

Guide to Using SmartRecruiters to Apply for Jobs at the City and County of San Francisco



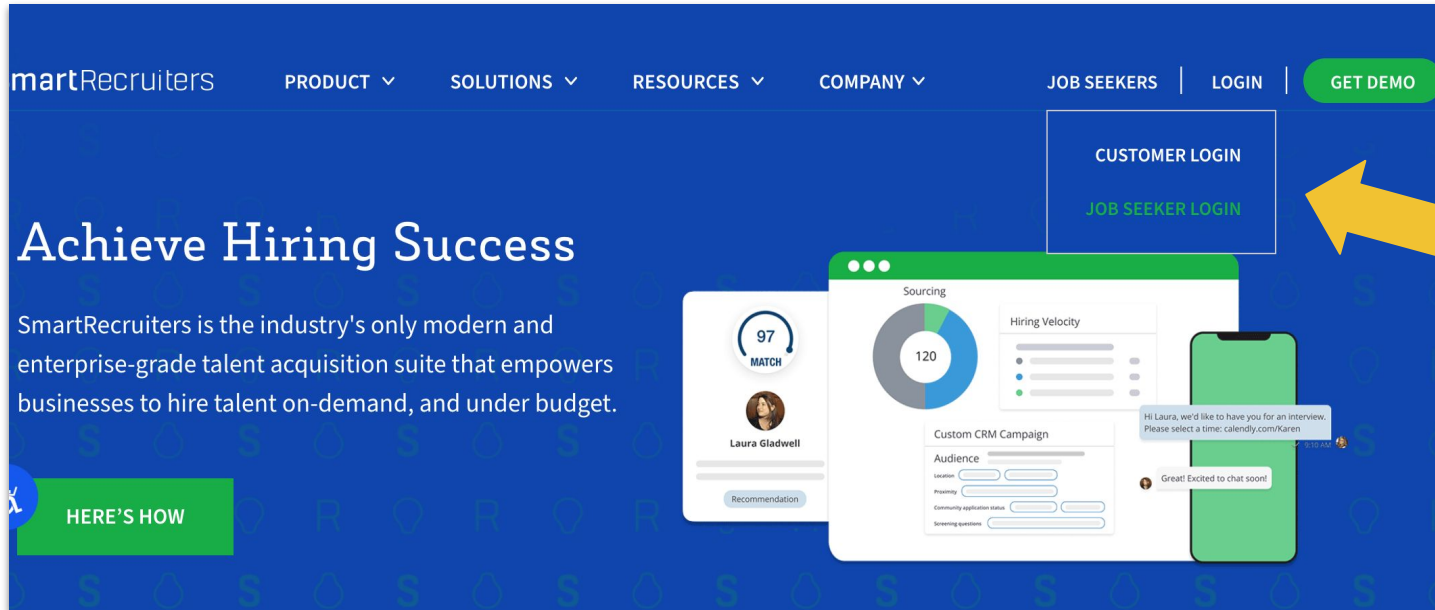
Developed by the Office of the City Administrator in
partnership with the Department of Public Works

The City and County of San Francisco posts job openings for all its Departments on the [SmartRecruiters](#) recruiting platform. The platform standardizes the application process for job seekers and facilitates the management and tracking of applications submitted.

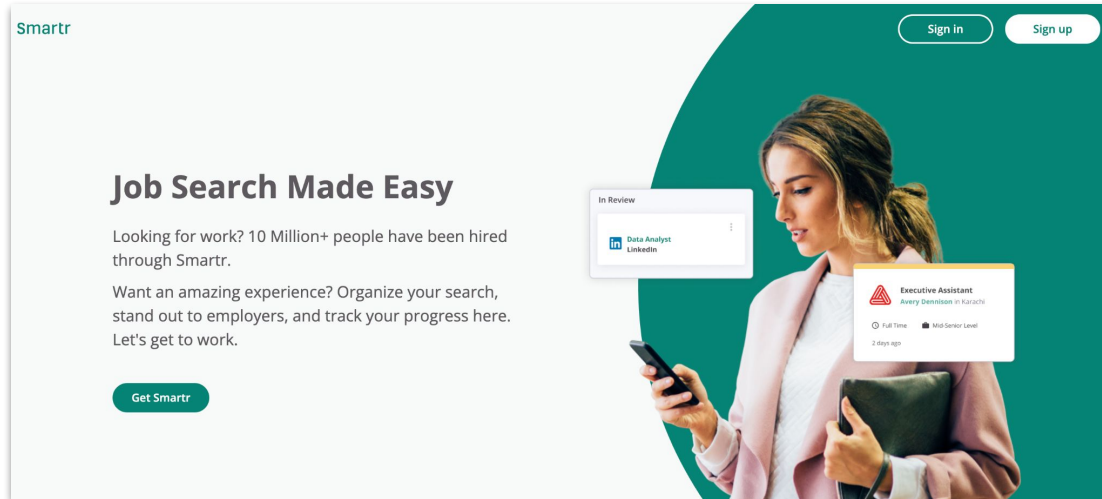
We encourage job seekers and current employees seeking promotion opportunities to use this document to support them through the application process.

