



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

Date: July 30, 2025

Re: **Notice of Proposed Classification Actions – Final Notice No. 2 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 July 30, 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: 2
Fiscal Year: 2025/2026
Posted Date: 07/23/2025
Reposted Date: N/A

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

Item #	Job Code	Title	Bargaining Unit
1	5638	Environmental Assistant	0007
2	5640	Environmental Specialist	0007
3	5642	Senior Environmental Specialist	0007
4	5644	Principal Environmental Specialist	0007

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](#).

cc: All Employee Organizations
All Departmental Personnel Officers
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Environmental Assistant
Job Code: 5638**

DEFINITION

Under immediate supervision, positions in this class are responsible for assisting in the development and implementation of environmental ordinances, laws, regulations, projects, and programs.

DISTINGUISHING FEATURES

This is the entry-level class in the series. Class 5638 Environmental Assistant is distinguished from Class 5640 Environmental Specialist in that the latter performs full journey-level duties. Class 5638 Environmental Assistants works under direct supervision and are typically assigned duties within a well-defined scope; may be assigned projects with a greater scope of responsibility with increased experience.

SUPERVISION EXERCISED

No supervision exercised.

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.

1. Assists in the planning and implementation of environmental programs and/or projects by researching, designing, analyzing, revising and making recommendations for program enhancement.
2. Assists in the research, development, coordination, implementation and evaluation of environmental programs and/or projects mandated by federal, state and local laws and statutes.
3. Updates and maintains database information by researching information, performing data entry, updating databases, and creating reports for review and analysis.
4. Conducts presentations and public outreach by developing working relationships with community agencies and representing the department in the community.
5. Assists staff in preparing materials, securing location and participant recruitment for trainings, conferences, and outreach presentations.
6. Writes letters, memos, reports and other documents to staff, the general public, and community organizations in order to communicate information and data.
7. Assists in the development and implementation of contract, grants, and other expenditure processes by reviewing reports and payments to grantees according to agency policies and tracking expenditures.
8. Responds to written and verbal inquiries from the public by phone or in writing regarding complaints and requests for information.

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

**Title: Environmental Assistant
Job Code: 5638**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic knowledge of environmental federal, state and local issues, laws and regulations, and governmental structures.

Ability or Skill to: ability to plan, coordinate, implement, analyze and evaluate programs and projects; communicate clearly and effectively both verbally and in writing; develop and foster working relationships with a variety of external and internal entities; work independently and in a team-based environment; proficiently use a computer, including word processing programs, spreadsheets, presentation software, databases, email distribution software, and online tools.

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 baccalaureate degree from an accredited college or university.

Experience:

One (1) year of experience in planning, coordinating, implementing, analyzing or evaluating qualifying programs or policies. Qualifying programs and policies include those in the field of environment, public health, community engagement, or a field related to the position for hire.

License and Certification:

Substitution:

Additional qualifying experience as described above may substitute for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 5640 Environmental Specialist

ORIGINATION DATE: 3/25/02

AMENDED DATE: 11/27/02 (Amend and Retitle); 12/06/02; 07/30/25

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

BUSINESS UNIT(S): COMMN

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

**Title: Environmental Specialist
Job Code: 5640**

DEFINITION

Under general supervision, positions in this class are responsible for implementing federal, state, and local environmental laws, regulations, and ordinances; developing and implementing environmentally related programs; and making recommendations for program enhancement.

DISTINGUISHING FEATURES

5640 Environmental Specialist is the journey level in the series and is distinguished from the 5642 Senior Environmental Specialist in that the latter performs duties of a more difficult and complex nature and manages a subprogram within the larger program area. 5640 is further distinguished from the 5638 Environmental Assistant in that the latter is an entry level class performing less difficult and complex duties under direct supervision.

SUPERVISION EXERCISED

May be assigned to supervise staff.

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.

