

**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:** 33  
**Fiscal Year:** 2013/3014  
**Posted Date:** 3/27/2014  
**Reposted Date:** 7/15/2014

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

Item #	Job Code	Title
1	7276	Electrician Supervisor II

**\*Please note: The document reflecting the proposed changes for 7276 Electrician Supervisor II was revised on 7/11/2014**

**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](mailto: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](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  
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: ELECTRICIAN SUPERVISOR II  
Job Code: 7276**

**INTRODUCTION**

Under general direction, manages the work of several crews of electricians assigned to various projects and work locations; supervises and evaluates the work of first-level supervisors; reviews and prepares job estimates and daily work assignments; estimates and approves expenditures for materials and supplies; prepares annual work plan and budget projections; writes required reports; and performs related duties as required.

**DISTINGUISHING FEATURES**

This is a second-level supervisory position that has responsibility for interpreting and enforcing methods and procedures relative to electrical installation, maintenance, and repair activities. This position is distinguished from the 5102 Public Buildings Maintenance and Repair Assistant Superintendent in that the latter is a third-level supervisory position responsible for administrative and managerial duties.

**SUPERVISION EXERCISED**

Incumbents in this job code supervise the first-level Electrician Supervisor I classification, which is responsible for directing the work of electricians

**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. Meets with managers to plan and prioritize work according to established production targets.
2. Directs daily work assignments through supervision of Electrician Supervisor I.
3. Reviews and prepares job estimates for current and future projects.
4. Prepares and maintains records of time worked and materials expended on projects to justify expenditures.
5. Orders and approves orders for materials and supplies.
6. Interprets and enforces existing methods and procedures relative to installation, maintenance, and repair activities.
7. Monitors completed work of electricians in the field or shop through Supervisor I.
8. Assists in the development and motivation of staff through training.
9. Instructs staff regarding safety procedures.

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10. Meets with representatives of other City departments, outside organizations, and the general public in connection with installation and maintenance work.
11. Drives a vehicle to job sites, electrical shops, and meetings at various locations.
12. Performs related duties as required.

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

Knowledge of: electrical codes and ordinances; drawings, blueprints and layout; electrical installation, maintenance and repair procedures; ordinances; departmental rules and policies; and safety procedures.

Ability to: assume second level supervisory duties; prepare estimates of materials and labor needed from plans and specifications; plan, organize, assign, oversee, and inspect the work of electrical staff; motivate and train staff; communicate effectively both orally and in writing; promote and maintain good working relationships; and operate a motor vehicle.

**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.*

Completion of a recognized electricians' apprenticeship program and ~~three~~ five (5) years of experience as a journey level electrician, working in the installation, servicing and repair of low (below 600 volts) voltage electrical/industrial controls systems, devices and related components. ~~Two-Three (3)~~ Three (3) years of this experience must have been ~~at a level equivalent to Electrician Supervisor I in the City and County of San Francisco~~ as a supervisor of a crew of three (3) or more journey level electricians. Additional qualifying experience can be substituted for ~~an~~ the required apprenticeship on a year-for-year basis.

**LICENSE AND CERTIFICATION**

Possession of a valid driver license.

**PROMOTIVE LINES**

**ORIGINATION DATE:** Effective Date: 7/1/77

**AMENDED DATE:** Amended Date: 4/28/00

**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.*

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**BUSINESS UNIT(S):**