NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: October 27, 2014
Re: Notice of Proposed Classification Actions – Final Notice No. 19 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 October 27, 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
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: 19
Fiscal Year: 2014/2015
Posted Date: 10/16/2014
Reposted Date:

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7480</td>
<td>Power Generation Technician I</td>
</tr>
<tr>
<td>2</td>
<td>7482</td>
<td>Power Generation Technician II</td>
</tr>
<tr>
<td>3</td>
<td>7484</td>
<td>Senior Power Generation Technician</td>
</tr>
<tr>
<td>4</td>
<td>7488</td>
<td>Power Generation Technician Supervisor</td>
</tr>
</tbody>
</table>

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 affected parties.

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.


cc: All Employee Organizations
    All Departmental Personnel Officers
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    Theresa Kao, Controller/ Budget Division
    E-File
INTRODUCTION
Under general supervision, on an assigned shift and in multiple locations, operates hydro-power generation, switching and water regulation equipment and facilities to ensure adequate City water supplies while producing electrical power in the most effective and cost-efficient manner; learns to broker power with other agencies following established contractual requirements; and performs related duties as required.

DISTINGUISHING FEATURES
This is the entry-level in this class series. Initially under close supervision, incumbents inspect, operate and perform minor maintenance on a variety of hydro-power generation and transmission equipment and facilities. As experience is gained, the work is performed more independently, and incumbents learn to operate real-time computerized informational and control systems. This class is flexibly staffed to 7482 Power Generation Technician II and incumbents may advance to the higher level class after gaining experience and demonstrating proficiency at the entry level.

SUPERVISION EXERCISED

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. Reviews system operational status, including checking alarms, meters, gauges and computer status screens; physically inspects equipment and ensures that all normal operating parameters are met; if problems exist, attempts to correct or determine the cause and notifies appropriate personnel.

2. Reviews pre-established schedules and real-time indicators and adjusts equipment operation accordingly to meet operational parameters.

3. Ensures that water levels at multiple facilities are maintained within acceptable parameters; communicates with field staff to operate valves to raise and lower storage level appropriately.

4. Under direction, starts, stops and regulates generators and associated equipment to meet schedule requirements; adjusts such equipment as required.

Page 1 of 3
Title: Power Generation Technician I  
Job Code: 7480

5. Within established guidelines; performs switching operations at transmission facilities in both local and remote locations; under direction, shuts down or otherwise ensures that safe clearances have been obtained and that such equipment is inoperable when maintenance or repair work is being performed; coordinates switching with other agencies as required to isolate transmission lines.

6. Learns to contact other power generation agencies to purchase or sell power, depending upon operational needs.

7. Inspects various generation, transmission and switching facilities in off site or remote locations; transmits information regarding the condition of such facilities to other operational or maintenance staff and takes action as directed.

8. Assists maintenance personnel in the installation, maintenance and/or repair of equipment; may independently perform minor maintenance or adjustments as required.

9. Maintains logs and records regarding work performed and operational actions taken; compiles periodic and special reports regarding work performed; makes daily water model calculations and reports.

10. Participates in training and learns new operational systems and procedures as they are introduced.

11. Drives a motor vehicle and uses a variety of standard office equipment, including multiple computer terminals, in the performance of the work.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES
Knowledge of: basic operation and maintenance of facilities and equipment required for large scale hydro-power generation and transmission; basic safety principles and practices related to high voltage power generation and transmission; basic computer applications associated to the work; business arithmetic; record keeping principles and practices

Skill in: learning to operate and perform basic maintenance to large scale hydro-power generating equipment and related switching and transmission facilities; learning to use computer software to monitor and operate such equipment; using hand and power tools related to the work.

Ability to: use independent judgment within established procedural guidelines; learn to troubleshoot and identify equipment operating problems; follow oral and written directions; receive and convey information by radio and telephone; establish and maintain effective working relationships with those contacted in the course of the work; make accurate arithmetic
Title: Power Generation Technician I  
Job Code: 7480

calculations; maintain accurate records of shift activities and work performed.

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.

Two years of experience in the Mechanical and Electrical operations and/or maintenance of plant equipment.

LICENSE AND CERTIFICATION

Must possess a valid Class C California driver’s license.

All newly hired 7480 employees must obtain NERC certification within one (1) year of employment to fulfill the federal mandate established by the WECC Compliance Office.

SUPPLEMENTAL INFORMATION

Physical Demands: strength and mobility to work in a typical plant operations setting, including operating hand and power tools; driving to various work sites; stamina to perform sustained physical labor; including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed material, VDT screen and determine fine color differences; and hearing and speech to communicate in person or over the telephone.