There are three ways to access SmartRecruiters.

The first way is by going directly to www.smartrecruiters.com and clicking on “Job Seekers” in the navigation menu to create or access your account.



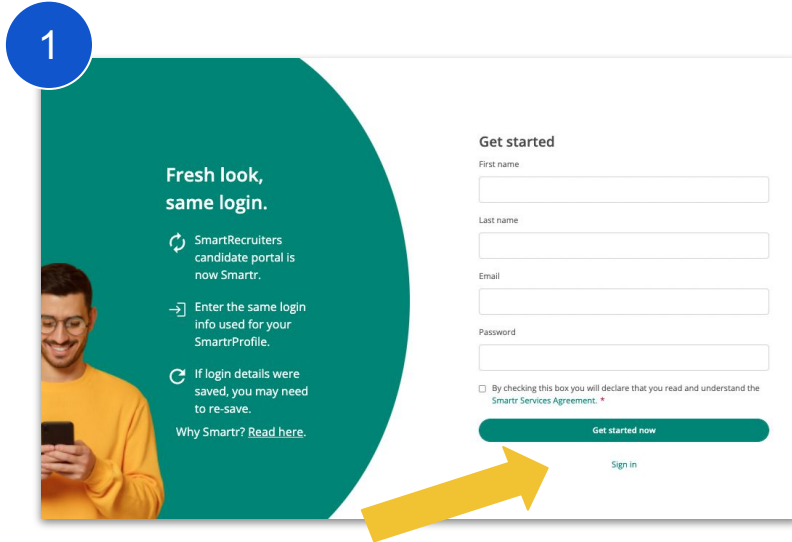
Front there, you will be redirected to [Smarrtr](#), SmartRecruiters' job seeker application management platform.



Press the “Sign up” button to start creating your account or “Sign in” if you already have one.

If you need to create an account, enter your information and press the “get started now button.” Make sure to go to your email to confirm your account.

1



Fresh look, same login.

- SmartRecruiters candidate portal is now Smartr.
- Enter the same login info used for your SmartrProfile.
- If login details were saved, you may need to re-save.

[Why Smartr? Read here.](#)

Get started

First name

Last name

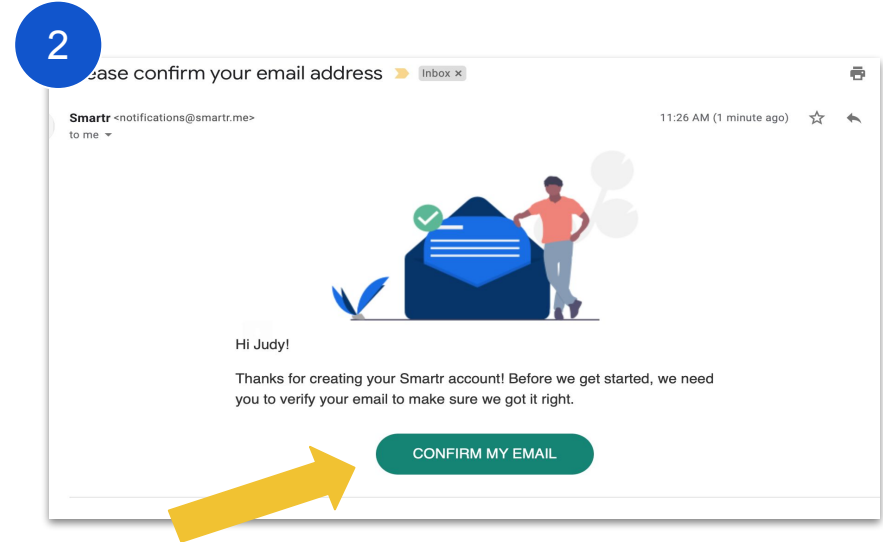
Email

Password

By checking this box you will declare that you read and understand the Smartr Services Agreement. *

