

**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: 5
Fiscal Year: 2023/2024
Posted Date: 07/25/2023
Reposted Date: N/A

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

| Item # | Job Code | Title |
|--------|----------|---------------------------------|
| 1 | 1827 | Administrative Services Manager |

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: Administrative Services Manager
Job Code: 1827**

DEFINITION

Under general direction, manages complex, sensitive and detailed departmental administrative and support functions in areas such as clerical, warehouse, building maintenance, budget, contracts, personnel, purchasing, and departmental policy/procedures.

DISTINGUISHING FEATURES

Positions in this class are responsible for the management of an administrative services unit or division. This class is distinguished from class 1844 Senior Management Assistant by its responsibility, performed in a management capacity, for greater or more complex multiple administrative functions; performance and supervision of very complex and sensitive projects; and formulating recommendations and decisions. It is distinguished from class 1823 Senior Administrative Analyst in that responsibilities of the latter, which functions in a staff capacity, are concentrated in one of the areas of budgetary, financial, legislative and policy analysis or contract administration.

SUPERVISION EXERCISED

This class ~~may supervise positions in class 1844 Senior Management Assistant, and/or other~~ professional, sub-professional, craft and clerical staff.

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. Manages administrative and support function in areas such as clerical, warehouse, building maintenance, budget, contracts, personnel, and purchasing.
2. Supervises professional, administrative support and clerical staff by assigning and monitoring work and conducting performance appraisals and disciplinary actions.
3. Prepares, analyzes, and presents documents including a variety of databases, spreadsheets and reports relating to budgets, expenditures, and purchasing, and/or contracting.
4. Provides consultation and support to management and supervisory staff on complex personnel administration issues including disciplinary procedures, employee grievances and complaints, interpretation of Civil Service rules, policies and procedures, preparation of documentation for personnel actions, staff training and employee health and safety programs. May establish tracking and monitoring systems for management of requisitions and other personnel actions.
5. Analyzes complex issues in a number of areas relating to operations, policies and procedures; prepares written findings and reports, makes recommendations for and formulates written policies and procedures utilizing personal computers.
- ~~6. Performs other duties as required.~~

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the methods and techniques of governmental organization and management; the methods of budget preparation and analysis of budgets, expenditures and purchasing; the principles involved in the development and implementation of complex systems and procedures; the principles, practices and methods of staff utilization, staff development, and employee relations; and applicable local, state and federal laws, regulations and various municipal ordinances affecting departmental operations.

Ability or Skill to: plan, assign, organize and direct the work of staff engaged in complex and detailed departmental administrative and financial functions; conduct performance appraisals and disciplinary actions when necessary; speak clearly and accurately to communicate with senior level management, officials, subordinates, peers, representatives of other agencies and the general public; plan, prepare, review and present clear and concise written findings, reports and correspondence; establish and maintain effective working relationships with senior level management, officials, subordinates, peers, representatives of other agencies and the general public; use a personal computer and various software applications proficiently to prepare correspondence, reports, develop spreadsheets, databases, and analyze data.

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:

1. A baccalaureate degree from an accredited college or university; ~~AND~~

Experience:

2. Four (4) years of professional administrative/management experience which includes budget development, contract and financial administration, and personnel administration; two (2) years of this experience must include supervisory experience.

License and Certification:

Substitution:

Additional qualifying professional administrative/management work experience may be substituted for up to two years of the required education on a year-for-year basis (30 semester/ 45 quarter units equals one year).

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

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

**Title: Administrative Services Manager
Job Code: 1827**

ORIGINATION DATE: 6/7/93

AMENDED DATE: 8/31/00: XX/XX/XXXX

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

BUSINESS UNIT(S): COMMN