

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: September 26, 2019

Re: **Notice of Proposed Classification Actions – Final Notice No. 10 FY 19/20 (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 September 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: 10
Fiscal Year: 2019/2020
Posted Date: 09/12/2019
Reposted Date: 09/18/2019

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

Item #	Job Code	Title
1	8177	Attorney
2	8181	Assistant Chief Attorney I
3	8182	Head Attorney
4	8183	Assistant Chief Attorney II
5	8190	Attorney, Tax Collector
6	8193	Chief Attorney I
7	AB44	Confidential Chief Attorney II

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

**Title: Attorney
Job Code: 8177**

DEFINITION

This specification defines and describes the full range of tasks included within the levels of the deep class of Attorney from beginning to advanced professional legal services in the City Attorney's Office, District Attorney's, Public Defender and other City departments in connection with the defense or prosecution of civil or criminal cases. Assignments within this class vary in degree of complexity, responsibility and amount of supervision received. Under varying levels of supervision, the incumbents of this class perform professional level attorney work in connection with the defense or prosecution of civil or criminal cases.

DISTINGUISHING FEATURES

This class utilizes the deep class concept and encompasses multiple levels of responsibility from entry through the fully experienced advanced professional level. Incumbents are assigned to various levels at the department head's discretion according to the organization staffing, workload and difficulty of assignments and cases. This class is distinguished from 8182 Head Attorney in that the positions in 8182 Head Attorney perform the most difficult and responsible professional legal and managerial work.

SUPERVISION EXERCISED

Positions assigned to the advanced level may be given responsibility for supervising clerks, investigators and attorneys.

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.

Civil

1. Prosecutes or defends civil actions in which the City is involved such as affirmative litigation, personal injury claims and property damage cases, family law and other litigation.
2. Prepares briefs on appeals, opinions or legal actions; assists in or handles preparation of other legal matters such as contracts, leases, deeds, insurance policies, bonds, charter amendments, ordinances and resolutions. May supervise and participate in all legal processes necessary to the enforcement of the reciprocal support act.
3. Provides advice and counsel to City departments, boards, commissions and others including drafting legal opinions and legislation.
4. Represents the City on regulatory matters before courts and administrative bodies on taxation matters; represents the city in eminent domain cases necessary to acquiring land for redevelopment purposes.
5. Represents the City on transaction matters including the negotiation and drafting of public works, professional services, purchase, real estate and other contracts.
6. Performs professional legal work in all phases of estate administration in Public Administrator's office; may also perform a wide variety of professional legal work in connection with child support civil cases.

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

**Title: Attorney
Job Code: 8177**

7. Performs other related duties as required.

Criminal

1. Serves as a counsel to persons charged with the commission of crimes who are financially unable to employ counsel; represents such defendants in criminal court and jury trials.
2. Tries jury and non-jury criminal cases in the Superior Court; interviews witnesses; conducts and or supervises investigations and writes legal briefs in conjunction with assigned cases and trials.
3. Receives and investigates complaints from the general public and representatives of the police department to determine the necessity for issuing of citations or warrants; interviews witnesses and issues citations; conducts citation hearings and determines the necessity for issuing warrants.
4. Prepares daily court calendar and maintains various records of warrants and citations issued.
5. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: federal, state and local laws, regulations and ordinances as applied to civil or criminal law.

Ability or Skill to: speak and write in a clear and effective manner; and establish and maintain effective working relationships.

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:

Experience:

License and Certification:

Active membership in good standing with the State Bar of California.

Substitution:

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

**Title: Attorney
Job Code: 8177**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 04/28/04

AMENDED DATE: 09/26/19

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: Assistant Chief Attorney I
Job Code: 8181**

DEFINITION

Under general administrative direction, assists the Chief Trial Deputy in assigning and supervising the prosecution and/or defense of major criminal and civil cases; trains and counsels subordinate attorneys; may have personal responsibility for the most important cases; acts as Assistant Utility General Counsel or as legal adviser to the Board of Supervisors; and performs related duties as required.

Requires major responsibility for assisting in developing, coordinating and interpreting policies and procedures of the legal department to which assigned; making very important contacts with law enforcement agencies, city officials, court officials and outside organizations regarding a wide variety of legal matters; supervising and preparing extremely complex legal instruments and documents.

