NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: March 8, 2013

Re: Notice of Proposed Classification Actions –Final Notice No. 22 FY 12/13 (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 8, 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
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/Budget Division
Theresa Kao, Controller/Budget Division
Chris Trenschel, 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: 22
Fiscal Year: 2012/2013
Posted Date: 03/01/2013
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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<tr>
<td>1</td>
<td>7243</td>
<td>Parking Meter Repairer Supervisor I</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.

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

cc: All Employee Organizations
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INTRODUCTION

Under direction, supervises installation, maintenance and repair work of parking meters, poles and signs, and performs related duties as required.

DISTINGUISHING FEATURES

The 7243 Parking Meter Repairer Supervisor I is the first-level supervisor over a group of 7444 Parking Meter Repairers, 5302 Traffic Survey Technicians and 7457 Sign Workers. This class is distinguished from the 7444 Parking Meter Repairer in that the latter is responsible for performing parking meter maintenance and related repair work in the field. This class is distinguished from the 5302 Traffic Survey Technician in that the latter is responsible for sub-professional office and field engineering work in connection with the installation and maintenance of traffic and street signs and parking meters. This class is further distinguished from the 7457 Sign Worker in that the latter is responsible for installing and repairing poles and signs.

SUPERVISION EXERCISED

Supervises a group of 7444 Parking Meter Repairers, 5302 Traffic Survey Technicians and 7457 Sign Workers.

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. Plans, schedules and assigns work to Parking Meter Repairers, Traffic Survey Technicians and Sign Workers; supervises and evaluates their work.

2. Trains staff in parking meter maintenance and repair work according to established methods and procedures.

3. Responds to inquiries and correspondence from general public, 311, traffic engineering and other departmental personnel regarding parking meter repair and service activities such as street repair, ticket protests, malfunctioning meters, new meter enforcement, traffic engineering requests etc.

4. Prepares and reviews operating reports related to parking meter maintenance, repairs, installations, inventory activities, and public concerns using specialized vendor and departmental software.

5. Receives, inspects, and issues materials and supplies used by staff; monitors and maintains physical inventory and enters data into a computerized system.

6. Reviews, creates and maintains work order requests for maintenance and installation of parking meters, poles, and signs using specialized vendor and departmental software; prepares preliminary estimates on work orders and repairs to provide accurate cost of work
Title: Parking Meter Repairer Supervisor I  
Job Code: 7243

being requested.

7. Plans, conducts and documents staff meetings regarding safety, work procedures, operational issues, and other work-related matters

8. Requisitions supplies, parts and materials necessary for the maintenance, repair and servicing of parking meters.

9. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: operation of parking meter and sign management system; maintenance and repair of parking meters, and safety procedures.

Ability to: supervise staff; prioritize, plan, assign, monitor and review work of subordinate staff; provide training, complete performance evaluations, identify performance problems, and implement necessary courses of action, prioritize, coordinate, schedule and assign the workload appropriately to staff; interact effectively and courteously and establish and maintain effective working relationships with staff, supervisors, other city department personnel, and members of the public; use specialized vendor and departmental software in addition to Microsoft Excel, Access and Oracle databases to document, populate and profile data related to parking meters; communicate orally in a clear and concise manner, and communicate clearly and effectively when writing reports, memos, performance evaluations and maintaining shop operating records.

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.

Three (3) years journey-level full-time verifiable work experience in the maintenance and repair of parking meters. Experience must include routine maintenance and repair of mechanical, electrical and computerized devices or equipment related to meter repair equivalent to those performed by job code 7444 Parking Meter Repairer with the City and County of San Francisco,

LICENSE AND CERTIFICATION

Possession and maintenance of, or ability to obtain and maintain, a valid California Class C Driver's License.

SUPPLEMENTAL INFORMATION

All appointees will be required to possess and maintain a good driving record. Continuous fieldwork requiring sustained driving and walking throughout San Francisco for up to five (5) hours per day; exposure to unpleasant weather, street conditions, and traffic hazards; may be required to work evenings, weekends or holidays.
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Parking Meter Repairer Supervisor I
Job Code: 7243

PROMOTIVE LINES

To: No Normal Line of Progression
From: 7444 Parking Meter Repairer

ORIGINATION DATE: 1/12/61

AMENDED DATE: Retitled: 7/1/77; Amended: 2/17/69; 8/11/69; 7/13/70; 1/07/2004; 03.08.13

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