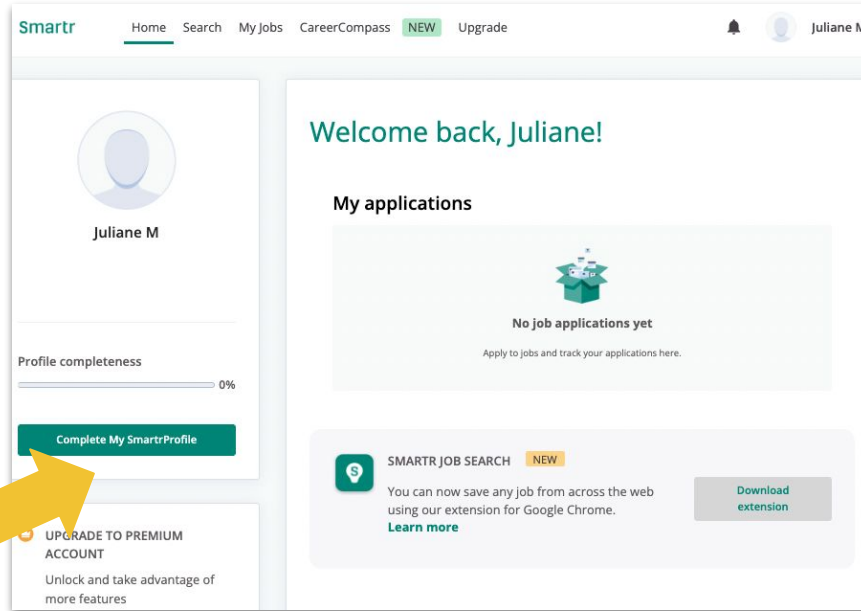
Get started now

[Sign in](#)



If you already have an account, select the “Sign in” option. You will be redirected to the sign in page.

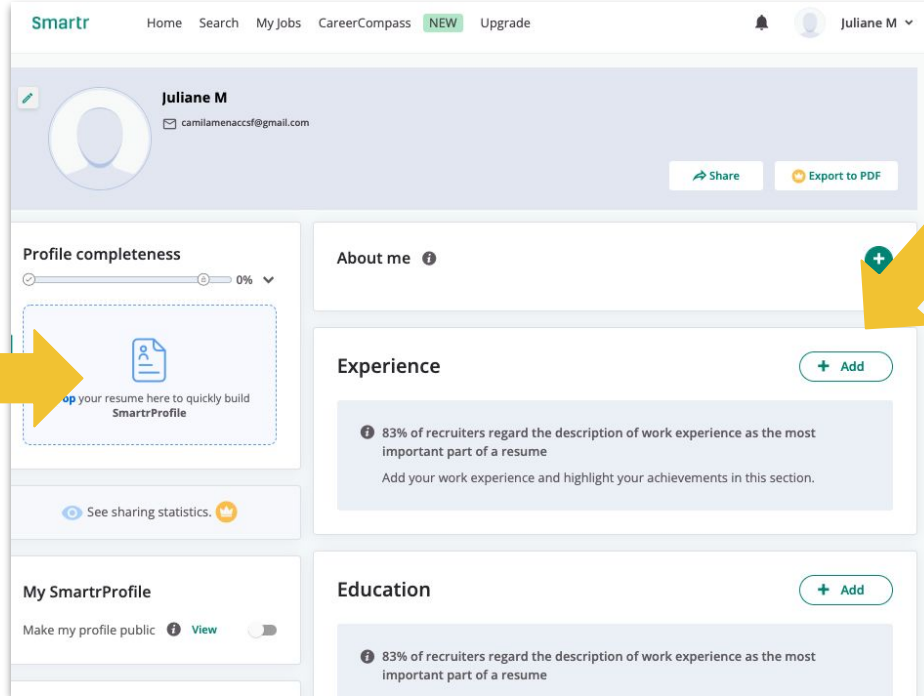
On the home page, select “Complete my SmartrProfile”. You will be taken to the profile editing page where you can enter your work experience and education history.



Your SmartrProfile allows you to save your information to use it in all your job applications.

It saves you a lot of time!

On the profile editing page, you can drop your resume to automatically import your information. Make sure to review the entries in case any information is misplaced.



