

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: March 26, 2019

Re: **Notice of Proposed Classification Actions – Final Notice No. 27 FY 2018/19 (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 March 26, 2019.

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: 27
Fiscal Year: 2018/2019
Posted Date: 03/18/2019
Reposted Date: N/A

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

Item #	Job Code	Title
1	1930	Warehouse Worker

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.

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: Warehouse Worker
Job Code: 1930**

DEFINITION

Under supervision, the 1930 Warehouse Worker performs a variety of manual tasks related to the operations of the School District Warehouse; receives, stores and issues materials, supplies, furniture and equipment; delivers, installs, maintains and repairs school and office equipment and furniture; keeps simple inventory records; and performs related duties as required.

DISTINGUISHING FEATURES

The 1930 Warehouse Worker is distinguished from the 1932 Storekeeper, in that the latter orders supplies, performs inventory using computer systems, and interacts with vendors.

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. Receives, stores, issues, delivers and takes inventory of materials, supplies, equipment and mail in a school warehouse; places furniture, merchandise and mail in the warehouse in an orderly manner using material handling equipment.
2. Replaces light bulbs in a variety of light fixtures, may need to climb ladders or scaffolding to change bulbs in gymnasiums and auditoriums.
3. Installs, services and inspects all types of fire extinguisher, fire hoses, fire cabinets and fire curtains; replaces fusible links on smoke doors in auditorium stages and other fire prevention equipment.
4. Delivers, transfers and arranges furniture and equipment to classroom and conference rooms; picks up old furniture for disposal; renewal, or storage.
5. Assembles, installs, adjusts and makes minor repairs to school furniture and metal lockers used in schools.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Maintenance and repair methods of school furniture and equipment; furniture and heavy equipment moving methods; warehouse procedures.

Ability or Skill to: Safely use various hand tools, climbing and working on extended ladders, working on heights, move heavy furniture and equipment, follow oral and written instructions and cooperate with others in the performance of duties.

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

**Title: Warehouse Worker
Job Code: 1930**

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:

Possession of a high school diploma or equivalent (GED or High School Proficiency Examination) .

Experience:

One (1) year of experience in a variety of general maintenance, repair or warehousing work.

License and Certification:

Possession of a valid California driver's license.

Substitution:

SUPPLEMENTAL INFORMATION

The nature of the work may require considerable physical effort, heavy lifting and manual dexterity.

The incumbent may be assigned to duties either within the warehouse or at various school buildings as necessary.

PROMOTIVE LINES

ORIGINATION DATE: 05/02/1983

AMENDED DATE: 03/26/19

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

BUSINESS UNIT(S): COMMN SFCCD SFUSD