

City and County of San Francisco
Carol Isen
Human Resources Director (Acting)



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

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

Date: January 25, 2021

Re: **Notice of Proposed Classification Actions – Final Notice No. 10 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 January 25, 2021.

Carol Isen
Human Resources Director (Acting)

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
Carol Isen, 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: 10
Fiscal Year: 2020/2021
Posted Date: 01/15/2021
Reposted Date: N/A

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

Item #	Job Code	Title
1	4140	Real Property Officer
2	4142	Senior Real Property Officer
3	4143	Principal Real Property Officer

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
Carol Isen, DHR
Sandra Eng, CSC
Sue Hwang, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

**Title: Real Property Officer
Job Code: 4140**

DEFINITION

Under general direction, Real Property Officers perform difficult appraisal, negotiation, and property management work in connection with the acquisition, sale, or lease of all types of real property; prepare agreements, documents, and legislation for real property related matters. The Real Property Officer is responsible for carrying out, interpreting, and coordinating existing policies, methods, and procedures of the Real Estate Department in the acquisition, management and leasing of real estate for various City agencies.

DISTINGUISHING FEATURES

The 4140 Real Property Officer is a journey level position in this series. It is distinguished from the 4142 Senior Real Property Officer by the latter's supervisory responsibility.

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. Makes detailed appraisals of all types of real property, with the use of a motor vehicle, for the acquisition, sale or lease by the City and County, including part-take appraisal, highest and best use determination, and the appraisal of easement.
2. Interprets maps and building plans, makes field inspections with the use of a motor vehicle, and prepares detailed reports thereon.
3. Prepares necessary agreements and contracts; negotiates with owners and their representatives, attorneys, and public agencies for the purchase, lease or sale of property.
4. Manages property of all types, prepares leases and coordinates tenant improvement build-outs of City-owned property or private property for City use; coordinates and manages the maintenance of city-owned buildings; and coordinates and implements the public bid process for the sale, lease or development of City real property.
5. Coordinates with City Attorney, other City departments, and other public agencies in the preparation of condemnation proceedings, and may act as an expert witness giving testimony on fair market value; hires independent appraisers to assist the City attorney.
6. Reviews land titles and title reports in order to clear imperfect titles.
7. Prepares resolutions and ordinances for boards and commissions pertaining to real estate activities such as acquisitions, sales, leases, claims, transfers of jurisdiction and similar transactions; processes escrows, examines titles, issues escrow instructions, prepares deeds, leases and contracts.

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

**Title: Real Property Officer
Job Code: 4140**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: property valuation procedures, concepts and techniques; real estate law, codes, regulations and procedures; and commercial leasing and property management practices and procedures.

Ability or Skill to: communicate effectively orally and in writing, including the ability to interpret and explain policies and to conduct difficult negotiations; interact effectively, courteously and tactfully with property owners, agents, representatives of outside organizations and the general public; ability to operate a motor vehicle safely within the State of California.

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 a Baccalaureate degree from an accredited four-year college or university with courses in real estate law, property appraisal, economics, finance or statistics; AND

Experience:

Three (3) years of verifiable experience in the appraisal, purchase, lease and sale of real property as a right-of-way agent, property officer or real estate appraiser with a public agency, a real estate appraiser, a commercial property manager or a commercial real estate broker or agent. Residential and multi-unit residential experience only is not qualifying.

License and Certification:

Possession of a valid California Class C driver's license.

Substitution:

Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). Thirty (30) semester units or forty-five (45) quarter units equal one year.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 11/05/1999; 01/25/21

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

BUSINESS UNIT(S): COMM

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

**Title: Senior Real Property Officer
Job Code: 4142**

DEFINITION

Under general direction, the Senior Real Property Officer is responsible for carrying out, interpreting, and coordinating existing policies, methods, and procedures of the Real Estate Department in the acquisition, management and leasing of real estate for various City agencies; preparing difficult appraisals in determining fair market value; and the overall supervision of the preparation and analysis of technical records, reports, and documents dealing with property acquisition, sale and leasing activities and functions.

DISTINGUISHING FEATURES

The 4142 Senior Real Property Officer is the first supervisory level in the Real Property Officer series. It is distinguished from the Real Property Officer by its supervisory responsibility. It is distinguished from the 4143 Principal Real Property Officer in that the latter supervises the former in the more difficult appraisal and negotiation assignments and serves as principal advisor in real estate matters to departments where assigned.

SUPERVISION EXERCISED

Exercises supervision over 4140 Real Property Officers.

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, schedules and supervises the work of Real Property Officers engaged in appraisals, negotiations and other related duties for the leasing, acquisition or sale of property or property rights; may train subordinate real property officers in departmental procedures, including instruction on the Administrative Code and City Charter.
2. Appraises and negotiates complex acquisitions and lease agreements; assists subordinate agents in the more difficult appraisal and negotiation assignments; coordinates and implements the public bid process on the sale, lease or development of City real property, supervises the handling of escrow and instructions to title companies.
3. Engages the services of independent appraisers, outside consultants and other real estate experts; reviews and correlates these reports; may appear as an expert witness in cases involving the determination of fair market value.
4. Reviews land titles and title reports in order to clear imperfect titles.
5. Supervises the preparation of reports for presentation to officers of other City departments on matters regarding the acquisition, lease or sale of real property rights related to departmental activities.
6. Prepares resolutions, ordinances, deeds and other documents necessary to implement the acquisition, lease or sale of real property.
7. Supervises the preparation and maintenance of departmental records, reports, files and statistics relative to City-owned property.
8. Confers with City Attorney, engineers, architects, and outside consultants in the conduct of all of the above.

