

	years journey level experience	experience
Supervisory 2	Apprenticeship program AND 4 - 6 years journey level experience AND 1 - 2 years supervisory	7 years of journey level experience AND 2 years of supervisory experience

CRAFTS (<i>without apprenticeship</i>)		
Level	Training and Experience	Substitution
Journey	1 - 2 years of experience in the field	None
Supervisory 1	2 - 4 years of experience in the field	None
Supervisory 2	3 - 6 years of experience in the field AND 1 - 2 year supervisory	None

PROFESSIONAL		
Level	Training and Experience	Substitution
Entry	Baccalaureate Degree	1 year of experience may substitute for 1 year of education up to 4 year degree
Journey	Baccalaureate Degree AND 1 - 2 years of experience	1 year of additional experience may substitute for 1 year of education up to a max of 2 years
Advanced Journey / Senior "may supervise"	Baccalaureate Degree AND 3 - 4 years of experience	1 year of additional experience may substitute for 1 year of education up to a max of 2 years
Principal "must supervise"	Baccalaureate Degree AND 5 - 6 years of experience with 2 years of supervisory experience as a desirable	1 year of additional experience may substitute for 1 year of education up to a max of 2 years

GENERAL GUIDELINES

1. Minimum Qualifications for a Job Family or Class Series: Ideally, there should be not additional minimum qualifications added to classes higher in the same series that are not required at entry other than more years of experience. Doing otherwise would prevent promotion from within.

2. Supervisory Experience Guidelines:

- If underlying class supervises, higher classes must require supervisory experience.
- If underlying class 'may' supervise, supervisory experience in the higher level should only be listed as a desirable qualification to ensure not creating barriers to advancement.
- Supervisory classifications require:
 - minimum of 3 years of journey level experience; and
 - years of experience required should be an additional 2 years of experience above that required for the journey level

3. Department Specific Classifications or Special Conditions:

- Requests for department specific classifications are not appropriate if any necessary training can be obtained on the job within 6 months and/or the duties are not at least 25% unique from equivalent citywide classifications.
- Requests for special conditions are not appropriate if the knowledge/skill can be learned on the job within 2 months. Example of an approved special condition: 1823 / 1824 – Legislative & Policy Analysis - Recent verifiable experience in analysis and implementation of policy or legislation which modifies the framework of an organization or agency, to change the way an organization operates, and/or developing a body of regulations or drafting legislation. (Not all positions within a classification will have a special condition or will have the same special condition)

4. Education:

- High School/GED: For non-technical, non-professional jobs; require for jobs that need basic literacy and numeracy skills.
- College-Level Coursework: For when specific skills sets are needed (e.g., higher level writing or arithmetic).
- Associate's Degree: For when college level reading, writing and arithmetic is needed in particular technical area.
- Bachelor's Degree: For professional level. Identify specific degrees only in situations where specialized knowledge is necessary (e.g., chemistry) and do not use "or closely related".
- Master's Degree: For specialized occupational areas.
- Professional Degree: For those occupations typically requiring licensure or certification (e.g., attorney; doctor).

5. Education Substitution: There are instances in which some or all of the required education can be substituted out with on-the-job experience. However, for positions in which it is not only critical to know how to perform the specific tasks, but to also have an understanding of the underlying theories and principles behind those tasks, such work experience may not be able to supplant the education.

- Full: There are journey level classifications that require a bachelor's degree or substitution of years of experience for years of education on a 1:1 ration. Due to the nature of certain industries, comparable experience can be gained through obtaining a bachelor's degree or working in the field. (e.g., 1052 IS Business Analyst recommends a Bachelor's Degree and 1 year of experience, but the minimum qualifications will allow for full substitution of additional years of experience in the information systems field for the degree requirement.) It is also permissible in positions in which the applicant pool is from the trades or public safety where higher level degrees are not prevalent in order to ensure an adequate size applicant pool.
- Partial: Many journey level positions allow limited substitution of additional years of experience for education for a maximum of 2 years. These classifications require 2 years of education to develop the

analytical and writing skills necessary to perform the duties and responsibilities of the position (e.g., 1842 Management Assistant may substitute up to 2 years of required education with additional qualifying experience in program/office/operations management, budget development and/or administration, or contract/grant administration.)

