

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: May 16, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 37 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 May 16, 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: 37
Fiscal Year: 2013/2014
Posted Date: 05/01/14
Reposted Date: N/A

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

| Item # | Job Code | Title |
|--------|----------|-------------------|
| 1 | 7377 | Stage Electrician |

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation 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: Stage Electrician
Job Code: 7377**

INTRODUCTION

Under general supervision, performs skilled electrical work in connection with the operation and maintenance of complex stage lighting, sound, rigging, and related theatrical systems; and performs related duties as required.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

Supervises temporary stage employees.

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. Prepares, operates and maintains lighting, rigging, audio, audio-visual, and house systems.
2. Advises tenants and potential tenants regarding theatrical equipment such as lighting, rigging, audio/visual, and stage crew requirements.
3. Prepares cost estimates and final expense statements for production-related expenses, equipment rental costs and services.
4. Prepares maintenance and capital improvement budgets, and manages purchasing and recordkeeping related to auditorium and stage.
5. Directly responsible for the safety of all production personnel and equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires considerable knowledge of: stage productions, particularly as applied to their lighting requirements; the capacities and uses of stage lighting equipment, sound equipment, rigging, and stage machinery; the use of electrical testing and repair instruments, tools and machinery; and safety requirements.

Requires considerable ability to: plan and execute theatrical events and utilize appropriate lighting, sound and rigging equipment; maintain effective working relationships with production stage personnel, departmental contacts and clients; compute associated costs; and speak and listen in an effective manner to handle technical production directions and specifications as well as requests and complaints.

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

**Title: Stage Electrician
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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 years of journey-level experience as a stage electrician, preferably with a large stage auditorium or performing arts center. This experience must have been gained within the last ten (10) years.

Substitution:

Apprenticeship training as a stage electrician may be substituted for journey-level experience at the rate of 2,000 hours of apprenticeship for six (6) months journey-level experience up to a maximum of eighteen (18) months.

LICENSE AND CERTIFICATION

SUPPLEMENTAL INFORMATION

Nature of work requires physical effort and dexterity in the use of fingers, limbs and body.

PROMOTIVE LINES

From: Original entrance examination

ORIGINATION DATE: 3/23/1961

AMENDED DATE: 5/16/2014

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