

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



**Department of Human Resources**  
*Connecting People with Purpose*  
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**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: July 12, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 01 FY 18/19 (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 July 12, 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:** 01  
**Fiscal Year:** 2018/2019  
**Posted Date:** 07/12/2018  
**Reposted Date:** N/A

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

Item #	Job Code	Title	Salary	Bargaining Unit
1	3420	Natural Resource Specialist	\$65,624 – \$79,820	30
2	3421	Chief Natural Resource Specialist	\$79,820 – \$97,006	30

For information regarding Bargaining Units, please refer to the [Employee Relations Ordinance](#).

**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  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Maria Newport, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

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

**Title: Natural Resource Specialist  
Job Code: 3420**

**DEFINITION**

Under general supervision, performs difficult and responsible work in the maintenance of natural resource areas, ecosystems, native plant communities and wildlife habitat.

**DISTINGUISHING FEATURES**

Class 3420 Natural Resource Specialist is distinguished from class 3417 Gardener in that the former performs difficult and specialized agricultural work in natural resource areas, whereas the latter performs routine maintenance and landscaping renovation tasks.

**SUPERVISION EXERCISED**

May serve as a lead worker over 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. Maintains wildlife, native plant habitat, and biological diversity; implements habitat restoration, ecological restoration and wildlife enhancement projects; conserves intact ecosystems; and manages natural resources.
2. Determines plant composition for restoration of native ecosystems, wildlife habitat, and rare and endangered species conservation.
3. Monitors and studies rare and endangered plant and animal populations, habitat health and diversity.
4. Practices methods and procedures to identify erosion of soils on steep slopes, addresses all landslides and gulying in intact native ecosystems, and constructs and maintains trails.
5. Identifies local native plants in all stages of lifecycle, collects seed and propagates local native plant species for habitat restoration projects.
6. Monitors and controls invasive species in all life stages using Early Detection and Rapid Response techniques to minimize impacts on surrounding native plant communities.
7. Performs landscape cleanup and general maintenance activities including litter removal, illegal dumping and encampment cleanup.

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

**Title: Natural Resource Specialist  
Job Code: 3420**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: principles and practices of natural resources cultivation; native and invasive plant species; and methods and techniques for erosion control, native plant restoration, and safeguarding rare and endangered plants and animals.

Ability and Skill to: apply plant control techniques including mechanical, chemical and biological techniques; perform general facilities maintenance and institutional grounds keeping activities; and use garden materials and equipment safely.

**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 professional experience in the conservation and management of natural ecosystems, native plant communities and wildlife habitat.

License and Certification:

Possession of a valid California driver license.

Employees will be required to obtain a Qualified Applicator's Certificate (QAC) or a Qualified Applicator's License (QAL) from the State of California Department of Pesticide Regulation within twelve (12) months from date of hire.

Substitutions:

Completion of coursework in Biological Sciences, Natural Resource Management, and Earth Science from an accredited college or university may substitute for up to eighteen (18) months of the required experience. Thirty (30) semester / forty-five (45) quarter units equals one (1) year.

Three (3) years of professional gardening experience may substitute for up to one (1) year of the required experience.

**SUPPLEMENTAL INFORMATION**

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

**Title: Natural Resource Specialist  
Job Code: 3420**

**PROMOTIVE LINES**

To: 3421 Chief Natural Resource Specialist

**ORIGINATION DATE:** 07/12/18

**AMENDED DATE:**

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

**BUSINESS UNIT(S):** COMMN

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

**Title: Chief Natural Resource Specialist  
Job Code: 3421**

**DEFINITION**

Under general direction, oversees the management and maintenance of natural resource areas, ecosystems, native plant communities and wildlife habitat.

**DISTINGUISHING FEATURES**

Class 3421 Chief Natural Resource Specialist is distinguished from class 3420 Natural Resource Specialist in that the former supervises subordinate classes and serves as a primary resource for unique problems, whereas the latter may serve as a lead worker over subordinate staff.

**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. Supervises the activities of subordinate staff and volunteers engaged in the conservation and management of natural ecosystems.
2. Prepares, submits budget requests and completes work orders for supplies, materials and equipment; inspects natural resources; estimates cost of jobs; researches and recommends the use of new products and equipment; and maintains records of natural resources and other operations.
3. Determines plant composition for restoration of native ecosystems, wildlife habitat, and rare and endangered species conservation.
4. Monitors and studies rare and endangered plant and animal populations, habitat health and diversity.
5. Practices methods and procedures to identify erosion of soils on steep slopes, addresses all landslides and gullying in intact native ecosystems, and constructs and maintains trails.
6. Identifies local native plants in all stages of lifecycle, collects seed, and propagates local native plant species for habitat restoration projects.
7. Monitors and controls invasive species in all life stages using Early Detection and Rapid Response techniques to minimize impacts on surrounding native plant communities.

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

**Title: Chief Natural Resource Specialist  
Job Code: 3421**

8. Trains staff and volunteers in the safe and proper use of equipment and tools, care and management of natural resource areas, and safety procedures; makes presentations related to park maintenance and conservation of natural resource areas.
9. Writes memoranda and reports; completes incident reports, employee evaluations, and other reports.
10. Responds in person or in writing to issues/complaints filed by individuals, community groups, volunteers, advisory committees, commission, police, and other groups.
11. Serves as an expert on natural resources.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: principles and practices of natural resources management; native and invasive plant species; methods and techniques for erosion control and native plant restoration; principles and practices of general facilities maintenance and institutional grounds keeping; and safety procedures, protocols, and proper use of equipment and materials.

Ability and Skill to: advise others in natural resources related activities; plan and oversee the operations of a program; train subordinate staff and volunteers; prepare, manage and monitor budgets; apply proper natural resources management practices and techniques; and communicate effectively orally and in writing.

**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 professional experience in the conservation and management of natural ecosystems, native plant communities and wildlife habitat.

License and Certification:

Possession of a valid California driver license.

Possession of a Qualified Applicator's Certificate (QAC) or a Qualified Applicator's License (QAL) from the State of California Department of Pesticide Regulation.

Substitutions:

Completion of coursework in Biological Sciences, Natural Resource Management, and Earth

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

**Title: Chief Natural Resource Specialist  
Job Code: 3421**

Science from an accredited college or university may substitute for up to eighteen (18) months of the required experience. Thirty (30) semester / forty-five (45) quarter units equals one (1) year.

Three (3) years of professional gardening experience may substitute for up to one (1) year of the required experience.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

From: 3420 Natural Resource Specialist

**ORIGINATION DATE:** 07/12/2018

**AMENDED DATE:**

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

**BUSINESS UNIT(S):** COMMN