

**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: 36
Fiscal Year: 2023/2024
Posted Date: 06/25/2024
Reposted Date: N/A

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

Item #	Job Code	Title
1	1576	Executive Assistant to the Human Resources Director

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: Executive Assistant to the Human Resources Director
Job Code: 1576**

DEFINITION

Under general direction, provides complex administrative assistance and serves as principal staff assistant to the Human Resources Director, responsible for a variety of administrative areas in the Department of Human Resources.

DISTINGUISHING FEATURES

This is a single position class under the direction of the Human Resources Director. The incumbent in this class is primarily responsible for complex administrative support of the Human Resources Director and performs high-level administrative duties.

SUPERVISION EXERCISED

This position may supervise subordinate staff.

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. Acts as liaison between the Human Resources Director and other city departments; meets and corresponds with individuals, outside organizations and the general public in connection with the activities of the Department of Human Resources.
2. Takes and transcribes a variety of meeting notes and minutes, often of a confidential nature; prepares appointment schedules and maintains appointment calendars.
3. Meets regularly with executive management and senior staff to discuss ongoing programs and practices, and the formulation of new or revised policies and procedures; coordinates executive management decisions with subordinate personnel.
4. Composes a wide variety of correspondence and specialized reports independently; evaluates the support needs of senior staff and utilizes clerical staff in the most efficient manner for these needs; trains clerical employees and others in office procedures; prepares procedural manuals; reports on a variety of administrative and management issues; formulates recommendations.
5. Manages and coordinates submissions, reports, and complaints filed to the Human Resources Director.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Modern office operations, techniques and procedures and the use of office equipment; policies, procedures and operations of the Department of Human Resources; laws, rules and regulations applicable to the operations of the administrative office of the Human Resources Director.

Ability or Skill to: Communicate orally and in writing with no errors to a wide variety of audiences; plan, assign, supervise and review the work of subordinate staff ; prepare and maintain a wide variety of office records and files and prepare complex reports and correspondence; plan, organize, coordinate and complete multiple complex projects simultaneously; ability to

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

**Title: Executive Assistant to the Human Resources Director
Job Code: 1576**

use critical, independent good judgment in a variety of circumstances; establish and maintain effective working relationships with city staff and representatives of outside organizations, operate computers utilizing a variety of hardware and software programs.

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:

Five years of increasingly responsible secretarial, clerical and/or administrative office or executive assistant experience.

License and Certification:

Substitution:

Additional qualifying experience may substitute for the required education on a year-for-year basis. One (1) year (2000 hours) of additional qualifying experience will be considered equivalent to thirty (30) semester units or forty-five (45) quarter units.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: XX/XX/XX

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN