NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: October 31, 2014

Re: Notice of Proposed Classification Actions –Final Notice No. 21 FY 14/15 (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 31, 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: 21
Fiscal Year: 2014/2015
Posted Date: 10/23/2014
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>
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<tr>
<td>1</td>
<td>3434</td>
<td>Arborist Technician</td>
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<tr>
<td>2</td>
<td>3436</td>
<td>Arborist Technician Supervisor</td>
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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.


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    All Departmental Personnel Officers
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    E-File
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Arborist Technician
Job Code: 3434

INTRODUCTION

Under general supervision, performs duties involving the maintenance and removal of trees and other vegetation and performs related duties as required. The essential functions of this class include climbing up trees and/or using aerial lift equipment to reach dead, damaged or unwanted limbs or tree tops for removal and pruning, or for purposes of complete tree removal; performing various types of rigging with cranes, skitters, tractors and other heavy equipment; preparing brush for disposal, operating chipper and driving aerial lift equipment vehicles, heavy loader trucks or other required vehicles. Nature of the work involves exposure to a high risk of physical injury to the employee and constant vigilance to public safety. Positions in this job code require considerable physical demands, manual dexterity with frequent exposure to arduous and disagreeable working conditions, including inclement weather.

DISTINGUISHING FEATURES

None

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. Assesses and evaluates condition of trees and other vegetation; maintains tree inventories.
2. Climbs trees and removes dead, diseased or otherwise damaged or unwanted limbs or tree tops; prunes, fells and cuts up trees; piles trimmings for pick up and disposal.
3. Performs various types of rigging in connection with this work; operates chain and hand saws, aerial ladder truck, chipper, and other equipment.
4. Drives heavy equipment.
5. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: methods, materials and equipment used in trimming and caring for trees; mechanical aptitude in the use of power saws and other equipment.
Ability and skill to: perform necessary roping and rigging connected with this work.
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.

Three (3) years of verifiable experience as a tree work professional. Duties must have included climbing trees of considerable height for the purpose of removing tree limbs, treetops or entire tree. Experience in pruning trees from a ladder is not qualifying experience.

LICENSE AND CERTIFICATION

Possession of a valid California Class B driver's license with no air brakes restriction is required upon appointment.

SUPPLEMENTAL INFORMATION

Safety Sensitive Positions Requirements:
In compliance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991 employing the Federal Motor Carrier Safety Administration (FMCSA) and Federal Transit Administration (FTA) regulations, drug and alcohol testing for employees in "safety-sensitive" positions are required. The selected applicants for safety-sensitive positions will be required to pass a Pre-Employment drug test prior to appointment and shall be subject to Random, Post-Accident, Reasonable Suspicion, Return-To-Duty, and Follow-Up testing during employment. Prior to appointment to an FMCSA position, each applicant who has participated in a DOT drug and alcohol testing program within the immediately preceding two years will be required to sign a consent form authorizing the City to contact his/her prior employers concerning his/her drug and alcohol test history.

PROMOTIVE LINES

To: 3436 Arborist Technician Supervisor I

ORIGINATION DATE: 5/19/00

AMENDED DATE: 9/4/2001; 10/31/2014

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, SFMTA
CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Arborist Technician Supervisor  
Job Code: 3436

INTRODUCTION

Under direction, is responsible for the assignment and supervision of a crew of 
arborist technicians engaged in pruning and felling trees and limbs.

Requires responsibility for scheduling work and directing methods and procedures 
used in topping and trimming trees and other vegetation, involving hazards to 
employees or public safety. Nature of duties involves occasional participation in tree 
topping work requiring considerable physical effort and manual dexterity with exposure 
to accident and injury hazards and disagreeable elements and working conditions.

DISTINGUISHING FEATURES

None

SUPERVISION EXERCISED

Supervises employees in class 3434 Arborist Technician

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. Supervises and directs a crew of arborist technicians in the pruning and removal 
of trees and limbs; exercises judgment in appraising condition of trees, especially with 
regard to public safety; supervises the use of rigging and other equipment.

2. Drives and operates an aerial boom truck and supervises subordinates in its 
use; repairs and maintains equipment such as rigging and power saws.

3. May occasionally perform the duties of an arborist technician; requisitions 
supplies and equipment as needed; keeps records of activities and makes required 
reports.

4. Performs related duties as required

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the methods, materials and equipment used in trimming and caring 
for trees.

Ability and skill to: perform the necessary rigging used in this work; supervise 
subordinates engaged in hazardous tree topping operations.
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.

Four years of verifiable experience as an arborist technician. Duties must have included climbing trees of considerable height for the purpose of removing tree limbs, treetops or entire tree. Experience in pruning trees from a ladder is not qualifying experience. AND

LICENSE AND CERTIFICATION

Possession of a valid California Class B driver’s license with no air brakes restriction.

SUPPLEMENTAL INFORMATION

Safety Sensitive Positions Requirements:
In compliance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991 employing the Federal Motor Carrier Safety Administration (FMCSA) and Federal Transit Administration (FTA) regulations, drug and alcohol testing for employees in "safety-sensitive" positions are required. The selected applicants for safety-sensitive positions will be required to pass a Pre-Employment drug test prior to appointment and shall be subject to Random, Post-Accident, Reasonable Suspicion, Return-To-Duty, and Follow-Up testing during employment. Prior to appointment to an FMCSA position, each applicant who has participated in a DOT drug and alcohol testing program within the immediately preceding two years will be required to sign a consent form authorizing the City to contact his/her prior employers concerning his/her drug and alcohol test history.

PROMOTIVE LINES

From: 3434 Arborist Technician

ORIGINATION DATE: 7/1/77 (Retitled)

AMENDED DATE: 9/4/2001; 10/31/2014

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, SFMTA