NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date:    July 23, 2014

Re:     Notice of Proposed Classification Actions –Final Notice No. 33 FY 13/14 (copy attached).

Pursuant to completion of discussion with Electrical Workers, Local 6 regarding this classification action, the classification action contained in the above referenced notice became effective July 23, 2014.

Micki Callahan
Human Resources Director

by:

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
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: 2013/2014  
Posted Date: 03/27/2014  
Reposted Date: 07/15/2014

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

<table>
<thead>
<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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For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at 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. 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.


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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.
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 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. Three (3) years of this experience must have been 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: 7/1/77

AMENDED DATE: 4/28/00; 7/23/14

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
Job Code: 7276

BUSINESS UNIT(S): COMMN, SFMTA, SFUSD, SFCCD