- **None:** There are instances when educational requirements for certain classifications cannot be substituted with experience. These classes require an advanced level of education in their specialized field in order to be successful. Examples of classifications that require a baccalaureate degree in a specific field include Architects, Engineers, Chemists and Librarians.

6. Licenses/Certificates: When a license/certificate is required that has experience and education requirements necessary in order to achieve the license/certificate that are equivalent to or exceed the experience and education requirements of the City, just list the license/certificate in the minimum qualifications to avoid confusion about what are the education and experience requirements. In these instances, the candidate should rely upon the governing agency for direction.

7. Decision Making – Scope of Independence

Decision Making – Scope of Independence	
Level	Level of Supervision
Entry	<u>Under immediate supervision</u> – Work is performed in accordance with established guidelines or procedures. Few deviations from established practices are made without checking with the supervisor
Journey	<u>Under general supervision</u> – Exercises some judgment in selecting appropriate established guidelines to follow. Significant deviations require prior approval. Interpretation of general administrative or operational policies is sometimes necessary.
Advance Journey / Senior	<u>Under direction</u> – Frequently interprets policies, procedures and guidelines. Work may require the development of recommendations consistent with directives, policies, and regulations.
Principal	<u>Under general direction</u> – Exercises creativity and resourcefulness to accomplish goals and objectives.

RESOURCE TOOLS

1. Minimum Qualifications Conversion Table:

Education	Experience
30 semester / 45 quarter units	1 year of experience
AA Degree	2 years of experience
BA/BS Degree	4 years of experience

Note:

Classifications requiring a Baccalaureate Degree and a minimum of 2 years work experience may include substitution language as follows if appropriate for the classification: possession of a Master's Degree in a related field or Law degree may be substituted for one year of work experience. Experience requirement cannot be fully substituted with education. For example, requiring a Bachelor's degree and 1 year of experience and allowing the substitution of the Master's Degree or Law degree for the one year of work experience. If higher level education

is being used to swap out specific work experience, then the qualifying higher level education must conform in scope to the specific work experience to be swapped out.

2. Standardized Language Table:

Degree	Language
Driver's License	Possession of a valid California driver's license
High School	High school diploma or equivalent (GED or High School Proficiency Examination)
Associate Degree	Requires an associate degree from an accredited college or university
Bachelor Degree	Requires a baccalaureate degree from an accredited college or university
Degree Substitution	Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of x years). Thirty (30) semester units or forty-five (45) quarter units equal one year.

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EXHIBIT G

1204 Senior Personnel Clerk Job Description



City and County of San Francisco
Senior Personnel Clerk (#1204)

\$34.36-\$41.78 Hourly / \$5,956.00-\$7,241.00 Monthly / \$71,474.00-\$86,892.00 Yearly



Notify Me when a Job Opens for the above position(s)

DEFINITION

Under direction, the Senior Personnel Clerk performs difficult, responsible and specialized clerical duties in connection with personnel related matters. The essential functions of this job include: processing personnel transactions; processing personnel requisitions and modifications either manually and/or electronically; compiling and analyzing data for reports; creating and updating personnel files; responding to inquiries made by phone or in person; training clerical staff; processing and scheduling appointments; and may be assigned to supervise clerical staff. The Senior Personnel Clerk works directly with the public, departments and employees concerning various personnel matters.

DISTINGUISHING FEATURES

The Senior Personnel Clerk classification is distinguished from Personnel Clerk by its supervision of subordinates and responsibility for the operation of clerical functions in a personnel division or unit, or by its assignments to difficult and specialized personnel clerical tasks.

