NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: January 25, 2013
Re: Notice of Proposed Classification Actions –Final Notice No. 9 FY 12/13 (copy attached).

Pursuant to completion of discussion with IFPTE Local 21 regarding this classification action, the classification action contained in the above referenced notice became effective January 25, 2013.

Micki Callahan
Human Resources Director

by: 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 – Support Services
Micki Callahan, DHR
Jennifer Johnston, CSC
Sandra Eng, 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: 9
Fiscal Year: 2012/2013
Posted Date: 11/13/2012
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>5302</td>
<td>Traffic Survey Technician</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 – Class and Comp Unit
    DHR – Client Services Unit
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INTRODUCTION

Under general supervision, performs surveys in connection with measurement of traffic flow, carries out inspections and performs sub-professional level field and office traffic engineering work in connection with the installation and maintenance of traffic and street signs, markings, parking meters, signals and other traffic control devices.

DISTINGUISHING FEATURES

This class performs sub-professional work to support professional traffic engineering functions, and is distinguished from class 5303 Supervisor, Traffic and Street Signs, in that the latter class is responsible for the full range of supervisory duties over subordinate staff.

SUPERVISION EXERCISED

May assign work directly to maintenance workers and exercise work direction over assigned traffic 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. Performs field surveys and compiles data in connection with the measurement of traffic flow, vehicle speed and signal timing; installs traffic counters to record vehicle volume counts; collects and tabulates data relative to traffic movement.

2. Performs field surveys to adjudicate parking citation protests, compile data for hearing division, and research the necessity of colored curb zones.

3. Performs field investigations and inspections to determine placement and condition of traffic and street name signs; within prescribed limits, determines location for installation of signs; prepares work orders for installation, maintenance and/or modification of street and traffic signs; in high priority and hazardous situations, may assign work directly to maintenance workers.

4. Performs field inspections to determine condition of traffic lines; interprets plans for layout of traffic lines for painting according to previously prepared drawings; prepares schedules for traffic line renewal and painting; coordinates posting of temporary street closures; exercises work direction over assigned traffic painters.

5. Performs a variety of ordinary drafting work and makes sketches involving traffic signals and sign locations, parking and parking meter layouts, colored curb changes and pavement striping.

6. Prepares reports in connection with a variety of inspection and investigation activities; researches information; inputs and tabulates data collected from field surveys, computer/internet research tools and other sources; maintains databases and other records related to traffic surveys.
Title:  Traffic Survey Technician  
Job Code: 5302

7. Assists in the research and compilation of data involving accident claims and litigation; prepares reports and maintains records relative to court cases and the hearing division and claims from insurance companies and City Attorney's Office.

8. Receives, investigates and responds to inquiries and complaints from members of the public, departmental personnel and representatives of other City agencies regarding traffic and street name signs, parking meter installations, colored curbs, pavement striping and other traffic issues; meets with citizens to discuss parking and traffic concerns.

9. Posts public notice of hearings regarding traffic issues.

10. Drives a motor vehicle to reach job sites and to transport equipment, tools, measuring devices and supplies. This also includes taking the assigned vehicle in for scheduled maintenance as necessary.

11. Performs related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: standard practices and procedures used to conduct traffic surveys to determine traffic flow and the need, adequacy and placement of signs, painted markings and other traffic control devices; use of traffic measuring devices; laws, codes and standards which govern parking regulations and the use of traffic control systems and devices and establish guidelines for the type, size and location of traffic and street signs and painted markings, including California Vehicle Code and California Department of Transportation Traffic Manual; practices and procedures to ensure the safety of public, coworkers and self from work-related field hazards.

Ability to: read, interpret and or prepare ordinary work-related plans, maps, drawings and sketches; read and understand manuals, codebooks and other work-related written materials; clearly and accurately document survey findings, maintain records and draft routine correspondence and reports; learn the use of a personal computer to access, input and maintain data, perform research and produce reports and correspondence; identify, analyze and formulate solutions to work-related problems; speak clearly and effectively to communicate information to co-workers, members of the public, representatives of other agencies and others; deal courteously and effectively with co-workers, members of the public and representatives of other agencies; establish and maintain cooperative working relationships.

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.

Experience:

Two years full-time verifiable experience in surveying, inspecting, and/or collecting/recording data or other field work equivalent to that of a 5302 Traffic Survey Technician; OR installing and maintaining traffic and street signs or other traffic control devices; OR inspecting traffic or
Title: Traffic Survey Technician
Job Code: 5302

parking control devices to assess their condition and enforceability.

LICENSE AND CERTIFICATION

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

SUPPLEMENTAL INFORMATION

Nature of work: Working conditions include exposure to inclement weather conditions and hazards related to motor vehicle traffic and working in and around construction sites. Incumbents must also be able to drive a vehicle to reach job sites and to transport equipment, tools, measuring devices and supplies.

PROMOTIVE LINES

To: 5303 Supervisor, Traffic And Street Signs
From: 7457 Sign Worker

ORIGINATION DATE: 01/12/61
AMENDED DATE: 01/25/2013

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