

City and County of San Francisco



Department of Human Resources

Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

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

Date November 19, 2008

Re: **Notice of Proposed Classification Actions – MCCP Final Notice No. 17 FY 2008/2009 (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 November 12, 2008.

Micki Callahan  
Human Resources Director

by:

A handwritten signature in black ink, appearing to read "Kerry Ko", written over a horizontal line.

Kerry Ko  
Deputy Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
John Leon, DHR  
Linda Cosico, DHR  
Micki Callahan, DHR  
Steve Ponder, ERD  
Christina Fong, ERD  
Rich David, ERD  
Carmela Villasica, ERD  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Tinhha Luong, CON  
Ron Bladow, MTA  
Johnny Zabala, CON  
RAS Team Leader(s)  
DHR Support Services  
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.

**ALLOCATE THE FOLLOWING POSITION(S):**

**Notice No:** 17  
**Fiscal Year:** 2008/2009  
**Posting Date:** 11/12/2008

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	POL	1	0923 Manager II \$3,353.00 B \$4,278.00	0923 Manager II \$3,353.00 B \$4,278.00

**Working Title:** *Fleet Operations Manager*

**Reporting relationships of subject position(s):** **MCCP File Number: 38-017**

**Reports To:** *Q 82 Captain III*

**Supervises:** *1 7412 Automotive Service Worker Assistant Supervisor*  
*10 7410 Automotive Service Worker*

**Other Job Codes Considered:**

**Position Summary:**

Under administrative direction of the Planning Division Director, this position is directly responsible for the administration of all fleet vehicles and related equipment used and maintained in the Police Department. This includes contracts and service agreements with vendors; coaching, reviewing and correcting the work of subordinate staff; developing, administering and monitoring equipment, and operational budgets for vehicles to include reviewing fleet size and age in order to fully utilize equipment and maintain minimum inventory. Incumbent coordinates vehicle maintenance and fuel usage; establishes policies for vehicle acquisition and replacement; tracks vehicle usage and deployment; maintains vehicle database in order to facilitate vehicle maintenance and repair; responsible for all DMV records and related files; ensures compliance with California DMV codes; prepares, coordinates and deploys all parade related vehicles required by the Mayor's Office, the Police Chief, Command Staff, Special Investigations, Investigations Bureau, district stations, and the Department motor pool; coordinates the Department's parking citation dismissal program; writing vehicle and equipment specifications and directs the outfitting of marked and unmarked vehicles. Manages the Department's parking facilities to include assignment, selection, maintenance, and cleaning. Performs other fleet related duties as required. This position may communicate with executive level management regarding SFPD Fleet related activities and coordination of efforts with other City Departments in addressing the needs of the City. This position handles sensitive

issues related to public safety and law enforcement with a high consequence of error. An inappropriate decision could negatively impact the health and safety of the citizens of San Francisco.

**For additional information regarding the above proposed action, please contact Samuel Kinghorne at (415) 557-4886.**

Request to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, 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, 1st floor, 44 Gough Street.

Appeal procedures for affected employees, the Municipal Executives' Association and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO are in accordance with separate agreements.

cc: All Employee Organizations  
All Departmental Personnel Officers  
Regina Tharayil, MTA  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Carmela Villasica, ERD

Linda Cosico, HRD  
Tinhha Luong, PPSD

Chistina Fong, ERD  
MSS Team Leaders  
HRD Support Services

MSS File  
MCCP File