



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

*Sent via Electronic Mail*

October 27, 2022

## **NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REQUEST FOR STATUS GRANT FROM CLASS 2522 SENIOR MORGUE ATTENDANT TO CLASS 2524 SENIOR MORGUE ATTENDANT.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **November 7, 2022, at 2:00 p.m.**

Please refer to the attached notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService) under "Meetings" no later than end of day on Wednesday, November 2, 2022.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

Attachment

Cc: Carol Isen, Department of Human Resources  
Shawn Sherburne, Department of Human Resources  
Anna Biasbas, Department of Human Resources  
Luenna Kim, Department of Public Health  
Lisa Pigula, Department of Human Resources  
Gilda Cassanego, Department of Human Resources  
Karrie Johnson, Department of Public Health  
Daniel Hoffer, Department of Public Health  
Daniel Becker, SEIU Local 1021  
Commission File  
Commissioners' Binder  
Chron

## **NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**

### **A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, a available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting a agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

### **C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

### **D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are a available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService), and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be a available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

### **E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

### **F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

### **G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

#### **H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/).

#### **I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

#### **J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

#### **K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

#### **Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

#### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

#### **San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: \_\_\_\_\_ - \_\_\_\_\_ -
2. For Civil Service Commission Meeting of:
3. Check One:           Ratification Agenda  
                              Consent Agenda  
                              Regular Agenda        X  
                              Human Resources Director's Report
4. Subject:           Request for Status Grant from Class 2522 Senior Morgue Attendant to Class 2524 Senior Morgue Attendant
5. Recommendation: Adopt the report and grant incumbent in Class 2522 Senior Morgue Attendant status in Class 2524 Senior Morgue Attendant
6. Report prepared by: Luenna Kim Telephone number: (415) 554-2592
7. Notifications:       **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date:                    9/29/22

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer  
Civil Service Commission  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

**CSC RECEIPT STAMP**

Attachment

NOTIFICATIONS (CSC Register # )

**CAROL ISEN**  
HUMAN RESOURCE DIRECTOR  
DEPARTMENT OF HUMAN RESOURCES  
1 SOUTH VAN NESS AVENUE, 4<sup>TH</sup> FLOOR  
SAN FRANCISCO, CA 94102

**SHAWN SHERBURNE**  
ASSISTANT DIRECTOR, EMPLOYMENT SERVICES  
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SUPERVISING HUMAN RESOURCE CONSULTANT  
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**KARRIE JOHNSON**  
HUMAN RESOURCE DEPARTMENT, OPERATIONS  
DEPARTMENT OF PUBLIC HEALTH  
2789 25<sup>TH</sup> STREET, 3<sup>RD</sup> FLOOR  
SAN FRANCISCO, CA 94110

**DANIEL HOFFER**  
HUMAN RESOURCE DEPARTMENT, LABOR RELATIONS  
DEPARTMENT OF PUBLIC HEALTH  
2789 25<sup>TH</sup> STREET, 3<sup>RD</sup> FLOOR  
SAN FRANCISCO, CA 94110

**DANIEL BECKER**  
**Field Representative at SFGH-Misc.**  
**SEIU Local 1021**  
**350 Rhode Island**  
**Suite 100 South Bldg.**  
**San Francisco, CA 94103**



City and County of San Francisco  
London N. Breed  
Mayor

## San Francisco Department of Public Health

Grant Colfax, MD  
Director of Health

### MEMORANDUM

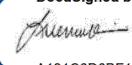
**DATE:** September 19, 2022

**TO:** The Honorable Civil Service Commission

**THROUGH:** Carol Isen, Human Resource Director

**FROM:** Luenna Kim, Department of Public Health

**SUBJECT:** Request for Status Grant from Class 2522 Senior Morgue Attendant to Class 2524 Senior Morgue Attendant

DocuSigned by:  
  
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#### **I. Introduction**

The Department of Public Health (DPH) respectfully requests the Civil Service Commission to grant status in Class 2524 Senior Morgue Attendant to one employee currently in Class 2522 Senior Morgue Attendant (Attachment A). The two (2) classifications have the same job title.

