NOTICE OF FINAL ACTION TAKEN BY THE 
HUMAN RESOURCES DIRECTOR

Date: December 10, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 50 FY 15/16 (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 December 10, 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
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: 50
Fiscal Year: 2015/2016
Posted Date: 12/02/2015
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>7376</td>
<td>Sheet Metal Worker</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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


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    Alex Koskinen, Controller/ Budget Division
    E-File
Title: Sheet Metal Worker
Job Code: 7376

INTRODUCTION

Under general supervision, cuts, forms, fabricates and installs various gauge sheet metal fixtures, systems, reinforcements and structures, and repairs and/or replaces damaged sheet metal fittings or structures; and performs related duties as required. Nature of work requires: physical effort and dexterity in the use of the fingers, limbs and body; exposure to working conditions where moderately serious injuries may occur.

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. Determines, from work orders or blueprints, work to be done and the type, cut and material needed; obtains metal from stock or on requisition and measures and marks it for cutting and forming.

2. Cuts out sheet metal parts using hand or power tools, bends and forms pieces and fastens parts together with joining equipment.

3. Erects scaffolds for work to be done in high locations.

4. Lifts and sets sheet metal parts and objects in place and connects with other units.

5. Uses solder to join sheet metal parts and products.

6. Uses arc and/or acetylene or spot welding equipment to join metal parts and pieces through various type of welding.

7. Fabricates and installs HVAC systems and all sheet metal parts and/or appurtenances of every description associated with it and related equipment.

8. Fabricates and installs architectural sheet metal parts and products such as skylights, gutters, downspouts and louvers,

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the methods, practices, materials, equipment and tools of the sheet metal trade; the hazards and safety precautions of the work.
Title: Sheet Metal Worker  
Job Code: 7376

**Ability and Skill to:** fabricate, repair and install a wide variety of items made from sheet metal; follow oral and written instructions and work from instructions', sketches and blueprints to close tolerances.

Requires considerable skill in the use of -the -tools and equipment of the trade.

**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 sheet metal worker’s apprenticeship program (in the Building Trades); and

**Experience:**

Three (3) years of journeyman level sheet metal working experience.

**License and Certification:**

Possession of a valid California driver license.

**Substitution:**

Additional qualifying journeyman-level sheet metal working experience may be substituted for the required sheet metal worker’s apprenticeship program on a year-for-year basis.

**PROMOTIVE LIKES:**

9345 Sheet Metal Worker Supervisor I

**ORIGINATION DATE:**

**AMENDED DATE:** 10/12/15; 12/10/15

**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