SUPERVISION EXERCISED

May be assigned to supervise clerical 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. Processes personnel transactions by gathering information for new hires, certifications, separations, reassignments, referrals, leaves of absence and other personnel matters; and by filling out forms and distributing copies to appropriate departments and individuals to ensure that all personnel actions are initiated, and that correct records are posted and maintained.
2. Processes personnel requisitions and modifications by filling out forms and/or entering information into the system either manually and/or electronically to ensure that requests are submitted by the department to fill vacant positions; and locating budget information for requisitions and position control.
3. Compiles and analyzes data for reports concerning employee status, probationary periods, payroll activities, certifications, referrals, registry, position control, budget, merit increases, performance appraisal, issues and tracks notifications to candidates for response, and verifies and corrects information to ensure accuracy of reports.
4. Creates and updates personnel files, manually and/or electronically, regarding, appointment data, verification of employment, history cards, files, payroll forms, FMLA, probationary period, retirements, benefits, photo identification process, and other relevant information to ensure that accurate information is kept on employee file.
5. Responds to telephone and personnel inquiries from city employees, applicants, and other interested individuals concerning various personnel related matters, such as payroll, employee benefits, leaves of absence, etc.
6. Trains clerical staff to properly complete personnel related forms in order to ensure that correct procedures, rules, policies and regulations are utilized.
7. May supervise clerical staff engaged in the preparation and maintenance of confidential forms, cards and files to ensure that established personnel related procedures are followed.
8. Processes and schedules appointments for medicals, fingerprinting, drug testing, employment verification, background check, and driver's license renewals to ensure that employee's records are completed and updated.

9. Performs related duties and responsibilities as assigned staff and the public; train clerical staff; supervise clerical staff; and identify problems and provide possible solutions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Filing systems;

Basic math;

Principles, practices, policies and procedures of office operations.

Ability to:

Establish and maintain effective and cooperative working relationships;

Communicate effectively orally and in writing;

Use office and computer equipment;

Type and perform data entry accurately and efficiently;

Maintain records;

Read, comprehend and interpret information;

File, retrieve, code and index records;

Organize time and materials;

Perform personnel related procedures;

Evaluate and proofread documents;

Conduct research, collect data and perform analysis;

Exercise good judgment in making decisions;

Perform scheduling;

Perform accurate arithmetic calculations and analysis;

Influence, motivate, coach and challenge others;

Interpret laws, rules, regulations and procedures;

Train clerical and/or other staff.

EXPERIENCE AND TRAINING

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.

Two (2) years of verifiable experience maintaining personnel records and generating reports equivalent to the duties of City and County of San Francisco class 1202 Personnel Clerk.

LICENSE OR CERTIFICATE

None

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.

Two (2) years of verifiable experience maintaining personnel records and generating reports equivalent to the duties of City and County of San Francisco class 1202 Personnel Clerk.

NOTES

Amended: 1/11/12

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CLASS: 1204; **EST:** 1/1/1900; **REV:** 1/11/2012;

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EXHIBIT H

List of Candidates Who Met the 1241 Human Resources Analyst MQs

Follow Up Flag:	Follow up
Flag Status:	Flagged

[illegible]

Hi Brenden:

Thanks,



Jennifer L. Burke, EEO Programs Senior Specialist
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (925) 226-8940
Website: www.sfdhr.org

From Brendan.

Thank you so much Jennifer !



Alison B. Kwan, Acting EEO Programs Manager
(she, her, hers)
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4889
Website: www.sfdhr.org

From: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Sent: Wednesday, November 10, 2021 4:40 PM
To: Kwan, Alison (HRD) <alison.kwan@sfgov.org>
Cc: Lavina, Eric (HRD) <eric.lavina@sfgov.org>
Subject: RE: FYI - complaint of discrimination, Rhodora Sangalang

Hi Alison, Let me know if your investigator want to discuss further.

1. Application (attached) – the applicant does not state any acting assignment in her application. After being informed that she did not meet minimum qualifications, she would need to provide supporting documentation to state her qualifications. The documents submitted with her complaint are not sufficient:
 - a. Acting Assignment – insufficient duration (October 2017 to March 2018) is less than 1-year of experience.
 - b. Email from supervisor to DHR – DHR guidance has been that work out of class must be documented in the performance evaluation; non-contemporaneous correspondence is not generally acceptable. I presume when she submitted it to Amber Lytle at DHR, they similarly did not accept the non-contemporaneous document of assignments. From HSA's end, we do not see her having met MQs in the past 1241 recruitments; and I'm not aware of her having previously taken the 1241 exam or been on a 1241 PCS list.
 - c. USD letter – non-contemporaneous documentation.
2. Professional HR experience – the term “professional” is defined by DHR Classification and Compensation (attached). “Professional: Perform duties that require interpretation, independence of judgment and application of defined principles, practices and regulations. Requires a bachelor or advanced degree and may require certification or licensing.” In simplistic terms, the duties are “professional” when the position/class requires a degree. Other than the acting assignment, the applicant is a [1204 Sr. Personnel Clerk](#), which does not require a bachelor's degree. Side note, the requirement is not just professional experience, but also “professional human resources” experience.
3. Substitution for Degree – the applicant had not completed a bachelor's degree when she submitted her application. The City would accept up to 2 years worth of college-level coursework towards the degree and allow her to qualify with an additional 2 years of “professional” experience. There is insufficient information to show she had 2 years of “professional” HR experience for the degree substitution. The Agency would not allow an applicant to use the same years to satisfy both the substitution for degree and the 1 year experience requirement (applicants using the substitution would need a total of 3 years of professional HR experience).

