

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: March 17, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 26 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 March 17, 2014.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to read "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: 26
Fiscal Year: 2013/2014
Posted Date: 3/6/14
Reposted Date: N/A

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

Item #	Job Code	Former Title	New Title
1	5288	Transit Planner II	Transportation Planner II
2	5289	Transit Planner III	Transportation Planner III
3	5290	Transit Planner IV	Transportation Planner IV

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Personnel 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>.

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

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

**Title: Transportation Planner II
Job Code: 5288**

INTRODUCTION

Under general supervision, the 5288 Transportation Planner II performs urban mass transit and/or transportation planning work. The essential functions of this job include: evaluating and making recommendations on technical aspects of transit planning and/or capital programming, which involve various transit or other transportation modes; collecting, compiling and analyzing field and other data concerning urban mass transit and transportation activities; preparing correspondence in response to public, Commission or other agency inquiries; interpreting and integrating transit and/or transportation policies; developing and evaluating proposals for planning and coordinating the implementation of transit route and service changes; making presentations to community, business and other groups; assisting in the preparation, analysis, or evaluation of reports and plans for various urban mass transit and/or transportation planning projects and/or grant requests; designing, preparing and/or directing the preparation of visual materials; reviewing and interpreting legislation and codes; and applying computer-assisted analytical techniques to evaluate transit and other transportation planning projects.

DISTINGUISHING FEATURES

This job code is distinguished from the 5289 Transportation Planner III, in that assignments in the latter are of greater and more complex nature.

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 in or has responsibility for the preparation, analysis, or evaluation of reports and plans for various urban mass transit and/or transportation planning projects and grant requests, including use of technical, social, economic and physical data.
2. Designs, prepares, and/or directs the preparation of visual materials including graphs, charts, maps and models to illustrate presentations of transit and/or transportation projects.
3. Reviews, interprets and applies legislation and codes related to transit and other transportation planning to develop and implement transit and/or transportation projects.
4. Makes presentations to community, business and other groups to explain mass transit and/or other transportation projects.
5. Assists in managing transportation and/or paratransit projects along with the preparation of requests for grant proposals and contract documents.
6. Interprets and integrates transit and/or transportation policy in the review of proposed

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

**Title: Transportation Planner II
Job Code: 5288**

development projects and environmental impact reports.

7. Develops, evaluates proposals for planning, and coordinates implementation of, transit route, service and operational changes. Includes the development and assessment of proposed changes to paratransit services, transit routes and service levels, paratransit service policies, assessment of traffic impacts, and presentation to other City staff.

8. Evaluates and makes recommendations on technical aspects of transit planning, capital, or operating projects in San Francisco involving various transit modes such as light rail, trolley coach, motor coach and cable car; auto traffic; bicycle and pedestrian transportation and paratransit parking.

9. Collects, compiles and analyzes field and other data to prepare and evaluate plans and proposals concerning public transit and transportation activities.

10. Applies computer-assisted analytical techniques to evaluate and/or forecast planning and operational data to assist in formulating transit and/or transportation planning programs.

11. Prepares correspondence in response to public, Commission or other agency inquiries.

12. Performs other duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the principles, practices and techniques of various phases of urban mass transit and/or transportation planning; data sources for transit/transportation research; statistical and research methods; rafting, mapping and information dissemination techniques.

Ability to: communicate clearly and write technical reports; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and other employees.

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. Possession of a Master's Degree from an accredited college or university in Planning, Transportation, Transportation Engineering, Public Administration or other closely related field; OR

2. Possession of a baccalaureate degree from an accredited college or university preferably in transportation, mass transit planning or other closely related field; AND two (2) years of transit planning and/or transportation planning experience.

Substitution:

Additional transit planning and/or transportation planning experience beyond the Minimum

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

**Title: Transportation Planner II
Job Code: 5288**

Qualifications may be substituted for the educational requirement on a year-for-year basis.

Additional post-graduate education as described in item 1 of the Minimum Qualifications may be substituted for required experience on a year-for-year basis

(30 semester units/45 quarter units equal one (1) year of experience).

