

**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: 28
Fiscal Year: 2023/2024
Posted Date: 12/19/2023
Reposted Date: 12/26/2023

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

Item #	Job Code	Title	Business Unit
1	3535	Radio Announcer-Operator	SFUSD

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: Radio Announcer - Operator
Job Code: 3535

DEFINITION

~~Under general supervision, operates all equipment necessary for the broadcast of all programs listed on the daily program log; makes necessary entries on the operations log; assists teachers with student radio-related experiences; and performs related duties as required.~~ **the Radio Announcer-Operator performs all duties associated with the execution of station format through airing and/or production of live and pre-recorded content for Radio Station KALW.**

DISTINGUISHING FEATURES

~~The Radio Announcer-Operator is responsible for broadcasting prescribed non-commercial, educational programs for Radio Station KALW located at the John O'Connell School. The incumbents of these positions will also assist certificated staff with the training of students in radio broadcasting. Positions in this class are not responsible for technical maintenance work.~~ **None.**

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. Operates tape decks, turntables, mixers, microphones, control boards and remotecontrol equipment.~~
- ~~2. Maintains the program log as to time programs are on and off the air; records meterreadings required by FCC.~~
- ~~3. Reads on the air spot announcements and other short readings.~~
- ~~4. Monitors record and playback level of all programs.~~
- ~~5. Sets up equipment necessary for studio or remote broadcasts.~~
- ~~6. Assists certificated staff with training of students in radio broadcasting.~~
- 1. Monitor air to ensure quality broadcast and compliance with FCC regulations.**
- 2. Uphold FCC regulations.**
- 3. Update listeners with information, including any of the following: Weather, Forward Promote.**
- 4. Edit audio and upload to webpost for KALW.org.**
- 5. Sound engineering aired programs on KALW for posting online.**

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Radio Announcer - Operator
Job Code: 3535

6. Sound engineering content for inclusion in KALW on-air programs (like On the Arts).
7. Uploading content to ENCO (or other programs) for sharing content.
8. Updating program logs.
9. Using a range of KALW equipment to play audio on the air (as directed by supervisor).
10. Review and ensure timing fits within parameters of broadcast clock.
11. Ensuring equipment works properly.
12. Troubleshoot minor repairs as necessary (as directed by supervisor) i.e. ensuring cables are plugged in; notifying supervisor about needed major repairs.
13. Must remain present and attentive to broadcast and studio during segment.
14. Conducts timing and flow of radio programming by following and updating the daily program log accurately.
15. Ensures consistent sound quality both in studio and remote for live and pre-recorded broadcasts by monitoring audio levels and troubleshooting issues such as, but not limited to: overmodulation, sound interference, technical glitches, and system issues.
16. Makes verbal announcements and hosts on-air segments using scripts or improvising; adjusting voicing and sound engineering for on-air promos for KALW.
17. Transfers, uploads, and downloads audio files; may be asked to update station website and social media with program information, content descriptions, photos, and audio.
18. Reviews and edits scripts and other written materials for optimal readability and listenability.
19. Takes and logs transmitter readings for the operations log as required by the Federal Communications Commission (FCC), including but not limited to emergency alert systems.
20. Uploads playlists and promos within radio automation software based on shift parameters.
21. Records and edits in-studio audio and syndicated programs and promos.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Radio Announcer - Operator
Job Code: 3535

22. May perform preparation, including research and assembly of content, for on air segments, streaming, and web presentations.
23. Sets up audio equipment for radio producers, hosts, and guests.
24. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Requires some knowledge of how to use audio equipment; proper care of audio materials and equipment; FCC regulations concerning operations of a radio station.

Requires ability to: deal tactfully and maintain good relations with the public and students; announce in a manner consistent with educational non-commercial radio.

Knowledge of: audio technology and computers (including hardware and software); Federal Communications (FCC) rules; emergency broadcasting protocols.

Ability or Skill to: pay attention to detail; problem solve; multi-task; read/write/speak English fluently and clearly; manage time; write for audio broadcast; react quickly and maintain composure; perform basic mathematical calculations; deal tactfully and maintain good relations with a variety of people.

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:

Requires completion of high school, GED, or equivalent. and one year of experience in radio station operations.

Experience:

Nine-months of verifiable experience in announcing or voice work for a radio station, podcast, video media or similar; OR

Nine-months of verifiable experience in audio-production (such as podcast host, sound engineer); OR

Nine-months of verifiable experience in video, audio or online broadcast or podcast operations; OR

Nine-months of any combination of the above experience.

License and Certification:

Possession of a valid Federal Communications Third Class Radiotelephone license.

Substitution:

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

**Title: Radio Announcer - Operator
Job Code: 3535**

Nine-month internship in audio journalism may substitute for the above experience on a month-for-month basis.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE: 12/31/14; **XX/XX/XX**

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

BUSINESS UNIT(S): SFUSD