1. Researches, analyzes, implements, and evaluates environmental projects, legislation, policies, regulations, and laws.
2. Plans and implements environmental programs and projects by designing, analyzing, revising and making recommendations for program enhancement.
3. Develops, implements, and negotiates contracts, grants, and other expenditure by preparing budgets, tracking expenditures and deliverables, and developing and administering reports.
4. Updates and maintains databases and records; analyzes data and report findings; develops data use strategies.
5. Conducts education and training, including presentations, digital engagement, and outreach; researches and develops outreach campaigns and strategies, tracks and analyzes results and issues recommendations.
6. Prepares written and graphic materials including emails, letters, articles, reports and presentations; responds to inquiries from the public, including complaints and requests for information.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: federal, state, and local environmental laws and regulations, environmental programming, community outreach and public engagement techniques; governmental structure; equity, inclusion, diversity, and justice concepts.

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

**Title: Environmental Specialist
Job Code: 5640**

Ability or Skill to: lead, implement, and analyze programs and projects, conduct research and analysis; proficiently use a computer, including word processing programs, spreadsheets, presentation software, databases, email distribution software, and online tools; manage projects; collect data and coordinate information from multiple agencies; utilize accounting/purchasing systems; communicate effectively both orally and in written format; negotiate and resolve conflicts; develop and maintain professional working relationships with internal and external entities.

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 baccalaureate degree from an accredited college or university.

Experience:

Two (2) years of professional experience in planning, coordinating, implementing, analyzing, or evaluating qualifying programs or policies. Qualifying programs and policies include those in the field of environment, public health, community engagement, or a field related to the position for hire.

License and Certification:

Substitution:

Additional experience as described above may substitute for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 5638 Environmental Assistant

To: 5642 Senior Environmental Specialist

ORIGINATION DATE: 7/25/2001

AMENDED DATE: 07/30/25

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

BUSINESS UNIT(S): COMMN

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

**Title: Senior Environmental Specialist
Job Code: 5642**

DEFINITION

Under direction, positions in this class are responsible for coordinating, planning, and implementing federal, state, and local environmental laws, regulations, and ordinances; developing, leading, coordinating, and implementing environmentally related projects and programs; and making recommendations for project and program enhancement.

DISTINGUISHING FEATURES

5642 Senior Environmental Specialist is the advanced journey level in the series responsible for managing a subprogram within the larger program area. The 5642 is distinguished from the 5644 Principal Environmental Specialist in that the latter is responsible for the management of the program area. 5642 Senior Environmental Specialist is distinguished from 5640 Environmental Specialist in that the later performs duties of a less difficult and complex nature under general supervision.

SUPERVISION EXERCISED

May be assigned to supervise staff.

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.

1. Coordinates and develops complex projects and programs; leads workplan development for a division within the program area.
2. Analyzes, implements, and evaluates environmental projects, legislation, policies, regulations, and laws; drafts legislation related to the environment.
3. Leads contract and grants process; develops, implements, and negotiates contracts, grants, and other expenditures by preparing budgets, tracking expenditures and deliverables, and developing and administering reports.
4. Updates and maintains databases and records; analyzes data and report findings; develops data use strategies.
5. Conducts education and training, including public presentations, digital engagement, and outreach; researches and develops outreach campaigns and strategies; tracks and analyzes results and issues recommendations
6. Prepares written and graphic materials including emails, letters, articles, reports, and presentations; responds to inquiries from the public, including complaints and requests for information.
7. Responds to inquiries from the public, including complaints and requests for information.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Title: Senior Environmental Specialist
Job Code: 5642

Knowledge of: federal, state and local environmental laws and regulations; environmental policies and programming; environmental trends; governmental structure; equity, inclusion, diversity, and justice concepts.

Ability or Skill to: develop, design, implement, manage, and evaluate complex projects and programs; proficiently use a computer, including word processing programs, spreadsheets, presentation software, databases, email distribution software, and online tools; communicate effectively both orally and in written format; raise funds and write grants; conduct research and analysis, collect and analyze data; develop and maintain professional working relationships with internal and external entities.

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 baccalaureate degree from an accredited college or university.

Experience:

Six (6) years of professional experience in planning, coordinating, implementing, and evaluating qualifying programs or policies. Qualifying programs and policies include those in the field of environment, public health, community engagement, or a field related to the position for hire.

License and Certification:

Substitution:

Additional experience as described above may substitute for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.

Possession of a Master's degree in public administration, environmental science, environmental health, public policy, public health, or a related field may substitute for one (1) year of experience.

