

**City and County of San Francisco**  
Micki Callahan  
Human Resources Director



**Department of Human Resources**  
*Connecting People with Purpose*  
www.sfdhr.org

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: May 2, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 38 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 2, 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:** 38  
**Fiscal Year:** 2017/2018  
**Posted Date:** 04/24/2018  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	1424	Clerk Typist
2	1426	Senior Clerk Typist

**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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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

**Title: Clerk Typist  
Job Code: 1424**

**INTRODUCTION**

Under supervision, performs data entry and office clerical work of average difficulty in connection with the preparation and maintenance of a wide variety of operating, financial, purchasing, accounting and similar records.

Requires responsibility for: explaining existing office policies and procedures in connection with providing information to the public; making routine contacts with other departmental personnel and the general public in connection with office operations; gathering, preparing and maintaining departmental, personnel, financial and operating reports and records.

**DISTINGUISHING FEATURES**

Class 1424 Clerk Typist is distinguished from the 1426 Senior Clerk Typist in that incumbents perform work with less responsibility than that performed by incumbents in the 1426 position.

**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. Enters accounting and financial statements, contracts, payrolls, receipts, and similar materials into the appropriate system and submits to authorizing officials.
2. Monitors budget by logging purchases for contracts, purchases and other office needs in a spreadsheet or ledger.
3. May compose and type routine correspondence requiring knowledge of departmental operations and regulations.
4. Receives and communicates with the general public in connection with providing information on departmental activities and/or directs them to other personnel.
5. May receive and account for moderate amounts of money.
6. Receives, organizes and files a wide variety of office documents.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Clerk Typist  
Job Code: 1424**

7. Assembles materials and information from various sources relative to the typing of a wide variety of documents and distributes to staff and/or the general public.
8. Operates various office machines.
9. Checks and reviews a variety of documents for sufficiency and conformance to established standards and requirements.
10. Submit and track work order requests for building maintenance issues.
11. Purchase, inventory and monitor the use of office supplies.

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

Knowledge of: modern office methods and procedures; English, spelling and grammar; arithmetic; the operation of common office machines and equipment.

Ability and Skill to: use good judgment in making routine decisions in accordance with existing laws, ordinances, regulations and departmental policies and procedures; establish and maintain satisfactory working relationships with departmental personnel and the public; accurately enter written information into computer software; verify data from multiple sources in accordance with office policies and procedures; communicate effectively both orally and in writing; compile information from various sources for publication and distribution; use departmental computer programs.

**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 of clerical experience. Experience must have included data entry, answering telephones, and filing. Working as a sales clerk or restaurant help does not qualify.

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**Title: Clerk Typist  
Job Code: 1424**

License and Certification:

Substitution:

A recognized clerical training program of 240 hours or the equivalent of 15 semester units in graded clerical college units may substitute for up to 6 months of experience.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 1406 Senior Clerk; 1426 Senior Clerk Typist

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

**AMENDED DATE:** 04/23/07; 05/02/18

**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 Clerk Typist  
Job Code: 1426**

**INTRODUCTION**

Under general supervision, performs data entry and office clerical work of moderate difficulty in connection with the preparation and maintenance of a wide variety of operating, financial, purchasing, accounting and similar records; may supervise subordinate clerical personnel engaged in varied clerical work.

Requires responsibility for: interpreting, carrying out and enforcing existing departmental policies and procedures in connection with office operations; making regular contacts with other departmental personnel, the general public and outside organizations relative to office operations; preparing, checking and reviewing detailed and important office operational records and reports.

**DISTINGUISHING FEATURES**

Class 1426 Senior Clerk Typist is distinguished from the 1424 Clerk Typist in that it may have supervisory responsibilities, and incumbents perform work with a higher level of responsibility than that performed by incumbents in the 1424 position.

**SUPERVISION EXERCISED**

May supervise subordinate clerical staff.

**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. May assign, supervise and review the work of subordinate clerical personnel in the performance of routine and somewhat varied clerical tasks.
2. May supervise and participate in the maintenance of a large variety of detailed clerical records, reports and similar materials.
3. Independently composes correspondence relative to standard or routine office operations.
4. Compiles and condenses data from various sources which requires an understanding of problems and terminology involved and relevant rules and regulations governing such activities.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Clerk Typist  
Job Code: 1426**

5. Enters accounting and financial statements, contracts, payrolls, receipts and similar materials into the appropriate system and submits to authorizing officials, frequently requiring the use of independent judgment.
6. Monitors budget by logging purchases for contracts, purchases and other office needs in a spreadsheet or ledger, may assist in budget planning.
7. May compose and type routine correspondence requiring knowledge of departmental operations and regulations;
8. Receives and communicates with the general public in connection with providing information of departmental activities and/or directs them to the appropriate personnel.
9. May receive and account for moderate amounts of money.
10. Receives, organizes and files a variety of information and data in connection with the maintenance of office records.
11. Assembles materials and information from various sources relative to the typing of various documents and distributes to staff and/or the general public.
12. Operates various office machines.
13. Checks and reviews a variety of documents for sufficiency and conformance to established standards and requirements.
14. Submit and track work order requests for building maintenance issues.
15. Purchase, inventory and monitor the use of office supplies.

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

Knowledge of: modern office methods and procedures; modern English, spelling and grammar; arithmetic; the operation of common office machines and equipment.

Ability and Skill to: use good judgment in making routine decisions in accordance with existing

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Clerk Typist  
Job Code: 1426**

laws, ordinances, regulations and departmental policies and procedures; establish and maintain satisfactory working relationships with departmental personnel and the public; accurately enter written information into computer software; verify data from multiple sources in accordance with office policies and procedures; communicate effectively both orally and in writing; compile information from various sources for publication and distribution; use departmental computer programs.

**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 verifiable clerical experience including at least one year at a level comparable to a 1424 Clerk Typist. Experience must have included data entry, preparing and maintaining a wide variety of documents and reports, public contact, checking and reviewing documents for completeness, and performing mathematical computations. Working as a sales clerk or restaurant help does not qualify.

License and Certification:

Substitution:

A recognized clerical training program of 240 hours or the equivalent of 15 semester units in graded clerical college units may substitute for up to 6 months of experience.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 1408 Principal Clerk

From: 1424 Clerk typist

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



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

**Title: Senior Clerk Typist  
Job Code: 1426**

**AMENDED DATE:** 04/23/07; 05/02/18

**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