

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 27, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 29 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 27, 2014.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "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: 29
Fiscal Year: 2013/2014
Posted Date: 3/17/14
Reposted Date: N/A

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

Item #	Job Code	Title
1	7287	Supervising Electronic Maintenance Technician

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>.

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

**Title: Supervising Electronic Maintenance Technician
Job Code: 7287**

INTRODUCTION

Under direction, supervises subordinate supervisory electronics personnel engaged in a wide variety of highly skilled technical functions.

DISTINGUISHING FEATURES

The 7287 Supervising Electronic Maintenance Technician is the second-level supervisor in the electronic maintenance series, and is responsible for the supervision through subordinate supervisory personnel of electronic maintenance technicians who are engaged in a wide variety of highly skilled technical functions. The 7287 is distinguished from Class 7329 in that the latter supervises and trains the work of electronic maintenance technicians.

SUPERVISION EXERCISED

Supervises the subordinate first-level electronic maintenance supervisor directing and coordinating the activities of the subordinate journey-level Electronic Maintenance Technicians.

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. Assigns, supervises and inspects the troubleshooting, maintenance, repair, calibration, fabrication, installation, design modification and development of electronic systems and components, which may include, but not limited to, electronic systems on electric transit vehicles, wayside and central control equipment, remote terminal units (RTU), servers, network and fiber optics communication systems, supervisory control, remote signal and remote control equipment, instrumentation and control systems, radio, fire alarm and security systems, video equipment, digital electronic equipment, telemetering, communication, protective relays, meters, and other electronic and auxiliary apparatus.
2. Establishes maintenance and repair policies and procedures which may include, but not limited to, electronic systems on electric transit vehicles, wayside and central control equipment, remote terminal units (RTU), servers, network and fiber optics communication systems, supervisory control, remote signal and remote control equipment, instrumentation and control systems, radio, fire alarm and security systems, video equipment, digital electronic equipment, telemetering, communication, protective relays, meters, and other electronic and auxiliary apparatus.
3. Advises, instructs and assists subordinate personnel in solving complex non-routine electronic problems/emergency work situations; and advises management personnel and others on the functions of electronic systems and components. May personally carry out difficult troubleshooting on equipment at various work sites.
4. Directs, monitors, analyzes and prepares written reports on various tasks such as maintenance progress, recommendations relating to improvement of equipment reliability,

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personnel effectiveness, operating policies and procedures, etc.

5. Assists in the preparation of budget and allocation of resources.
6. Participates in the review of new projects which includes reading of blueprints, schematics, and diagrams of electronic equipment and electromechanical systems.
7. Establishes and maintains contact with other Departmental personnel, representatives of other division/departments, contractors, and general public, keeping them advised and informed of the department's activities and representing the department at various meetings.
8. Performs other duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the principles, theories, practices and procedures involved in the operation, maintenance and repair requirements of electronic systems and equipment such as communications, power, signal and process control equipment, and circuits; electronic and electrical theory and practices in integrated circuits; solid state, digital and analog circuits; and electronic and relay logic; safety methods and procedures related to operating, maintaining, repairing, troubleshooting, testing, modifying and/or installing various electronic and electromechanical systems and equipment, and hazardous materials handling procedures and industrial safety principles; local area networks, personal computers including e-mail, spreadsheet and word processing programs; supervisory control and data acquisition systems (SCADA) and programmable logic controllers.

Skill to: troubleshoot and test various electronic and electromechanical systems and equipment, and interpret schematics, procedures and other diagrams.

Ability to: speak effectively and clearly, listen and elicit work-related information to others, communicate thoughts and ideas to subordinate personnel, peers, and management; prepare and/or review detailed job-related documentation in a clear, concise and understandable manner; interact tactfully, effectively and courteously with other departmental personnel, representatives of other divisions/departments, subordinates and the general public, sometimes under difficult circumstances; effectively plan, organize, direct, train and evaluate the activities of technicians and other staff engaged in a variety of technical work; schedule and coordinate tasks or events to maximize staff and material resources and increase efficiency; assist in the professional development of staff through training, coaching, disciplinary action and performance evaluation; use electronic test (diagnostic) equipment and maintain software; and drive to various work sites.

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. Completion of a two (2) year course or equivalent program in electronics from a recognized academic, trade, or a technical institution; OR completion of a military training program in

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electronics; AND

2. Five (5) years of full-time verifiable journey-level industrial or institutional electronics experience performing installation, instrumentation calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the electronic component level; three (3) years of which must have been at the supervisory level.

3. Possession of a valid California driver's license.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: No normal lines of promotion

From: 7329 Electronic Maintenance Technician Assistant Supervisor

ORIGINATION DATE: 3/16/1977

AMENDED DATE: 12/26/2008, 3/27/13

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