

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: August 22, 2022

Re: **Notice of Proposed Classification Actions – Final Notice No. 3 FY 2022/2023 (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 August 22, 2022.

Carol Isen
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
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: Alternate Media Specialist
Job Code: 1772**

DEFINITION

Under general direction, the Alternate Media Specialist oversees the production of alternate media (such as Braille, large print, audio, or electronic text) used by students with disabilities at City College of San Francisco; serves as liaison between students, faculty, and the department to secure and translate instruction-related materials into alternate formats; provides guidelines to college community regarding production of documents/information into alternate formats; provides technical consultation and assistance to faculty, staff, and technology committees in the area of alternate media access; develops and maintains department resources and records pertaining to access technology; trains and supervises student assistants; and performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in this class are assigned specific production, technical, and development responsibilities in the area of alternate media technology.

SUPERVISION EXERCISED

May supervise student employees.

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. Oversees production of information and educational materials in alternate format.
2. Maintains Alternate Media Center and equipment, including electronic library; performs assistive technology assessments.
3. Serves as a liaison between staff, faculty, students with disabilities, and Disabled Students Programs and Services to secure and translate materials into alternate format, as well as train students on use of assistive technology.
4. Provides guidelines to college personnel on formatting of documents/information for translation into alternate format.
5. Serves as a liaison for the Community College District (CCD) to the Statewide Center for Alternate Media and community agencies.
6. Provides technical assistance/consultation to CCD community on the requirements of Distance Education Access and Alternate Media Access.
7. Makes recommendations on purchase of technical hardware/software and assistive technologies.
8. Develops and maintains resource bank of current trends/developments in access technology and access strategies to accommodate various types of disabilities.
9. Selects, trains, and supervises student assistants.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: access strategies and requirements for various disabilities; alternate media and print formats and current trends and developments in access technology; principles and basic operations of computer systems and peripheral components; basic computer application documentation techniques as well as Basic record-keeping techniques; distance education development and practices; web page development and web page access strategies for persons with disabilities; concepts of distributed computing and telecommunication; techniques and practices in utilizing assistive technology software and equipment; and techniques and practices in utilizing standard software applications.

Ability or Skill to: work independently and confidentially; read and interpret computer hardware/software installation and maintenance instructions and other detailed written/oral instruction, and to perform basic diagnostic checks and take appropriate corrective action; communicate effectively both orally and in writing; provide supportive guidance and training to others; produce media and print in alternate formats; plan and organize work to be able to effectively meet timelines; and analyze campus-wide access technology needs.

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's degree from an accredited college or university.

Experience:

1. Two (2) years of full-time paid experience working with students with disabilities. AND
2. One (1) year of full-time paid experience producing alternate media and training in the use of alternate media; OR One (1) year of full-time paid experience working as a computer graphic designer or in computer layout and design.

License and Certification:

None

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

None

ORIGINATION DATE: 05/17/13

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

**Title: Alternate Media Specialist
Job Code: 1772**

AMENDED DATE: 08/22/22

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

BUSINESS UNIT(S): SFCCD