Other Requirements: must be able to work off-hours, holidays, weekend shifts and be available for emergency call back as required.

PROMOTIVE LINES

To: 7482 Power Generation Technician II

ORIGINATION DATE: 6/15/1995

AMENDED DATE: 10/27/2014

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
INTRODUCTION
Under general supervision, on an assigned shift and in multiple locations, operates hydro-power generation, switching and water regulation equipment and facilities to ensure adequate City water supplies while producing electrical power in the most effective and cost efficient manner; brokers power with other agencies following established contractual requirements; and performs related duties as required.

DISTINGUISHING FEATURES
This is the journey level in this classification series. Employees in this class are expected to perform the full range of inspection, minor maintenance and operational duties. In addition, incumbents learn guidelines and methods of scheduling, brokering and dispatching power to meet contractual agreements and maximize cost effectiveness and return. This class is distinguished from 7484 Senior Power Generation Technician in that the latter is a lead/specialist class, either providing lead direction to a shift or a crew of technicians or giving technical assistance to the supervisor in the area of process and procedure development and employee training.

SUPERVISION EXERCISED

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. Reviews system operational status, including checking alarms, meters, gauges and computer status screens; physically inspects equipment and ensures that all normal operating parameters are met; if problems exist, attempts to correct or determine the cause and notifies appropriate personnel.

2. Reviews pre-established schedules and real time indicators and adjusts equipment operation accordingly to meet operational parameters.

3. Ensures that water levels at multiple facilities are maintained within acceptable parameters; communicates with field staff to operate valves to raise and lower storage level appropriately.

4. Starts, stops and regulates generators and associated equipment to meet schedule requirements; adjusts such equipment as required.
Title: Power Generation Technician II
Job Code: 7482

5. Performs switching operations at transmission facilities in both local and remote locations; under direction, shuts down or otherwise ensures that safe clearances have been obtained and that such equipment is inoperable when maintenance or repair work is being performed; coordinates switching with other agencies as required to isolate transmission lines.

6. Contacts other power generation agencies to purchase or sell power, depending upon operational needs; assesses prices and delivery routes to maximize economic return within established guidelines.

7. Inspects various generation, transmission and switching facilities in off-site or remote locations; transmits information regarding the condition of such facilities to other operational or maintenance staff and takes action as directed.

8. Assists maintenance personnel in the installation, maintenance and/or repair of equipment; may independently perform minor maintenance or adjustments as required.

9. Assists in providing instruction in work procedures to less experienced operational staff.

10. Participates in training and learns new operational systems and procedures as they are introduced.

11. Maintains logs and records regarding work performed and operational actions taken; compiles periodic and special reports regarding work performed; makes daily water model calculations and reports.

12. Drives a motor vehicle and uses a variety of standard office equipment, including multiple computer terminals, in the performance of the work.

13. May perform the shift coordination duties of a Senior Power Generation Technician on a relief basis.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: operation and basic maintenance of facilities and equipment required for large scale hydro-power generation and transmission; safety principles and practices related to high voltage power generation and transmission; computer applications associated with the work; business arithmetic; record keeping principles and practices.

Skill in: operating and performing basic maintenance to large scale hydro-power generating equipment and related switching and transmission facilities; using computer software to monitor and operate such equipment; using hand and power tools related to the work; making accurate
Title: Power Generation Technician I  
Job Code: 7482

arithmetic calculations; maintaining accurate records of shift activities and work performed.

Ability to: use independent judgment within established procedural guidelines; troubleshoot and identify equipment operating problems; instruct others in work procedures; follow oral and written directions; receive and convey information by radio and telephone; establish and maintain effective working relationships with those contacted in the course of the work; make accurate arithmetic calculations; maintain accurate records of shift activities and work performed.

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.

Two years of experience in the Mechanical and Electrical operations and/or maintenance of plant equipment; AND

Completion of eighteen (18) months of satisfactory training in class 7480 Power Generation Technician I.

LICENSE AND CERTIFICATION

Must possess a valid Class C California driver’s license.

Newly hired 7482 employees are required to become North American Electric Reliability Corporation (NERC) certified by the completion of their probationary periods in order to fulfill the federal mandate established by the WECC Compliance Office.

SUPPLEMENTAL INFORMATION

Physical Demands: strength and mobility to work in a typical plant operations setting, including operating hand and power tools; driving to various work sites; stamina to perform sustained physical labor; including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed material, VDT screen and determine fine color differences; and hearing and speech to communicate in person or over the telephone.