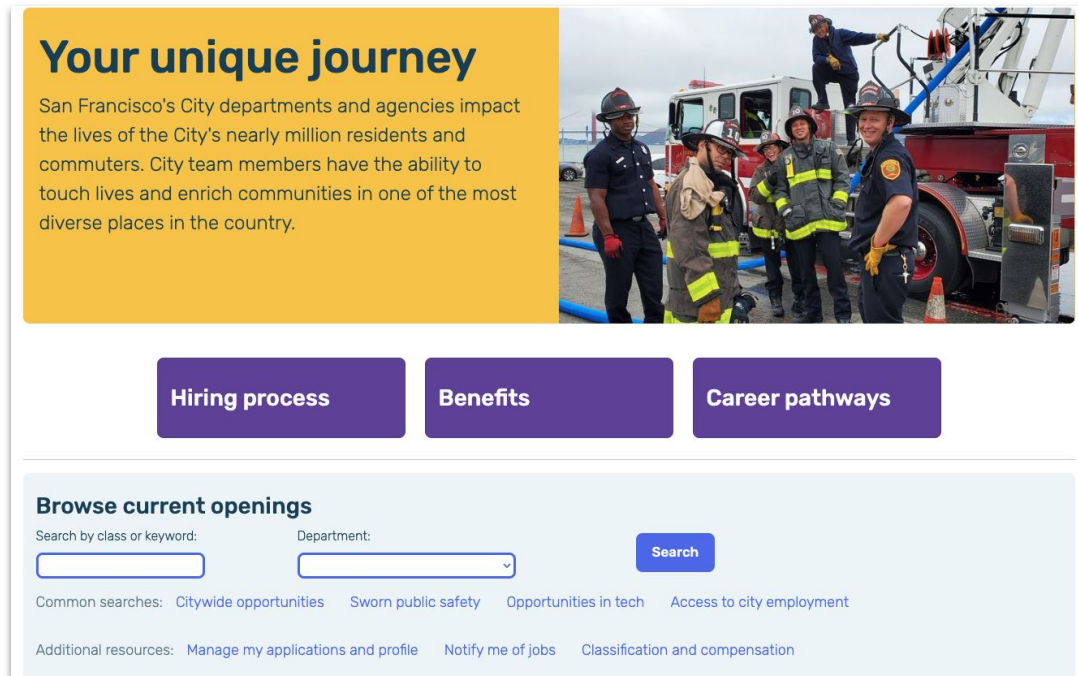
You can also manually add your information by pressing the “+ Add” button.

After completing your profile, go to the [City's career site at www.careers.sf.gov](http://www.careers.sf.gov) to search for jobs. You will be able to use your SmartrProfile to quickly complete your application!

Follow the next instructions to do so.

The second way to access SmartRecruiters is directly from the City's job postings

Visit the City and County of San Francisco careers site at [Careers.sf.gov](https://careers.sf.gov) to find a job you are interested in.



Your unique journey

San Francisco's City departments and agencies impact the lives of the City's nearly million residents and commuters. City team members have the ability to touch lives and enrich communities in one of the most diverse places in the country.

[Hiring process](#) [Benefits](#) [Career pathways](#)

Browse current openings

Search by class or keyword: Department:

[Search](#)

Common searches: [Citywide opportunities](#) [Sworn public safety](#) [Opportunities in tech](#) [Access to city employment](#)

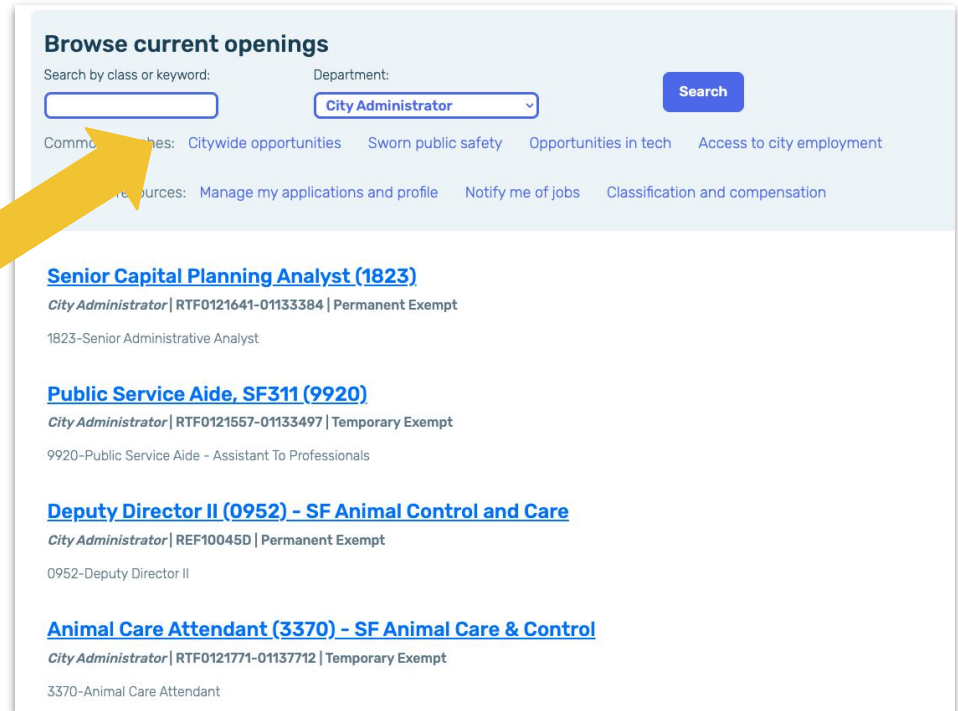
Additional resources: [Manage my applications and profile](#) [Notify me of jobs](#) [Classification and compensation](#)

