NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: July 2, 2015
Re: Notice of Proposed Classification Actions – Final Notice No 83 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 July 2, 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: 83
Fiscal Year: 2014/2015
Posted Date: 06/24/2015
Reposted Date: N/A

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>9240</td>
<td>Airport Electrician</td>
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<tr>
<td>2</td>
<td>9241</td>
<td>Airport Electrician Supervisor</td>
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<tr>
<td>3</td>
<td>9242</td>
<td>Head Airport Electrician</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.


cc: All Employee Organizations
    All Departmental Personnel Officers
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    Alex Koskinen, Controller/ Budget Division
    E-File
INTRODUCTION

Under direction, performs skilled electrician duties at the journeyman level in maintaining electrical facilities at the San Francisco International Airport, including a high and low-voltage electrical distribution system; collects data for electrical expansion projects; and performs related duties as required.

Requires responsibility for carrying out and explaining policy procedures, rules and regulations governing the operation and maintenance of electrical facilities at San Francisco International Airport; applying technical skill in analyzing and testing high voltage equipment and circuits to assure efficient and continual operation; making frequent contacts with tenants, contractors and others to advise them as to the availability and location of electrical equipment; preparing and maintaining ordinary operational records. Nature of the work requires occasional exposure to working conditions where serious injuries might occur.

DISTINGUISHING FEATURES

The 9240 Airport Electrician is distinguished from the 7345 Electrician by the maintenance and repair activities of high voltage (above 600 volts) power distribution systems.

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. Maintains, operates arid adjusts electrical primary power substations ranging from 2,300 to 12,000 voltage, including circuit breakers, relays, batteries and controls.

2. Maintains high voltage power lines; locates and isolates faulty sections mid removes, installs and makes connections where necessary.

3. Installs watt-hour meter systems, connects potential transformers, current transformers, phase shifting transformers, test switches, reactive meters, demand meters arid watt-hour meters.

4. Maintains, operates and repairs the airfield runway lighting system, including taxiways, guidance sign system, airways code beacon, rotating beacon and hazard lights.

5. Maintains, operates and repairs electric motors arid control apparatus used in pumping drainage water and sewage.

6. Maintains, operates and repairs a high voltage light system.

7. Maintains, operates and adjusts standby engine generators used for emergency power; checks
Title: Airport Electrician  
Job Code: 9240

electrical failures for airport, tenants in the absence of tenant personnel in cases of emergency.

8. Collects data for engineer’s planned expansion projects and meets with tenants and contractors and advises or availability of facilities for future expansion projects.

9. Inspects completed work for compliance with airport standards and requirements.

10. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Must have technical knowledge of: electrical terms to understand the functions and workings of electrically controlled equipment.

Ability to: locate and correct any electrical trouble in the least possible time; handle and operate high voltage testing equipment and high voltage switchgear and transformers; ability to deal courteously, effectively and tactfully with representatives of other agencies and airport tenants.

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:

Requires completion of a recognized electrician’s (Line worker or Inside Wireman) apprenticeship program. Experience:

Requires two (2) years of verifiable journey-level electrician experience in the installation, maintenance, and operation of high voltage (above 600 volts) – industrial power transmission and distribution systems.

License and Certification:

Requires possession of a valid California driver’s license.

Substitution:

Additional experience as a journey level electrician, performing installation, servicing, and repair to electrical systems, devices, and related components can be substituted for the five (5) year apprenticeship program, on a year for year basis.

SUPPLEMENTAL INFORMATION
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Airport Electrician
Job Code: 9240

PROMOTIVE LINES

To: 9241 Airport Electrician Supervisor, 9242 Head Airport Electrician
From: Entrance Examination

ORIGINATION DATE: 1/12/1961
AMENDED DATE: 7/02/2015
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
INTRODUCTION

Under direction, supervises and participates in highly skilled electrical work involving the maintenance and repair of electrical systems at the San Francisco International Airport, including the high and low-voltage electrical distribution system; and performs related duties as required.

Requires responsibility for: carrying out and explaining policy procedures, rules, and regulations governing the operation and maintenance of electrical facilities at San Francisco International Airport; assigning and supervising the work of subordinate personnel; applying considerable technical skill to complex electrical problems to assure efficient and continual operation of extensive electrical facilities; inspecting completed assignments for compliance with safety procedures and methods; interpreting blueprints and related technical materials; operating high voltage (above 600 volts) switch gear, transformers, and distribution systems; making regular contacts with representatives of other outside organizations and agencies to explain electrical services and activities. Nature of the work requires occasional exposure to working conditions where serious injuries might occur.

DISTINGUISHING FEATURES

The 9241 Airport Electrician Supervisor is distinguished from the 7238 Electrician Supervisor I and 7287 Supervising Electronic Maintenance Technician by the management of staff related to maintenance and repair activities of high voltage power distribution systems. The 7238 Electrician Supervisor I will supervise their respective subordinates in those matters pertaining to electrical installation, maintenance, and repair. The 7287 Supervising Electronic Maintenance Technician will supervise their respective subordinates in those matters pertaining to electronic control systems.

SUPERVISION EXERCISED

Supervision includes overseeing and directing work assignments of personnel engaged in electrical work including high and low-voltage electrical distribution system. The 9241 Airport Electrician Supervisor supervises the 9240 Airport Electrician who performs skilled journey-level electrician duties required in maintaining electrical facilities at San Francisco International Airport.

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 participates in the maintenance of high voltage electrical systems, such as electrical primary power substations ranging from 2,300 to 12,000 voltage, including circuit breakers, relays batteries and controls.

2. Supervises and participates in the maintenance of a variety of control components and ancillary equipment including but not limited to air, oil and vacuum switches, circuit breakers, instrument relays for electric currents and voltage, batteries and control power transformers.

3. Assigns duties in connection with the testing and maintenance of high voltage power lines,
various high voltage cables, generators, transformers and related equipment.

4. Personally performs difficult trouble-shooting assignments in connection with breakdowns in electrical systems and related ancillary equipment.

5. Supervises and participates in the maintenance and repair of airport runway lighting systems, including a taxiway sign system, airway beacon, hazard lights and power feeders, standby engine generators and street lighting systems.

6. Maintains inventory of electrical components and other necessary supplies and tools; places orders for the maintenance of necessary stocks; contacts manufacturers regarding the availability of electrical components and equipment; may prepare specifications relating to the modification of equipment.

7. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Must have thorough knowledge of: electrical terminology and equipment as it relates to high voltage power distribution systems; electrical systems and related ancillary equipment of a modern airport terminal.

Ability to: assign and supervise the work of subordinate personnel; inspect completed assignments for compliance with safety procedures and methods; work electrical mathematics problems; read blueprints and related technical materials; operate high voltage switch gear and transformers; meet and deal effectively with airport tenants and representatives of other agencies.

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:

Requires completion of a recognized electrician’s (Line worker or Inside Wireman) apprenticeship program.

Experience:

Requires three (3) years of verifiable journey-level electrician experience in the installation, maintenance, and operation of high voltage (above 600 volts) industrial power transmission and distribution systems; AND

One (1) year of verifiable journey-level electrician experience in the installation, maintenance, and operation of low voltage (below 600 volts) electrical systems.
Title: Airport Electrician Supervisor
Job Code: 9241

License and Certification:

Requires possession of a valid California driver's license.

Substitution:

Additional experience as a journey level electrician, performing installation, servicing, and repair to electrical systems, devices, and related components can be substituted for the five (5) year apprenticeship program, on a year for year basis.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

TO: 9242 Head Airport Electrician
FROM: 9240 Airport Electrician

ORIGINATION DATE: 6/19/1978
AMENDED DATE: 7/02/2015

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
INTRODUCTION

Under general direction, manages electrical work concerned with the operation, maintenance and repair of electrical facilities at San Francisco International Airport; prepares budgets, requisitions, and reports related to the electric shop; manages supervisors who oversee and direct electrical functions including high and low-voltage electrical systems; confers with management and representatives of other agencies on technical electrical problems and airport electrical expansion projects and prepares reports thereon; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing policy, procedures, rules and regulations governing the operation and maintenance of electrical facilities at San Francisco International Airport; applying considerable knowledge to complex electrical problems to assure efficient and continual operation of extensive electrical facilities; making regular contacts with representatives of other outside organizations and agencies to explain electrical services and activities; assembling and preparing data or information on important operational and technical reports or supervises the preparation thereof. Nature of the work requires occasional exposure to working conditions where serious injuries might occur.

DISTINGUISHING FEATURES

The 9242 Head Airport Electrician is distinguished from the 9241 Airport Electrician Supervisor by the administrative management of assignments related to electrical installation, maintenance, and repair activities. This class is further distinguished from the 9241 Airport Electrician Supervisor as the 9241 has the expertise to interpret and apply policy, procedures, rules and regulations as they pertain to the operation and maintenance of high voltage electrical systems.

SUPERVISION EXERCISED

Supervision includes local administrative management of personnel engaged in electrical work. The 9242 Head Airport Electrician supervises the following three classes: 7238 Electrician Supervisor I, 7287 Supervising Electronic Maintenance Technician, and 9241 Airport Electrician Supervisor. The 7238 Electrician Supervisor I will supervise their respective subordinates in those matters pertaining to electrical installation, maintenance, and repair. The 7287 Supervising Electronic Maintenance Technician will supervise their respective subordinates in those matters pertaining to electronic control systems. The 9241 Airport Electrician Supervisor will supervise their respective subordinates in those matters pertaining to high voltage electrical systems or equipment (over 600 volts).

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. Manages the operations of the Airport electric shop and subordinate staff by interpreting and enforcing policy, procedures, rules, and regulations governing the operation and maintenance of electrical facilities.

2. Supervises and assigns subordinate classes to the maintenance of electric power substations,
Title: Head Airport Electrician
Job Code: 9242

feeders, transformers, circuit breakers, relays, batteries and controls.

3. Prepares annual budget estimates by conferring with supervisor on requirements for electric shop personnel, materials, supplies, and equipment.

4. Manages the electric shop expenditures of operational materials and supplies to ensure expenses are within budgetary allocations.

5. Supervises and assigns subordinate classes to the maintenance of airport building lighting and power equipment, including ballasts, switches, receptacles, meters, electrical and electronic components of heating, ventilating and air conditioning systems, mechanical doors, and security and Closed-Circuit Television (CCTV) systems.

6. Supervises and assigns subordinate classes to the maintenance of airport runway lighting system, including a taxiway sign system, hazard lights, power feeders, standby engine generators, and street lighting system.

7. Oversees applications for electric energy service reports and keeps files of such applications and reports.

8. Prepares requisitions for the purchase of lamps, repair parts, wire, cable, watt-hour meters, and other essential items.

9. Collects data for engineer's planned expansion projects such as size and availability of underground ducts, connected loads and load factors, and cable dimensions.

10. Supervises staff that meets with tenants and contractors on alterations or repair matters where electrical circuits are contemplated and identifies circuits, conduits, panels, meter sockets, and others.

11. Supervises staff that checks completed work for compliance with instructions and prior to approval by airport maintenance engineer.

12. Supervises the investigation of probable causes that may lead to failure of electrical equipment.

13. Provides feedback to managers on electric shop staff to recognize performance and course correct as needed.

14. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Must have a comprehensive knowledge of: electrical terminology to understand the functions and workings of electrically controlled equipment; electric theory and its application to a modern air terminal; electrical facilities and all aspects of their construction and operation in order to reinstall power in case of failure.
Title: Head Airport Electrician  
Job Code: 9242

Ability to: manage, plan, and track the work of subordinate and personnel engaged in electrical work; ability to budget and prepare cost estimates for the electric shop; ability to utilize computer software and hardware; ability to communicate effectively in oral and written forms; ability to interact effectively and courteously with subordinates, contractors, other departmental personnel, and the general public.

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:

Requires completion of a recognized electrician’s (Lineworker or Inside Wireman) apprenticeship program.

Experience:

Requires six (6) years of verifiable journey-level electrician experience performing installation servicing and repair to electrical systems, devices, and related components above or below 600 volts; two (2) years of which must have been as a supervisor of a crew of three (3) or more journey-level electricians.

License and Certification:

Requires possession of a valid California driver’s license.

Substitution:

Additional experience as a journey level electrician, performing installation, servicing, and repair to electrical systems, devices, and related components can be substituted for the five (5) year apprenticeship program, on a year for year basis.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: No normal line of promotion

From: 7345 Electrician, 7238 Electrician Supervisor I, 9240 Airport Electrician, 9241 Airport Electrician Supervisor

ORIGINATION DATE: 1/12/61
Title: Head Airport Electrician
Job Code: 9242

AMENDED DATE: 7/2/2015

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