



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: June 18, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 27 FY 13/14 (copy attached).**

Pursuant to completion of discussion with Local 1414 Automotive Machinists, regarding this classification action, the classification action contained in the above referenced notice became effective June 18,2014.

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  
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:** 27  
**Fiscal Year:** 2013/2014  
**Posted Date:** 3/6/2014  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7306	Automotive Body and Fender Worker

**NO ACTION TAKEN ON THE FOLLOWING JOB SPECIFICATION(S):**

Item #	Job Code	Title
1	7322	Automotive Body and Fender Worker Assistant Supervisor

**For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at [Megan.Siems@sfgov.org](mailto:Megan.Siems@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](mailto: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  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Automotive Body and Fender Worker  
Job Code: 7306**

**INTRODUCTION**

Under general supervision, performs journey-level skilled work in connection with the maintenance, repair, overhaul, removal, replacement and adjustment of the exterior and interior bodies of a wide variety of equipment including automotive and transit equipment. Performs other related duties as required.

**DISTINGUISHING FEATURES**

This is a journey-level worker position in the Automotive Body and Fender Worker series. This job code is distinguished from the higher job classification 7322 Automotive Body And Fender Worker Assistant Supervisor in that the latter is the first line supervisor of 7306 Automotive and Body Fender Workers.

**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. Fabricates sheet metal parts and fiberglass molds with body and fender tools (i.e.) Oxyacetylene welding torch, MIG equipment, hydraulic shear, sheet metal break and hand tools for the repair and/or replacement of damaged motor vehicle and/transit equipment body panels fenders and radiators; Fabricates and repairs a variety of metal auxiliary equipment on motor vehicles.
2. Straightens, replaces and repairs bumpers, fenders, panels and other exterior parts of motor vehicle equipment.
3. Operates gas and electric welding equipment in the repair, replacement, and alignment of vehicle bodies, frames, radiators and fiberglass parts on a variety of automotive equipment in compliance with shop manuals specifications using electric and hand power tools. Repairs metal bodies and frames on trolley coaches, which may include street cars and cable cars.
4. Repairs and replaces windows, glass and weather stripping on transit and non-revenue vehicles.
5. Restores body surface utilizing plastic body filler.
6. Repairs metal bodies on transit vehicles, trucks and passenger cars.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Automotive Body and Fender Worker**

**Job Code: 7306**

7. Heats and straightens metal body surfaces using shrink methods with Oxyacetylene torch.
8. Drives a motor/transit vehicle from the yard to the repair shop and also transports supplies from shop to shop.
9. Performs related duties and responsibilities as assigned.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: auto body and fender principles such as fabricating, lining, welding, and straightening methods, practices, procedures and processes used in automobile body and fender repair work; body surfaces and structural members and methods used to replace and straighten body panels, sub-frames and frames; safety and hazardous material procedures, including using respirators, hand tools, materials and gas, electrical and other welding equipment; the understanding and use of Material Safety Data Sheet; auto body and fender related materials, their basic composition, characteristics, and uses; commonly used machine shop metals, and materials such as stainless steel, steel, aluminum, fiberglass, plastic filler, resin, matting, and cloth.

Ability to: use various tools used in automotive body and fender work including heavy metal equipment, light equipment, air powered tools/equipment, hand tools, and frame straightening equipment in a safe and efficient manner; speak in a clear, concise and organized manner; listen with understanding; fill out forms and daily work orders/sheets; read and comprehend written materials.

**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.*

Education:

Possession of a high school diploma, GED or California High School Proficiency Certificate.

Experience:

Six (6) years of full-time verifiable work experience as an automotive body and fender worker of which two (2) years must have been at journey-level;

Substitution:

Completion of a recognized apprenticeship program in automotive body and fender work may substitute for the non-journey level automotive body and fender experience on a year-for-year basis.

**LICENSE AND CERTIFICATION**

Possession of a valid class C driver license.

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**SPECIAL REQUIREMENTS:**

Note: Some positions require a class B driver license. Employees appointed to these positions will be required to obtain a class B driver license within six (6) months of appointment. Some positions require incumbents to perform frame repair.

**SUPPLEMENTAL INFORMATION**

Nature of work requires: considerable physical effort and manual dexterity in the use of fingers, limbs and body. May involve possible exposure to dust and chemical fumes that require wearing a respirator. Incumbents may be exposed to hazardous materials. Requires incumbents to work with body and fender tools such as Oxyacetylene/MIG welding equipment. May be required to work different shifts and perform basic computer skills (i.e. data entry, work order completion, etc.).

Appointees must meet medical standards for this position to include being able to pass the Respirator Health and Safety Examination and Fit Test.

**PROMOTIVE LINES**

To: 7322 Automotive Body And Fender Worker Assistant Supervisor

From: Entrance

**ORIGINATION DATE:** 7/2/1964

**AMENDED DATE:** 12/26/2008, 06/18/2014

**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):**