

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: July 25, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 3 FY 2023/2024 (copy attached).**

Pursuant to completion of discussion with SEIU, Local 1021 regarding this classification action, the classification actions contained in the above referenced notice became effective July 25, 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: 3
Fiscal Year: 2023/2024
Posted Date: 07/18/2023
Reposted Date: N/A

ABOLISH THE FOLLOWING JOB SPECIFICATION(S):

Item #	Job Code	Title	Business Units
1	0385	Crime Scene Investigation Manager	COMMN
2	0386	Crime Scene Investigation Manager II	COMMN
3	0387	Crime Scene Investigation Manager III	COMMN
4	1201	Personnel Technician Trainee	COMMN, SFMTA
5	1470	Services and Supply Assistant Supervisor	COMMN, SFMTA
6	1476	Senior Claims Process Clerk	COMMN, SFMTA
7	1544	Secretary, Library Commission	COMMN
8	1843	Executive Director, Southeast Community	COMMN, SFMTA
9	2273	Post M.D. 1	COMMN
10	2275	Post M.D. 2	COMMN
11	2277	Post M.D. 3	COMMN
12	2279	Post M.D. 4	COMMN
13	2281	Post M.D. 5	COMMN
14	2283	Post M.D. 6	COMMN
15	2285	Post M.D. 7	COMMN
16	2287	Post M.D. 8	COMMN
17	2289	Post M.D. 9	COMMN
18	2306	Senior Psychiatric Orderly	COMMN
19	4335	Senior Investigator, Tax Collector	COMMN
20	5270	Planning Technician I	COMMN
21	7123	Parking Meter and Machine Shop Manager	COMMN, SFMTA
22	7210	Mobile Equipment Supervisor	COMMN, SFMTA
23	7240	Water Meter Shop Supervisor I	COMMN, SFMTA
24	7424	Dryer Mixer Operator	COMMN, SFMTA
25	8169	Legislative Assistant, City Attorney's Office	COMMN, SFMTA
26	8205	Institutional Police Sergeant	COMMN, SFMTA
27	8247	Emergency Planning Coordinator	COMMN, SFMTA
28	8264	Forensic Document Examiner	COMMN, SFMTA

29	8574	Assistant Director, Log Cabin Ranch (SFERS)	COMMN
30	8576	Director, Log Cabin Ranch (SFERS)	COMMN
31	9232	Airport Mechanical Maintenance Supervisor	COMMN
32	9258	Airport Asst. Deputy Director, Business & Finance	COMMN
33	9375	Assistant Deputy Director, Port	COMMN
34	9722	Specialist in Aging II	COMMN, SFMTA
35	Q063	Director of Forensic Services	COMMN

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