

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: December 28, 2015

Re: **Notice of Proposed Classification Actions –Final Notice No. 52 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 28, 2015.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to read "Steve Ponder", written over a horizontal line.

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: 52
Fiscal Year: 2015/2016
Posted Date: 12/18/2015
Reposted Date: N/A

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

Item #	Job Code	Title	Salary
1	7354	Apprentice Power Line Worker 1	\$60,606 – \$77,142
2	7357	Apprentice Power Line Worker 2	\$82,654 – \$99,164

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.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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All Departmental Personnel Officers
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Apprentice Power Line Worker 1
Job Code: 7354**

INTRODUCTION

Under immediate supervision, performs apprentice Power Line Worker duties as part of a recognized program established by the International Brotherhood of Electrical Workers (IBEW) Local 6, Joint Apprenticeship and Advisory Committee. All work to be performed and related supplemental instruction are enumerated in the Apprenticeship Standards formulated by said Committee and are summarized in this specification: assists the journey-level Line Worker in the installation, construction, maintenance and repair of overhead and underground lines for power lines and/or high voltage overhead transmission and distribution lines, as well as rigging blocks, splicing wires and operating hydraulic lift buckets, and performs related duties as required. The apprentice is expected to complete satisfactorily, the training and related instruction for each type of equipment, process, and procedures to qualify for advancement to Apprentice Power Line Worker 2.

DISTINGUISHING FEATURES

The Apprentice Power Line Worker works under the immediate supervision of a qualified journey-level Line Worker during the four year apprenticeship required by the trade, learning the distribution and transmission line duties; learning the electrical theory and practices related to transit power lines both overhead and underground, and electrical power distribution lines; developing the ability to analyze and locate faults in transmission lines; climbing high poles and transmission towers using rigging techniques; driving overhead line trucks to remote locations, and keeping routine records. Though experience in on-the-job training and related instruction become fully proficient in the craft, and qualified for state certification.

Nature of work involves considerable physical effort and dexterity with frequent exposure to inclement weather and natural elements and working conditions where serious accidents or injuries may occur. Knowledge of safety measures related to work on overhead and underground lines, as well as use of respirators is necessary.

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 installation, repairs, and maintenance of high-tension overhead transmission systems, related feeder lines, towers and poles; may perform such maintenance activities when lines are de-energized.
2. Assists in the maintenance of, operation, and adjustments to electrical transmission and primary power substations ranging from 600 to 230,000 volts, including circuit breakers, relays, batteries, and controls.
3. Assists in the installation and maintenance of underground and overhead power lines

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**Title: Apprentice Power Line Worker 1
Job Code: 7354**

- and feeders and related auxiliary equipment; locates and isolates faulty sections and assists in the removal, installation and corrections where necessary.
4. Assists in the installation of watt-hour meter systems, connection of potential transformers, current transformers, phase shifting transformers, test switches, reactive meters, demand meters, and watt-hour meters.
 5. Assists in the maintenance, operation, and repairs of overhead and underground high voltage transit line systems. Work may involve working in underground vaults, subway tunnels, and subway stations.
 6. Assists in the repair, installation and maintenance of high voltage street lighting systems including circuits, poles, arms, luminaries, insulators, and related hardware under de-energized conditions, which may involve working in heavy traffic.
 7. Assists in the testing, inspection, repairs, and replacement of overhead and underground transmission and distribution lines and circuits.
 8. Assists in the maintenance of utility power distribution and transmission systems, and related components, including circuit breakers, relays, switches, and fuses, transformers, busses, and underground cables, feeders, and associated equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to: Comply with the standards established for the apprenticeship program and the skill to perform the work faithfully with diligence and to complete the related course study.

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:

High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; **AND**

Completed one year (two semesters) of high school algebra or one semester of college algebra with a passing grade; **AND**

Applicant must successfully pass a written aptitude examination; **AND**

Experience:

Applicants must be 18 years of age by the end of the selection process*; **AND**

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Apprentice Power Line Worker 1
Job Code: 7354**

License and Certification:

Must have a valid Class C CA Driver's License; **AND**

Requires obtaining a Class B Driver's license within two (2) years of appointment. Failure to obtain the appropriate driver's license within the specified time period may be cause for separation.

Substitution:

SUPPLEMENTAL INFORMATION

Must successfully pass the City and County of San Francisco pre-employment drug test.

*Proof of one (1) year of High School Algebra or one (1) term of college Algebra with a passing cumulative grade of "C-" or better. (Your official transcripts **MUST** state "Algebra", or the like. If your algebra course was entitled "Integrated Math", "Math 90" or the like, your school must include a letter written on letterhead that states the course you took was the equivalent to algebra). Algebra must be completed at the time your application is submitted.

