

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: July 18, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 3 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 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: 03
Fiscal Year: 2018/2019
Posted Date: 07/09/2018
Reposted Date: N/A

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

Item #	Job Code	Title
1	2672	Children's Center Assistant Houseparent

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](#).

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

**Title: Children's Center Assistant Houseparent
Job Code: 2672**

DEFINITION

Under immediate supervision, performs a variety of cleaning and housekeeping duties in connection with the maintenance of a children's center; prepares and serves meals; and performs related duties as required.

DISTINGUISHING FEATURES

Class 2672 Children's Center Assistant Houseparent is distinguished from Class 2674 Children's Center Houseparent in that the latter is the journey level classification of the series and performs duties of a more complex nature.

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. Prepares and serves meals according to the menu; sanitizes tables before serving.
2. Sweeps, mops, and vacuums playrooms, hallways, offices, and other areas; dusts furniture; empties wastepaper baskets; cleans interior windows and sills that do not require climbing a ladder.
3. Cleans bathrooms, including toilet, sink, and floors.
4. Cleans kitchen areas, including stoves, refrigerators and sinks; washes dishes.
5. Conducts inventory of cleaning and food serving supplies.
6. Collects and maintains records of meal service and participation.
7. Sets up and stacks cots; changes linen.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: methods, materials and supplies used in cleaning and housekeeping work; how to safely handle food.

Ability and Skill to: perform repetitive manual cleaning tasks without continuous supervision; follow oral and written instructions; use cleaning appliances; some ability to prepare and serve meals; maintain pleasant personal relationships with other persons and with children.

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

**Title: Children's Center Assistant Houseparent
Job Code: 2672**

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 experience in general cleaning and housekeeping duties.

License and Certification:

Possession of a California Food Handler Card is required by the date of hire.

Substitution:

SUPPLEMENTAL INFORMATION

Nature of work requires: the application of simple repetitive manual skills involving the use of a few definite procedures in cleaning and housekeeping work and in the preparation and serving of foods; contact with young children and sustained light and/or moderately heavy physical effort with occasional exposure to accident or injury hazards and some disagreeable elements.

PROMOTIVE LINES

To: 2674 Children's Center Houseparent

ORIGINATION DATE: 09/29/1966

AMENDED DATE: 07/01/1977; 07/18/18

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

BUSINESS UNIT(S): SFUSD