NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: March 1, 2012

Re: Notice of Proposed Classification Actions –Final Notice No. 36 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 March 1, 2012.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
   All Departmental Personnel Officers
   DHR – Employee Relations Unit
   DHR – Class and Comp Unit
   DHR – Recruitment and Assessment Unit
   DHR – Support Services
   Micki Callahan, DHR
   Anita Sanchez, CSC
   Linda Cosico, DHR
   Maria Newport, SFERS
   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: 36
Fiscal Year: 2011/2012
Posted Date: 2/22/2012
Reposted Date: N/A

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

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<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<td>Apprentice Pile Driver I</td>
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<td>9329</td>
<td>Apprentice Pile Driver II</td>
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For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@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.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Employee Relations Unit
    DHR – Class and Comp Unit
    DHR – Recruitment and Assessment Unit
    DHR – Support Services
    Anita Sanchez, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    E-File
Title: Apprentice Pile Worker I  
Job Code: 9328

INTRODUCTION

Classes 9328 Apprentice Pile Worker I and 9329 Apprentice Pile Worker II are the entry level training classes. These classes exist to develop the competencies required of a journey level Pile Worker, while working under close guidance and direct supervision. Apprentice Pile Workers perform routine tasks in support of Pile Workers.

Assigned duties increase in scope and difficulty as the Apprentice Pile Workers demonstrate skills in performing diverse duties that are learned through an on-the-job training rotation and through a required classroom training program. Work is performed under direct supervision and is evaluated on the basis of progress in a structured work experience training program.

Demonstrated competence and successful completion of the structured training program leads to meeting the minimum qualifications for the promotional class of Pile Worker. Apprentices are initially hired in classification 9328 Apprentice Pile Worker I. Upon completion of two years of service in this classification, apprentices are to be appointed to class 9329 Apprentice Pile Worker II. Failure to achieve demonstrated competence and acceptable work habits or the inability to complete the training program within four (4) years results in loss of employment in the 9328 and/or 9329 classes. The appointing officer may provide an extension of time to complete the training program.

Under direct supervision, Apprentice Pile Workers will learn to perform a variety of manual work in the repair and construction of piers, wharves and related substructures. They will usually start out helping journeymen Pile Worker with the basic tasks like material handling and move into more sophisticated jobs as their knowledge and skills increases. The essential functions of Apprentice Pile Workers are assisting Pile Worker in placing, driving and capping piles; placing stringers, sawing and laying decking; boring holes and framing timbers; tearing out decayed and damaged decking, stringers caps and pilings. In addition, the Apprentice Pile Workers are also responsible for assisting in moving and rigging the Pile Driver and/or truck crane; making minor repairs to Pile Driver machinery and equipment; fabricating rigging, both wire rope and synthetic line such as block and tackles, slings, chokers, pennants and related gear; building maintaining and using floats, pontoons, or work boats in the maintenance and repair of piers and docks. Apprentice Pile Workers assist using and maintaining a wide variety of pneumatic and portable gas tools such as drills, sanders, wrenches, saw, forklifts, torches, boring machines and other related tools.

DISTINGUISHING FEATURES

Classes 9328 Apprentice Pile Worker I and 9329 Apprentice Pile Worker II are the trainee classifications which work as a part of a crew under the supervision of a Pile Worker. These classes are distinguished from Class 9330 Pile Worker by structured training program requirements, the close supervision received, and the developmental nature of the class.

Incumbents in these classes are exempt City employees, serving at the pleasure of the appointing authority, and participate in a formal alternative work program which provides experience and training needed to qualify to compete for positions in class 9330 Pile Worker.
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. Participates in a structured on-the-job and classroom training program and learns routine and basic manual labor tasks.

2. Assists in performing a variety of manual work in the repair and construction of piers, wharves and related substructures by removing and replacing decayed and/or damaged caps, stringers and decking; pulling, driving, framing and bolting piles; burning old bolts; and repairing docks.

3. Assists in loading or unloading piles, timbers or debris to or from trucks or barges.

4. Assists in moving and rigging the Pile Driver by setting up, tearing down and resetting rigging.

5. Assists in making minor repairs to Pile Driver machinery and equipment by fabricating rigging, both wire rope or synthetic line such as block and tackles, slings, chokers, pennants and related gear.

6. Assists in sending down equipment and tools to the diver.

7. Assists in building and maintaining floats, pontoons, workboats and rafts.

8. Assists in using international code of hand signals and whistles to signal instructions to the Class 9331 Piledriver Engine Operator.

9. Assists in using and maintaining pneumatic and portable gas tools.

10. Assists in and/or operates forklift equipment and/or Port vehicles.

11. Performs related duties and responsibilities assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Ability to: communicate with crew members and to understand instructions given by supervisors; follow oral and written instructions and cooperate with others in the performance of duties.
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.