DISTINGUISHING FEATURES

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.

Civil

1. Assists the Chief Trial Deputy in the preparation of the most involved and important contract, personal injury, accident and damage cases and other litigation for and against the City; assists in assigning, supervising and reviewing work of subordinate attorneys; assists in the development of effective trial tactics.
2. Handles special cases involving particular City departments; exercises independent judgment in advising City departments and officials on important points of the law; serves as a special legal assistant to a City department when assigned; drafts legal documents, legislation, contracts, Charter amendments, ordinances and resolutions; supervises and reviews work of subordinate attorneys in the preparation of such legal materials.
3. Assists the Utilities General Counsel in supervising all utilities litigation work involving the Municipal Railway, Hetch Hetchy, the Water Department, and the San Francisco Airports Commission; acts for the Utilities General Counsel in his absence; drafts and reviews resolutions; drafts legal opinions involving utilities operations; tries or supervises the trial of utility litigations.
4. Acts as legal adviser to the Board of Supervisors in advising on all legal issues; drafts litigation or supervises the preparation of Charter amendments, legal opinions and participates in the review of litigation involving the Board of Supervisors' ordinances and the City Charter; advises and directs all deputies in the preparation of opinions, legislation and Charter amendments for submission to the Board of Supervisors.

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

**Title: Assistant Chief Attorney I
Job Code: 8181**

Criminal

1. Assists the Chief Trial Deputy in the preparation, prosecution and/or defense of the most involved and important criminal cases; assists in the supervision and review of the work of subordinate attorneys and investigators; supervises and participates in preparation of evidence for the Grand Jury relative to the issuance of possible indictments.
2. Advises and directs subordinate attorneys on office policy regarding Municipal Court and Superior Court assignments as well as felony preliminary hearings; assists in the operation of the Master Calendar; supervises and participates in the preparation of appeals to the State Supreme Court; may assist in determining court assignments for staff attorneys; may direct training procedures for subordinate attorneys.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: state, federal and municipal codes, laws, and ordinances, particularly as applied to civil and criminal laws; legal processes and techniques of courtroom and jury trial work; administrative techniques and methods.

Ability or Skill to: speak and write effectively in the preparation and presentation of assigned legal cases; exercise considerable judgment and tact in dealing with court officials, juries, law enforcement agencies and other governmental agencies in connection with legal assignments.

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:

Experience:

Ten (10) years of progressively responsible experience as a practicing attorney, with emphasis on jury trial and courtroom work.

License and Certification:

Active membership in good standing with the State Bar of California.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

Positions exempt from examination.

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

**Title: Assistant Chief Attorney I
Job Code: 8181**

ORIGINATION DATE: 12/03/1973

AMENDED DATE: 09/26/19

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: Head Attorney
Job Code: 8182**

DEFINITION

Under general administrative direction, performs the most difficult and responsible professional legal work in the City or District Attorney's Office in connection with the prosecution or defense of involved and important civil and criminal cases; assigns, supervises and reviews the work of subordinate attorneys; and performs related duties as required.

Requires major responsibility for: interpreting, carrying out and assisting in the development of methods and procedures relative to the legal processes of the office in which assigned; making regular responsible contacts with other legal personnel, court officials, law enforcement agencies and outside organizations relative to assigned legal matters; preparing and reviewing extremely complex and important legal instruments and documents in connection with assigned cases.

DISTINGUISHING FEATURES

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.

Civil

1. Prepares for trial and tries the most involved and important contract, personal injury, accident and damage cases and other litigation for and against the city; assigns, supervises and reviews the work of subordinate attorneys handling similar cases of lesser scope and responsibility; assigns and supervises the work of investigators in preparing for and trying injury and damage cases; advises subordinate personnel on problems of trial tactics; provides legal advice and opinions on the powers, duties and responsibilities, legal methods and procedures, the conduct of quasi-judicial hearings and the reception of evidence therein for the Board of Supervisors.
2. Prepares, reviews and approves proposed contracts, charter amendments, ordinances and resolutions for form and content; writes legal opinions covering a wide variety of legal problems; and reviews and approves legal opinions prepared by subordinate personnel; serves as legal adviser to the Board of Supervisors and in matters concerning state legislation; attends Board meetings and acts as legislative advocate to the State Legislature; attends legislative sessions as required; presents policy on bills affecting the interests of the City and County.
3. Prepares and tries condemnation actions in connection with the acquisition of privately owned lands for municipal proposals; negotiates settlements of any such condemnations prior to and subsequent to legal action; prepares briefs and argues condemnation matters before the District Court of Appeals and the Supreme Court when necessary.

