

**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](mailto: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: 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 ~~and prefers~~ performs related duties as required.

**DISTINGUISHING FEATURES**

~~A Warehouse Worker performs unskilled and semi-skilled manual tasks in connection with the School Warehouse, including the placement of stock in storage, readying of orders for delivery, and the installation and maintenance of school furniture and equipment. The incumbent may be assigned to duties either within the warehouse or at various school building as necessary. The nature of the work may require considerable physical effort, heavy lifting and manual dexterity.~~

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.

~~1. Hand trucks or carries furniture, equipment and other heavy stores about a warehouse; maintains in a warehouse, furniture, equipment and other stores.~~

2. Replaces light bulbs in a variety of light fixtures, may need to climb ladders or scaffolding to change bulbs in gymnasiums and auditoriums.

~~2. Erects metal scaffolding up to heights of 60 feet for purposes of building inspection, maintenance and repair activities such as the over-hauling of stage rigging and the relamping of gymnasiums auditoriums and other inaccessible and hazardous locations.~~

~~3. Makes minor, unskilled repairs on metal lockers used in schools, which work is limited to the use of simple hand tools; services, repairs and replaces locks; changes combinations when necessary.~~

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.

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5. ~~Replaces flag halyards and hardware.~~
- 3.4. ~~Delivers, transfers and arranges new furniture and equipment to classroom and conference rooms; and picks up old furniture for disposal; or renewal, or storage.; unloads furniture to classroom equipment from trucks and freight cars and delivers same to warehouse for storage.~~
- 2.5. ~~Assembles, installs, adjusts and makes minor repairs to school furniture and metal lockers used in schools; transfers furniture, equipment, supplies, books and other school property within or between school buildings.~~
- 3.6. ~~Receives, stores, issues and takes inventory of materials, supplies and equipment in a defined area of a large school warehouse; places furniture and merchandise in the warehouse in an orderly manner using hand truck or fork lift.~~

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Requires a good working knowledge of mechanical maintenance and repair methods and procedure of school furniture and equipments; furniture and heavy equipment moving methods; warehouse procedures. the methods, tools and equipment used in general maintenance work.

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

### 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:

Requires completion Possession of a four years of high school diploma or equivalent (GED or High School Proficiency Examination); supplemented by at least one year of experience in a variety of general maintenance, repair or warehousing work; or an equivalent combination of training and experience.

#### 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:

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**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/xx/2019

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

**BUSINESS UNIT(S):** COMMN, SFUSD, SFCCD