*Proof of age indicating that you are 18 years of age or older. Copy of valid CA Driver's License is acceptable.

PROMOTIVE LINES

ORIGINATION DATE: 12/28/15

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

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Apprentice Power Line Worker 2
Job Code: 7357**

INTRODUCTION

Under immediate supervision, performs apprentice Power Line Worker duties as part of a recognized program established by the International Brotherhood of Electrical Workers (IBEW) Local 6, Joint Apprenticeship and Advisory Committee. All work to be performed and related supplemental instruction are enumerated in the Apprenticeship Standards formulated by said Committee and are summarized in this specification: assists the journey-level Line Worker in the installation, construction, maintenance and repair of overhead and underground line for power lines and/or high voltage overhead transmission and distribution lines, as well as rigging blocks, splicing wires and operating hydraulic lift buckets, and performs related duties as required. The apprentice is expected to complete satisfactorily the training and related instruction for each type of equipment, process, and procedure and to qualify for promotion to journey level Power Line Worker, Transmission and Distribution Line Worker or Transit Power Line Worker.

DISTINGUISHING FEATURES

Distinguishing Features: The Apprentice Power Line Worker works under the immediate supervision of a qualified journey-level Line Worker during the four year apprenticeship required by the trade, learning the distribution and transmission line duties; learning the electrical theory and practices related to transit power lines both overhead and underground, and electrical power distribution lines; developing the ability to analyze and locate faults in transmission lines; climbing high poles and transmission towers using rigging techniques; driving overhead line trucks to remote locations, and keeping routine records. Though experience in on-the-job training and related instruction become fully proficient in the craft, and qualified for state certification.

Nature of work involves considerable physical effort and dexterity with frequent exposure to inclement weather and natural elements and working conditions where serious accidents or injuries may occur. Knowledge of safety measures related to work on overhead and underground lines, as well as use of respirators is necessary.

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 installation, repairs, and maintenance of high-tension overhead transmission systems, related feeder lines, towers and poles; may perform such maintenance activities when lines are energized as well as de-energized.
2. Assists in the maintenance of, operation, and adjustments to electrical transmission and primary power substations ranging from 600 to 230,000 volts, including circuit breakers, relays, batteries, and controls.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Apprentice Power Line Worker 2
Job Code: 7357**

3. Assists in the installation and maintenance of underground and overhead power lines and feeders and related auxiliary equipment; locates and isolates faulty sections and assists in the removal, installation and corrections where necessary.
4. Assists in the installation of watt-hour meter systems, connection of potential transformers, current transformers, phase shifting transformers, test switches, reactive meters, demand meters, and watt-hour meters.
5. Assists in the maintenance, operation, and repairs of overhead and underground high voltage transit line systems. Work may involve working in underground vaults, subway tunnels, and subway stations.
6. Assists in the repair, installation and maintenance of high voltage street lighting systems including circuits, poles, arms, luminaries, insulators, and related hardware under de-energized or live wire conditions, which may involve working in heavy traffic.
7. Assists in the testing, inspection, repairs, and replacement of overhead and underground transmission and distribution lines and circuits.
8. Assists in the maintenance of utility power distribution and transmission systems, and related components, including circuit breakers, relays, switches, and fuses, transformers, busses, and underground cables, feeders, and associated equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to: Comply with the standards established for the apprenticeship program and the skill to perform the work faithfully with diligence and to complete the related course study.

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:

High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; **AND**

Completed one year (two semesters) of high school algebra or one semester of college algebra with a passing grade; **AND**

Experience:

Appointees must be a current International Brotherhood of Electrical Workers, Local 6; 73XX, Apprentice Power Line Worker 1; **OR**

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**Title: Apprentice Power Line Worker 2
Job Code: 7357**

Appointees must be a current indentured Apprentice Power Line Worker with the IBEW who has completed at least 4160 hours of their combined work process and classroom study; **AND**

License and Certification:

Must have a valid Class C CA Driver's License; **AND**

Requires obtaining a CA Class B Driver's license within six (6) months of appointment. Failure to obtain and maintain the appropriate driver's license within the specified time period may be cause for separation.

Substitution:

SUPPLEMENTAL INFORMATION

Must successfully pass the City and County of San Francisco pre-employment drug test.

*Proof of one (1) year of High School Algebra or one (1) term of college Algebra with a passing cumulative grade of "C-" or better. (Your official transcripts MUST state "Algebra", or the like. If your algebra course was entitled "Integrated Math", "Math 90" or the like, your school must include a letter written on letterhead that states the course you took was the equivalent to algebra). Algebra must be completed at the time your application is submitted.

PROMOTIVE LINES

ORIGINATION DATE: 12/28/15

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