



Classification & Compensation

City and County of San Francisco
Department of Human Resources

Classification Action Checklist

Last updated on 11/5/2025

Providing the following information will help to expedite Class and Comp's review of proposed classification actions and inform conversations with our Labor partners.

I. Amending Existing Classifications:

- How are the proposed updates necessary? Can the work not be reasonably assigned within the existing job duties?
- Has every classification in the series been reviewed? Are the proposed changes consistent and logical across the higher, lower, and related classifications?
- If additional duties are being added, are they currently being performed by incumbents?
- Are the minimum qualifications appropriate for the occupation category and level? Do they reflect the lowest level of acceptable education and/or experience required to reasonably perform the duties of the position?
- Are the minimum qualifications logical and consistent across the classification series? Are the education requirements consistent? Can employees in the lower classification gain the required experience to promote into the higher classification?
- If the minimum qualifications require a CA Driver's License, has the department reviewed to ensure that the incumbents are expected to drive as an essential function to the job and an alternate form of transportation would not be comparable in travel time or cost?
- For classifications used in multiple departments, have the proposed edits been shared with the affected departments? If not, Class and Comp can facilitate the discussion.

II. Establishing New Classifications:

- What issue is being addressed with the new classification?
- Is the reason for the creation of the new classification to address compensation?
- Is the reason for the creation of the new classification to address a concern with the exam process?
- The City has over 1,000 classifications. Why can't the work be reasonably assigned to an existing classification? Can an existing classification be amended to cover the work?



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- Who is currently performing the work of the proposed classifications? If you have employees performing the work currently, what is the concern of them continuing to perform the work?
- What are the distinguishing features between the new class versus existing classes in the series or related classes? How would the department distinguish what work would be assigned to the proposed class versus the lower, higher, or related classes?
- If created, how many positions is the department looking to hire? Are these new positions or would existing positions be downgraded or upgraded to the new class?

III. Abolishing Existing Classifications:

- Classes can only be abolished if there are no incumbents and the classes are not in the budget. When did the last incumbent vacate the classification? Are there any employees on leave? Are there any positions for this class in the budget?
- If the work is being done by a different classification, which classification is currently doing the work? (E.g. The work of the 9382 Government and Public Affairs Manager is now being done by an 0933 Manager V.)