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.)

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>7276</td>
<td>Electrician Supervisor II</td>
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*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.Aabela@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.


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 Trenschel, Controller/ Budget Division
    E-File
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.
Title: ELECTRICIAN SUPERVISOR II  
Job Code: 7276

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) 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 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.
Title: ELECTRICIAN SUPERVISOR II
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BUSINESS UNIT(S):