

**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: July 18, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 2 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 July 18, 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:** 02  
**Fiscal Year:** 2018/2019  
**Posted Date:** 07/09/2018  
**Reposted Date:** N/A

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

Item #	Job Code	Former Title	New Title
1	1760	Offset Machine Operator	Print/Mail Machine Operator
2	1762	Senior Offset Machine Operator	Senior Print/Mail Machine Operator

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

Item #	Job Code	Title
1	1764	Mail and Reproduction Service Supervisor

**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: Print/Mail Machine Operator  
Job Code: 1760**

**DEFINITION**

Under general supervision, 1760 Print/Mail Machine Operator operates multiple printing, bindery and/or mailing equipment. This is the journey-level class of the series.

**DISTINGUISHING FEATURES**

Class 1760 Print/Mail Machine Operator is distinguished from Class 1762 Senior Print/Mail Machine Operator in that the latter also performs supervisory functions.

**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. Operates, sets up and adjusts printing, mailing and bindery equipment.
2. Maintains machines in good working order by cleaning, greasing and oiling; performs minor repairs when necessary; keeps work and storage areas orderly.
3. Records and reports progress of work.
4. Controls inventory; requisitions and acquires materials and supplies.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: safe operation of printing, bindery, mailing equipment, and related machinery.

Ability and Skill to: communicate orally and in writing in an effective manner; prepare routine records and reports; read and understand written instructions such as operating manuals, requests for reproduction, etc.; interact tactfully, courteously and diplomatically with other departmental personnel; identify and distinguish among grades, weights and sizes of paper; maintain equipment and perform minor repair procedures.

**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.*

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

**Title: Print/Mail Machine Operator  
Job Code: 1760**

Education:

Experience:

Two (2) years of recent experience in the operation of an offset machine and/or high speed digital production printer (including bindery) in a reprographic or production center environment.

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

Nature of work requires: physical effort and manual dexterity in the operation and maintenance of high speed digital or other related equipment; perform heavy lifting of at least 50 pounds.

May be required to drive in order to transport materials.

**PROMOTIVE LINES**

To: 1762 Senior Print/Mail Machine Operator

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

**AMENDED DATE:** 7/23/1999, 09/18/15; 07/18/18

**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 Print/Mail Machine Operator  
Job Code: 1762**

**DEFINITION**

Under direction, performs difficult, responsible and specialized production work in the operation of printing, bindery and/or mailing equipment. This is the first level supervisory class in the series.

**DISTINGUISHING FEATURES**

The 1762 Senior Print/Mail Machine Operator is distinguished from the 1760 Print/Mail Machine Operator by the former's supervisory duties.

**SUPERVISION EXERCISED**

Supervise subordinate personnel.

**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 offset machine or high speed digital printer operators.
2. Operates, printing, mailing and bindery equipment in the reproduction process; makes adjustments to machines and maintains them in good working condition.
3. Adjusts machines for different weights-and sizes of stock.
4. Maintains files of duplicating masters and other related files.
5. Performs miscellaneous clerical duties such as assembling and stapling reproduced materials; orders and maintains necessary supplies.
6. Requisitions and is responsible for materials and supplies for printing equipment; submits reports on progress of work and recommends changes and improvements in methods and procedures.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: types, quality, sizes and uses of paper and various supplies needed; modern office methods and procedures; safe operation of printing, bindery and mailing equipment.

Ability and Skill to: make minor adjustments of duplicating machines and other related equipment; perform routine clerical work; supervise the work of subordinates; communicate effectively orally and in writing; interact tactfully, courteously and diplomatically with others.

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

**Title: Senior Print/Mail Machine Operator  
Job Code: 1762**

**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:

Three (3) years of recent experience in the operation of an offset machine or a high speed digital production printer (including bindery) in a reprographic or production center environment.

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

Nature of work requires physical effort and manual dexterity in the operation and maintenance of high speed digital or other related equipment. Perform heavy lifting of at least 50 pounds.

May be required to drive in order to transport materials.

**PROMOTIVE LINES**

To: 1764 Mail and Reproduction Service Supervisor

From: 1760 Print/Mail Machine Operator

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

**AMENDED DATE:** 07/18/18

**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: Mail and Reproduction Service Supervisor  
Job Code: 1764**

**DEFINITION**

Under general direction, oversees the operation of a central reproduction service, mail unit, and/or microfilming and central storage of film and other records. Class 1764 Mail and Reproduction Service Supervisor is the second-level supervisor of the series.

**DISTINGUISHING FEATURES**

Class 1764 Mail and Reproduction Service Supervisor is distinguished from 1762 Senior Print/Mail Machine Operator and 1760 Print/Mail Machine Operator in that the former is assigned full or partial managerial as well as supervisory duties.

**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. Oversees central reproduction and mailing operations.
2. Estimates the cost of printing and mailing projects; initiates requisitions and purchase orders for materials and supplies for mailing and reproduction services; submits reports on progress of work; recommends changes and improvements in methods and procedures.
3. Recommends purchase of new equipment or replacement; reviews, approves and tracks incoming projects; maintains vendor and supplier contacts.
4. Performs layout work in connection with graphic bulletins and drawings; ensures that the material can be properly fitted together for presentation in a manual or book.
5. Supervises personnel of the mail unit involved in the pickup, sorting and distribution of U.S. and departmental mail.
6. Archives files for future use; orders and maintain inventories of necessary supplies.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: types, quality, size and use of paper and various supplies; safe operation of printing, bindery and mailing equipment.

Ability and Skill to: oversee the operation of mailing and reproduction service; organize, prioritize and analyze work to be done; plan operations and achieve efficient utilization of equipment and personnel; prepare accurate cost estimate for machine operation; make minor adjustments on equipment and troubleshoot\_problems; communicate effectively orally and in writing; interact tactfully, courteously and diplomatically with others.



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

**Title: Mail and Reproduction Service Supervisor  
Job Code: 1764**

**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:

Five (5) years of recent experience in the operation of offset machine or high speed digital production printer (including bindery) in a reprographic or production center environment, including at least two (2) years in a supervisory capacity.

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

Nature of work requires physical effort and manual dexterity in the operation and maintenance of high speed digital or other related equipment. Perform heavy lifting of at least 50 pounds.

May be required to drive in order to transport materials.

**PROMOTIVE LINES**

To:

From: 1762 Senior Print/Mail Machine Operator

**ORIGINATION DATE:** 11/06/1967

**AMENDED DATE:** 12/12/1967; 08/21/1978; 07/18/18

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

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