Scroll down the careers page to find a job you are interested in

Use the search box to type keywords related to the job . For example, “construction,” “animal shelter,” “manager,” or “analyst.”

You can also filter the jobs list by City Department.

Once you find a job you are interested in, click on it to view the job description and other important details about the role.



Browse current openings

Search by class or keyword: Department: **City Administrator**

Common filters: Citywide opportunities Sworn public safety Opportunities in tech Access to city employment

Additional resources: Manage my applications and profile Notify me of jobs Classification and compensation

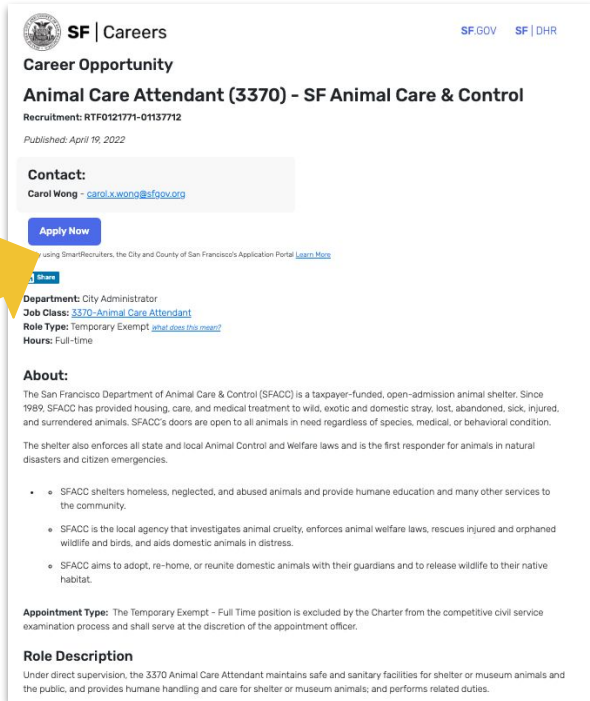
[Senior Capital Planning Analyst \(1823\)](#)
City Administrator | RTF0121641-01133384 | Permanent Exempt
1823-Senior Administrative Analyst

[Public Service Aide, SF311 \(9920\)](#)
City Administrator | RTF0121557-01133497 | Temporary Exempt
9920-Public Service Aide - Assistant To Professionals

[Deputy Director II \(0952\) - SF Animal Control and Care](#)
City Administrator | REF10045D | Permanent Exempt
0952-Deputy Director II

[Animal Care Attendant \(3370\) - SF Animal Care & Control](#)
City Administrator | RTF0121771-01137712 | Temporary Exempt
3370-Animal Care Attendant

Read the job's description closely. Press on the "Apply Now" button when you are ready to start your application.



SF | Careers SF GOV SF | DHR

Career Opportunity

Animal Care Attendant (3370) - SF Animal Care & Control

Recruitment: RTF0121771-01137712

Published: April 19, 2022

Contact:
Carol Wong - carol.wong@sfgov.org

Apply Now

Using SmartRecruiters, the City and County of San Francisco's Application Portal [Learn More](#)

Share

Department: City Administrator
Job Class: [3370-Animal Care Attendant](#)
Role Type: Temporary Exempt [what does this mean?](#)
Hours: Full-time

About:
The San Francisco Department of Animal Care & Control (SFACC) is a taxpayer-funded, open-admission animal shelter. Since 1989, SFACC has provided housing, care, and medical treatment to wild, exotic and domestic stray, lost, abandoned, sick, injured, and surrendered animals. SFACC's doors are open to all animals in need regardless of species, medical, or behavioral condition. The shelter also enforces all state and local Animal Control and Welfare laws and is the first responder for animals in natural disasters and citizen emergencies.