Other Requirements: must be able to work off-hours, holidays, weekend shifts and be available for emergency call back as required.
Title: Power Generation Technician II
Job Code: 7482

PROMOTIVE LINES

To: 7484 Senior Power Generation Technician
From: 7480 Power Generation Technician I

ORIGINATION DATE: 6/15/1995
AMENDED DATE: 10/27/2014

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
INTRODUCTION

Under general supervision, plans, assigns, directs and reviews the work of technicians on an assigned shift or at an assigned location; develops procedures and training materials and provides technical assistance to supervisory staff as operational changes are introduced; operates hydro-power generation, switching and water regulation equipment and facilities to ensure adequate city water supplies while producing electrical power in the most effective and cost efficient manner; and performs related duties as required.

DISTINGUISHING FEATURES

This is the lead and/or specialist level in this class series. Incumbents may coordinate activities during an assigned shift or at a remote location or provide technical expertise to the 7488 Power Generation Supervisor in a variety of operating and administrative areas. Responsibilities also include performing the full range of technician duties on a regular basis. This class is distinguished from 7488 Power Generation Supervisor in that the latter has supervisory responsibility for operations and maintenance staff, activities and multiple facilities at a remote site. It is further distinguished from 7488 Power Generation Supervisor in that the latter is the second supervisory level in this series, responsible for all power generation and transmission operations in multiple locations on a 7 day per week, 24 hour basis.

SUPERVISION EXERCISED

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. Plans, assigns, directs, and reviews the work of a shift or crew of Power Generation Technicians.

2. Assists in the selection of staff, instructs technicians in work procedures; provides input into the performance evaluation process; counsels employees and carries out discipline as required.

3. Develops procedures and operational guidelines for power generation, switching, safety clearances and other unit functions.

4.Authorizes safety clearances and equipment shutdowns and start-ups; coordinates planned maintenance and emergency operations to ensure continued power generation and dispatch within established safety and operational guidelines.
Title: Senior Power Generation Technician  
Job Code: 7484

5. Directs the review of or personally reviews system operational status, including checking alarms, meters, gauges and computer status screens; may physically inspect equipment which may be malfunctioning; attempts to correct or determine the cause and notifies appropriate maintenance personnel.

6. Reviews pre-established schedules and real time indicators and directs the adjustment of or adjusts equipment operation accordingly to meet operational parameters; coordinates the operation of remote facilities to integrate their activities within those of the primary generation facility.

7. Ensures that water levels at multiple facilities are maintained within acceptable parameters; communicates with field staff to operate valves to raise and lower storage level appropriately.

8. Directs technicians to contact or personally contacts other power generation agencies to purchase or sell power, depending upon operational needs; assesses prices and delivery routes to maximize economic return within established guidelines.

9. Assists maintenance personnel in the installation, maintenance and/or repair of equipment; may independently perform minor maintenance or adjustments as required.

10. Maintains logs and records regarding work performed and operational actions taken; compiles periodic and special reports regarding work performed.

11. Drives a motor vehicle and uses a variety of standard office equipment, including multiple computer terminals, in the performance of the work.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: basic supervisory principles and practices; operation and basic maintenance of facilities and equipment required for large-scale hydro-power generation and transmission; safety principles and practices related to high voltage power generation and transmission; computer applications associated to the work; business arithmetic; record keeping principles and practices.

Skill in: operating and performing basic maintenance to large scale hydro-power generating equipment and related switching and transmission facilities; using computer software to monitor and operate such equipment; using hand and power tools related to the work.

Ability to: assess unusual or emergency operating conditions and take appropriate action; read and understand complex operating guidelines and policies; instruct others in work procedures; prepare clear and concise procedures, training materials and written reports; use independent judgment within established procedural guidelines; establish and maintain effective working
Title: Senior Power Generation Technician  
Job Code: 7484

relationships with those contacted in the course of the work; maintain accurate records of shift activities and work performed; make accurate arithmetic calculations.

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.

Five (5) years of experience in operating hydroelectric generation and related transmission equipment, which has included real-time scheduling, buying and selling of electrical power.

LICENSE AND CERTIFICATION

Must possess a valid Class C California driver’s license.

Newly hired 7484 employees are required to become North American Electric Reliability Corporation (NERC) certified by the completion of their probationary periods in order to fulfill the federal mandate established by the WECC Compliance Office.

SUPPLEMENTAL INFORMATION

Physical Demands: strength and mobility to work in a typical plant operations setting, including operating hand and power tools; driving to various work sites; stamina to perform sustained physical labor; including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed material, VDT screen and determine fine color differences; and hearing and speech to communicate in person or over the telephone.

Other Requirements: must be able to work off-hours, holidays, weekend shifts and be available for emergency call back as required.