I believe the recruitment analyst was mistaken in her response to the applicant (that she satisfied the education condition through substitution) and may have erroneously implied she performed at least 2 years of professional HR work. However, the recruitment analyst in the 7/16/2021 email did explain the past positions were not qualifying, writing, “Jobs #3 through #10 on your application are not within the field of Human Resources. As such, they are not

qualifying experience. Jobs #1 and #2 indicate you[r] work as a 1204 Senior Personnel Clerk. Experience in class 1204 is not qualifying as professional experience.”

From: Kwan, Alison (HRD) <alison.kwan@sfgov.org>
Sent: Monday, November 8, 2021 5:31 PM
To: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Cc: Lavina, Eric (HRD) <eric.lavina@sfgov.org>
Subject: RE: FYI - complaint of discrimination, Rhodora Sangalang

Thank you so much Brendan! Hope you are otherwise having a wonderful Monday!



Alison B. Kwan, Acting EEO Programs Manager
(she, her, hers)
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4889
Website: www.sfdhr.org

From: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Sent: Monday, November 8, 2021 5:22 PM
To: Kwan, Alison (HRD) <alison.kwan@sfgov.org>
Cc: Lavina, Eric (HRD) <eric.lavina@sfgov.org>
Subject: RE: FYI - complaint of discrimination, Rhodora Sangalang

I'll check in with the merit analyst on MQs. I was under the impression that "professional" experience referred to either the 1249 program or analyst-level experience, in which case Complainant was in an acting role for 5 months (assuming the acting assignment was for an analyst and not for our 1224 Prin Personnel Clerk) rather than a year.

In the end, the 1241 HR Analyst TEX recruitment selected 2 individuals: [REDACTED]

I'll send a follow-up when merit corrects me.

From: Kwan, Alison (HRD) <alison.kwan@sfgov.org>
Sent: Friday, November 5, 2021 11:12 AM
To: Lim, Brenden (HSA) <brenden.lim@sfgov.org>
Cc: Lavina, Eric (HRD) <eric.lavina@sfgov.org>
Subject: FYI - complaint of discrimination, Rhodora Sangalang

Hello Brendan!

Per our discussion, attached is the above referenced complaint and supporting documents. Would you be able to provide any additional information as to whether the department reviewed/denied Sangalang's request to substitute experience.

Thank you!



Alison B. Kwan, Acting EEO Programs Manager
(*She, her, hers*)

Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4889
Website: www.sfdhr.org

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EXHIBIT I

 People&Pay Demographic Information

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EXHIBIT J

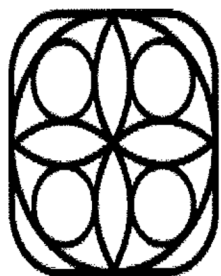
HSA 1241 Human Resources Analyst Job Announcement

1241 Human Resources Analyst - HSA

Recruitment #TEX-1241-101699

SPECIALTY	Human Resources Operations Unit
DEPARTMENT	Human Services Agency
ANALYST	Dorys Lorio
DATE OPENED	6/16/2021 08:00:00 AM
FILING DEADLINE	6/30/2021 5:00:00 PM
SALARY	\$37.56 - \$55.29/hour; \$6,511.00 - \$9,583.00/month; \$78,130.00 - \$114,998.00/year
JOB TYPE	Temporary Exempt
EMPLOYMENT TYPE	Full-Time

INTRODUCTION



SAN FRANCISCO HUMAN SERVICES AGENCY

Appointment Type

This is a Temporary-Exempt (TEX) Category 18 Appointment and is limited to three (3) years in six (6) month increments. Temporary Exempt Appointments from Civil Service rules pursuant to San Francisco Charter Section 10.104-17 serves for a limited term, at the discretion of the Appointing Officer. Per CSC Rule 114, Article VIII, Sec. 114.44: "Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer."

