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: 43
Fiscal Year: 2011/2012
Posted Date: 05/02/2012
Reposted Date: N/A

ALLOCATE THE FOLLOWING POSITION and GRANT STATUS AS FOLLOWS:

Item #	DEPT	No. of Positions	Budgeted Class with Salary Grade	Proposed Class with Salary Grade
1.	ASR	1	NEW - 4203 Senior Assessment Clerk $1,809 B $2,199	4215 Assessor-Recorder Senior Office Specialist $2,019 B $2,454 + Step 6 $2,577

2. Grant permanent status in Job Code 4215 Assessor-Recorder Senior Office Specialist to ***Vincent Williams***, PCS incumbent in Job Code 4203 Senior Assessment Clerk, effective upon approval of the Civil Service Commission.

For additional information regarding this proposed classification action, please contact Paul Greene, Client Services Manager, at (415) 551-8939 or by email at Paul.Greene@sfgov.org.

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 effected 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: **http://www.sfgov3.org/index.aspx?page=328**.

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Anita Sanchez, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File