

**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: 25
Fiscal Year: 2018/2019
Posted Date: 02/08/2019
Reposted Date: N/A

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

Item #	Job Code	Title
1	122U	Senior Benefits Analyst, SFUSD
2	977U	Multilingual Community Translator, SFUSD

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: Senior Benefits Analyst, SFUSD
Job Code: 122U**

DEFINITION

Under direction, the 122U Senior Benefits Analyst, SFUSD performs complex and difficult professional benefits work related to the City's Health, Dental, Disability and Flexible Spending Account and Voluntary Benefit programs or the City's Retirement Program and the Deferred Compensation Plan for employees of the Unified School District; and plans, implements and oversees special projects in an assigned benefit program. The Senior Benefits Analyst is the advanced journey-level in the employee benefits series.

DISTINGUISHING FEATURES

Class 122U Senior Benefits Analyst, SFUSD is distinguished from the 1212 Benefits Analyst in that the former may be assigned to special projects or to supervise professional journey-level staff.

SUPERVISION EXERCISED

May exercise supervision over professional-level, clerical and technical benefits 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. May supervise a staff of benefits technicians, clerks and professional benefits analysts engaged in health, dental and disability insurance activities or pension program activities, such as calculating benefits, membership counseling services, membership enrollment and termination, and medical claim processing.
2. May plan, implement and oversee special projects within an assigned unit.
3. Reviews and investigates more complex and difficult cases of an assigned program area.
4. Develops training material and trains and orients new employees in work procedures, public relations, and departmental procedures and policies.
5. Provides guidance to staff in answering questions or making eligibility determinations on the more difficult and controversial retirement benefits or health claims.
6. Reviews and implements operational procedures and legislative changes relative to the benefit program; applies existing City Charter and Administrative Code provisions related to the assigned benefit program.
7. Compiles and evaluates statistical and other data to prepare various reports.
8. Corresponds with City departments, employees, employee representatives, other government agencies and various private entities to furnish and/or obtain information on specialized employee benefit matters.

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

**Title: Senior Benefits Analyst, SFUSD
Job Code: 122U**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: administration of the San Francisco Unified School District employee benefits programs including health, dental, life and disability plans, flexible spending accounts and retirement plans; applicable federal and state law, including the California Education Code; medical and legal terminology including CalSTRS and PARS coding and terminology; database management; and third-party liability.

Ability and Skill to: supervise and evaluate professional, technical and clerical benefits staff; read and interpret pension or health service regulations and guidelines; analyze numerical data; communicate clearly and concisely orally and in writing, directly to individuals as well as publicly to groups of members; disseminate and obtain accurate, detailed information; establish and maintain positive and harmonious working relationships with those contacted in the course of work; communicate benefits-related data to integrate into software application and database interface programs; manipulate computerized database systems and various software applications; understand and follow oral and written instructions; make accurate numerical calculations; apply the principles and methods for employee health or pension benefits; conduct effective interviews; set priorities and organize work in order to accomplish assigned tasks; provide effective coaching and feedback to staff.

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 baccalaureate degree from an accredited college or university.

Experience:

Two (2) years of professional experience in administering an employee benefit program.

License and Certification:

Substitution:

Additional qualifying work experience may substitute for up to two years of the required education on a year for year basis (30 semester/ 45 quarter units equals one year).

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

**Title: Senior Benefits Analyst, SFUSD
Job Code: 122U**

SUPPLEMENTAL INFORMATION

The work environment is an office setting with extensive direct public contact.

PROMOTIVE LINES

From: 1212 Benefits Analyst, SFUSD

ORIGINATION DATE: 02/xx/19

AMENDED DATE:

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

BUSINESS UNIT(S): SFUSD

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

**Title: Multilingual Community Translator, SFUSD
Job Code: 977U**

DEFINITION

Under general direction, the 977U Multilingual Community Translator, SFUSD, provides translation services for students and their families to improve and increase parent and community involvement in the San Francisco Unified School District; promotes interaction with school staff and other community members by ensuring dissemination of multilingual information at school sites, remotely, and in writing; provides support for multilingual meetings, events, and parent-teacher conferences, and performs related duties as required.

DISTINGUISHING FEATURES

The 977U Multilingual Community Translator, SFUSD is distinguished from class 9977 Parent and Community Involvement Coordinator by the former's primary focus on providing translation services, while the latter focuses on parent involvement strategy, workshops, investigations, reports, and providing technical assistance.

SUPERVISION EXERCISED

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. Provides translation services for K-12 students when they are interacting with school staff, students, and their families.
2. Respond to requests for telephone and on-site translation services at school meetings, events, and parent-teacher conferences.
3. Translates written documents for dissemination from English to the various languages spoken by the SFUSD student population. Examples include but are not limited to Individualized Education Programs (IEP's), psychological reports, speech language reports, and contracts.
4. Provides language assessment services for the SFUSD Educational Placement Center when evaluating students for proper placement and counseling.
5. Attends school and community meetings to inform staff, parents and the community on district activities; contacts individuals and groups to disseminate information on district programs and activities; and responds to questions and requests from school sites, parents, organizations and community groups.
6. Provides information to parents in Spanish, Chinese, Vietnamese, Tagalog or other languages in order to improve home-school communications between the targeted schools and the community and to promote and enhance integration efforts.

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

**Title: Multilingual Community Translator, SFUSD
Job Code: 977U**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the San Francisco Unified School District, its functions, organization, policies and programs as related to parents and various communities; public information and community relations; community resources, advocacy and referral methods in at least one non-English language spoken by the SFUSD student community.

Ability and Skill to: communicate effectively, both orally and in writing, with staff and community; develop and maintain good working relationships with school staffs, parents and the general public; prepare accurate, concise public relations data and materials in the target language. Bilingual conversational proficiency skills; speak, write and read in target language. Use language translation software. Research words, terms and abbreviations for comparable words in different languages.

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 two (2) years of college-level course work (30 semester or 45 quarter units = one (1) year)

Experience:

One (1) year of verifiable experience working in the community with culturally, ethnically and socio-economically diverse populations, preferably in a school district setting (one (1) year = 2,000 hours.)

A passing score must be obtained on the SFUSD Bilingual/Bi-literate proficiency exam at the time of hire.

License and Certification:

Substitution:

Additional qualifying work experience may be used to substitute for qualifying education on a year-for-year basis. (30 semester or 45 quarter units = 1 year)

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

**Title: Multilingual Community Translator, SFUSD
Job Code: 977U**

SUPPLEMENTAL INFORMATION

Special Qualifications including specialized knowledge, abilities, education, experience, or license may be established for individual positions.

PROMOTIVE LINES

ORIGINATION DATE: 02/xx/19

AMENDED DATE:

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

BUSINESS UNIT(S): SFUSD