Who We Are

San Francisco's Human Services Agency (HSA) is a centralized resource which delivers public assistance, child welfare, and aging and adult services to the citizens of San Francisco. Its mission is to promote well-being and self-sufficiency among individuals, families, and communities in San Francisco. HSA was formed in 2004 with the merger of

two previously existing City departments - the Department of Human Services (DHS) and the Department of Disability and Aging Services (DAS). The office of Early Childhood Education (OECE) joined the Agency in 2014.

What We Do

We provide a safety net for individuals and families by offering income support, community-based living supports, and assistance getting food, housing, and health coverage. We offer programs and services that ensure the protection and safety of children, the elderly, and dependent adults. We help people secure employment through training, job search, and childcare assistance.

Position Description

Under direction, the Human Resources Analyst performs a full range of journey-level departmental human resources duties including but not limited to: performing selection and on-boarding activities; providing consultation and support for departmental managers and supervisors on human resources-related issues; and interacting with employees, job seekers, and other City and County of San Francisco operating departments.

Essential duties include, but are not limited to:

1. Provides advice, consultation, and information to departmental managers, supervisors, employees, the Department of Human Resources (DHR), and other jurisdictions regarding Position Management as it relates to organizational structures, budgetary issues and related personnel policies and procedure issues.
2. Coordinates post-referral selection processes and exempt recruitments with hiring managers by planning selection methodology and facilitating interviews.
3. Prepares staffing requests, employment verifications, appointment processing documents, and is responsible for administrative activities associated with resolution of referrals to ensure a smooth and transparent hiring process, and compliance with all federal, state, and local legislative requirements.
4. Analyzes requests for human resources related information and procedures, and provides timely and correct information and referrals.
5. Interprets and applies relevant contract provisions, including compensation, seniority and/or probationary status provisions, advises departmental representatives, employees, and job seekers of appropriate status.

6. Advises departments, employees, and the general public regarding Civil Service Commission (CSC) rules, relevant charter provisions, HSA policies and administrative regulations, administrative codes, and relevant federal and state guidelines relating to all aspects of selection and employment including the Americans with Disabilities Act (ADA), Federal Guidelines on Employee Selection, the Family Medical Leave Act (FMLA), and Collective Bargaining Agreements.

7. Generates ad hoc reports and statistics for presentations and upper management analysis using Microsoft Excel.

MINIMUM QUALIFICATIONS

1. Education: Possession of a baccalaureate degree from an accredited college or university;

AND

2. Experience: One (1) year of professional human resources experience in one or more of the following areas of activity: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration and human resources operations.

Substitution:

Education Substitution - Verifiable professional human resources work experience in one or more of the following areas may substitute for up to two years of the required education on a year-for-year basis: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration and human resources operations. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)

Experience Substitution - Completion of a 12 month human resources trainee program equivalent to the City and County of San Francisco's 1249 Human Resources Training Program may substitute for the one (1) year of required professional experience.

Desirable Qualifications:

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring:

- Experience in MS Word and Excel, including the use of pivot tables, lookup functions and other formulas, visual basic, and mail merge
- Experience working with raw data, performing data cleanup and analysis, and preparing reports

Verification:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <https://sfdhr.org/how-verify-education-requirements>

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.

HOW TO APPLY

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement (**TEX-1241-101699**)
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfso.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Dorys Lorio, by telephone at 415-557-5733, or by email at Dorys Lorio.

SELECTION PLAN

- Screening of Applications

SELECTION PROCEDURES

Screening of Applications: The department may implement screening mechanisms in order to determine applicants' qualifications for this position. Applicants meeting the minimum qualifications are not guaranteed advancement through all steps in the selection process. Only applicants most closely meeting the needs of the department will be invited to continue in the selection process.

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

Terms of Announcement:

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at www.jobaps.com/sf.