- SFACC shelters homeless, neglected, and abused animals and provide humane education and many other services to the community.
- SFACC is the local agency that investigates animal cruelty, enforces animal welfare laws, rescues injured and orphaned wildlife and birds, and aids domestic animals in distress.
- SFACC aims to adopt, re-home, or reunite domestic animals with their guardians and to release wildlife to their native habitat.

Appointment Type: The Temporary Exempt - Full Time position is excluded by the Charter from the competitive civil service examination process and shall serve at the discretion of the appointment officer.

Role Description
Under direct supervision, the 3370 Animal Care Attendant maintains safe and sanitary facilities for shelter or museum animals and the public, and provides humane handling and care for shelter or museum animals; and performs related duties.

Pay attention to the job's:

- Work hours and location
- Compensation
- Exam type, if required
- Role type - Learn more about role types on the [City's careers site](#).
- Role description
- Minimum qualifications required
- Other application requirements established by the hiring department

There are three ways to automatically upload your work history to complete your application

SF | Careers Animal Care Attendant (3370) - SF Animal Care & Control
1419 Bryant Street, San Francisco, CA

Easy Apply

Choose an option to autocomplete your application. You can still fill your profile manually.

[Browse resume](#) or just drop it here
(Optional)

[Apply with SmartrProfile](#)
[Apply with Indeed](#)

Personal information

First name *	Last name *
<input type="text"/>	<input type="text"/>
Email *	Confirm your email *
<input type="text"/>	<input type="text"/>
Place of residence *	Phone number *
<input type="text"/>	<input type="text" value="+1 201-555-0123"/>

Experience

[+ Add](#)

1. Apply with SmartrProfile

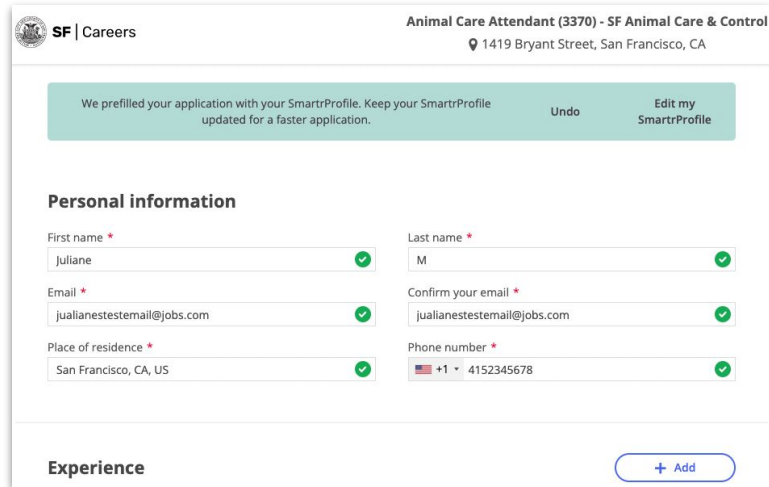
2. Drop in your resume

3. Apply with your Indeed.com account

You can also add your work history manually on the same page.

Select “Apply with SmartrProfile”

If you already created your SmartrProfile and are logged in, your information will be imported into the application. You manually can edit your information.



SF | Careers Animal Care Attendant (3370) - SF Animal Care & Control
1419 Bryant Street, San Francisco, CA

We prefilled your application with your SmartrProfile. Keep your SmartrProfile updated for a faster application. [Undo](#) [Edit my SmartrProfile](#)

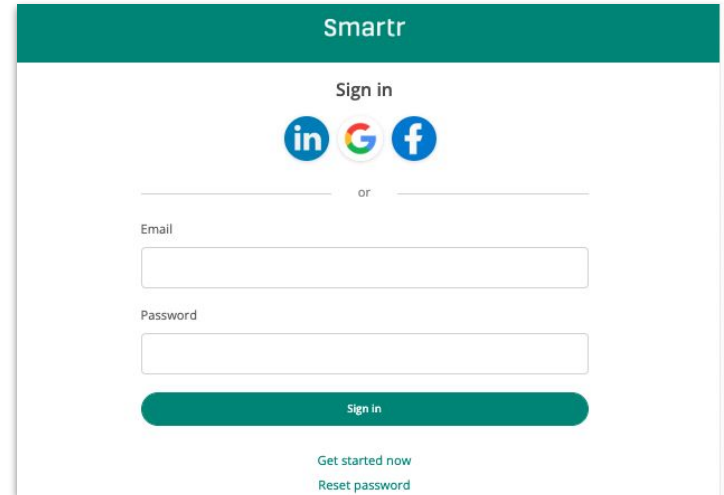
Personal information

First name *	Juliane ✓	Last name *	M ✓
Email *	julianestestemail@jobs.com ✓	Confirm your email *	julianestestemail@jobs.com ✓
Place of residence *	San Francisco, CA, US ✓	Phone number *	+1 4152345678 ✓

Experience [+ Add](#)

OR

If you are not logged in or have not created your SmartrProfile, you will see the options below. Sign in or press the “get started now” option to create your profile.



Smartr

Sign in

[in](#) [G](#) [f](#)

or

Email

Password

[Sign in](#)

[Get started now](#)
[Reset password](#)

Before submitting your application, make sure all the information required is included and accurate.

You can edit your application after submission if you used your SmartProfile to complete it.

If you selected Asian from the list above, please indicate whether your ethnicity is Filipino (Persons having origins in any of the original peoples of the Philippine Islands)

Next Steps


You will be redirected to your SmartProfile. We encourage you to create your SmartProfile so you can track your job application status, communicate with the hiring team, and control your data privacy settings.

Please check your email for a message that will provide information about the next steps in our application process.

Thank you for applying to The City & County of San Francisco!

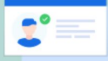
Please be informed that your application to this job offer will trigger some processing of your personal data by the recruiting company, the data controller. SmartRecruiters, the data processor, has no control over such personal data processing. For more information on these personal data processing, please refer to the recruiting company's privacy policy. *

[Back](#) [Submit](#)



Some jobs may require you to complete a preliminary questionnaire about how you meet the position's minimum qualifications. Make sure to thoroughly answer each of the questions.

ADDITIONAL INFORMATION



You've completed the first step successfully! Please provide additional information below to submit your job application.

Preliminary questions

Thank you for your application!

If you've never applied for a position at the City before, click [here](#) for an overview of the timeline and what to expect while you are in the recruitment process.

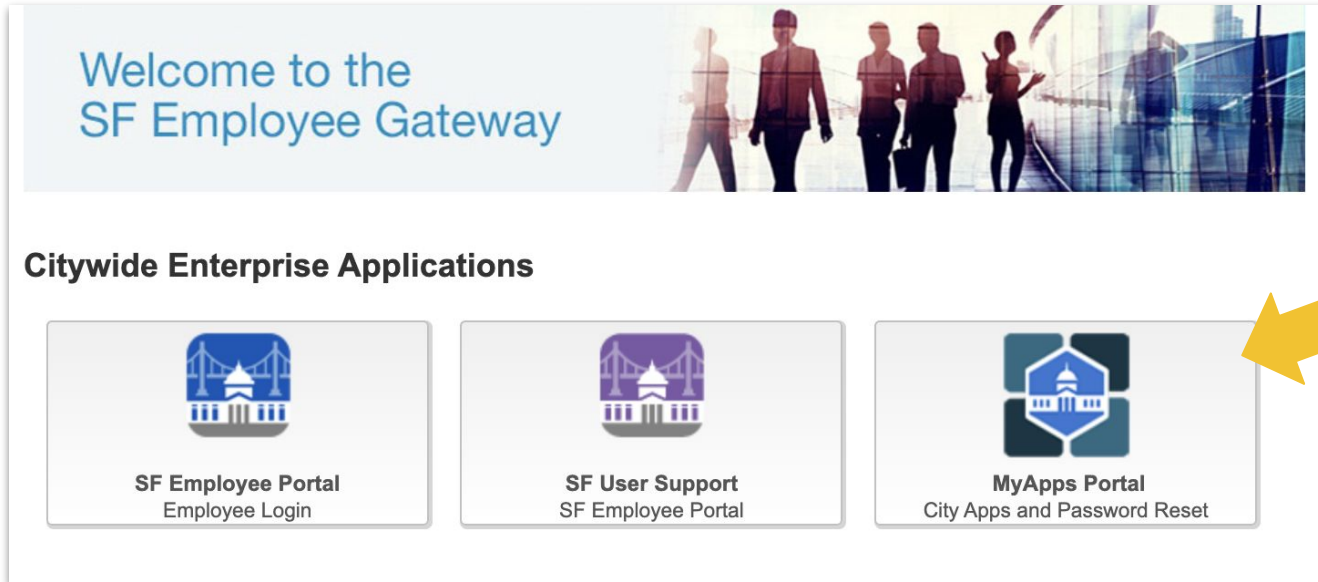
Help Us Get To Know You Better

To help us understand more about the information you have provided, we would like to ask a few additional questions about your education and experience.

