

**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: 9
Fiscal Year: 2025/2026
Posted Date: 10/01/2025
Reposted Date: N/A

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

Item #	Job Code	Former Title	New Title	Bargaining Unit
1	8300	Sheriff's Cadet	Sheriff's Community Aide	0025

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
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

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

Title: Sheriff's ~~Cadet~~Community Aide
Job Code: 8300

DEFINITION

Under supervision of a sworn member or supervising civilian personnel of the Sheriff's Department, assists in maintaining building and area security in assigned work locations, and performs non-law enforcement duties in administration, alternative programs, or the custody division at the Sheriff's Department offices and facilities in San Francisco and San Bruno.

DISTINGUISHING FEATURES

The Sheriff's ~~Community Aide~~Cadet is the trainee level in the Sheriff's Department. Sheriff's ~~Community Aides~~Cadets are assigned non-law enforcement duties and responsibilities. ~~Sheriff's Community Aides~~Cadets perform paraprofessional office and field support duties under supervision of a sworn member or supervising civilian personnel in the Sheriff's Department.

SUPERVISION EXERCISED

None

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. Monitors walk-through metal detectors and video surveillance equipment in building security assignments.
2. Operates hand-held metal detectors.
3. Searches handbags, briefcases, backpacks, and other containers.
4. Provides directions and other information to persons entering public buildings.
5. Provides first aid and CPR in case of life-threatening emergencies.
6. Answers telephone, routes calls, and takes phone messages.
7. Types and files correspondence, records, and other forms.
8. Orders office supplies and materials and responsible for maintaining an orderly inventory of daily office needs.
9. Operates a computer workstation.
10. Fingerprints new employees.
11. Records attendance of alternative program participants.
12. Maintain statistics on alternative program participants, requiring mathematic skills.
13. Performs interoffice mail duties including distributing and sorting mail to different facilities/units.
14. Collects urine specimens from alternative program participants, and analyzes urine specimens using an ADX machine.

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

Title: Sheriff's ~~Gadet~~Community Aide
Job Code: 8300

- 15. Performs clerical support in department operation centers.
- 16. Performs related non-law enforcement duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic functions and operations of a law enforcement agency; customer service; English language; basic mathematics, and office procedures and practices.

Ability or Skill to: communicate orally using grammatically correct English with people of diverse education, social and ethnic backgrounds; write clear, legible, grammatically correct reports in English. Gather, record, evaluate, and draw logical conclusion(s) from verbal information. Establish and maintain effective working relationships with a wide variety of people; walk and or stand for long periods; lift and or carry up to fifty (50) pounds; and work independently in the field; perform simple mathematical problems such as adding, subtracting, multiplying and dividing numbers; and learn to operate a network desktop computer and printer.

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 high school diploma or successful completion of equivalency test (GED or California High School Proficiency Examination).

Experience:

No work experience is required for this trainee level position.

License and Certification:

Valid California driver's license.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:	12/21/99
AMENDED DATE:	11/10/06; 4/23/07; <u>Amended and Retitled X/XX/XX</u>
REASON FOR AMENDMENT:	<i>To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.</i>
BUSINESS UNIT(S):	COMMN