General Information concerning City and County of San Francisco Employment Policies and Procedures:
Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents:

Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Requests:

Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable **ADA Accommodation** at:

<http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Clerical Errors:

May be corrected by the posting of the correction on the Department of Human Resources website at: <http://www.sfdhr.org/index.aspx?page=20#announcementsdefinitions>

Note on Personal Protective Equipment (PPE):

Some positions in the Human Services Agency will require the use of personal protective equipment (PPE), including but not limited to gloves, gowns, eye and face protection, and face-fitting respirators. The requirement for the use of PPE may come on short or no notice. Facial hair or any condition that interferes with a face-fitting respirator's seal (i.e. comes between the sealing surfaces of the respirator and the wearer's bare skin) is not permitted when face-fitting respirators are worn, including during initial or periodic respirator fit-testing. Employees who choose not to shave and do not have either American Disabilities Act (ADA) or Equal Employment Opportunity (EEO) Accommodations do not have the right to alternate work assignments or the option of using a loose-fitting Powered Air Purifying Respirator (PAPR) in place of a face-fitting respirator.

The Human Services Agency of the City and County of San Francisco shares a commitment to a diverse, inclusive, and equitable community. Each member of our organization is responsible and accountable for promoting success, being compassionate, and ensuring that everyone has a voice to make San Francisco an inclusive and equitable place to live and work by employing fair and just practices to and for all.

Issued: June 15, 2021

Carol Isen

Human Resources Director

Department of Human Resources


Recruitment ID Number: TEX-1241-101699


HSA / DL / 415-557-5733

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click [here](#).

Powered by 


Back to Top

7/20/2021

Announcement: 1241 Human Resources Analyst - HSA - City and County of San Francisco


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EXHIBIT K

 People&Pay Demographic Information

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EXHIBIT L

 People&Pay Demographic Information

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EXHIBIT M

CCSF Job Appointment Summary

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EXHIBIT N

1241 Personnel Analyst Job Description

From: [DeWit, Rikki \(HRD\)](#)
To: [Burke, Jennifer \(HRD\)](#)
Subject: FW: Old Job Specs
Date: Monday, March 28, 2022 3:31:15 PM
Attachments: [image003.png](#)
[image002.png](#)

FYI



Rikki De Wit, EEO Programs Manager
(she, her)

Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4982
Website: www.sfdhr.org

From: Ponder, Steve (HRD)
Sent: Monday, March 28, 2022 3:28 PM
To: DeWit, Rikki (HRD) <rikki.dewit@sfgov.org>
Subject: RE: Old Job Specs

Yes, see old language below from before we changed back in 2017

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Job Title: PERSONNEL ANALYST
Job Code: 1241

INTRODUCTION

Under general supervision, performs professional level personnel work in one or more of the following areas of activity: recruitment and selection, classification, salary administration, employee relations, and departmental personnel programs.

DISTINGUISHING FEATURES

This class utilizes the deep class concept and encompasses multiple levels of responsibility from entry through the fully-experienced journey professional level. Incumbents with little or no experience in the duties of the class perform beginning-level professional work and perform at increasingly higher levels of responsibility that require a commensurate higher degree of ability and initiative as experience is gained. Fully experienced Personnel Analysts may be initially assigned the higher level duties. This class is distinguished from Senior Personnel Analyst which is the advanced journey level in this series and is assigned more difficult and complex work, may lead projects, and may supervise a small group of clerical/technical personnel.

SUPERVISION EXERCISED: This class does not supervise other professional employees, but may

coordinate the work of clerical/technical personnel.

MAJOR, 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. Administers and maintains the classification plan; designs and implements recruitment and selection plans; prepares class specifications in compliance with relevant laws and guidelines and insures consistency within class series and job families; and reviews personnel requisitions to ensure compliance with the classification plan.
2. Collects and analyzes data to determine important/essential duties and position allocation criteria; and interviews employees and supervisors to elicit and/or clarify job information and organizational relationships.
3. Conducts classification and salary surveys to determine prevailing classification and pay practices; collects, compiles and analyzes classification and wage data; conducts Charter mandated salary surveys; interprets and administers provisions of memoranda of understanding; implements pay provisions of arbitration awards, mediated and grievance settlements; and reviews, analyzes, and processes requests for special pay premiums in accordance with provisions of multiple memoranda of understanding.
4. Participates in the collective bargaining process by conducting compensation surveys to support the development of City's proposals; compiles salary and benefit data; researches compensation, classification and benefit plan data; and prepares comparability analyses and various reports in support of negotiation and arbitration.
5. Produces lists of eligibles for City employment: conducts job analyses, organizes recruitment activities, reviews employment applications, develops and administers selection devices, analyzes results, establishes passing scores, and creates eligible lists.
6. Provides information to departmental representatives, labor organizations, managers, employees, applicants, other agencies and the general public; interprets and explains personnel rules and policies; investigates allegations/complaints of unfair employment practices; and represents employing department on personnel matters before boards and commissions and in meetings with other departments.
7. Responds to appeals or protests of personnel decisions and/or procedures; and prepares and submits reports to the Civil Service Commission and may present the case before the appellate body, hearing officers or arbitrators.
8. Prepares written materials including letters, reports, memoranda, and forms with the aid of a computer.
9. Assists in the development and maintenance of a departmental personnel program including