PROMOTIVE LINES

To: 7488 Power Generation Supervisor
From: 7482 Power Generation Technician II

ORIGINATION DATE: 6/15/1995
AMENDED DATE: 10/27/2014
Title: Senior Power Generation Technician
Job Code: 7484

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
INTRODUCTION
Under direction, plans, coordinates, supervises, reviews and evaluates hydro-power generation activities and related switching and transmission functions at multiple facilities and locations; coordinates such activities with pre-scheduling, maintenance and water operations staff, and performs related duties as required.

DISTINGUISHING FEATURES
This single position class is the second level supervisory class in the series. The incumbent oversees power generation, transmission and real time power brokering activities, and coordinates these activities with prescheduling and maintenance staff and with outside contractors installing new and upgrading existing equipment. Responsibilities cover operations on a 7-day, 24-hour basis and may include call-outs in emergency situations. This class is distinguished from the Superintendent of Electrical Operations and Maintenance in that the latter has overall management responsibility for all electrical installation, operation and maintenance in the Hetch Hetchy division.

SUPERVISION EXERCISED

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. Plans, coordinates, supervises, reviews and evaluates hydropower generation and transmission staff and activities.

2. Recommends selection of staff, provides for the training and development of staff, administers discipline as required.

3. Confers with pre-scheduling, maintenance and water operations staff to determine long and short-range operational parameters; coordinates staff activities to ensure meeting contractual and procedural requirements within operational limitations.

4. Directs the development of and develops procedures and operational guidelines for power generation, switching, safety clearances and other unit functions.

5. Provides input into and administers the budget for the unit; authorizes expenditures and monitors staff payroll and overtime.
Title: Power Generation Technician Supervisor
Job Code: 7488

6. Supervises the authorization of safety clearances and equipment shutdowns and start-ups; ensures that all staff adhere to appropriate safety procedures and guidelines.

7. Provides technical direction and guidance to operational staff, troubleshoots problems, evaluates alternative solutions and authorizes appropriate courses of action to maximize operational effectiveness.

8. Supervises the purchase and sale of power to various agencies; confers with representatives of City and County departments, the Modesto Irrigation District and the Turlock Irrigation District to ensure that legal and operating requirements are met.

9. Reviews and keeps apprised of the work performed by agency or contract maintenance staff; ensures that all safety regulations are met and that operational activities are coordinated with such work.

10. Directs the maintenance of logs and records regarding work performed and operational actions taken; compiles periodic and special reports regarding operational activities; prepares a variety of correspondence, procedures and other written materials.

11. Drives a motor vehicle to inspect various facilities and sites; uses a variety of standard office equipment, including a computer terminal in the performance of the work.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: principles and practices of employee supervision, including work organization, scheduling, review, evaluate and discipline of staff, operation and basic maintenance of facilities and equipment required for large-scale hydro-power generation and transmission; safety principles and practices related to high voltage power generation and transmission equipment; computer applications associated to the work; record keeping principles and practices; basic budgetary principles and practices.

Skill in: directing the operation of large-scale hydro-power generating equipment and related switching and transmission facilities; using computer software to monitor the operation of such equipment.

Ability to: assess unusual or emergency operating conditions and direct appropriate action; read, understand and explain complex operating guidelines and policies; coordinate multiple activities and meet multiple standards and guidelines; use independent judgment within established procedural guidelines; establish and maintain effective working relationships with those contacted in the course of the work; provide training and coordinate staff development activities;
Title: Power Generation Technician Supervisor  
Job Code: 7488

direct the maintenance of accurate records of shift activities and work performed; prepare clear and concise correspondence, procedures and other written material.

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.

Two (2) years of lead or supervisory experience in utility electrical operations and maintenance;  
AND

Five (5) years of experience in operating hydro-electric generation and related transmission equipment, which has included real-time buying and selling of electrical power and the remote operation of multiple generation and/or transmission sites.

LICENSE AND CERTIFICATION

Must possess a valid Class C California driver’s license.

Newly hired 7488 employees are required to become North American Electric Reliability Corporation (NERC) certified by the completion of their probationary periods in order to fulfill the federal mandate established by the WECC Compliance Office.

SUPPLEMENTAL INFORMATION

Physical Demands: strength and mobility to work in a typical plant operations setting, including operating hand and power tools; driving to various work sites; stamina to perform sustained physical labor; including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed material, VDT screen and determine fine color differences; and hearing and speech to communicate in person or over the telephone.

Other Requirements: must be able to work off-hours, holidays, weekend shifts and be available for emergency call back as required.

PROMOTIVE LINES

From: 7484 Senior Power Generation Technician

ORIGINATION DATE: 6/15/1995
Title: Power Generation Technician Supervisor
Job Code: 7488

AMENDED DATE: 10/27/2014

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