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

**Title: Head Attorney
Job Code: 8182**

Criminal

1. Prepares and prosecutes the most involved and important criminal cases in the Superior Court; advises, supervises and reviews the work of subordinate attorneys and investigators in connection with the prosecution of criminal cases; supervises and participates in the gathering and presentation of evidence to the Grand Jury relative to possible issuing of indictments by the Grand Jury.
2. Advises, supervises and reviews the work of subordinate attorneys in connection with the presentation of felony preliminary hearings and trials of all misdemeanor cases in the Municipal Court; is responsible for the issuance of all citations, both felony and misdemeanor; assigns and hears all complaints and citation matters; disposes of suspicion-of-felony arrests.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: state and federal and municipal codes, laws and ordinances, particularly as applied to civil and criminal laws; legal processes and techniques of courtroom and jury trial work; administrative techniques and methods, particularly as they relate to the activities of the City or District Attorney's Office.

Ability or Skill to: speak and write effectively in the preparation and presentation of assigned legal cases; exercise considerable judgment and tact in dealing with court officials, juries, law enforcement agencies and other governmental agencies in connection with legal assignments.

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:

Experience:

Ten (10) years of progressively responsible experience as a practicing attorney, with emphasis on jury trial and courtroom work, including at least two (2) years of responsible supervisory experience.

License and Certification:

Active membership in good standing with the State Bar of California.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

No normal line of promotion - positions exempt from examination

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

**Title: Head Attorney
Job Code: 8182**

ORIGINATION DATE: 12/01/1966

AMENDED DATE: 09/26/19

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: Assistant Chief Attorney II
Job Code: 8183**

DEFINITION

Under general administrative direction, in the City or District Attorney's office, acts as Chief Trial Deputy in supervising the prosecution of all Civil and criminal cases or as Assistant Chief Deputy in exercising administrative control over the assignment and review of all non-tort cases and legal opinions; assigns and supervises the work of subordinate attorneys engaged in the prosecution or defense of the most difficult and involved civil and/or criminal, cases; may personally prepare for trial the most involved and difficult cases, and performs related duties as required.

Requires major responsibility for Assisting in developing, coordinating and executing policy, methods and procedures relative to the legal processes of the office in which assigned; making regular responsible contacts with other legal personnel, court officials, law enforcement agencies, outside organizations relative to assigned legal matters; supervising the preparation and reviewing of complex and important legal instruments and documents in connection with the assigned cases

DISTINGUISHING FEATURES

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.

Civil

1. Acts as Chief Trial Deputy in the preparation and prosecution of the most involved and important contract, personal, injury, accident and damage cases and other litigation for and against the City; assigns, supervises and reviews the work of subordinate attorneys handling similar cases of lesser scope and responsibility, assigns and supervises the work of investigators in preparing for and trying injury and damage cases; advises subordinate personnel on problems of trial tactics, supervises and reviews legal advice and opinions on the powers, duties and responsibilities, legal methods and procedures, the conduct of quasi-judicial hearings and the reception of evidence therein for the Board of Supervisors,
2. Prepares, reviews and approves proposed contracts, Charter Amendments, Ordinances and Resolutions for form and content; writes and reviews legal opinions covering a wide variety of legal problems; reviews and approves legal opinions prepared by subordinate personnel, presents policy on bills affecting the interests of the City and County,
3. Supervises the preparation of and tries condemnation actions in connection with the acquisition of privately owned lands for municipal proposals.