The new classification 2524 Senior Morgue Attendant (Attachment B) was established to accurately reflect current tasks, knowledge, skills, and abilities in this classification along with a new top step to reflect the current compensation levels. Upon completion of this status grant, the Department of Human Resources (DHR) will prohibit future appointments in the 2522 classification and abolish it once there is no incumbent. (Attachment C). The Department will fill all new positions using Class 2524 Senior Morgue Attendant. Therefore, we request a status grant for the existing employee into Class 2524 to ensure that the incumbent has status rights to their position.

#### **II. Background**

The creation of Class 2524 Senior Morgue Attendant resulted from discussions with SEIU, Local 1021, Miscellaneous, the employee organization which represented the class. A review of the current duties in class 2522 Senior Morgue Attendant revealed the need to provide a new class with updated duties and salaries consistent with the current market. The creation of the new class offers our current employee an updated and fair compensation level for the duties performed.

Class 2524 Senior Morgue Attendant was established on August 6, 2021. The new class was created to reflect the current tasks, knowledge, skills, and abilities of the incumbent. The

compensation data was also updated to provide competitive salary, allowing the department to retain and hire additional staff to complete work that is required to support public health.

### **III. Standards/Authority**

#### **A. Applicable San Francisco City Charter Sections**

Rule 10.103: The Human Resources Director shall establish a system of job classification. The decision of the Human Resources Director regarding classification matters shall be final unless appealed to the Commission. However, the allocation or reallocation of a position may not adversely affect the civil service rights of an occupant regularly holding such position.

#### **B. Civil Service Rules Applicable to the Classification Plan**

Rule 109.1.1: As provided under the Charter Section 10.103 of the City and County of San Francisco, the Human Resources Director shall have the duty and authority to establish a system of job classification and to allocate each position to a job class.

Rule 109.1.6: The Human Resources Director has the authority to make changes to the Classification Plan including creating new classes, abolishing, consolidating or amending classes consistent with the Classification Plan.

Rule 109.1.7: The decision of the Human Resources Director regarding classification matters including the authority to determine the status of an employee, shall be final unless appealed to the Civil Service Commission.

Rule 109.5: Class Series. All classes directly related within a job family involving the same kind of work, but differing as to scope of responsibility, shall be assembled into the same series.

Rule 109.8.1: The Human Resources Director shall analyze positions and/or classifications whenever the Human Resources Director deems it necessary.

#### **C. Civil Service Rules Applicable to Status Grants.**

Rule 109.9: General Principles. Status in the City and County service is the right of an employee to perform certain duties in a specific class. [...] In cases where status is involved, the Human Resources Director shall be



responsible for the determination of “status” of an employee and/or an eligible, subject to appeal to the Civil Service Commission.

Rule 109.10.1: Class Consolidation. When the duties of two or more classes are combined into one new, existing or amended class, and if any of the classes involved are abolished, an employee who has permanent civil service status within the abolished class is granted status to the new, existing or amended class, subject to the limitations of this Rule.

Rule 109.10.7: Implementation of Status:

1. All permanent employees in positions in the former class who have been reallocated to a new class, are granted status in positions in the new class as of the effective date as determined by the Human Resources Director. [...]
4. When status has been granted, all permanent employees in positions in the former class that has been reclassified to another class, are granted status in positions.
5. An employee who is granted status must exercise those rights to the second class as soon as a position becomes available, within one (1) year from the effective date of the amendment to the Annual Salary Ordinance unless an extension is granted by the Human Resources Director. If status is not exercised within the time limit or if the employee refuses an offer of a status appointment, then, status is forfeited.
6. An employee who does not exercise status as provided above may continue in the original position until such time as the reclassified position is filled and the original incumbent is replaced by another employee who has status in the class or by an eligible from a civil service list.
7. When all permanent incumbents in the class and department have exercised or forfeited status, eligibles on lists for the original class as well as employees in the same original class in another department may be offered status appointments in the second class either by certification from the eligible list or under transfer provisions of the Transfer Rule.

Rule 109.11: Limitations Under this Rule

Rule 109.11.1: The allocation or reallocation of a position shall not adversely affect the civil service rights of an occupant legally holding such a position under permanent appointment. If there is an adverse effect on the civil service rights of an occupant legally holding such a position under permanent appointment, such allocation or reallocation shall be effected when the

position becomes vacant by reassignment or for other reason(s), except when earlier implementation is approved by mutual agreement with the appropriate recognized employee organization. Pending such reallocation, the incumbent shall continue in the position.

Rule 109.11.2: In administering this Rule, if the difference between the salary ranges of the former class and the new class is more than seven and one half (7½) percent, a significant difference in the scope of responsibility shall be deemed to exist, and status shall not be granted unless approved by the Civil Service Commission.

#### **D. Civil Service Rules Applicable to Appeal Rights**

Rule 109.2.1: Any employee, employee representative or appointing officer affected by a classification action or status grant under this Rule may appeal the action to the Civil Service Commission. The appeal shall be in writing, stating the basis on which the appeal is based and shall be in accordance with the procedures established by the Executive Officer of the Civil Service Commission.

Rule 109.2.2: Proposed changes in classification and/or status of permanent civil service incumbents with existing status rights shall be posted for seven (7) calendar days. [...] Proposed changes will become effective on the eighth (8th) calendar day following the posting date, with the following exception:

Rule 109.2.3: Protests shall be submitted to the Human Resources Director prior to the end of the posting period.

Rule 109.2.4: The decision of the Human Resources Director is appealable to the Civil Service Commission. The decision of the Civil Service Commission shall be final and not subject to reconsideration.

Rule 109.13.1: Probationary Period.

Employees who are appointed by status in the same department shall not be required to complete a new probationary period.

Rule 109.15: Civil Service Seniority.

Civil service seniority for employees granted status under Civil Service Commission Rule 109 shall be carried forward and is calculated for the date of certification in the former class prior to reclassification.

#### **IV. Analysis**

The Department of Public Health (DPH) determined through a thorough and careful review that the role and responsibilities of Class 2522 are now broader in scope and the work has become more specialized. As a result, Class 2524 was created to encapsulate the additional responsibilities as well as the increase in compensation.

The sole incumbent, Thomas Wnuk, Class 2522 Senior Morgue Attendant, was temporarily appointed to a Class 2524 Category 18 exempt position on October 4, 2021 at Step 5. He will be assigned to salary step 5 of Class 2524 Senior Morgue Attendant as part of the status grant.

As required under Civil Service Rule 109.11.1, there will be no adverse impact to the incumbent upon status grant into the new class. The salary of the employee will increase by more than 7.5%. The incumbent will retain their Permanent Civil Service status, and their seniority date in the old class shall transfer to their new class. The incumbent, who has completed their probationary period, will not have to serve a probationary period in the new class.

#### **V. Conclusion and Recommendation**

The Department of Public Health, with SEIU 1021's support, recommends that the Civil Service Commission grant status in Class 2524 to the single incumbent in Class 2522. The department is very appreciative of the collaboration from DHR's Classification and Compensation Division and the union in working on this initiative.

#### **VI. Attachments**

- Attachment A: Salary information for incumbent in Class 2522
- Attachment B: 2524 Senior Morgue Attendant Preliminary Classification Posting and Final Classification Action.
- Attachment C: 2524 Senior Morgue Attendant Class Specifications
- Attachment D: 2522 Senior Morgue Attendant Class Specifications

# Attachment A

**Attachment A: Salary information of incumbent in Class 2522**

Name	Current Salary and Step in Class 2522	Department Seniority Date in Class 2522	Proposed Salary and Step in Class 2524	Requested Status Grant Seniority Date in Class 2524	Percentage Change in Salary
Thomas Wnuk *	\$99,138 @ Salary Step 5	2/27/2006	\$109,070 @ Salary Step 5	2/27/2006	10.02%

\* Thomas Wnuk was temporarily appointed to a Category 18 exempt position in the new 2524 classification on October 4, 2021 at Step 5”.

