

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: September 23, 2019

Re: **Notice of Proposed Classification Actions – Final Notice No. 11 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 23, 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: 11
Fiscal Year: 2019/2020
Posted Date: 09/13/2019
Reposted Date: N/A

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

Item #	Job Code	Title
1	7227	Cement Finisher Supervisor I
2	7211	Cement Finisher Supervisor 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
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: Cement Finisher Supervisor I
Job Code: 7227**

DEFINITION

Under direction, the Cement Finisher Supervisor I, supervises the activities of subordinate cement finishers and other skilled craft workers engaged in a variety of maintenance and repair cement finishing projects and related work. The essential functions of this job include: supervising the activities of subordinates; preparing labor and material cost estimates; inspecting completed work and work-in-progress to ensure compliance with instructions and standard procedures; assigning work to subordinates and keeping track of time rosters; writing reports to document material and time spend on each project; overseeing the care and maintenance of cement finishing tools and related equipment; training and assisting in the development and advancement of subordinates; attending and conducting safety meetings; responding to inquiries and complaints; and coordinating work with other craft supervisors.

DISTINGUISHING FEATURES

The Cement Finisher supervisor I, is the entry level supervisory position in this series. The Cement Finisher Supervisor I, is distinguished from the 7211 Cement Finisher Supervisor II, in that the latter performs more complex and difficult duties and supervises several groups of cement finishers and related craft workers.

SUPERVISION EXERCISED

Supervises the activities of subordinate cement finishers and other skilled craft workers.

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. Plans, assigns and supervises the work of cement finishers and related craftsmen at various locations.
2. Prepares labor and materials cost estimates for various jobs.
3. Inspects work in progress and completed work to assure compliance with instructions and standard procedures.
4. Keeps time of employees and makes required reports on materials and time expended on each project.
5. Oversees the care and maintenance of cement finishing and related equipment.
6. Assists in the development and advancement of subordinates
7. Attends and conducts safety meetings.
8. Responds to inquiries and complaints from the public and others.
9. Coordinates work with other craft supervisors.

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

**Title: Cement Finisher Supervisor I
Job Code: 7227**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: methods, procedures, technique, materials, tools and equipment used in cement finishing and related work; and safety procedures and methods involved in cement finishing.

Ability or Skill to: plan, assign and supervise the activities of subordinate personnel; communicate effectively both written and orally; calculate materials and labor costs; prepare and maintain adequate estimates, reports and records.

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 a recognized three-year cement mason apprenticeship program.

Experience:

Three (3) years of experience as a journey level cement mason.

License and Certification:

Possession and maintenance of a valid class C driver license.

Substitution:

An additional three (3) years of work experience as a journey level cement mason may substitute for the three-year cement mason apprenticeship program.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 7211 Cement Finisher Supervisor II

From: 7311 Cement Mason

ORIGINATION DATE: 02/23/1961

AMENDED DATE: 07/01/1977 (Retitled); 8/20/1999; 09/23/19

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: Cement Finisher Supervisor II
Job Code: 7211**

DEFINITION

Under direction, the Cement Finisher Supervisor II supervises the activities of subordinate staff engaged in a variety of masonry finishing and maintenance projects. The essential functions of this job include: supervising staff; planning and coordinating the work of subordinate supervisors, cement masons and related personnel; inspecting completed work and work-in-progress; preparing cost estimates; keeping statistical data and preparing reports; maintaining schedules and time rosters; requesting and recommending the purchase of new equipment and materials; monitoring and checking the condition and maintenance of tools and equipment; providing training to staff; attending and conducting safety meetings; responding to inquiries and complaints; and coordinating work with other craft supervisors.

DISTINGUISHING FEATURES

The Cement Finisher Supervisor II, is the senior supervisory level position in this series. The 7211 Cement Finisher Supervisor II, is distinguished from the Cement Finisher Supervisor I, in that the latter performs less complex and difficult duties and is supervised by the Cement Finisher Supervisor II.

SUPERVISION EXERCISED

Supervises the activities of Cement Finishers Supervisors I

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. Supervises staff by directing and evaluating assigned activities.
2. Plans and coordinates the work of subordinate supervisors, cement masons, tile setters, plasters, bricklayers and related personnel involved in masonry finishing and maintenance projects.
3. Inspects completed work and work-in-progress to ensure compliance with American with Disability Act (ADA) and federal and state building and construction codes.
4. Prepares cost estimates necessary to complete contractual bids.
5. Keeps statistical data and prepares reports on materials, labor and time spend on projects using computer software programs.
6. Maintains schedules and time rosters.
7. Requests and recommends the purchase of new equipment and materials.
8. Monitors and checks the condition and maintenance of tools and equipment.
9. Provides training to staff on the proper use of equipment and materials involved in masonry finishing and maintenance work.
10. Attends and conducts safety meetings.
11. Responds to inquiries and complaints from the public and others.
12. Coordinates work with other craft supervisors.

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

**Title: Cement Finisher Supervisor II
Job Code: 7211**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: methods, procedures, materials, tools, and regulations, used in cement finishing, tile setting, plastering, bricklaying and related work, including related ADA, federal and state building codes and safety procedures and methods involved in masonry finishing work.

Ability or Skill to: supervise the activities of subordinate personnel; communicate effectively both written and orally; use personal computers to prepare reports and cost estimates; calculate material and labor costs estimates; and public relations ability.

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 a recognized three-year cement mason apprenticeship program

Experience:

Three (3) years of experience as a journey level cement mason and two (2) years of experience supervising journey level cement masons. Supervisory experience must be equivalent to City Job Code 7227.

License and Certification:

Possession and maintenance of a valid Class C driver license

Substitution:

An additional three (3) years of work experience as a journey level cement mason may substitute for the three-year cement mason apprenticeship program

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 7227 Cement Finisher Supervisor I

ORIGINATION DATE: 07/11/1963

AMENDED DATE: 07/01/1977 (Retitled); 11/15/1999; 09/23/19

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

BUSINESS UNIT(S): COMMN