

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 27, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 4 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 27, 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: 04
Fiscal Year: 2018/2019
Posted Date: 07/16/2018
Reposted Date: N/A

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

Item #	Job Code	Title
1	9344	Roofer Supervisor 1

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: Roofer Supervisor 1
Job Code: 9344**

DEFINITION

Under direction, 9344 Roofer Supervisor 1 supervises a group of roofers engaged in applying roofing material and in patching and repairing roofs.

DISTINGUISHING FEATURES

9344 Roofer Supervisor 1 is distinguished from 9343 Roofer by the former's supervisory responsibility.

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 a group of roofers and oversees the maintenance and repair of roofs.
2. Instructs crew regarding safety regulations.
3. Estimates hours, supplies and materials needed for jobs; requisitions materials; creates and maintains records of time worked and materials expended on projects.
4. Oversees the assembling, operation and maintenance of equipment.
5. Drives City vehicles to work sites.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the methods, materials, tools and equipment used in maintaining, repairing, and replacing roofs safety practices, regulations and procedures; Cal/OSHA regulations.

Ability and Skill to: supervise the work of subordinate staff; communicate effectively both verbally and in writing; use a computer; operate a motor vehicle.

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:

Completion of a recognized three and a half (3.5) years (42 - month) Roofer apprenticeship program.

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

**Title: Roofer Supervisor 1
Job Code: 9344**

Experience:

Five (5) years of experience as a journey-level roofer.

License and Certification:

Possession of a valid California driver license.

Substitution:

Additional experience as described above may substitute for the required apprenticeship program on a year-for year basis.

SUPPLEMENTAL INFORMATION

Nature of the work: requires performance of heavy work such as lifting, carrying, and moving tools, equipment and supplies weighing up to 110 pounds for distances up to 100 feet; constant bending, reaching, pulling, climbing, balancing, squatting, and crawling, at considerable heights and pitches often in adverse weather conditions.

PROMOTIVE LINES

From: 9343 Roofer

ORIGINATION DATE: 3/3/1937

AMENDED DATE: 9/8/1937, 7/27/18

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

BUSINESS UNIT(S): COMMN