

City and County of San Francisco
Carol Isen
Human Resources Director



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

Date: November 08, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 24 FY 2023/2024
(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 November 08, 2023.

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
Erik Rapoport, 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: 24
Fiscal Year: 2023/2024
Posted Date: 11/01/2023
Reposted Date: N/A

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

Item #	Job Code	Title
1	3518	Associate Museum Conservator, Asian Art Museum

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: ASSOCIATE MUSEUM CONSERVATOR, ASIAN ART MUSEUM
Job Code: 3518**

DEFINITION

Under direction, performs skilled work in connection with the preservation and restoration of Asian Art sculptures and objects; prepares a variety of reports to document conservation activities; performs research, publishes articles, and gives oral presentations related to conservation needs of the Asian Art Museum.

DISTINGUISHING FEATURES

A 3518 Associate Museum Conservator performs professional conservation duties related to the examination, preservation, repair, exhibition, and storage of works of art for the Asian Art Museum.

SUPERVISION EXERCISED

May supervise subordinate conservation technicians, fellows, interns, and clerical and technical museum personnel.

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. Prepares condition reports on outgoing loans, new acquisitions, art requiring treatment, and art installed in in-house exhibitions; surveys objects to determine conservation status; ensures that completed documentation complies with the American Institute for Conservation's Code of Ethics.
2. Performs research to determine appropriate materials and techniques to conserve deteriorated or damaged art; recommends and performs treatment; documents these activities in compliance with the American Institute for Conservation's Code of Ethics.
3. Investigates and researches materials used in contact with works of art, such as packaging materials, display mounts and storage cases; recommends acceptable environmental control conditions, equipment, and products; advises architects and engineers regarding physical requirements of the collection.
4. Performs scientific tests that aid in the authentication of works of art; operates XRF spectrometer to identify materials; makes x-ray examinations of art objects to determine internal structure; arranges constancy resources.
5. Installs, arranges, assembles, and prepares artifacts for exhibition, ensuring the artifacts' safety, reporting their status and condition, and identifying and correcting any problems with the set up.
6. Recommends preventive conservation procedures and best practices.
7. Study object documentation and conduct standard chemical and analytical tests to ascertain the object's age, composition, original appearance, need for treatment or restoration, and appropriate preservation method.

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8. Prepares treatment reports, documenting the condition of artifacts, treatment options, and the methods of preservation and repair used.
9. Publishes articles describing conservation research and techniques; prepares written and oral presentations for general public, connoisseurs, museum staff, and conservators.
10. Acts as an agent of the Museum internally and externally; travels to other museums and other lenders' premises to act as agent as necessary to examine works, prepare condition reports, do onsite treatments, and courier artworks.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The current research, principles, techniques, materials, and equipment used in the conservation of works of Asian art; American Institute for Conservation's Code of Ethics standards and terminology; the role of the museum in the community.

Ability or Skill to: Inspect three-dimensional objects of art and determine the condition and need of conservation work required; plan, direct, and implement research strategies to determine the date, authenticity, and fabrication of Asian art objects; perform art conservation treatments; participate in the disaster materials salvage following standard recovery procedures; determine environmental controls for storage, exhibition and shipping of art objects; operate and maintain conservation equipment with appropriate safety procedures; write clear and concise technical reports; make oral presentations; deliver training and support to subordinates; work cooperatively with museum staff.

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 Master's degree from an accredited college or university in art conservation or a related field.

Experience:

Three (3) years of verifiable museum conservation experience in the conservation of art objects.

License and Certification:

Substitution:

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SUPPLEMENTAL INFORMATION

Involves working in a conservation laboratory, utilizing appropriate chemicals and equipment. Art handling responsibilities require manual dexterity and physical agility. May involve some travel.

PROMOTIVE LINES

ORIGINATION DATE: 09/18/1989

AMENDED DATE: 11/08/23

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

BUSINESS UNIT(S): COMMN