1. Apprentice applicants must be at least 18 years of age.

2. High School Diploma or equivalent (G.E.D.), or High School Proficiency Certificate, or proof of satisfactory completion of a six (6) month pre-job preparatory course in Carpentry.


LICENSE AND CERTIFICATION

Possession and maintenance of a valid California Class C driver’s license.

SUPPLEMENTAL INFORMATION

Essential duties require the following physical skills and work environment:

Sustained physical effort in, on and around water frequently under adverse weather conditions such as rain and cold; may need to work at depth of 100 feet below or above ground; travel is often required; must be in good health, meet certain strength requirements; be agile and have good hand eye coordination; climb ladder to the loft to direct movement of piles; swim to safety if knocked into water from floats, rafts, piles, etc; may require weekend and/or shift work.

PROMOTIVE LINES

To: 9329 Apprentice Pile Worker II

ORIGINATION DATE: 03/14/2011

AMENDED DATE: Amended: 03/01/2012

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.
Title: Apprentice Pile Worker II  
Job Code: 9329

INTRODUCTION

Classes 9328 Apprentice Pile Worker I and 9329 Apprentice Pile Worker II are the entry level training classes. These classes exist to develop the competencies required of a journey level Pile Worker, while working under close guidance and direct supervision. Apprentice Pile Workers perform routine tasks in support of Pile Workers.

Assigned duties increase in scope and difficulty as the Apprentice Pile Workers demonstrate skills in performing diverse duties that are learned through an on-the-job training rotation and through a required classroom training program. Work is performed under direct supervision and is evaluated on the basis of progress in a structured work experience training program.

Demonstrated competence and successful completion of the structured training program leads to meeting the minimum qualifications for the promotional class of Pile Worker. Apprentices are initially hired in classification 9328 Apprentice Pile Worker I. Upon completion of two years of service in this classification, apprentices are to be appointed to class 9329 Apprentice Pile Worker II. Failure to achieve demonstrated competence and acceptable work habits or the inability to complete the training program within four (4) years results in loss of employment in the 9328 and/or 9329 classes. The appointing officer may provide an extension of time to complete the training program.

Under direct supervision, Apprentice Pile Workers will learn to perform a variety of manual work in the repair and construction of piers, wharves and related substructures. They will usually start out helping journeymen Pile Worker with the basic tasks like material handling and move into more sophisticated jobs as their knowledge and skills increases. The essential functions of Apprentice Pile Workers are assisting Pile Worker in placing, driving and capping piles; placing stringers, sawing and laying decking; boring holes and framing timbers; tearing out decayed and damaged decking, stringers caps and pilings. In addition, the Apprentice Pile Workers are also responsible for assisting in moving and rigging the Pile Driver and/or truck crane; making minor repairs to Pile Driver machinery and equipment; fabricating rigging, both wire rope and synthetic line such as block and tackles, slings, chokers, pennants and related gear; building maintaining and using floats, pontoons, or work boats in the maintenance and repair of piers and docks. Apprentice Pile Workers assist using and maintaining a wide variety of pneumatic and portable gas tools such as drills, sanders, wrenches, saw, forklifts, torches, boring machines and other related tools.

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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. Participates in a structured on-the-job and classroom training program and learns routine and basic manual labor tasks.

2. Assists in performing a variety of manual work in the repair and construction of piers, wharves and related substructures by removing and replacing decayed and/or damaged caps, stringers and decking; pulling, driving, framing and bolting piles; burning old bolts; and repairing docks.

3. Assists in loading or unloading piles, timbers or debris to or from trucks or barges.

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Ability to: communicate with crew members and to understand instructions given by supervisors; follow oral and written instructions and cooperate with others in the performance of duties.

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.
Title: Apprentice Pile Worker II  
Job Code: 9329

1. Apprentice applicants must be at least 18 years of age.

2. High School Diploma or equivalent (G.E.D.), or High School Proficiency Certificate, or proof of satisfactory completion of a six (6) month pre-job preparatory course in Carpentry.


4. Two (2) years of experience as a 9328 Apprentice Pile Driver I with the City and County of San Francisco.

LICENSE AND CERTIFICATION

Possession and maintenance of a valid California Class C driver’s license.

SUPPLEMENTAL INFORMATION

Essential duties require the following physical skills and work environment:

Sustained physical effort in, on and around water frequently under adverse weather conditions such as rain and cold; may need to work at depth of 100 feet below or above ground; travel is often required; must be in good health, meet certain strength requirements; be agile and have good hand eye coordination; climb ladder to the loft to direct movement of piles; swim to safety if knocked into water from floats, rafts, piles, etc.; may require weekend and/or shift work.

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