



CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

POSITION SPECIFIC ATTRIBUTES WORKSHEET

The Position Specific Attributes (PSAs) are designed to give the Conviction History Unit at the Department of Human Resources (DHR) an accurate description of the aspects of a position that relate to a conviction. This worksheet provides questions for each PSA that will give an understanding of what is required.

Each Attribute has an option to check “Yes” or “No.” The attributes that are checked as “No” will not be considered when comparing the specific aspects of a position to a person’s conviction record. For example, if PSA-1, “Drive a personal or City vehicle, or operate heavy machinery in the performance of duties of the position” is checked as “No,” any driving related offenses such as Reckless Driving will not be considered in the review for nexus determinations against the position.

Checking “Yes” to a PSA will give a basic understanding of the position, but more information about how that PSA is related to the position is needed. A detailed training program can be found at dhrportal.org: Employee Selection: Position Specific Attribute Training.

Listed below are the Position Specific Attributes and questions to help clarify what information is needed. If you select “No,” meaning an Attribute does not apply to a position, no explanation is needed. If you select “Yes,” more explanation is needed. When selecting “Yes,” please provide further details about the PSA or the duties associated with the Attribute. The responses on this form can then be sent to the departmental Human Resources Representative to enter into the Position Specific Attribute section on the Request to Fill.

Department Contact: _____ Email _____ Phone: _____

SECTION I: DEPARTMENT AND POSITION

Department Code: _____ Dept. #: _____ Division: _____ Section: _____

Job Code: _____ Job Title: _____

Position #: _____ Appt. Type: _____

SECTION II: POSITION SPECIFIC ATTRIBUTES

PSA-1 Drive a personal or City vehicle, or operate heavy machinery in the performance of duties of the position. Yes No

- How often will the person drive?
- Is it once a month or on a daily basis?

PSA-2 Work in a setting with or near vulnerable populations. Yes No

- Will the position require working in a hospital, library, nursing home, City park, etc.?
- Will the person regularly be exposed to children, elderly, or infirmed?

PSA-3 Have face to face contact with the public. Yes No

- Does the position require working a reception desk, ticket desk, anything with regular exposure to people?
- Will the person be knocking on doors, entering residences, doing community outreach?
- Is there any aspect of the position in which the person will have regular contact with the public?

PSA-4 Have contact with animals. Yes No

- Will the person be working at an animal shelter or have oversight of animals?

PSA-5 Sign official documents approving application's for permits, benefits, or similar. Yes No

- What type of documents will this person be signing? Will the person be signing off on office supply orders for small amounts of money or contracts for substantial amounts?

PSA-6 Process, manage, or have access to cash, checks, credit cards, electronic transfers, other payments, employee payroll or reimbursement. Yes No

- Will the person be operating a cash register with some cash, or are there large banking transactions made?
- Is there any type of transaction where financial information may be compromised? If so, what type of transaction and what degree is the person in this position able to compromise the information?

PSA-7 Have access to confidential or privileged information. Yes No

- Is there access to Social Security numbers? Bank or credit card information? Any other information that would compromise CCSF or its "customers" or vendors in any way?

PSA- 8 Have access to sensitive IT infrastructure in which damage or hacking would significantly compromise Departmental or CCSF functioning. Yes No

- Many CCSF departments have their own databases and systems. If this person were to gain access to one, could she/he damage the functioning of the department, City, or anyone else?

PSA-9 Have means of entry to living spaces or secured areas. Yes No

- Is this person a social worker entering into homes? A nurse treating patients at home?
- Is there any reason why this person will have access to residences of any kind?

PSA-10 Have access to pharmaceuticals, and/or maintain drug inventories. Yes No

- Will the person be working in a hospital or veterinary clinic? Anywhere else where there is exposure to pharmaceuticals?

PSA-11 Have or provide access to a select agent or toxin as defined by the Centers of Disease Control (CDC). Yes No

- A list of these toxins can be accessed at: <http://www.atsdr.cdc.gov/substances/index.asp>

PSA-12 Have the use of, or access to, weapons or explosives. Yes No

- Is a weapon required for the position?
- Will the person be working where weapons or explosives are stored, such as a shooting range?

PSA-13 Have unsupervised responsibility for/or access to tools, equipment, supplies, or other City property with a value in excess of \$100. Yes No

- What are examples of equipment this person will be using that can be stolen?
- We don't need a list of everything, but an idea of the value of vulnerable property.

PSA-14 Involve access to electromechanical voting systems or electronic vote tabulating equipment. Yes No

- Is there anything that if tampered with, can affect voting outcomes?

PSA-Other

Other duties associated with the position that the Appointing Officer believes would make conviction history pertinent to the position. Yes No

- Is there any information relating to the position that could make a candidate ineligible based on a conviction that was not mentioned in the previous Position Specific Attributes?

SECTION IV: DEPARTMENT CERTIFICATION

The authorized departmental representative named below hereby certifies that the position description provided in this document accurately reflects the duties and responsibilities of the proposed position and is consistent with the classification.

Authorized Representative (Name)

Date