# Attachment B

**City and County of San Francisco**  
Carol Isen  
Human Resources Director



**Department of Human Resources**  
*Connecting People with Purpose*  
www.sfdhr.org

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: August 06, 2021

Re: **Notice of Proposed Classification Actions – Final Notice No. 1 FY 2021/2022 (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 06, 2021.

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: Senior Morgue Attendant  
Job Code: 2524**

**DEFINITION**

Under general supervision, performs or supervises morgue attendants in the handling and preparation of bodies of deceased persons for post-mortem examination and burial; performs autopsies and specimen grossing on select tissue types.

**DISTINGUISHING FEATURES**

This is the senior-level position in the Morgue Attendant series. It is distinguished from the 2520 Morgue Attendant in that it has supervisory responsibilities, and incumbents perform work that is more difficult than that performed by incumbents in the 2520 position.

**SUPERVISION EXERCISED**

Supervises subordinates in the Morgue.

**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. Supervises several morgue attendants in the in decedent transport and record keeping, preparation of bodies of deceased persons for post-mortem examinations and burial.
2. Prepares for post-mortem examination by setting up necessary equipment, instruments and solutions; prepares body for all aspects of procedure including removal of casts, bandages and medical devices; independently performs and trains residents in the proper procedures for body evisceration including but not limited to the removal of organs, spinal cord and brain; obtains tissue, blood samples and other fluids from bodies for toxicological examinations; performs any autopsy related duties as directed by the medical staff including organ dissection and post-mortem testing as needed.
3. Transports specimens from the operating room and other hospital clinics and performs specimen grossing as requested on select tissue types.
4. Checks morgue and other work spaces for cleanliness and adequacy of service supplies; checks for appropriate decedent storage temperatures and ventilation. Assures all equipment is functioning properly and unit procedures are updated according to clinical and institutional needs.
5. Correlates all information to be furnished to proper authorities; transmits all required information to personnel assigned to subsequent shifts; prepares daily reports for death registry office.
6. Performs the duties of a morgue attendant in cleaning and maintaining morgue and autopsy room, cleaning and sterilizing equipment, dispose of tissue and chemical waste, preparing bodies for examination and burial and preparers all required documentation associate with these tasks.
7. Receives animal specimens and prepares them for examination, performs specimen dissection, and prepares tissue for testing at a reference laboratory.



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

**Title: Senior Morgue Attendant  
Job Code: 2524**

8. Performs decedent viewings for family members as requested.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: The procedures involved in assisting a physician in post-mortem examinations; - techniques involved in handling and preparation of bodies for post-mortem examination or burial; hospital methods and procedures; and the care of surgical instruments and equipment.

Ability or Skill to: Use post-mortem techniques and procedures as necessary; supervise and check the work of subordinates.

**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 (AA) or equivalent courses with a concentration in Biological Sciences and Anatomy from an accredited college or university.

Experience:

One (1) year of experience conducting autopsies or surgical grossing in a hospital or medical examiner setting.

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 08/06/21

**AMENDED DATE:**

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

**BUSINESS UNIT(S):** COMM, SFMTA, SFCCD, SFUSD

# Attachment C



# 2524-Senior Morgue Attendant

[SF | Careers](#) > 2524-Senior Morgue Attendant

## Know the class code?

Class codes are four characters long.

## Search by keyword:

Use a keyword to search for a class.