Tip: One year full-time employment is equivalent to 2,000 hours (2,000 hours of qualifying work experience is based on a 40-hour work week). Any overtime hours that you work above 40 hours per week are not included in the calculation to determine full-time employment.


How many years of verifiable experience do you have for the minimum qualifications in this job announcement? *


The third way to access SmartRecruiters is through [SF Employee Gateway](#) by visiting the [MyApps Portal](#) page. This option is only available to current City employees.




Welcome to the
SF Employee Gateway

Citywide Enterprise Applications

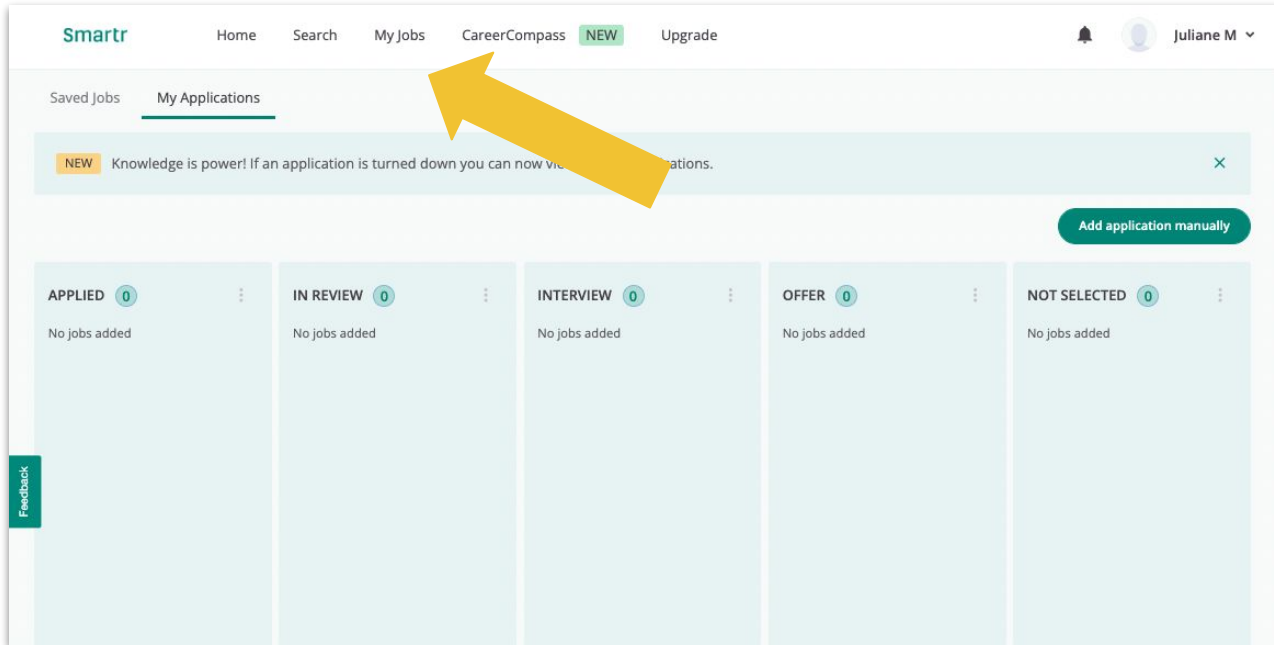

SF Employee Portal
Employee Login


SF User Support
SF Employee Portal


MyApps Portal
City Apps and Password Reset

We encourage City employees to create a [SmarterProfile](#) to apply to promotion opportunities.

All job seekers using their SmarterProfile to apply for jobs can track their applications.



From your account, click on “My Jobs” to view your applications.

Links to City resources for job seekers

[How to Apply for a Position](#)



[Understanding the Hiring Process](#)



[Career Pathway Programs](#)



[Benefits Overview](#)



[Conviction History FAQs](#)



[City Career Opportunities](#)



[SmartRecruiters](#)



[Office of the City Administrator](#)



[ADM Careers](#)

[Department of Public Works](#)



[DPW Careers](#)

[Department of Technology](#)



[DT Careers](#)

Click on the resource you'd like to access or scan the QR code with your phone.