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

**Title: Senior Real Property Officer
Job Code: 4142**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: property valuation procedures, concepts and techniques; real estate law, codes, regulations and procedures; and commercial leasing and property management practices and procedures.

Ability or Skill to: communicate effectively orally and in writing, including the ability to interpret and explain policies, and to conduct difficult negotiations; interact effectively, courteously and tactfully with property owners, agents, representatives of outside organizations and the general public; supervise, plan and direct the work of subordinate real property officers, maintenance and processing of real estate documents, reports and records; ability to operate a motor vehicle safely within the State of California

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 a Baccalaureate degree from an accredited four-year college or university with courses in real estate law, property appraisal, economics, finance or statistics; AND

Experience:

Five (5) years of verifiable experience in the appraisal, purchase, lease and sale of real property as a right-of-way agent, property officer or real estate appraiser with a public agency, a real estate appraiser, a commercial property manager or a commercial real estate broker or agent. Residential and multi-unit residential experience only is not qualifying.

License and Certification:

Possession of a valid California Class C driver's license.

Substitution:

Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). Thirty (30) semester units or forty-five (45) quarter units equal one year.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 06/20/1977

AMENDED DATE: 10/19/1987; 01/25/21

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

BUSINESS UNIT(S): COMM

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

**Title: PRINCIPAL REAL PROPERTY OFFICE
Job Code: 4143**

DEFINITION

Under administrative direction, supervises a group of Senior Real Property officers and Real Property Officers in the performance of technical appraisal and negotiation work in connection with the acquisitions and leasing of property for the City, and the management, sale or leasing of City-owned property; acts for the Director and Assistant Director in their absence; represents the Real Estate department and other City departments before boards and commissions; and performs related duties as required.

DISTINGUISHING FEATURES

Incumbents of this classification assist in the overall administration and operation of the Real Estate department or real estate activities of other City departments. Principal Real Property Officers report to the Assistant Director and Director of Property for administrative and technical direction and may also receive policy direction from departments for whom they act as agents in real estate matters. The Principal Real Property Officer class is distinguished from the Senior Real Property Officer class in that the former supervises the latter in the more difficult appraisal and negotiation assignments, and serves as principal advisor in real estate matters to departments where assigned.

SUPERVISION EXERCISED

Exercises supervision of Senior Real Property Officers and Real Property Officers.

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, schedules, assigns and supervises the work of Senior Real Property Officers, Real Property Officers and general office personnel conducting all types of property acquisition, leasing and management.
2. Analyzes leases, permits, agreements, options, deeds and contracts, and makes recommendations to Assistant Director and Director and management of other City departments; assists subordinate Officers in the more difficult appraisal and negotiation assignments.
3. Confers with public, other City department heads or their representatives, attorneys, engineers, and others, on matters regarding the acquisition, sale, lease or management of real property.
4. When directed, attends meetings of Board of Supervisors, its committees and other boards and commissions to explain, interpret and make recommendations on acquisition, sale, leasing or management policy.
5. Supervises subordinate Officers and personnel in preparation of records, files and statistical data and management of real property.
6. Prepares and supervises the preparation of resolutions, ordinances, deeds, escrow instructions to title companies, leases, and other documents necessary to implement the acquisition, sale, leasing and management of real property.

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

Title: PRINCIPAL REAL PROPERTY OFFICE

Job Code: 4143

7. Consults with, instructs and makes decisions for Real Property Officer personnel regarding office and field work activities.
8. Acts as department representative and as representative of other City departments to boards, commissions, agencies, and community groups.
9. Supervises review of surety bonds, public liability, property damage and fire insurance policies required under lease agreements.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the laws pertaining to the securing of rights of way, the factors involved in appraising property and the principles underlying the appraisal process; property values and the effect of economic trends on value and price; condemnation and real property laws; the effect on property values of deed and tract restrictions, zoning ordinances, set-backs, tax and improvement assessments, easements and encroachments; the principles of organization and management.

Ability or Skill to: plan, organize and direct the work of the Real Property Officer staff, deal effectively and tactfully in the conduct of right of way negotiations; make accurate appraisals on complex and large properties; analyze situations and adopt an effective course of action as an aid in solving complex property acquisition problems; write clear, concise and accurate reports; represent department before Boards and Commissions.

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 a Baccalaureate degree from an accredited four-year college or university with courses in real estate law, property appraisal, economics, finance or statistics; AND

Experience:

Six (6) years of verifiable experience in the appraisal, purchase, lease and sale of real property as a right of way agent, property officer or real estate agent with a public agency, real estate appraiser, a commercial property manager or a commercial real estate broker or agent. Residential and multi-unit residential experience only is not qualifying.

License and Certification:

Possession of a valid California Class C driver's license.

Substitution:

Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). Thirty (30) semester units or forty-five (45) quarter units equal one year.

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

**Title: PRINCIPAL REAL PROPERTY OFFICE
Job Code: 4143**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 06/20/1977

AMENDED DATE: 10/18/1987; 01/25/21

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

BUSINESS UNIT(S): COMM