Search within title  Search within Job Descriptions

Compensation set id:

▾

## Senior Morgue Attendant

### Job classification

<b>Class</b>	<a href="#">2524</a>
<b>Title</b>	Senior Morgue Attendant
<b>Overtime eligibility</b>	Covered (Non-Z)
<b>Labor agreement</b>	SEIU, Local 1021, Misc

## Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Rate /hr:</b>	\$43.1500	\$45.3125	\$47.5500	\$49.9625	\$52.4375
<b>Rate /biweekly:</b>	\$3,452.00	\$3,625.00	\$3,804.00	\$3,997.00	\$4,195.00
<b>Rate /year:</b>	\$89,752	\$94,250	\$98,904	\$103,922	\$109,070

## Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Senior Morgue Attendant

Job Code: 2524

DEFINITION Under general supervision, performs or supervises morgue attendants in the handling and preparation of bodies of deceased persons for post-mortem examination and burial; performs autopsies and specimen grossing on select tissue types.

DISTINGUISHING FEATURES This is the senior-level position in the Morgue Attendant series. It is distinguished from the 2520 Morgue Attendant in that it has supervisory responsibilities, and incumbents perform work that is more difficult than that performed by incumbents in the 2520 position.

SUPERVISION EXERCISED Supervises subordinates in the Morgue.

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. Supervises several morgue attendants in the in decedent transport and record keeping, preparation of bodies of deceased persons for post-mortem examinations and burial. 2. Prepares for post-mortem examination t setting up necessary equipment, instruments and solutions; prepares body for all aspects of procedure including removal of casts, bandages and medical devices; independently performs and trains residents in the proper procedures for body evisceration including but not limited to the removal of organs, spinal cord and brain; obtains tissue, blood samples and other fluids from bodies for toxicological examinations; performs any autopsy related duties as directed by the medical staff including organ dissection and post-mortem testing as needed.
3. Transports specimens from the operating room and other hospital clinics and performs specimen grossing as requested on select tissue types.
4. Checks morgue and other work spaces for cleanliness and adequacy of service supplies; checks for appropriate decedent storage temperatures and ventilation. Assures all equipment is functioning properly and unit procedures are updated according to clinical and institutional needs.
5. Correlates all information to be furnished to proper authorities; transmits all required information to personnel assigned to subsequent shifts; prepares daily reports for death registry office.
6. Performs the duties of a morgue attendant in cleaning and maintaining morgue and autopsy

room, cleaning and sterilizing equipment, dispose of tissue and chemical waste, preparing bodies for examination and burial and preparers all required documentation associate with these tasks.

7. Receives animal specimens and prepares them for examination, performs specimen dissection, and prepares tissue for testing at a reference laboratory.

8. Performs decedent viewings for family members as requested.

KNOWLEDGE, SKILLS, AND ABILITIES Knowledge of: The procedures involved in assisting a physician in post-mortem examination - techniques involved in handling and preparation of bodies for post-mortem examination or burial; hospital methods and procedures; and the care of surgical instruments and equipment. Ability or Skill to: Use post-morter techniques and procedures as necessary; supervise and check the work of subordinates.

#### 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 (AA) or equivalent courses with a concentration in Biological Sciences and Anatomy from an accredited college or university. Experience: One (1) year of experience conducting autopsies surgical grossing in a hospital or medical examiner setting.

#### License and Certification: Substitution:

#### SUPPLEMENTAL INFORMATION

#### PROMOTIVE LINES

ORIGINATION DATE: 08/06/21

#### AMENDED DATE:

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

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

## Standard information

### Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of emergency.

## Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (w)	\$43.1500	\$45.3125	\$47.5500	\$49.9625	\$52.4375

Historic compensation data is provided in hourly pay.

Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)

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# Attachment D



# 2522-Senior Morgue Attendant

[SF | Careers](#) > 2522-Senior Morgue Attendant

## Know the class code?

Class codes are four characters long.

## Search by keyword:

Use a keyword to search for a class.

