NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: July 2, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 81 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: 81
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>7430</td>
<td>Assistant Electronic Maintenance Technician</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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    Alex Koskinen, Controller/ Budget Division
    E-File
Title: Assistant Electronic Maintenance Technician  
Job Code: 7430

INTRODUCTION

Under supervision, assists in performing skilled technical work including, but not limited to, the installation, calibration, maintenance, testing, trouble-shooting, repair, and modification of electronic equipment, and related control system components; and performs related duties as required.

DISTINGUISHING FEATURES

This class is the beginning level in the electronic maintenance technician series. Positions in this class assist higher level technicians in the maintenance of circuits, components and related equipment used in connection with the operation of electronically controlled light rail vehicles. Other assignments may include assisting in the maintenance of electronic communication systems, telemetering, and remote control equipment. Incumbents in this class generally start work in an apprentice or training capacity and then graduate to higher assignments requiring less supervision.

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. Assists in the repair, of mobile communication equipment such as 2-way mobile radios and docking stations and in the replacement of mobile equipment and/or repair of antennas and cable harness on vehicles; repairs and performs operational checks on ancillary mobile communication equipment such as microphones, MDT docking station light bars, relay boxes, and power supplies.

2. Assists in calibrating Automatic Vehicle Location equipment on ambulances, firetrucks, transit vehicles (NEXTbus), and other City vehicles.

3. Assists in the modification of other communications equipment such as Fire Department Firehouse PA/Intercom amplifiers and transit vehicles PA systems.

4. Assists in the initiation and/or maintenance of records; documents the maintenance, installation, removal and modification of electronic systems and equipment.

5. May operate and use specialized tools such as: pencil soldering irons, coaxial cable crimpers, volt-ohm meters, coaxial cable TDR and VSWR meters, and various power tools.

6. Assists in the installation, modification, or removal of radio base stations and wireless backhauls at various radio sites (e.g., SFMTA Radio Shop, DT Radio Shop).
Title: Assistant Electronic Maintenance Technician  
Job Code: 7430

7. Assists in the installation of mobile radio equipment, mobile data computers, and vehicular radio modems on various specialized City vehicles such as police cruisers, motorcycles, fire engines and trucks, fireboats, ambulances, street sweepers, pump trucks, and other utility and passenger vehicles.

8. Assists in the installation of burglar alarm and video camera systems on City buildings.

9. Orders and tracks repair parts needed; assists in locating part numbers, equivalent replacement devices, vendors and suppliers.

10. Assists in interfacing with vendors and suppliers in gathering initial estimated costs of new or replacement equipment and services.

11. Maintains and organizes the parts room by tracking and maintaining appropriate level of inventory.

12. Operates motor vehicles to respond to service calls, work sites and conduct other work-related activities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: electronics and electrical principals, theories, practices and procedures involved in the operation, preventive maintenance, repair, troubleshooting, testing, modification and/or installation of various electrical and electronic systems and equipment; safety procedures necessary to conduct work in RF (Radio Frequency) environment.

Ability to: operate hand and power tools, test equipment, and sensitive electronics equipment; speak clearly and to understand directions and advice; read and to write reports clearly and effectively; operate vehicles.

Skills in: troubleshooting and testing various electrical, electronic and radio communication systems and equipment; following logical procedures with regard for consequences in problem solving; making circuit calculations, interpreting and utilizing schematics and technical publications.

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:  
Completion of high school, supplemented by at least two (2) years of electronics training at a junior college or recognized vocational institution or its equivalent, which may include military electronics training school.
Title: Assistant Electronic Maintenance Technician
Job Code: 7430

Experience:

One (1) year of industrial electronics work, including fabrication, installation, calibration, maintenance, trouble-shooting and repair of electronics systems and equipment;

License and Certification:

Possession of a valid California Class C Driver’s License

SUPPLEMENTAL INFORMATION

Nature of Work: Involves considerable physical effort and dexterity in the use of fingers, limbs and body; continuous exposure to physical and working conditions where moderately serious injuries may occur; exposure to working conditions that are somewhat disagreeable in underground locations; and may require lifting up to 50 lbs. May be required to wear Personal Protective Equipment (PPE). Normal color vision and a high degree of mechanical dexterity are required. Work in this classification requires proficiency in computer software applications.

PROMOTIVE LINES

To: 7318 Electronic Maintenance Technician
From: Entrance

ORIGINATION DATE: 09/06/1978
AMENDED DATE: 2/19/2009; 07/02/2015
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, SFMTA