

**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: 26
Fiscal Year: 2023/2024
Posted Date: 12/07/2023
Reposted Date: N/A

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

Item #	Job Code	Title
1	1932	Assistant Storekeeper

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
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

**Title: Assistant Storekeeper
Job Code: 1932**

DEFINITION

Under supervision, performs manual and routine clerical duties in the receipt, storage and issuance of materials, supplies and equipment at a storeroom or central warehouse; ~~and perform related duties as required.~~

DISTINGUISHING FEATURES

This classification is the first level in the Storekeeping series. The incumbent is required to follow instructions and established methods and procedures regarding storeroom activities, including the receipt, storage and issuance of supplies. The nature of the work involves considerable sustained physical effort and heavy lifting. **The 1932 Assistant Storekeeper class is distinguished from the 1934 Storekeeper classification in that the latter is involved in the more independent tasks and difficult matters associated with ordering supplies, making purchases, contacting vendors regarding prices, specifications, or delivery particulars.**

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. Receives incoming materials, supplies and equipment from vendors or from other city warehouses or storeroom; checks item received against delivery tags and signs for proper number of cartons; carries or trucks items received to the proper storage locations; breaks down bulk stock into smaller packages or units.

2. Enters records of stocks received and issued; fills requisitions on storeroom; assists in taking periodic inventories of supplies on hand in storeroom or warehouse; maintains order and cleanliness in storeroom.

3. May assist in the salvage of usable items of equipment or supplies; may participate in the sale of such reclaimed goods; may operate manual or automatic equipment such as dollies, hand or electric trucks and fork lifts in connection with the receipt, storage, removal, transfer or issuance of supplies and equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: methods and procedures commonly used in receiving, storing and issuing supplies and related inventory and record keeping work.

Ability or Skill to: follow instructions and cooperate with others in the performance of duties; maintain accurate records and inventories; operate various manual and automotive equipment common to storeroom activities.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Assistant Storekeeper
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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:

Requires completion of four (4) years of high school.

Experience:

One (1) year of experience ~~in a distribution center or warehouse~~ **performing at least three of the following** in which the duties consisted of ordering, receiving, stocking, inventory control, and issuing large and varied quantities of supplies, materials, and equipment. ~~This experience must be in an institutional organization or a large, major commercial organization, or similar setting.~~

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 1934 Storekeeper

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 06/20/1977; 05/02/1983; 03/09/17; XX/XX/XX

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

BUSINESS UNIT(S): COMMN, SFMTA, SFCCD, SFUSD