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: 5289 Transportation Planner III

From: Entrance

ORIGINATION DATE: 4/9/1973

AMENDED DATE: 12/26/2008, 3/17/14

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

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

**Title: Transportation Planner III
Job Code: 5289**

INTRODUCTION

Under general supervision, the 5289 Transportation Planner III performs urban mass transit and/or transportation planning work. The essential functions of this job include: designing, analyzing and evaluating reports of transportation-related data for various urban mass transit planning or transportation planning projects and grant requests; evaluating the technical aspects of transportation projects; developing, interpreting, coordinating, carrying out and monitoring urban transit or transportation policy and planning work, including completion of complex written documents and reports; supervising the design and preparation of models, maps, charts and other graphic materials to illustrate plans and or reports; developing and evaluating proposals for planning and coordinating the implementation of transit route and service changes; preparing plans and projections of future transit, transportation, economic or demographic conditions and trends; investigating and reviewing federal and state legislation and regulations for potential impact on transit/transportation plans and programs; preparing budgets, schedules and contracts for major projects; making presentations to the community, businesses, airport tenants and/or transportation agencies to explain transit planning and transportation planning policies, procedures, regulations, programs and projects; and preparing and reviewing correspondence in response to public, Commission and/or other agency inquires. Some positions may require possession of a valid driver license.

DISTINGUISHING FEATURES

This job code is distinguished from the 5290 Transportation Planner IV, in that the latter functions with more independence and increased responsibility.

SUPERVISION EXERCISED

May provide supervision to subordinate staff, or assume responsibility for coordinating a project.

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. Designs, conducts, analyzes and evaluates reports and plans for technical, social, economic and physical data for various urban mass transit or transportation planning projects and grant requests.
2. Analyzes data to prepare plans and projections of future conditions and trends concerning public transit activities.
3. Supervises and/or coordinates transportation projects by coordinating the efforts of a group of subordinates or peers toward completion of various phases of work in transit or transportation planning.
4. Evaluates technical aspects of transit or transportation projects involving various transit modes; i.e., light rail, trolley coach, motor coach and cable car; auto traffic, and

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

Title: Transportation Planner III

Job Code: 5289

pedestrian/bicycle.

5. Makes presentations to community, business, airport tenants or transportation agencies to explain and develop transportation agencies, transportation planning or projects and coordinate with other peer working groups and public agencies. May represent department at the Board of Supervisors or various City Commissions.

6. Designs, prepares and/or directs the preparation of visual materials, signage information panel displays including graphs, charts, maps and models to illustrate presentations of transit or transportation projects; develops databases for tenant related transportation statistics; develops concepts and orders signage within terminals and information display panels and informational brochures.

7. Reviews and interprets legislation, codes and regulations, and applies transportation and other planning legislation to the development and implementation of transit and transportation projects.

8. Evaluates technical aspects of transportation projects at the Airport involving various modes; i.e. ferry service, automated guideway transit and the Ground Transportation Center.

9. Designs and implements transit route and service changes for transportation schedules.

10. Performs other duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the principles, practices and techniques of various phases of urban mass transit and/or transportation planning; statistical and research methods; data sources for transit/transportation research; transportation information presentation techniques and Environment Impact Analysis.

Ability to: coordinate and supervise projects; analyze and solve problems; communicate clearly; write technical reports; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and other employees; and use basic computer applications.

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. Possession of a Master's Degree from an accredited college or university in Planning, Transportation, Transportation Engineering, Public Administration or other closely related field AND two (2) years of transit planning and/or transportation experience; OR

2. Possession of a baccalaureate degree from an accredited college or university preferably in transportation, mass transit planning or other closely related field; AND four (4) years of transit

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

**Title: Transportation Planner III
Job Code: 5289**

planning and/or transportation planning experience.

Substitution:

Additional transit planning and/or transportation planning experience beyond the Minimum Qualifications may be substituted for the educational requirement on a year-for year basis.

Additional post-graduate education as described in item 1 of the Minimum Qualifications may be substituted for required experience on a year-for-year basis

(30 semester units/45 quarter units equal one (1) year of experience).

