

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 14, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 65 FY 15/16 (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 March 14, 2016.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

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 Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, 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: 65
Fiscal Year: 2015/2016
Posted Date: 02/03/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	3428	Nursery Specialist
2	3430	Chief Nursery Specialist

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.

For additional information regarding this proposed classification action, please contact Victor H Vallejo, Clerk, at (415) 557-4965 or by email at Victor.h.Vallejo@sfgov.org.

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

Title: Nursery Specialist
Job Code: 3428

INTRODUCTION

Under direction, participates in or leads the performance of a wide variety of plant propagation activities involving the control of environment factors in a nursery, greenhouse or conservatory.

DISTINGUISHING FEATURES

Class 3428 Nursery Specialist is distinguished from 3430 Chief Nursery Specialist in that it performs, or acts as a lead for a group of employees performing, a variety of nursery activities whereas the 3430 Chief Nursery Specialist supervises subordinate classes, performs of more difficult and complex work, and has responsibility as a primary resource for unique problems.

SUPERVISION EXERCISED

None

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. Participates in or leads the performance of a variety of nursery activities; makes and sets cuttings; makes grafts; sows seed; transplants seedlings or rooted cuttings to pots or flats; gathers seed; lays out beds for field crops; pots and repots plants.
2. Sterilizes and mixes soils to be used in plant propagation activities; prepares and applies fungicides and insecticides to be used in the nursery; applies fertilizers to crops when needed; prunes and stakes nursery stock.
3. Makes necessary adjustments regarding ventilation, temperature humidity and other environmental factors affecting plant materials; participates in or leads the irrigation and cultivation of all crops.
4. Prepares floral displays and fills orders for greenhouse stock: takes inventory of stock, maintains accurate and detailed records of plant propagation activities: inspects nurseries, greenhouses or conservatories for proper repair, and may make minor repairs as needed.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Plant and ornamental horticulture, the principles of floricultural display; soil mixtures and fertilizers for specialized plants and the effects of environment on plant life.

Ability and Skill to: Plan, inspect and lead the work of auxiliary employees; effectively execute a program of plant propagation and display; make effective presentations of conservatory activities before interested groups.

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:

Two (2) years of professional experience in the propagation and culture of plants in a commercial or municipal nursery, greenhouse or conservatory.

License and Certification:

Possession of a valid California Driver's License; AND

Candidates who become eligible for appointment will be required to obtain a Qualified Applicator's Certificate (QAC) or a Qualified Applicator's License (QAL) from the State of California Department of Pesticide Regulation. Incumbents who fail to obtain this certificate or license within a six (6) month time period from the date of appointment will be separated from employment.

Substitution:

Completion of 30 semester / 45 quarter units in Horticulture, Agronomy or a related field from an accredited college or university may be substituted for one (1) year of the required experience.

Possession of a Bachelor's Degree from an accredited college or university with major course of study in Horticulture, Agronomy or a related field may be substituted for the required two (2) years of experience.

SUPPLEMENTAL INFORMATION

Essential duties require the following physical skills and work environment: may occasionally work in inclement weather, lift floral exhibits and/or move plants of moderate weight.

PROMOTIVE LINES

To: 3430 Chief Nursery Specialist

ORIGINATION DATE: Retitled 07/01/1977

AMENDED DATE: 03/14/16

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

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

Title: Chief Nursery Specialist

Job Code: 3430

INTRODUCTION

Under general direction, supervises the operation of a large nursery, which contains approximately one acre of container stock and greenhouse production.

DISTINGUISHING FEATURES

Class 3430 Chief Nursery Specialist is distinguished from class 3428 Nursery Specialist by its supervision of subordinate classes, performance of more difficult and complex work, and responsibility as a primary resource for unique problems whereas class 3428 performs, or acts as a lead for a group of employees performing, a variety of nursery activities.

SUPERVISION EXERCISED

First-level supervisor over one or more teams of subordinate staff.

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. Supervises the activities of Nursery Specialists, Gardeners, Apprentice Gardeners and volunteers engaged in propagation and cultivation of horticultural plants and in the preparation of floral displays.
2. Determines the species and quantities of plants to be propagated and cultivated; and makes determinations as to temperature, soil mixtures and other factors important to the propagation and cultivation of various plants.
3. Plans and calendars exhibits of seasonal flowering and foliage plants; arranges for exchange of plant material with other nurseries; and uses discretion and consults with superiors and other departmental personnel in order to coordinate efforts and anticipate demand for various types of nursery stock.
4. Prepares and submits budget requests for supplies and equipment; inspects buildings, greenhouses and other property for damage; requests and directs repair work; and supervises the maintenance of records of plant culture and other operations.
5. Implements an integrated pest management program (IPM) to reduce pesticide usage.
6. Conducts tours for the general public, amateur and professional organizations, and elementary, secondary schools and college programs; provides training for youth groups and

gardening service training programs; responds to questions of the public and staff members concerning plant care and propagation; and coordinates gardening activities with special needs programs and other horticultural groups.

7. Enhances revenue through plant rental and sales to non-profit and other government agencies, this includes plant selection, labor cost estimation and evaluation, and coordination of delivery of plant materials.

8. Coordinates with the Conservatory of Flowers and Botanical Garden for the propagation, growing and supplying plants for public exhibits at these sites.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of: Techniques, materials and equipment used in propagation, cultivation and installation of horticultural displays, particularly as applied to the operations of a municipal park department; greenhouse and nursery facilities and equipment.

Ability and Skill to: Plan and supervise the operations of a year-round horticultural program; communicate orally and in writing with superiors, subordinates, horticultural groups and the public; maintain records of facility's activities; supervise by planning, organizing, assigning and reviewing work of subordinates including training of subordinates as necessary; prepare, manage and monitor budgets and develop short and long term work plans; advise others in the operation of greenhouse and nursery facilities and equipment; design horticultural displays and interior plant decorations; use computer in order to manage budgets, records, communicate with superiors and subordinates, and process work and supply orders.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or licenses(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:

Four (4) years of professional experience in the propagation and culture of plants in a commercial or municipal nursery, greenhouse or conservatory environment.

License and Certification:

Possession of valid Driver's License; AND

Candidates who become eligible for appointment will be required to obtain a Qualified Applicator's Certificate (QAC) or a Qualified Applicator's License (QAL) from the State of California Department of Pesticide Regulation. Incumbents who fail to obtain this certificate or license within a six (6) month time period from the date of appointment will be separated from employment.

Substitution:

Possession of an Associate's Degree in Horticulture, Agronomy or a related field may be substituted for one (1) year of the required experience.

Possession of a Bachelor's Degree from an accredited college or university with major course of study in Horticulture, Agronomy or a related field may be substituted for up to two (2) years of the required experience.

SUPPLEMENTAL INFORMATION

Essential duties require the following physical skills and work environment: may require occasionally working in inclement weather and lifting floral exhibits and/or moving plants of moderate weight.

PROMOTIVE LINES

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 07/01/77 (Retitled); 04/02/01; 03/21/07; 04/05/2007;
03/14/16

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD