

**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](mailto: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  
Sandra Eng, CSC  
Sue Hwang, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

**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, Affirmative Action, ~~employee and management training~~ workforce development, human resources information systems, ~~compensation~~, employee/labor relations, workers' compensation, ~~health services and benefits administration~~, 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'

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budget and expenditure transactions, including fiscal analyses and cost projections; identifies operational problems and formulates appropriate solutions.

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, ~~affirmative action~~, EEO compliance, ~~complaints~~, training, information systems and general human resource management; conducts or delegates ~~provides a procedure for~~ labor negotiations and employee/management conflict resolution.
5. ~~Direct~~ Administers, through subordinate managers, ~~a city-wide employee health system, workers' compensation benefits and occupational health and safety programs, vocational rehabilitation, health prevention and wellness 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: ~~thorough 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:

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Experience:

~~Experience:~~ Shall possess s 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 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**

~~Special Requirements: Essential duties require the following physical skills and environment: ability to work in a standard office environment.~~

**PROMOTIVE LINES**

**ORIGINATION DATE:** 08/27/1996

**AMENDED DATE:** 09/xx/20

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

**BUSINESS UNIT(S):** COMMN