hiring, training, performance evaluation, compensation, discipline and termination; prepares reports and analyzes data on position vacancies, workforce composition, and staffing needs; and provides consultation and information to managers regarding personnel issues.

10. Coordinates processing of personnel transactions; reviews requests to fill positions; directs and reviews the preparation of personnel requisitions; tracks the certification and selection process; directs and participates in the processing of appointments; and receives, reviews and processes personal services contracts.

11. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: principles and practices of position classification including class concepts and levels, allocation factors, career ladders and class specifications; principles and practices of recruitment and selection including job analysis methodologies and test construction and validation; principles and practices of compensation including job evaluation systems and survey methods; and descriptive statistics including measures of central tendency and variability.

Ability to: Apply the principles, techniques and methods used in classification, recruitment and selection, and compensation; make accurate analyses and evaluations of personnel matters; comprehend and interpret federal, state and local laws, ordinances, regulations and guidelines such as City Charter provisions, Civil Service Commission Rules and employee organization agreements; learn to operate a networked personal computer using word processing, spreadsheet and database software; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; communicate clearly, concisely, well organized, and in an effective manner, both orally and in writing; and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing 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.

Possession of a baccalaureate degree from an accredited college or university.

Substitution: Verifiable professional personnel/human resources work experience performing duties equivalent to those of City and County of San Francisco Class 1241 Personnel Analyst in one or more of the following areas may substitute for up to two years of the required education on a year-for-year basis: recruitment and selection, classification, salary administration, employee/labor relations, and Equal Employment Opportunity (EEO) programs. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)

Steven Ponder, Classification and Compensation Director



Connecting People with Purpose

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From: DeWit, Rikki (HRD) <rikki.dewit@sfgov.org>
Sent: Monday, March 28, 2022 10:00 AM
To: Ponder, Steve (HRD) <steve.ponder@sfgov.org>
Subject: Old Job Specs

Hi Ponder – hope you got some rest this weekend. I am trying to figure out whether the job spec for the 1241 classification in 2010 is different than the current job spec, specifically whether the MQs changed. Do you have access to this info and/or can you point me in the right direction?
Thanks!



**Rikki De Wit, EEO Programs Manager
(she, her)**

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EXHIBIT O

HSA Operations Unit Employees and Demographic Information

HSA Operations Employees' Demographic Information

NAME	Job Classification	AGE
[REDACTED]	[REDACTED]	40
[REDACTED]	[REDACTED]	35
[REDACTED]	[REDACTED]	52
[REDACTED]	[REDACTED]	25
[REDACTED]	[REDACTED]	52
[REDACTED]	[REDACTED]	41
[REDACTED]	[REDACTED]	31
[REDACTED]	[REDACTED]	42
[REDACTED]	[REDACTED]	55
[REDACTED]	[REDACTED]	43
[REDACTED]	[REDACTED]	45
[REDACTED]	[REDACTED]	61
[REDACTED]	[REDACTED]	55
[REDACTED]	[REDACTED]	42
[REDACTED]	[REDACTED]	33
[REDACTED]	[REDACTED]	38
[REDACTED]	[REDACTED]	47
[REDACTED]	[REDACTED]	53
[REDACTED]	[REDACTED]	60
[REDACTED]	[REDACTED]	56
[REDACTED]	[REDACTED]	51
[REDACTED]	[REDACTED]	44
[REDACTED]	[REDACTED]	30

