NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: January 27, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 34 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 January 27, 2015.

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
Michael Brown, 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
Drew Murrell, Controller/Budget Division
Alex Koskinen, 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.

<table>
<thead>
<tr>
<th>Posting No:</th>
<th>34</th>
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<tbody>
<tr>
<td>Fiscal Year:</td>
<td>2014/2015</td>
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<tr>
<td>Posted Date:</td>
<td>1/27/2015</td>
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<tr>
<td>Reposted Date:</td>
<td>N/A</td>
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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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<tbody>
<tr>
<td>1</td>
<td>7404</td>
<td>Asphalt Finisher</td>
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</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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    E-File
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Asphalt Finisher
Job Code: 7404

INTRODUCTION

Under supervision, spreads, rakes and finishes asphalt mixtures in connection with street maintenance and repair projects. Responsibilities include: operating asphalt kettle and tool heater; assisting in the clean-up of job site after asphaltic repairs; setting up job-sites in a safe manner; and performing related duties as required.

DISTINGUISHING FEATURES

This is the journey-level in the asphalt worker series. It is distinguished from the 7502 Asphalt Worker by its duties in that the former performs the asphalt finishing and is responsible for the safety set-up of the worksite.

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. Spreads and rakes asphaltic mixtures.
2. Irons asphalt to obtain a compact and smooth surface.
3. Cleans cut-outs and prepares sub-grades before paving.
4. Assists in clean-up of job site after asphaltic repairs.
5. Sets up job site (including cones, barricades, high-rises and signs) in a safe manner.
6. Completes standard job reports.
7. May operate the screed on an asphalt paver.
8. May be the groundsman on an asphalt milling machine.
9. May operate asphalt kettle and tool heater.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: techniques and equipment used in spreading, finishing milling operation and in making accurate estimates of paving materials required for various projects; knowledge of distribution of various tack coat emulsions, patch paving, shoveling and rolling asphaltic mixtures; basic safety practices required for safe use of tools, materials and equipment.

Ability to: understand and follow oral instructions; complete standard written reports and understand and follow written instructions.
Title: Asphalt Finisher  
Job Code: 7404

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.

Education: None

Experience:
Two (2) years of verifiable experience in street paving and repair work as an asphalt worker.

License and Certification:
Possession of a valid California Driver’s License

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE: 1/27/2015

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 SFUSD