

**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. 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
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

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Clerk Typist
Job Code: 1424

INTRODUCTION

Under supervision, performs ~~typing~~ **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 ~~and reports; and performs related duties as required.~~

Requires responsibility for: explaining existing office ~~methods~~ **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. ~~Types~~ **Enters** accounting and financial statements, ~~letters,~~ contracts, payrolls, receipts, vouchers, departmental reports, permits and similar materials **into the appropriate system and submits to authorizing officials,** frequently requiring the use of some independent judgment.

2. Monitors budget by logging purchases for contracts, purchases and other office needs in a spreadsheet or ledger.

~~23.~~ May compose and type routine correspondence requiring knowledge of departmental operations and regulations.

~~34.~~ Receives and interviews **communicates with** the general public in connection with providing information on departmental activities **and/or directs them to other personnel.**

4. Examines applications for permits and licenses and prepares a wide variety of forms relative to departmental operations.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Clerk Typist
Job Code: 1424

5. May receipt and account for moderate amounts of money.

~~6. Posts a variety of information and data in connection with the maintenance of office records; codes correspondence for files.~~ **Receives, organizes and files a wide variety of office documents.**

7. Assembles materials and information from various sources relative to the typing of a wide variety of reports **documents and distributes to staff and/or the general public.**

8. Operates various office machines.

~~9. Receives and transmits complaints to field representatives or field crews for follow-up action.~~

~~10. 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; ~~business~~—English, spelling and **grammar**; arithmetic; ~~requires good knowledge of 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

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

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

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:

~~Ability to type 40 net word per minute using a typewriter or word processor; AND~~

One (1) year of verifiable clerical experience. Experience must have included typing correspondence data entry, answering telephones, and filing. Working as a sales clerk or restaurant help does not qualify.

License and Certification:

Substitution:

1. ~~—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.~~

2. ~~—City and County employees received credit for duties of the class to which appointed.~~

~~Credit for experience outside of the employee's class is allowed only if recorded in accordance with the provisions of Civil Service Commission Rules.~~

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 1406 Senior Clerk; 1426 Senior Clerk – Typist; ~~Senior Transcriber Typist~~

From: ~~Junior Clerk Typist; Original Entrance Examination~~

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 04/23/07; 05/XX/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: Clerk Typist
Job Code: 1424**

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Clerk Typist
Job Code: 1426

INTRODUCTION

Under general supervision, performs ~~difficult and specialized typing and~~ **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 ~~and reports~~; may supervise ~~a small group of subordinate typing and~~ clerical personnel engaged in varied clerical work; ~~and performs related duties as required.~~

Requires responsibility for: interpreting, carrying out and enforcing existing departmental ~~methods~~ **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 ~~typing~~ 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 ~~technical and statistical~~ data from various sources which requires an understanding of ~~problems~~ and terminology involved and relevant rules and regulations governing such activities.
5. Types ~~Enters~~ accounting and financial statements, letters, contracts, pay-rolls, receipts ~~vouchers, departmental reports, permits~~ and similar materials **into the appropriate system**

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Clerk Typist
Job Code: 1426

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.

~~67.~~ May compose and type routine correspondence requiring knowledge of departmental operations and regulations;

~~8.~~ Receives and interviews communicates with the general public in connection with providing information of departmental activities and/or directs them to the appropriate personnel.

~~7.~~ Examines applicants for permits and licenses; prepares a wide variety of forms relative to departmental operations;

~~9.~~ May receive and account for moderate amounts of money

~~810.~~ Receives, organizes and files Posts a variety of information and data in connection with the maintenance of office records; ~~codes correspondence for files;~~

~~11.~~ Assembles materials and information from various sources relative to the typing of various reports documents and distributes to staff and/or the general public.

~~912.~~ Operates various office machines.

~~1013.~~ ~~Receives and transmits complaints to field representatives of field crews for follow-up actions.~~

~~1414.~~ Checks and reviews a variety of documents for sufficiency and conformance to established standards and requirements.

15. Submit and track work order requests for building maintenance issues.

16. Purchase, inventory and monitor the use of office supplies.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Clerk Typist
Job Code: 1426

Knowledge of: modern office methods and procedures; modern ~~business~~ English, spelling and **grammar**; arithmetic; the operations 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:

~~Ability to type 40 net word per minute using a typewriter or word processor; AND~~

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:

- ~~1.——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.~~
- ~~2.——City and County employees received credit for duties of the class to which appointed. Credit for experience outside of the employee's class is allowed only if recorded in accordance with the provisions of Civil Service Commission Rules.~~

SUPPLEMENTAL INFORMATION

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Clerk Typist
Job Code: 1426

PROMOTIVE LINES

To: 1408 Principal Clerk

From: 1424 Clerk typist
Transcriber Typist

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 04/23/07: 05/XX/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