Search within title  Search within Job Descriptions

Compensation set id:

▾

## Senior Morgue Attendant

### Job classification

<b>Class</b>	<a href="#">2522</a>
<b>Title</b>	Senior Morgue Attendant
<b>Overtime eligibility</b>	Covered (Non-Z)
<b>Labor agreement</b>	SEIU, Local 1021, Misc

## Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Rate /hr:</b>	\$39.2375	\$41.1875	\$43.2125	\$45.4125	\$47.6625
<b>Rate /biweekly:</b>	\$3,139.00	\$3,295.00	\$3,457.00	\$3,633.00	\$3,813.00
<b>Rate /year:</b>	\$81,614	\$85,670	\$89,882	\$94,458	\$99,138

## Job description



CITY & COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

TITLE: SENIOR MORGUE ATTENDANT

JOB CODE: 2522

#### INTRODUCTION

Under general supervision, performs or supervises morgue attendants in the handling and preparation of bodies of deceased persons for post-mortem examination and burial; assists a physician in performing autopsies; performs specimen grossing on select tissue types and performs related duties as required. Nature of work involves considerable physical effort and manual dexterity with considerable exposure to disagreeable working conditions.

#### DISTINGUISHING FEATURES

This is the senior-level position in the Morgue Attendant series. It is distinguished from the 2520 Morgue Attendant in that it has supervisory responsibilities, and incumbents perform work that is more difficult than that performed by incumbents in the 2520 position.

#### SUPERVISION EXERCISED

Supervises subordinates in the Morgue.

#### MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to job code/class and are not intended to be an inclusive list.

1. Supervises several morgue attendants in the preparation of bodies of deceased persons for post-mortem examinations and burials.
2. Prepares for post-mortem examination by setting up necessary equipment, instruments and solutions; assists a physician in all aspects of autopsy such as removing plaster casts and bandages, opening bodies, obtaining blood samples and other fluids from bodies for toxicological examinations.
3. Transports specimens from the operating room and other hospital clinics and performs specimen grossing as requested on select tissue types.
4. Checks morgue and other work spaces for cleanliness and adequacy of service supplies; checks for proper ventilation and assures that all equipment is functioning properly.
5. Correlates all information to be furnished to proper authorities; transmits all required information to personnel assigned to subsequent shifts; prepares daily reports for death registry office.
6. Performs the duties of a morgue attendant in cleaning and maintaining morgue and autopsy room, cleaning and sterilizing equipment, dispose of tissue and chemical waste, preparing bodies for examination and burial and prepares all required documentation associated with these tasks.
7. Receives animal specimens and prepares them for examination, performs specimen dissection, and prepares tissue for testing at reference laboratory.

#### IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: The procedures involved in assisting a physician in post-mortem examinations; - techniques involved in handling and preparation of bodies for post-mortem examination or burial; hospital methods and procedures; and the care of surgical instruments and equipment.

Ability and Skill to: Use post-mortem techniques and procedures as necessary; supervise and check the work of subordinates.

#### 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 (AA) or equivalent courses with a concentration in Biological Sciences and Anatomy from an accredited college or university.

Experience:

One (1) year of experience conducting autopsies or surgical grossing in a hospital or medical examiner setting.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

TO: No normal lines of promotion

FROM: 2520 Morgue Attendant

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 8/14/2012; 05/19/2016

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

## Standard information

### Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

### Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Jul 01, 2022 (W)</b>	\$39,2375	\$41,1875	\$43,2125	\$45,4125	\$47,6625
<b>Jan 08, 2022 (V)</b>	\$37,2750	\$39,1375	\$41,0625	\$43,1500	\$45,2875
<b>Jul 01, 2021 (U)</b>	\$37,0875	\$38,9375	\$40,8625	\$42,9375	\$45,0625
<b>Dec 26, 2020 (T)</b>	\$35,8250	\$37,6125	\$39,4750	\$41,4750	\$43,5375
<b>Jul 01, 2020 (S)</b>	\$34,7875	\$36,5125	\$38,3250	\$40,2625	\$42,2750

Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)