

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: February 16, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 67 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 February 16, 2016.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to read "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: 67
Fiscal Year: 2015/2016
Posted Date: 02/08/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	3541	Curator I
2	3542	Curator II
3	3544	Curator III
4	3546	Curator IV

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
All Departmental Personnel Officers
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Curator I
Job Code: 3541**

INTRODUCTION

Under supervision, participates in the research, cataloging, preparation, installation and preservation of museum collection objects and gallery exhibitions.

DISTINGUISHING FEATURES

The 3541 Curator I is the entry-level position in the Curator class series. The 3541 Curator I is distinguished from the 3542 Curator II in that the 3542 Curator II performs more difficult and responsible tasks with greater independence than those assigned to 3541 Curator I incumbents.

SUPERVISION EXERCISED

The 3541 Curator I may supervise intern level employees.

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 the design, planning, installation and maintenance of museum exhibits; assists in making collections available for study by students and schools, and for inspection by museum visitors.
2. Conducts research on biographies, exhibit objects, museum collection subjects and related topics; assists in publicizing information on objects in the museum collection; assists in the planning and circulating of exhibits available to educational institutions.
3. Maintains a museum research library; processes and maintains books, periodicals, monographs, photographs, negatives and other museum records.
4. May prepare routine correspondence requiring knowledge of departmental operations and special exhibits; types cards, memoranda, reports and related museum records.
5. *Carries out and explains established methods, policies, and procedures relating, to departmental activities; makes contact with departmental personnel and other individuals in providing information.*

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Fine arts , art history, decorative arts, design, history, library science, museum studies, natural history, science, and technology; the techniques and methods of caring for and displaying museum objects; museum operations and procedures.

Ability and Skill to: Speak and write effectively; assist in the planning and carrying out of the technical aspects relative to the care and development of museum collections and the design

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and installation of museum exhibitions; establish and maintain satisfactory working relationships with departmental personnel and the public.

Requires sufficient skill in typing to perform incidental typing duties.

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 Bachelor's degree from an accredited college or university with major course work in the fine arts, art history, decorative arts, design, history, library science, museum studies, natural history, science, technology or other closely related disciplines.

Experience:

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 4/22/68

AMENDED DATE: 02/16/2016

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: Curator II
Job Code: 3542**

INTRODUCTION

Under general supervision, participates in the research, cataloging, preparation, installation and preservation of museum collection objects and gallery exhibitions;

DISTINGUISHING FEATURES

The 3542 Curator II is the journey-level position in the Curator class series. The 3542 Curator II has greater responsibility for liaising with outside contacts, conducting educational programs, and writing than the 3541 Curator I. The 3544 Curator III performs more difficult and responsible tasks with greater independence than those assigned to 3542 Curator II incumbents.

SUPERVISION EXERCISED

The 3542 Curator II may supervise departmental 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. Conducts research collection and exhibition objects and related topics; prepares and installs exhibits; gives lectures and gallery talks on collection objects, exhibits and displays in the museum and galleries.
2. Makes collections available for study by students and schools and for inspection by museum visitors; is responsible for the preparation and installation of museum exhibits.
3. Schedules, prepares and gives lectures on museum subjects in the public schools; may show pertinent materials from the museum's collections in the course of lectures; conducts tours of the museum's galleries to various groups, clubs and school classes; assists in the planning and circulating of exhibits available to educational institutions.
4. Carries out and explains established methods, policies, and procedures relating to departmental activities; makes contact with departmental personnel and other individuals in providing information and conducting research on collection objects, exhibitions, and activities.
5. Makes regular and responsible contact with individuals, groups, departmental personnel and outside individuals, organizations, and institutions in providing information and instructions on museum exhibits collection objects, exhibitions, and activities.
6. Prepares and maintains routine correspondence, memoranda, operational records and reports of assigned activities.

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**Title: Curator II
Job Code: 3542**

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Fine arts, art history, decorative arts, design, history, library science, museum studies, natural history, science, and technology; the methods and techniques in instructing and training others in museum subjects, procedures, and appreciation; methods of caring for and displaying museum objects; museum operations and procedures.

Ability and Skill to: Speak and write effectively; plan and carry out of the technical aspects relative to the care and development of museum collections and the design and installation of museum exhibitions; communicate and work with the public and department staff.

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 Bachelor's degree from an accredited college or university with major course work in the fine arts, art history, decorative arts, design, history, library science, museum studies, natural history, science, technology, or other closely related disciplines.

Experience:

Three (3) years of museum experience.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 4/22/68

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

**Title: Curator II
Job Code: 3542**

AMENDED DATE: 8/8/06; 02/16/2016

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: Curator III
Job Code: 3544**

INTRODUCTION

Under direction, participates in the overall administration of a major phase(s) or project(s) of the museum collection, programs, activities, and/or public services.

DISTINGUISHING FEATURES

The 3544 Curator III is a senior-level position in the Curator class series. The 3544 Curator III has greater responsibility for overseeing the observance of museum policies and procedures, the production of exhibitions, educational programs, and collection development than the 3542 Curator II. The 3546 Curator IV performs more difficult tasks with greater responsibilities and independence than those assigned to 3544 Curator III incumbents.

SUPERVISION EXERCISED

The 3544 Curator III may supervise departmental 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. Identifies, classifies and makes descriptions of accessions to the museum's permanent collection; plans and supervises the installation of the museum's collections; conducts research in connection with identifying and publicizing information on objects in the collection; orders, classifies and catalogs reference library books.
2. Plans and conducts programs of instructions in museum subjects and subject appreciation for children's groups in the museum or the public schools; lectures on, discusses, interprets, and provides tours regarding the museum's collections and exhibitions for school classes, adult groups, and the general public.
3. Supervises, counsels and instructs graduate students engaged in research and thesis preparation in the fields of museum service and museum education; plans and prepares circulating exhibitions of collection objects for loan to educational institutions, museum collections and libraries.
4. Supervises the storage of museum and exhibition objects; recommends and solicits all additions to the collection in the related reference library.
5. Gives lectures and gallery talks relating to exhibits and collections; prepares and publishes articles and catalogs concerning exhibitions and collections.
6. Prepares and maintains routine correspondence, memoranda, records and reports relative to the department's operations and activities.

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**Title: Curator III
Job Code: 3544**

7. Creates and executes exhibitions by proposing topics; identifies objects and lenders; contributes to exhibition design; researches and writes label text and accompanying information; and related duties.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Fine arts, art history, decorative arts, design, history, library science, museum studies, natural history, science, and technology; the methods and techniques in instructing and training others in museum subjects, procedures, and appreciation; methods of caring for and displaying museum objects; museum operations and procedures.

Ability and Skill to: Speak and write effectively; teach and instruct museum subjects, procedures and appreciation; plan and carry out technical aspects relative to the care and development of museum collections and the design and installation of museum exhibitions; communicate and work with the public and department staff.

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 Bachelor's degree from an accredited college or university with major course work in the fine arts, art history, decorative arts, design, history, library science, museum studies, natural history, science, technology, or other closely related disciplines.

Experience:

Five (5) years of museum experience.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

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

**Title: Curator III
Job Code: 3544**

ORIGINATION DATE: 4/22/68

AMENDED DATE: 8/8/06; 02/16/2016

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: Curator IV
Job Code: 3546**

INTRODUCTION

Under general administrative direction, plans and directs the activities of a special department of the museum.

DISTINGUISHING FEATURES

The 3546 Curator IV is a supervisory principal-level position in the Curator class series. The 3546 Curator IV has greater responsibility for carrying out administrative direction, contributing to the creation of policies and procedures, and providing staff supervision than the 3544 Curator III. The 3546 Curator IV may serve as a curator-in-charge or a section head.

SUPERVISION EXERCISED

The 3546 Curator IV supervises departmental 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. Plans and supervises the installation of the museum's collections; identifies, classifies and makes descriptions of collection objects; supervises the care and preservation of collection objects.
2. Conducts research in connection with identifying and publicizing collection objects; makes recommendations for acquisitions.
3. Plans and organizes loan exhibitions; makes cost estimates; corresponds with lenders; designs and supervises installations; coordinates the installation of exhibitions with other museum personnel; assembles data and photographs for publicity and prepares labels; compiles catalogues; prepares brochures.
4. Orders, classifies and catalogues reference library books; maintains files of photographs, images and other reproductions; plans; supervises and conducts programs of instruction in museum subjects and subject appreciation for children and adults; supervises, counsels and instructs students in research study of the museum's collections and activities.
5. Interprets the museum's collections and exhibitions in all fields; lectures and conducts gallery tours; presents radio and television programs.
6. Plans and prepares circulating exhibitions for loan to other institutions; recommends on the loan of museum objects requested by other institutions and furnishes photographs and other data for catalogues and publicity.

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**Title: Curator IV
Job Code: 3546**

7. Organizes and supervises the work of voluntary assistants; corresponds and confers with scholars, specialists and the public.

8. Develops, coordinates and carries out policies and procedures relative to the operations of special phases of departmental activities; making regular contacts with outside organizations, professional personnel and the general public in connection with assigned departmental activities and operations; prepares and maintains operational records and reports relating to the assigned activities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Fine arts, art history, decorative arts, design, history, library science, museum studies, natural history, science, technology, or other closely related disciplines; and the methods and techniques in instructing and training others in museum subjects, procedures, and appreciation; methods of caring for and displaying museum objects; museum operations and procedures.

Ability and Skill to: Speak and write effectively; teach and instruct museum subjects, procedures, and appreciation; plan and carry out the technical aspects relative to the care of development of museum collections and the design and installation of museum exhibitions; meet and interact tactfully, enthusiastically, and courteously with the general public and department staff.

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:

college or university with major course work in fine arts, art history, decorative arts, design, history, library science, museum studies, natural history, science, technology, or other closely related disciplines.

Experience:

Seven (7) years of museum experience including two years of responsible supervisory experience.

License and Certification:

Substitution:

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

**Title: Curator IV
Job Code: 3546**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 4/22/68

AMENDED DATE: 02/16/2016

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