE: 06/1/1961

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

**Title: Principal Payroll and Personnel Clerk
Job Code: 1224**

AMENDED DATE: 07/6/2010; 05/16/2018

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD