



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

Date: August 18, 2025

Re: **Notice of Proposed Classification Actions – Final Notice No. 4 FY 2025/2026 (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 August 18, 2025.

Carol Isen
Human Resources Director

by:

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 Operations
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, 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: 4
Fiscal Year: 2025/2026
Posted Date: 08/11/2025
Reposted Date: N/A

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

Item #	Job Code	Title	Bargaining Unit
1	2463	Microbiologist I/II	0046

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.

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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

**Title: Microbiologist I/II
Job Code: 2463**

DEFINITION

This specification defines and describes the full range of duties included within the levels of the deep class of Microbiologist.

The two levels are summarized below:

I - Under general supervision, conducts bacteriologic, parasitologic, serologic and related laboratory tests and examinations.

II - Under direction, performs responsible laboratory work in the difficult phases of bacteriologic, parasitologic, serologic and related laboratory tests and examinations; supervises subordinate personnel.

DISTINGUISHING FEATURES

This class utilizes the deep class concept and encompasses multiple levels of responsibility.

Level I is distinguished from Level II in that the former is responsible for limited analysis on the results of scientific tests and investigations, whereas the latter is responsible for complete analyses, in addition to conducting the more difficult and critical tests and investigations. Level II is also responsible for a larger scope of tests and investigations, and serves as supervisor.

SUPERVISION EXERCISED

Level II supervises both professional and non-professional subordinate laboratory personnel.

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.

Note that the duties listed below are cumulative. For example, Level II incumbents may be directed to perform any of the duties described in Level I.

Level I

1. Performs qualitative and quantitative diagnostic sample testing on human specimens for the detection of bacterial, parasitic, fungal or viral infections and exposures and ensures adherence to quality and regulatory standards.
2. Prepares specimens and performs microscopy in the examination of slides of smears and concentrates of acid-fast bacilli; examines various smears and cultures with microscope for laboratory diagnosis.
3. Performs various duties in connection with the set up and maintenance of laboratory equipment; tabulates and maintains records of laboratory tests for examinations performed and submits detailed reports thereon.

Level II

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

**Title: Microbiologist I/II
Job Code: 2463**

1. Researches, evaluates, recommends, develops, and implements new testing methodologies.
2. Executes, analyzes, and documents verification and validation studies for new diagnostic assays.
3. Oversees the setting up and maintenance of laboratory equipment, preparation of solutions, reagents and other media, maintenance of accurate and detailed laboratory records, the preparation of and submission of reports.
4. Oversees the proficiency testing (PT) process from approved agencies, including receipt of specimens, reporting of results, preparation of documentation, and development of corrective action plans when required.
5. Oversees quality assurance activities and adherence to regulatory compliance; modifies laboratory workflows as part of ongoing quality improvement and preventive action efforts.

KNOWLEDGE, SKILLS, AND ABILITIES

Note that the knowledge, skills, and abilities listed below are cumulative. For example, Level II incumbents may be directed to perform any of the duties described in Level I.

Level I

Knowledge of: the fundamentals of bacteriology, parasitology, serology, mycology, mycobacteriology, virology, molecular diagnostics, and of related laboratory procedures and technique; the cultivation, isolation, and identification of micro-organisms found in specimens; current laboratory methods and practices for diagnosing communicable diseases; causes, transmission, and control of communicable diseases; and applicable laws and regulations.

Ability or Skill to: use and care for laboratory equipment commonly used in a laboratory; follow oral and written instructions and keep accurate records of laboratory work; prepare related reports of findings; communicate effectively; collaborate with others; apply sound judgment in problem-solving.

Level II

Ability or Skill to: make difficult and important laboratory tests and analyses with speed and accuracy; keep accurate records of laboratory work; prepare complete and accurate reports; supervise subordinate personnel.

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.

Note that the qualifications listed below are cumulative. For example, Level II incumbents may be directed to perform any of the duties described in Level I.

Level I

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

**Title: Microbiologist I/II
Job Code: 2463**

Experience:

License and Certification:

A valid certificate as a public health microbiologist issued by the state board of health.

Level II

Experience:

Four (4) years of experience as a microbiologist.

License and Certification:

A valid certificate as a public health microbiologist issued by the state board of health.

Substitution:

1. A Master's degree from an accredited college or university with major coursework in medical or public health bacteriology or microbiology may substitute for two (2) of the required years of experience.
2. A Doctoral degree from an accredited college or university with major coursework in medical or public health bacteriology or microbiology may substitute for three (3) of the required years of experience.

SUPPLEMENTAL INFORMATION

Promotion through the levels of this deep class is not automatic and will be determined by the operational needs of the department.

PROMOTIVE LINES

ORIGINATION DATE: 08/28/17

AMENDED DATE: 07/01/25; 8/18/25

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN