

**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: December 18, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 27 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 December 18, 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:** 27  
**Fiscal Year:** 2023/2024  
**Posted Date:** 12/11/2023  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7470	Watershed Keeper
2	7270	Watershed Keeper Supervisor

**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](mailto: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: Watershed Keeper  
Job Code: 7470**

**DEFINITION**

Under general supervision, completes work that involves the general maintenance of watershed lands and reservoir properties, aqueducts, and facilities; patrols to prevent trespassing on Watershed lands, pollution to water supplies, and land encroachments on the rights-of-way; responds to various emergency conditions; takes preventative measures to reduce risk of emergency actions; and assists in fighting forest fires.

**DISTINGUISHING FEATURES**

The 7470 Watershed Keeper is distinguished from class 7270 Watershed Keeper Supervisor in that the latter is the advanced journey level in this series and is assigned more difficult and complex work and supervises a team of staff such as Watershed Keepers, Watershed Workers, Laborers and/or other crews.

**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. Patrols and inspects rights-of-way, watershed and reservoir areas; removes debris; issues warnings to garbage dumpers, trespassers, and poachers; maintains watersheds and reservoirs, to ensure a high-quality water yield for public consumption.
2. Reads and maintains data on indicating meters and recording instruments and charts to determine water levels, water releases, water flow rates and weather station readings, including temperature, precipitation, and other variables; keeps records of unusual incidents, conditions, improvement projects, and work performed.
3. Patrols lakes and reservoirs by launch to inspect water conditions and takes samples.
4. Locates, reports, and assists in fighting forest fires, and responds to emergency situations.
5. Operates vehicles and various machinery related to flow of water to and from reservoirs, such as pipelines, flumes, spillways, sluice gates, and valves.
6. Escorts visitors, manages public access trails, conducts tours, and assists in recreational activities; issues warnings to trespassers and facilitates the removal of trespassers; and performs general labor to assist in Watershed maintenance.
7. May perform dam, penstock, pipeline and other facility inspections.

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

**Title: Watershed Keeper  
Job Code: 7470**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: methods and practices employed in the operation of gates, valves, screen systems, water measuring devices and other equipment related to reservoir operations; life saving and fire fighting equipment and artificial respiration such as cardiopulmonary resuscitation; general understanding of management and maintenance of open lands and watershed properties; safety practices pertaining to open lands and watershed management.

Ability or Skill to: read gauges and measuring devices, record and report data observations; use simple hand tools; make simple arithmetical computations; write simple reports; comprehend written materials including training manuals, applicable ordinances, and written directives; communicate in an effective manner, both orally and in writing; use basic computer and computer applications; work and drive in various terrains and adverse conditions; respond to emergencies, such as firefighting and rescue operations; represent organization in a courteous manner.

**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 high school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

Two (2) years of verifiable work experience performing duties which involve protection, conservation, operation, natural resource management, and/or maintenance/development of watersheds, reservoirs, and/or forestry.

License and Certification:

Possession of a valid California driver's license.

Substitution:

Additional education from an accredited college or university, with major coursework in either Watershed Management, Natural Resource Conservation, Forest or Park Management, Wildland/Range Management, Wildland Recreation, Biology, Natural Resources, Physical Science or other closely related fields, may be substituted for the required experience on a year-for-year basis (up to a maximum of six (6) months). Six months is equivalent to fifteen (15) semester units/ twenty-two (22) quarter units.

**SUPPLEMENTAL INFORMATION**

Nature of work requires: considerable physical effort in patrolling the watershed area; continuing exposure to inclement weather and other potentially hazardous elements and to working conditions where minor injuries may occur.

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

**Title: Watershed Keeper  
Job Code: 7470**

**PROMOTIVE LINES**

To: 7270 Watershed Keeper Supervisor

**ORIGINATION DATE:** 01/14/1965

**AMENDED DATE:** 01/20/21; 12/18/23

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

**BUSINESS UNIT(S):** COMMN

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

**Title: Watershed Keeper Supervisor  
Job Code: 7270**

**DEFINITION**

Under direction, is responsible for planning, organizing, assigning and supervising the work activities of Watershed Keepers, Watershed Workers and/or other crews; assigns and delegates work that involves the general maintenance of watershed lands and reservoir properties, aqueducts and facilities; patrols to prevent trespassing on watershed lands, pollution to water supplies, and land encroachments on the rights-of-way; responds to various emergency conditions; oversees preventative measures to reduce risk of emergency actions; and-assists in fighting forest fires.

**DISTINGUISHING FEATURES**

Class 7270 Watershed Keeper Supervisor is distinguished from class 7470 Watershed Keeper in that the former is assigned more difficult and complex work and supervises a team of staff such as Watershed Keepers, Watershed Workers, Laborers and/or other crews.

**SUPERVISION EXERCISED**

Supervises Watershed Keepers, Watershed Workers, Laborers and/or other crews.

**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. Delegates assignments and projects; supervises the activities of the Watershed Keepers, Watershed Workers, and Laborers and/or other crews in the patrolling and inspecting of the reservoirs, watershed lands, and rights-of-way.
2. Supervises the operation and inspection of various dams, penstocks, pipelines, flumes, screens, stream flows, spillways, sluice gates, and valves to regulate the flow of water to and from reservoirs.
3. Supervises the removal of foreign matter from reservoir properties; issues warnings to trespassers and facilitates the removal of trespassers; and does general labor to assist in Watershed maintenance.
4. Delegates work activities and assigned areas to subordinates; arranges for intensified surveillance in particularly troublesome areas; creates weekly work schedules, appoints replacements and changes of assignments during vacations, sick-leave periods and emergencies.
5. Responsible for the maintenance of the various logs, records and reports pertinent to this position.
6. Responsible for the proper maintenance of launches and other watercraft used on reservoirs.

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

**Title: Watershed Keeper Supervisor  
Job Code: 7270**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Methods and practices employed in the operation of gates, valves, screen systems, water measuring devices and other equipment related to reservoir operations, life saving and fire fighting equipment and artificial respiration such as cardiopulmonary resuscitation; management and maintenance of open lands and watershed properties; safety practices pertaining to open lands and watershed management.

Ability and Skill to: Plan, assign and supervise the activities of subordinate personnel, read gauges and measuring devices; use simple hand tools; make simple arithmetic computations; prepare and review operating reports; communicate in an effective manner, both orally and in writing; use basic computer and computer applications; work and drive in various terrains and adverse conditions; respond to emergencies, such as firefighting and rescue operations; represent organization in a courteous manner.

**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 high school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

Four (4) years of verifiable work experience that performs duties which involve protection, conservation, operation, natural resource management, and/or maintenance/development of watersheds, reservoirs, and/or forestry.

License and Certification:

Requires possession of a valid California driver's license

Substitution:

Additional education from an accredited college or university, with major coursework in either Watershed Management, Natural Resource Conservation, Forest or Park Management, Wildland/Range Management, Wildland Recreation, Biology, Natural Resources, Physical Science, or other closely related fields, may be substituted for the required experience on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units.

**SUPPLEMENTAL INFORMATION**

Nature of work requires: some physical effort and exposure to inclement weather and other potentially hazardous elements in the supervision of the patrolling, inspecting, and caring for the watershed area.

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

**Title: Watershed Keeper Supervisor  
Job Code: 7270**

**PROMOTIVE LINES**

From: 7470 Watershed Keeper

**ORIGINATION DATE:** 01/14/1965

**AMENDED DATE:** 08/17/12; 12/18/23

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

**BUSINESS UNIT(S):** COMMN