

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: September 08, 2020

Re: **Notice of Proposed Classification Actions – Final Notice No. 04 FY 2020/2021
(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 08, 2020.

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
Sandra Eng, CSC
Sue Hwang, 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: 04
Fiscal Year: 2020/2021
Posted Date: 08/31/2020
Reposted Date: N/A

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

Item #	Job Code	Title
1	1293	Human Resources Director

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](#).

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

**Title: Human Resources Director
Job Code: 1293**

DEFINITION

Pursuant to charter authority and in accordance with policies, rules and procedures of the Civil Service Commission governing the merit system, exercises complete responsibility for the administration of a merit system and human resources program for the City and County of San Francisco, including recruitment and selection, classification and compensation, certification and referral, EEO complaint investigations, workforce development, human resources information systems, employee/labor relations, workers' compensation, occupational health and safety programs, departmental budget development and implementation, human resources management, employee engagement, diversity, equity, and inclusion initiatives, and other related programs.

DISTINGUISHING FEATURES

By authority of Charter Section 10.103, this appointive position, nominated by the Civil Service Commission and confirmed by the Board of Supervisors, reports to the Mayor and is responsible for administering the City's personnel merit system and human resource program. This class is distinguished from departmental directors by its responsibility for establishing city-wide human resources policies and procedures, enforcing civil service policies and rules, local, state and federal legislation and other applicable laws and regulation. It is further distinguished from other personnel directors by its responsibility for managing the staff of the Human Resources Department and administering the city's personnel program through Departmental Personnel Officers.

SUPERVISION EXERCISED

This position directly supervises departmental division managers.

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, coordinates, directs and evaluates the overall activities of the Human Resources Department; initiates the development and implementation of programs which involves all facets of personnel activities; promotes effective and efficient management through personnel programs; directs the preparation of reports and reviews staff findings and recommendations for program improvements; conducts needs assessment and monitors human resource programs; consults with department managers on matters of interpretation of policy, procedures, charter provisions, Memoranda of Understanding, ordinances and Civil Service Commission rules.
2. Formulates and administers official policies and procedures for the operation of a merit system and management of a human resources program; recommends changes to existing civil service rules and regulations; addresses various groups on matters related to merit system problems and issues; presents annual status reports to the Mayor's Office and to the Board of Supervisors; directs the formulation and administration of the departments' budget and expenditure transactions, including fiscal analyses and cost projections; identifies operational problems and formulates appropriate solutions.

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3. Directs the maintenance of personnel records, personnel transactions, applications, examinations, eligibility certifications, appointments, promotions, transfers, resignations, terminations and layoffs; directs, through subordinate managers, in-service training programs for employee and management development and employee work performance and evaluation.
4. Ensures that department heads are provided with expert guidance and technical assistance in administering programs in areas of recruitment, selection, classification, compensation, EEO compliance, training, information systems and general human resource management; conducts or delegates labor negotiations and employee/management conflict resolution.
5. Administers, through subordinate managers, workers' compensation benefits and occupational health and safety programs.
6. Represents the department at meetings before the Civil Service Commission, Board of Supervisors, legislative bodies or special committees; maintains effective working relationships with members of community groups, agencies, labor organizations, staff and the media.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: principles, practices and concepts of public personnel administration; considerable knowledge of principles and techniques of organizational development and management, including governmental operations, budget and fiscal administration, civil service rules and regulations, city charter provisions, ordinances, local, state and federal laws; knowledge of policy development and implementation.

Ability or Skill to: effectively manage complex human resources programs and related activities; formulate, develop and implement management systems and organizational programs; exercise judgment and discretion in applying and interpreting laws, charter provisions, rules, regulations, policies and procedures; communicate with tact, skill and diplomacy when engaging in difficult and sensitive problem solving and issues with officials, department managers, labor organizations, employees, agencies and community groups; communicate effectively in writing and orally in a clear, logical and concise manner.

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:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Shall possess not less than ten (10) years professional experience in personnel human resources management, labor or employee relations, at least five (5) years of which must be in

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federal, state, or local governmental personnel management, and such other qualifications as determined by the Civil Service Commission.

License and Certification:

Possession of a valid drivers license.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/27/1996

AMENDED DATE: 09/08/20

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

BUSINESS UNIT(S): COMMN