

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: September 10, 2024

Re: **Notice of Proposed Classification Actions – Final Notice No. 4 FY 2024/2025 (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 September 10, 2024.

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: 4
Fiscal Year: 2024/2025
Posted Date: 09/03/2024
Reposted Date: N/A

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

Item #	Job Code	Title	Bargaining Unit
1	1450	Executive Secretary I	22

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: Executive Secretary I
Job Code: 1450**

DEFINITION

Under direction, an Executive Secretary I provides administrative secretarial services of a specialized and responsible nature for a member of executive management; may supervise a moderate sized group of clerical support staff; and performs related duties as required.

DISTINGUISHING FEATURES

A position in class 1450 Executive Secretary I typically serves as personal secretary to a division head of a large, complex division, a deputy director of a large department, a department head of a small department or a comparable level executive. The secretary's supervisor must have a complex program responsibility, a considerable amount of responsible policy determination and frequent contact with policy making boards and Commissions as well as outside officials and agencies. Additionally, the supervisor must have delegated a substantial amount of administrative detail and non-routine work to the secretary.

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. Types and edits letters, reports, statements, memoranda using computer software/systems and other material of a complex and difficult nature requiring a high degree of accuracy.
2. Organizes correspondence in accordance with standard procedures without instruction or review.
3. Performs responsible office work involving the exercise of considerable independent judgment decision making.
4. Alleviate supervisor of routine administrative matters.
5. Communicates and follow-up on tasks assigned from managers and executive personnel.
6. Screen telephone calls, and email correspondence; greet and direct which may require answering a variety of questions with considerable tact and judgment.
7. Maintains and arranges appointment calendar and travel arrangements.
8. Maintains a variety of files and records, including electronic and confidential files.
9. May provide additional support to other managers.
10. May assign and supervise the work of clerical staff.
11. May interpret administrative decisions and policies to departmental staff and the general public.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: technical practices and procedures; filing systems.

Requires sufficient skill in: typing to complete 55 words per minute (WPM); computer and key-boarding skills; written and oral communication skills. May be required to take shorthand dictation or type from machine transcription.

Ability to: operate standard office equipment; independently compose correspondence; understand and follow directions; and proofread and solve problems and comprehend basic math.

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:

Experience:

1. One (1) year of verifiable executive secretarial experience providing personal and confidential administrative support for a manager by arranging appointments and assisting in the preparation of meetings, responding to public inquiries, reviewing incoming documents, composing confidential correspondence, conducting research and preparing statistical reports. Job duties must be comparable to 1450 Executive Secretary I; OR
2. Three (3) years of verifiable secretarial experience encompassing editing and independently composing letters and other correspondence utilizing computer/software/systems; researching, compiling and organizing data for various reports; and maintaining office/record systems. Job duties must be comparable to 1446 Secretary II; OR
3. Four (4) years of verifiable clerical experience performing specialized assignments, including independently composing and editing correspondence; preparing and maintaining a wide variety of records, reports and documents; researching, compiling, analyzing and organizing data for various reports. Job duties must be comparable to 1406 Senior Clerk.

License and Certification:

Substitution:

A recognized secretarial training program of two hundred forty (240) hours OR the equivalent of fifteen (15) semester units in graded secretarial college units, may be substituted for up to

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**Title: Executive Secretary I
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six (6) months of the required experience. Proof of satisfactory completion must be submitted at the time of filing.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 1452 Executive Secretary II

ORIGINATION DATE: 08/26/1985

AMENDED DATE: 05/16/08; 03/27/14; 09/10/24

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

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD