

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: December 5, 2013

Re: **Notice of Proposed Classification Actions –Final Notice No. 11 FY 13/14 (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 December 5, 2013.

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
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Jennifer Johnston, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Chris Trenchel, 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: 11
Fiscal Year: 2013/2014
Posted Date: 11/22/2013
Reposted Date: N/A

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

Item #	Job Code	Title
1	7430	Assistant Electronic Maintenance Technician

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at Cathy.Abela@sfgov.org.

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 effected 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: <http://www.sfgov3.org/index.aspx?page=328>.

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

**Title: Assistant Electronic Maintenance Technician
Job Code: 7430**

INTRODUCTION

Under supervision, assists in performing skilled technical work including, but not limited to, the installation, calibration, maintenance, testing, trouble-shooting, repair, and modification of electronic equipment, and related control system components; and performs related duties as required.

DISTINGUISHING FEATURES

This class is the beginning level in the electronic maintenance technician series. Positions in this class assist higher level technicians in the maintenance of circuits, components and related equipment used in connection with the operation of electronically controlled light rail vehicles. Other assignments may include assisting in the maintenance of electronic communication systems, telemetering, and remote control equipment. Incumbents in this class generally start work in an apprentice or training capacity and then graduate to higher assignments requiring less supervision.

SUPERVISION EXERCISED

None

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. Assists higher level technicians in the inspection, trouble-shooting, maintenance, repair, calibration, fabrication, design modification, installation and removal of electronic systems and equipment; may assist in the maintenance of wayside control and signal systems.
2. Assists in testing and calibrating electronic equipment using established test procedures; assists in operating Diagnostic Test Equipment (DTE), function generators, oscilloscopes, transmission measuring test sets, meters and other devices required to maintain electronic systems and equipment; utilizes various schematics, blueprints, wire lists, equipment manuals and other resources.
3. Assists in the inspection and repair of newly installed equipment including circuits and systems to evaluate performance under operating conditions; may assist in the trouble-shooting and repair of P.C. boards and equipment to the component level.
4. Assists in the initiation and/or maintenance of records; documents the maintenance, installation, removal and modification of electronic systems and equipment.
5. May operate and use special hand and power tools such as: soldering equipment, drill press, grinder, crimper, saws, wire-rap tools, and other related equipment.
6. May assist engineers, contractors and others, on operating and maintenance problems involved in the use of complex electronic equipment.

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**Title: Assistant Electronic Maintenance Technician
Job Code: 7430**

7. Assists in the Installation, fabrication, maintenance and repair of mobile radios, mobile data terminals, GPS receivers and laptop docking station in various specialized vehicles such as Police cruisers, motorcycles, Fire engines, Ambulances, street sweepers, dump trucks and other utility and passenger vehicles.

8. Assist in installation of alarm systems, video camera systems, access control systems, microwave links, Wi-Fi equipment and Distributed Antenna Systems (DAS) at various City buildings.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires good knowledge of: integrated circuits, solid state physics, electronics and electrical principals and theory including solid state components as applied to control, function, and logic circuits; digital and analog circuits; capabilities, limitations, operation and functional use of complex electronics test equipment; relay logic and electronic power, data processing and communications equipment. Requires ability to: evaluate electronic systems, circuits and components; troubleshoot electric communications, power, and signal equipment and related systems; use and handle sensitive electronics equipment; work from drawings and blueprints. Requires skill in: following logical procedures with regard for consequences in problem solving; making circuit calculations, interpreting and utilizing schematics and technical publications; reading, writing and communicating verbally in the English language; the application of safety procedures in the use of high voltage equipment. Nature of work involves some physical effort and dexterity in' the use of fingers, limbs and body; exposure to some physical working conditions where minor injuries may occur.

Normal color vision and a high degree of mechanical dexterity is MANDATORY.

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.

Requires completion of high school, supplemented by at least one (1) year of electronics training at a junior college or recognized vocational institution or its equivalent, which may include military electronics training school.

Requires one (1) year of industrial electronics work, including fabrication, installation, calibration, maintenance, trouble-shooting and repair of electronics systems and equipment; or an equivalent combination of training and experience.

LICENSE AND CERTIFICATION

Must possess a valid California Motor Vehicle Operator's License.

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

**Title: Assistant Electronic Maintenance Technician
Job Code: 7430**

PROMOTIVE LINES

TO: Electronic Maintenance Technician

FROM: Entrance examination

ORIGINATION DATE: 9/6/78

AMENDED DATE: 12/5/13

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

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD