NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: February 23, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 39 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 February 23, 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.

Posting No: 39  
Fiscal Year: 2014/2015  
Posted Date: 02/05/2015  
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3408</td>
<td>Apprentice Arborist Technician I</td>
<td>$39,832 – $47,086</td>
</tr>
<tr>
<td>2</td>
<td>3409</td>
<td>Apprentice Arborist Technician II</td>
<td>$50,700 – $57,954</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  
   DHR – Class and Comp Unit  
   DHR – Client Services Unit  
   DHR – Employee Relations Unit  
   DHR – Recruitment and Assessment Unit  
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   Theresa Kao, Controller/ Budget Division  
   Drew Murrell, Controller/ Budget Division  
   Alex Koskinen, Controller/ Budget Division  
   E-File
INTRODUCTION

Classes 3408 Apprentice Arborist Technician I and 3409 Apprentice Arborist Technician II are the entry level training classes. These classes exist to develop the competencies required of a journey level Arborist Technician, while working under close guidance and direct supervision. Apprentice Arborist Technicians perform routine tasks in support of journey level Arborist Technicians.

Apprentices are initially hired in classification 3408 Apprentice Arborist Technician I and advance to class 3409 Apprentice Arborist Technician II upon meeting education and training requirements.

DISTINGUISHING FEATURES

This class is distinguished from class 3434 Arborist Technician by the structured training program requirements, the close guidance and supervision received, and the developmental nature of the class, whereas the 3434 Arborist Technician independently performs the full range of arboriculture work.

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. Assist Arborists and receive training in performing arboriculture duties in connection with a wide variety of tree and shrub trimming and maintenance activities including:
   a) Assessing and evaluating the condition of trees and other vegetation.
   b) Climbing trees and removing dead, diseased or otherwise damaged or unwanted limbs or tree tops; pruning, felling and cutting up trees; piling trimmings for pick up and disposal.
   c) Performing various types of rigging in connection with this work; operating chain and hand saws, aerial ladder truck, chipper, and other power equipment.
   d) Driving heavy equipment
   e) Performing other related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Basic arithmetic, including measuring, counting, addition, subtraction, fundamental multiplication and division, without the aid of a calculator; basic English reading and writing; methods, materials and equipment used in trimming and caring for trees; mechanical aptitude in the
Title: Apprentice Arborist Technician I  
Job Code: 3408

use of power saws and other equipment.

Skill to: Operate hand, pneumatic and power tools and other equipment and materials used in arboriculture work, including chain saw, stump grinder, and dump truck; operate two-way radios, cell phones and pagers; operate motor vehicles.

Ability to: Learn of the scope of arboriculture work performed by the Departments of the City and County of San Francisco; learn general arborist technician skills, tools and equipment; learn methods and procedures used to support workers aloft (i.e., aerial lift truck and climber); learn safety procedures; follow oral and written instructions; cooperate with others in the performance of duties; write and speak in a manner that is easily understood; read and write English; interpret reference materials such as regulations and technical documentation; identify common tree species and shrubs; and maintain effective working relationships.

Physical ability to: Climb ladders; work at heights in excess of 100 feet without undue discomfort; crawl on hands and knees; lift, drag and/or move up to 50 pounds and occasionally lift and/or move upwards of 100 pounds with assistance large and/or heavy equipment or debris to truck bed level; bend the knees, waist and back; stoop or squat; ability to kneel, bend and squat for considerable periods of time; remain in uncomfortable positions for extended periods of time. Stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Sit; climb or balance, talk or hear.

The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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:

Possession of a high school diploma or equivalent (GED or High School Proficiency Examination).

Experience: None

License and Certification:

Possession of a California Class C driver’s license.

Requires ability to obtain a California Class B driver’s license and the required International Society of Arboriculture certifications upon completion of apprenticeship.
Title: Apprentice Arborist Technician I
Job Code: 3408

SUPPLEMENTAL INFORMATION

Working Conditions:

The nature of the work will require exposure to inclement weather conditions and will require exposure to hazardous materials and/or conditions.

PROMOTIVE LINES

ORIGINATION DATE: 2/23/2015

AMENDED DATE:

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
Title: Apprentice Arborist Technician II  
Job Code: 3409

INTRODUCTION

Classes 3408 Apprentice Arborist Technician I and 3409 Apprentice Arborist Technician II are the entry level training classes. These classes exist to develop the competencies required of a journey level Arborist Technician, while working under close guidance and direct supervision. Apprentice Arborist Technicians perform routine tasks in support of journey level Arborist Technicians.

Apprentices are initially hired in classification 3408 Apprentice Arborist Technician I and advance to class 3409 Apprentice Arborist Technician II upon meeting education and training requirements.

DISTINGUISHING FEATURES

This class is distinguished from class 3434 Arborist Technician by the structured training program requirements, the close guidance and supervision received, and the developmental nature of the class, whereas the 3434 Arborist Technician independently performs the full range of arboriculture work.

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. Assist Arborists and receive training in performing arboriculture duties in connection with a wide variety of tree and shrub trimming and maintenance activities including:

   a) Assessing and evaluating the condition of trees and other vegetation.

   b) Climbing trees and removing dead, diseased or otherwise damaged or unwanted limbs or tree tops; pruning, felling and cutting up trees; piling trimmings for pick up and disposal.

   c) Performing various types of rigging in connection with this work; operating chain and hand saws, aerial ladder truck, chipper, and other power equipment.

   d) Driving heavy equipment

   e) Performing other related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Basic arithmetic, including measuring, counting, addition, subtraction, fundamental multiplication and division, without the aid of a calculator; basic English reading and writing; methods, materials and equipment used in trimming and caring for trees; mechanical aptitude in the
Title: Apprentice Arborist Technician II  
Job Code: 3409

use of power saws and other equipment.

Skill to: Operate hand, pneumatic and power tools and other equipment and materials used in arboriculture work, including chain saw, stump grinder, and dump truck; operate two-way radios, cell phones and pagers; operate motor vehicles.

Ability to: Learn of the scope of arboriculture work performed by the Departments of the City and County of San Francisco; learn general arborist technician skills, tools and equipment; learn methods and procedures used to support workers aloft (i.e., aerial lift truck and climber); learn safety procedures; follow oral and written instructions; cooperate with others in the performance of duties; write and speak in a manner that is easily understood; read and write English; interpret reference materials such as regulations and technical documentation; identify common tree species and shrubs; and maintain effective working relationships.

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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:

Possession of a high school diploma or equivalent (GED or High School Proficiency Examination).

Experience: None

License and Certification:

Possession of a California Class C driver’s license.

Requires ability to obtain a California Class B driver’s license and the required International Society of Arboriculture certifications upon completion of apprenticeship.
Title: Apprentice Arborist Technician II  
Job Code: 3409

SUPPLEMENTAL INFORMATION

Working Conditions:

The nature of the work will require exposure to inclement weather conditions and will require exposure to hazardous materials and/or conditions.

PROMOTIVE LINES

To: 3434 Arborist Technician

ORIGINATION DATE: 2/23/2015

AMENDED DATE:

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