

**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: 17
Fiscal Year: 2019/2020
Posted Date: 11/06/2019
Reposted Date: N/A

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

Item #	Job Code	Title
1	1491	Associate Registrar, SFCCD

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: Associate Registrar, SFCCD
Job Code: 1491**

DEFINITION

Under general administrative direction, acts as the principal assistant to the Dean of Admissions and Records in supervising the operations of the Office of Admissions and Records at the Community College: performs responsible administrative and management duties in connection with budgetary, purchasing, clerical and other specialized activities; supervises the maintenance and custody of the records of students applying for admission, transfer and registering at the College and the assessment and collection of all applicable fees; prepares statistical information for the college, research and instructional staffs and for the Governing Board of the San Francisco Community College District, for the chief administrator of the college and other public agencies; represents the Dean of Admissions and Records in his absence; and performs related duties as required.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

Depending on assignment, may supervise assigned clerical and other subordinate 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. Supervises, assigns and reviews the work of personnel engaged in general office activities.
2. Evaluates new or improved systems and office procedures and makes recommendations.
3. Implements new systems and procedures for student admissions, registration and record keeping.
4. Prepares and coordinates departmental budget requests for new equipment, supplies, printed forms and work-study students.
5. Assists in the preparation of a variety of statistical and information reports as requested by city, State and Federal agencies, college personnel and other academic institutions.
6. Trains subordinate personnel on new policies and procedures.
7. Represents the Director or Dean of Admissions and Records in their absence.
8. Performs the following duties in connection with graduation: Receive petitions for graduation; prepare the list of students who have qualified to be graduated and send notices to such students; notify students whose petitions for graduation have not been approved concerning the reasons for disapproval
9. Handles special problems on graduation petitions and evaluations in a liaison capacity with students and counselors.
10. Personally interviews students and general public in difficult situations in an attempt to maintain good public relations.

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11. Oversees student laboratory assistants; trains subordinate personnel.
12. Represents Admissions & Records Operations on various College-wide committees, makes recommendations on policy and procedures.
13. Prepares and submits Governing Board Resolutions.
14. Develop procedures manual for computer operations for use by staff

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:

Possession of an Associate of Arts or equivalent education from an accredited college or university. **a Baccalaureate degree from an accredited university or college.**

Experience:

Three **(3)** years of verifiable **work experience performing difficult, responsible, and specialized clerical and/or** administrative and/or supervisory work experience (one year = 2000 hours) in college or university Registrar's office **Admissions and Records.** of which one year of qualifying experience must be in a supervisory capacity.

License and Certification:

Substitution:

~~Baccalaureate degree in the field of Business or Education from an accredited college or university.~~ **Up to two (2) years of additional verifiable qualifying work experience in Admissions and Records may substitute for the required education as follows: one year (2000 hours) of such experience is equivalent to 30 semester/45 quarter units. Two (2) years (60 semester/90 quarter units) of college coursework is an absolute requirement for which no substitution will be allowed.**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE: 11/xx/19

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

BUSINESS UNIT(S): SFCCD