

**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: 14
Fiscal Year: 2018/2019
Posted Date: 09/10/2018
Reposted Date: N/A

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

Item #	Job Code	Title
1	3602	Library Page
2	3610	Library Assistant

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](#).

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

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Library Page
Job Code: 3602

DEFINITION

Under immediate supervision, class 3602 Library Page performs simple clerical and light physical tasks in the main and branch libraries; ~~and performs related duties as required.~~

~~Requires responsibility for: following simple directions, either oral or written; making routine contacts with the general public in connection with library services~~

DISTINGUISHING FEATURES

This The 3602 Library Page is distinguished from the 3610 Library Assistant in that this position the former performs basic library clerical work, whereas the latter performs supplementary clerical work and provides logistical support with library programs and outreach.

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. Picks up and returns books and periodicals or other materials to proper departments; sorts books materials and returns to proper shelves area; maintains proper order of volumes materials and spaces on shelves.

2. Transports, retrieves, and delivers materials books between various departments of the main library; delivers inter-departmental communications; locates and delivers books requested by library patrons.

3. Performs physical processing of library materials, such as Assists in packing books for mailing or discarding; numbers books, folds pockets, puts jackets on books, slips books and embosses covers scanning barcodes, security taping, labeling, and covering.

4. Performs circulation duties, such as charges and discharges materials, receives and records fine payments.

5. Processes applications for patron accounts; answers routine inquiries from patrons.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Library Page
Job Code: 3602

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: requires some knowledge of library systems.

Ability and Skill to: serve the public in a courteous and efficient manner; follow directions and cooperate with others, organize work and maintain a tracking system, use a computerized data system, sort and file, communicate clearly and concisely, understand and follow written and oral directions, compose memos and incident reports, *ability to lift boxes/bins weighing up to 30 lbs. and ability to move loaded carts weighing up to 250 lbs.*

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:

High school diploma or equivalent (GED or High School Proficiency Examination)

OR

Experience:

Six (6) months (1000 hours) of clerical or customer service experience.

AND

~~*Ability to lift boxes /bins weighing up to 30 lbs. and ability to move loaded carts weighing up to 250 lbs. (The probationary period will be used to evaluate this qualification.)*~~

License and Certification:

Substitution:

Completion of an approved City and County of San Francisco Clerical Administrative training program (as designated on the job announcement) may substitute for the required education or required experience.

SUPPLEMENTAL INFORMATION

The ability to lift boxes-/bins weighing up to 30 lbs. and ability to move loaded carts weighing up to 250 lbs. will be evaluated during the probationary period.

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

**Title: Library Page
Job Code: 3602**

PROMOTIVE LINES

To: 3610 Library Assistant

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 05/20/10; 06/24/10; 09/XX/18

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: Library Assistant
Job Code: 3610

DEFINITION

Under general supervision, class 3610 Library Assistant performs general and varied non-professional library work requiring basic training and aptitude and; assists patrons in the use of library facilities; keeps simple library records; and performs related duties as required. Requires normal responsibility for: following existing library methods and procedures; making routine contacts with the general public and other departmental personnel in connection with library operations; maintaining simple records of library operations.

DISTINGUISHING FEATURES

The 3610 Library Assistant is distinguished from the 3602 Library Page in that the former performs supplementary clerical work and provides logistical support with library programs and outreach, whereas the latter performs basic library clerical work. The 3610 Library Assistant is distinguished from the library technical assistant series (3616 Library Technical Assistant I and 3618 Library Technical Assistant II) in that the latter performs technical, paraprofessional library work.

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. Performs circulation duties such as cCharges and discharges books, periodicals and other library materials; performs physical processing of library materials, such as scanning barcodes, security taping, labeling, and covering; and performs materials maintenance, such as sorting and monitoring proper order of materials.
2. Helps patrons to find and choose books materials or resources.
3. Processes applications for library cards patron accounts.
4. Answers routine questions on use of facilities and library procedures and resources; operates, troubleshoots, such as replacing paper, fixing basic paper jams, resetting machines, and provides assistance with library equipment.
5. Receives and records fine payments for overdue, lost or damaged book materials.
6. Counts daily circulation and assists in compilation of monthly Generates circulation reports and other reports related to library operations; performs data entry and maintenance.
7. Types overdue notices, catalog cards, bibliographics, backlists, overdue record cards, borrower's register cards and daily cash report.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Library Assistant
Job Code: 3610

~~8-~~Maintains office files.

8. Provides logistical support for library programming and assists with outreach and library promotions in support of the librarian, such as confirming appointments and coordinating with the program lead.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Requires some knowledge of general office work and library operations and systems.

Ability and Skill to: deal courteously and tactfully with the general public; perform basic computer work; simple typing and perform clerical tasks and organize work; communicate clearly and concisely orally and in writing, understand and follow written and oral directions; interpret and explain library policies and procedures; operate, perform basic troubleshooting, and provide assistance with library equipment; lift boxes/bins weighing up to 30 lbs. and move loaded carts weighing up to 250 lbs.

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:

~~Three (3)~~ Nine (9) semester or ~~four (4)~~ twelve (12) quarter units of college course work in library studies OR

Experience:

~~Current incumbency in Class 3610 Library Assistant; or nine (9) months (1160 hours)~~ One (1) year of verifiable clerical experience in a library performing tasks equivalent to Class 3602 Library Page.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

The ability to lift boxes/bins weighing up to 30 lbs. and ability to move loaded carts weighing up to 250 lbs. will be evaluated during the probationary period.

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

**Title: Library Assistant
Job Code: 3610**

PROMOTIVE LINES

To: 3616 Library Technical Assistant I

ORIGINATION DATE: 03/16/1961

AMENDED DATE: 11/20/09; 09/XX/18

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

BUSINESS UNIT(S): COMMN SFUSD