Possession of a Ph.D. in public administration, environmental science, environmental health, public policy, public health, or a related field may substitute for two (2) years of experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 5640 Environmental Specialist

To: 5644 Principal Environmental Specialist

ORIGINATION DATE: 7/25/2001

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

Title: Senior Environmental Specialist
Job Code: 5642

AMENDED DATE: 07/30/25

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

BUSINESS UNIT(S): COMMN

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

**Title: Principal Environmental Specialist
Job Code: 5644**

DEFINITION

Under general direction, the Principal Environmental Specialist is responsible for strategic planning and managing a program area and its subprograms; overseeing environmental programs and projects; analyzing, recommending, and amending federal, state and local environmental laws and policies; directing a team and supervising staff; and managing program area's administrative and personnel processes.

DISTINGUISHING FEATURES

Class 5644 Principal Environmental Specialist is distinguished from Class 5642 Senior Environmental Specialist in that the latter is not responsible for the management of program areas and performs duties of a less difficult and complex nature.

SUPERVISION EXERCISED

Supervises assigned staff within the program area.

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.

1. Manages environmental programs and projects by overseeing, developing, and evaluating environmental programs and/or projects; and developing and ensuring timely implementation of departmental goals, policies and strategic plans.
2. Supervises staff by planning, directing, and assigning work activities; promoting skills development and advancement through in-house training and effective use of employee training programs; and establishing and implementing a performance review system.
3. Analyzes, interprets and applies policies, laws and regulations related to environmental programs and projects; drafts and reviews legislation on environmental matters.
4. Develops and administers budget for program area; monitors expenditures to ensure adherence to the approved budget; and assists in overseeing the department's financial long-term planning.
5. Seeks and coordinates fundraising opportunities and prepares grant proposals.
6. Manages grant making processes by developing Request for Proposals (RFP's) for distribution, selection of grant review committee members, oversight of RFP and grantee selection process.
7. Negotiates and implements contracts and grants by approving payments to grantees according to agency memorandum of understanding; tracks expenditures against approved budget; and provide technical assistance to grantees.
8. Develops partnerships with community groups, nonprofit organizations, commissions and other private and public agencies; conducts education and training; researches and

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DEPARTMENT OF HUMAN RESOURCES**

Title: Principal Environmental Specialist
Job Code: 5644

develops outreach campaigns and strategies; tracks and analyzes results and issues recommendation.

9. Participates in determining the organizational structure, staff assignments, service levels and administrative systems required to accomplish the division and department's mission.
10. Writes letters, memos, reports, grants, publications and other documents to staff, the general public, community organizations, newspapers and administration in order to communicate information and data.
11. Responds to inquiries from the public, media, public or private organizations, or community members, including complaints and requests for information; manages and directs positive community relations by developing partnerships with other entities, such as the media, private and non-profit organizations, and the community.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: financial planning and budget techniques environmental federal, state and local issues, laws and regulations applicable to environmental programs within the specialty area; environmental policies and programming; government structures; environmental trends within the program area; equity, inclusion, diversity, and justice concepts.

Ability or Skill to: manage complex environmental programs and/or projects, supervise and develop staff, plan, coordinate, implement and evaluate programs and/or projects, analyze and apply problem solving techniques, communicate clearly and effectively both verbally and in writing with a variety of individuals and organizations, develop and foster working relationships with a variety of individuals, ability to use standard office hardware equipment and software applications proficiently use a computer, including word processing programs, spreadsheets, presentation software, databases, email distribution software, and online tools; manage a team-based environment; write, review and evaluate grant proposals.

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 baccalaureate degree from an accredited college or university.

Experience:

Eight (8) years of professional experience leading, developing, and implementing environmental programs or policies.

License and Certification:

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

**Title: Principal Environmental Specialist
Job Code: 5644**

Substitution:

Additional experience as described above may substitute for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.

Possession of a Master's degree in public administration, environmental science, environmental health, public policy, public health, or a related field may substitute for one (1) year of experience.

Possession of a Ph.D. in public administration, environmental science, environmental health, public policy, public health, or a related field may substitute for two (2) years of experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 5642 Senior Environmental Specialist

ORIGINATION DATE: 3/25/02

AMENDED DATE: 9/6/02 (Retitle and Amend); 07/30/25

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

BUSINESS UNIT(S): COMMN