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: 5290 Transportation Planner IV

From: 5288 Transportation Planner II

ORIGINATION DATE: 4/19/1973

AMENDED DATE: 12/26/2008, 3/17/14

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

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

**Title: Transportation Planner IV
Job Code: 5290**

INTRODUCTION

Under general administrative supervision the Transportation Planner IV performs work in urban mass transit and/or transportation planning and manages or supervises a major transit or transportation planning study or project. The essential functions of this job include: analyzing and evaluating transportation related data; preparing and/or supervising the preparation of reports on more complex and difficult planning issues; developing, interpreting, coordinating, carrying out and monitoring urban transit or transportation policy and planning work, including completion of complex written documents and reports; supervising the design and preparation of models, maps, charts and other graphic materials to illustrate plans and or reports; developing and evaluating proposals for planning and coordinating the implementation of transit route and service changes; preparing plans and projections of future transit, transportation, economic or demographic conditions and trends; investigating and reviewing federal and state legislation and regulations for potential impact on transit/transportation plans and programs; preparing budgets, schedules and contracts for major projects; representing the department in public meetings, governmental/regulatory agency hearings, peer working groups, Board of Supervisors and Commission meetings to explain transit planning and transportation planning policies, procedures, regulations, programs and projects and preparing and reviewing correspondence in response to public, Commission and/or other agency inquires. Some positions may require possession of a valid driver license.

DISTINGUISHING FEATURES

The 5290 Transportation Planner IV is the highest level in the Transit Planner series. It is distinguished from the next lower level in that its assignments are of greater and more complex nature and functions with more independence and increased responsibility.

SUPERVISION EXERCISED

May provide supervision to subordinate staff, or assume responsibility for coordinating projects.

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. Coordinates and/or supervises the work of a group of subordinates or peers on major projects in various phases of transit or transportation planning.
2. Supervises the design and preparation of models, maps, charts, drawings, publications, signage, displays and other graphic materials to illustrate plans and reports or disseminate information.
3. Analyzes and evaluates social, economic and physical data and prepares reports on the more complex and difficult planning issues; may prepare grant requests, analyze applications for new

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

**Title: Transportation Planner IV
Job Code: 5290**

services or develop project justifications.

4. Prepares plans and projections of future transit or transportation conditions and trends.

5. Investigates and reviews federal and state legislation and regulations for potential impact on transit/transportation plans and makes recommendations for the review process.

6. Prepares and manages requests for proposals, budgets, schedules and contracts for major transit or transportation planning projects, or for airport operational contracts.

7. Represents the department in public meetings and governmental/regulatory agency hearings and peer working groups to explain planning policies, programs and projects.

8. Prepares and reviews draft legislation reports for City Commission and/or Board of Supervisors

9. Applies and/or oversees computer-assisted analytical techniques to evaluate and/or forecast planning and operational data to assist in formulating transit and/or transportation planning programs.

10. Prepares and reviews correspondence in response to public, Commission or other agency inquiries.

11. Performs other duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the principles, practices and techniques of various phases of urban mass transit and/or transportation planning; statistical and research methods; data sources for transit/transportation research; transportation information presentation techniques and Environment Impact Analysis.

Ability to: coordinate and supervise projects; analyze and solve problems; communicate clearly; write technical reports; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and other employees; and use basic computer applications.

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. Possession of a Master's Degree from an accredited college or university in Planning, Transportation, Transportation Engineering, Public Administration or other closely related field; AND

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

**Title: Transportation Planner IV
Job Code: 5290**

four (4) years of transit planning and/or transportation experience, OR

2. Possession of a baccalaureate degree from an accredited college or university preferably in transportation, mass transit planning or other closely related field; AND six (6) years of transit planning and/or transportation planning experience.

Substitution:

Additional transit planning and/or transportation planning experience beyond the Minimum Qualifications may be substituted for the educational requirement on a year-for-year basis.

Additional post-graduate education as described in item 1 of the Minimum Qualifications may be substituted for required experience on a year-for-year basis

(30 semester units/45 quarter units equal one (1) year of experience).

LICENSE AND CERTIFICATION

PROMOTIVE LINES

From: 5289 Transportation Planner III

ORIGINATION DATE: 4/19/73

AMENDED DATE: 12/16/99; 3/17/14

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