



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: October 14, 2011

Re: **Notice of Proposed Classification Actions – Final Notice No. 07 FY 2011/2012 (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 October 14, 2011.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Martin Gran, DHR
Carmela Villasica, DHR
Christina Penland, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
Anita Sanchez, CSC
Debra Nebreda, CON
Tinhha Luong, CON
Maria Newport, SFERS
Clare Leung, MTA
RAS Team Leader(s)
DHR Support Services
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 07
Fiscal Year: 2011/2012
Posted Date: October 6, 2011

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Final job specifications attached.)

Item #	Class/Title
1	7346 Painter
2	7242 Painter Supervisor I

For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at Christina.Penland@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Christina Penland, DHR
Maria Newport, SFERS
Clare Leung, MTA
Suzanne Wong, MTA
E-File

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

**Title: PAINTER
Job Code: 7346**

INTRODUCTION

Under general supervision, performs skilled painting work on exteriors and interiors of buildings, structures and equipment; and performs related duties as required.

DISTINGUISHING FEATURES

The 7346 Painter performs journey level painting work through the application of paint materials to many types of interior and exterior surfaces under general supervision. This class is distinguished from the 7242 Painter Supervisor I in that the latter is has overall responsibility for supervision and job planning relative to painting on new construction, maintenance and repair activities.

SUPERVISION RECEIVED/EXERCISED:

This class does not supervise but may lead the work of others

This class is supervised by the 7242 Painter Supervisor I and the 7278 Painter Supervisor II

MAJOR, 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. Applies paints and other protective or decorative finishes to various exterior or interior of buildings, including painting and finishing of partitions, window casings, doors, cabinets, cases and woodwork; paints street equipment, traffic or airfield markings, playground facilities and other outdoor structures.
2. Prepares surfaces for painting, including erecting and hanging scaffolding; removes all paint or varnish by scraping or sanding; washes, cleans and patches surfaces and otherwise prepares surfaces, such as wood, metal, glass, stucco, wallboard, brick, cement, tape and drywall for painting.
3. Mixes and prepares paints, lacquers, varnishes, shellacs and other preservatives; selects, blends and matches colors in proper proportions.
4. Assembles, operates various types of painting equipment, including spray guns, pressure washer, grinder, high reach power and other equipment; cleans and maintains brushes and other painting equipment; disposes of hazardous materials.
5. Occasionally performs more exacting painting, including lettering and touch-up work.
6. Transports and delivers paint, materials, and various types of painting equipment to the worksite.
7. May occasionally plan work programs, including estimating and ordering materials and equipment required for assigned project.

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

**Title: PAINTER
Job Code: 7346**

8. Prepares estimates, work orders and other job related documentation.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

The materials, tools and techniques of the painter's trade.

The properties of various types of paint and their applications to a variety of surfaces mixing and blending of paints and pigments.

Painting safety practices, including the rigging and use of scaffolds.

Methods used in maintaining brushes and equipment.

Basic arithmetic and measurements.

Skills to use:

Tools and materials of the trade.

Ability to:

Mix, match and harmonize colors.

Maintain accurate records and document actions taken.

Operate and maintain equipment.

Follow oral and written instructions.

Use a computer.

Understand the painting assignments as indicated in work orders, including the color, area to be painted and materials to be used.

Erect and work from scaffolding and high places.

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

**Title: PAINTER
Job Code: 7346**

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing 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:

Completion of a recognized painters' apprenticeship program.

Experience:

Two (2) years of verifiable experience as a journey-level painter which included a combination of painting exteriors and interiors of buildings, structures equipment, roadways and airfields. Experience solely in automotive or sign painting does not qualify.

Substitution:

Additional qualifying experience can be substituted for the apprenticeship on a year-for-year basis.

LICENSE AND CERTIFICATION

1. Possession and maintenance of a valid Class C California's Driver's License.

NATURE OF THE WORK:

Sustained physical effort with considerable standing, bending and occasionally heavy lifting; working in confined spaces; and intermittent exposure to hazardous heights and poorly ventilated areas, streets and roadways.

PROMOTIVE LINES

To: 7242 Painter Supervisor I

From: Entrance Examination

ORIGINATION DATE: 05/20/68

AMENDED DATE: 07/01/77, 10/14/11

REASON FOR AMENDMENT *To accurately reflect the current tasks, minimum qualifications, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN , SFMTA, SFCCD, SFUSD

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

**Title: Painter Supervisor I
Job Code: 7242**

INTRODUCTION

Under direction, plans and directs the work of a crew of painters assigned to various projects and work locations; supervises and evaluates the work of painters; prepares job estimates and daily work assignments; estimates expenditures for materials and supplies; performs inspections of painters' work; writes required reports; and performs related duties as required.

DISTINGUISHING FEATURES

This is a first-level supervisory position that has responsibility for interpreting, overseeing and enforcing methods and procedures relative to painting on new construction, maintenance, and repair activities. This position is distinguished from the 7278 Painter Supervisor II in that the latter is a second-level supervisory position responsible for administrative and managerial duties.

SUPERVISION EXERCISED:

Incumbents in this class supervise a crew of 7346 Painters.

MAJOR, 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. Meets with Painter Supervisor II or facilities manager to plan and prioritize work according to established production targets.
2. Directs daily work assignments of a paint crew.
3. Prepares formal and informal job estimates for current and future projects.
4. Prepares and maintains records of time worked and materials expended on projects.
5. Orders materials and supplies.
6. Enforces existing methods and procedures relative to construction, maintenance and repair activities.
7. Inspects work of painters in the field or shop.
8. Assists in the development and motivation of staff through training.
9. Monitors and instructs staff regarding safety regulations and procedures.
10. Meets with representatives of other City departments, outside organizations and the general public in connection with maintenance work.
11. Uses a personal computer to write correspondence and keep records.
12. Drives a vehicle to job sites, paint shops, and meetings at various locations.
13. Performs related duties as required.

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

**Title: Painter Supervisor I
Job Code: 7242**

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Painting principles, practices and techniques.

Safety codes and ordinances.

Departmental rules and policies.

Skills to use:

Tools and materials of the trade.

Ability to:

Prepare estimates of materials and labor needed from site estimations.

Plan, organize, assign, and inspect the work of paint crews.

Motivate and train staff.

Communicate effectively both orally and in writing.

Promote and maintain good working relationships.

Use a computer.

Operate a motor vehicle.

Possess the physical agility necessary to perform site inspections.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing 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:

Completion of a recognized painters' apprenticeship program.

Experience:

Three (3) years of verifiable experience as a journey-level painter, performing work on interiors and exteriors of structures, industrial facilities or components, hospitals, street equipment, playground equipment, airfields streets and roads.

Substitution:

Additional qualifying experience can be substituted for the apprenticeship on a year-for-year basis.

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

**Title: Painter Supervisor I
Job Code: 7242**

LICENSE AND CERTIFICATION

1. Possession and maintenance of a valid Class C California's Driver's License.

PROMOTIVE LINES

To: 7278 Painter Supervisor II

From: 7346 Painter

ORIGINATION DATE: 07/01/77

AMENDED DATE: 04/06/00, 10/14/11

REASON FOR AMENDMENT *To accurately reflect the current tasks, minimum qualifications, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD