

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 15, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 8 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 August 15, 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: 8
Fiscal Year: 2023/2024
Posted Date: 08/08/2023
Reposted Date: N/A

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

Item #	Job Code	Title
1	1230	Instructional Designer

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: Instructional Designer
Job Code: 1230**

DEFINITION

Under general direction and review by subject matter experts, performs all aspects of production to complete professional quality computer-based instruction presentations for use in training public agency employees; works in coordination with, subject matter experts and trainers in developing course materials that effectively convey critical knowledge and expertise to diverse audiences; transforms content into engaging, efficient, interactive, and effective eLearning content for both on-line and blended delivery methods; and evaluates the effectiveness of training presentations.

DISTINGUISHING FEATURES

Class 1230 Instructional Designer is a journey-level classification that is distinguished from class 1232 Training Officer in that the latter is responsible for the development and presentation of training programs and facilitated events for City and County employees, supervisors, and managers.

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. Works with subject matter experts and trainers to identify goals and objectives which can be taught through computer-based instructions; based on subject matter experts' input, determines scope, methodology, range and nature of computer-based training programs.
2. Plans and produces computer-based training programs by developing scripts, story boards, creating engaging and interactive programs, verifying content with experts, writing assessment questions that measure objectives while applying adult learning principles and instructional design methodology.
3. Develops training manuals, facilitator guides or other training aids required for on-line, self-study, web-based and classroom mediums.
4. Independently manages multiple project deliverables.
5. Meets with trainers and managers to improve presentations and to plan re-training as required.
6. Designs measurement instruments and analyzes qualitative and quantitative data to refine and enhance training materials.

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7. Develops and administers Learning Management Systems (LMS) to centrally automate and administer computer-based training programs so as to document, track and report individual and unit compliance and development.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: application of adult learning theory; instructional design methodology

Ability or Skill to: collaborate effectively with peers, subject matter experts and other business partners; communicate clearly orally and in writing; manage projects and multiple deliverables; identify roadblocks and recommend and implement solutions

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 baccalaureate degree from an accredited college or university

Experience:

One (1) year of work experience using multimedia and graphic tools in one or more of the following occupational areas: instructional design, curriculum development, instructional technology, or multimedia technology

License and Certification:

Substitution:

Additional experience as described above may be substituted for the required education on a year-for-year basis (30 semester/ 45 quarter units equals one year).

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 02/24/14

AMENDED DATE: 08/15/23

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

BUSINESS UNIT(S): COMMN