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

**Title: Assistant Chief Attorney II
Job Code: 8183**

Criminal

1. Acts as Chief Trial Deputy in the preparation and prosecution of the, most involved and important criminal, cases in the Superior Court, advises, supervises and reviews the work of subordinate attorneys and investigators in connection with the prosecution of criminal cases; supervises and participates in the gathering and presentation of evidence to the Grand Jury relative to possible issuing of indictments by the Grand Jury.
2. Advises, supervises and reviews the work of subordinate attorneys in connection with the presentation of felony preliminary hearings and trials of all misdemeanor cases in the Municipal Court; supervises the issuance of all citations, both felony and misdemeanor, assigns all complaints and citation matters; supervises the disposal of suspicion-of-felony arrests.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: state, federal and municipal codes, laws and ordinances, particularly as applied to civil and criminal laws; legal processes and techniques of courtroom and jury trial work; administrative and supervisory techniques and methods, particularly as they relate to the activities of the City or District Attorney's office.

Ability or Skill to: speak and write effectively in the preparation and presentation of assigned legal cases; exercise considerable judgment and tact in dealing with court officials, juries, law enforcement agencies and other governmental agencies in connection with legal assignments.

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:

Experience:

Ten (10) years of progressively responsible experience as a practicing attorney, with emphasis on jury trial and courtroom work, including at least three (3) years of responsible supervisory and administrative experience.

License and Certification:

Active membership in good standing with the State Bar of California.

Substitution:

SUPPLEMENTAL INFORMATION

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

**Title: Assistant Chief Attorney II
Job Code: 8183**

PROMOTIVE LINES

ORIGINATION DATE: 06/02/1971

AMENDED DATE: 09/26/19

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: Attorney, Tax Collector
Job Code: 8190**

DEFINITION

Under general administrative direction, performs difficult and responsible professional legal work as legal advisor to the Tax Administrator on the legality of all actions taken by him pursuant to his duties as prescribed by the Charter; and performs related duties as required.

Requires considerable responsibility for: Interpreting and carrying out existing methods and procedures relative to the legal processes of the Office of the Tax Collector; making regular important contacts with other legal representatives, court officials and outside organizations and agencies in connection with the legal aspects of the office operation; preparing and reviewing complex and important legal instruments, papers and legislation.

DISTINGUISHING FEATURES

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. Interprets statutes, analyzes problems and advises the Tax Administrator of conclusions relative to the legal aspects of actions taken or proposed by the Tax Administrator; analyzes and interprets laws, contracts and other documents in connection with which the Office of the Tax Collector has responsibility.
2. Reviews existing procedures to determine their conformity with the law; interprets and reports on legislative actions which may affect or relate to the operations of the Office of the Tax Collector.
3. Prepares written analyses of prospective laws; aids in devising procedures for custody of legal records of the Tax Collector's Office and in adapting statutory procedures for administration.
4. Remains current on all laws and legal opinions relating to the operations of the Office of the Tax Collector.
5. Prepares recommendations for compromise and release of claims to the Board of Supervisors and makes appearances before the board to explain such matters.
6. Prepares legal actions and does necessary research work in connection with the collection of delinquent accounts, such as for personal property taxes, business taxes, health and welfare department claims, claims for damage to city property and collection of rental due on city owned property.

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

**Title: Attorney, Tax Collector
Job Code: 8190**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: state and municipal codes, laws, and ordinances as applied to the operations of the Office of the Tax Collector.

Ability or Skill to: gather, analyze and apply legal data and evidence; present legal arguments and statements effectively in oral and written form; handle legal correspondence and procedures with tact and accuracy; analyze situations accurately and adopt an effective course of action; inspire confidence in clients and work effectively with representatives of other agencies.

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:

Experience:

Six (6) years of progressively responsible experience as a practicing attorney.

License and Certification:

Active membership in good standing with the State Bar of California.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: No Normal lines of promotion

From: Original Entrance examination

ORIGINATION DATE:

AMENDED DATE: 09/26/19

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: Chief Attorney I
Job Code: 8193**

DEFINITION

DISTINGUISHING FEATURES

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability or Skill to:

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:

Experience:

License and Certification:

Active membership in good standing with the State Bar of California.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

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

**Title: Chief Attorney I
Job Code: 8193**

AMENDED DATE: 09/26/19

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: Confidential Chief Attorney II
Job Code: AB44**

DEFINITION

DISTINGUISHING FEATURES

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability or Skill to:

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:

Experience:

License and Certification:

Active membership in good standing with the State Bar of California.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

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

**Title: Confidential Chief Attorney II
Job Code: AB44**

AMENDED DATE: 09/26/19

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

BUSINESS UNIT(S): COMMN