

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: March 2, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 36 FY 16/17 (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 March 2, 2017.

Micki Callahan
Human Resources Director

by: _____

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

Steve Ponder
Classification and Compensation Director
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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, 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: 36
Fiscal Year: 2016/2017
Posted Date: 02/22/2017
Reposted Date: N/A

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

Item #	Job Code	Title
1	7326	Glazier
2	7233	Glazier Supervisor 1

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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@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>.

cc: All Employee Organizations
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Glazier
Job Code: 7326**

DEFINITION

Under general supervision, the essential functions of the Glazier include performing skilled work in cutting, assembling, fitting, setting, fastening, installing, repairing and maintaining glass and plastic sheets and window screens in windshields (MUNI transit vehicles), windows, mirrors, skylights, doors, desktops, showcases, frames, aluminum extrusion window frames; removing and installing window film or tinted applications; and operating a variety of shop machinery and equipment in connection with glazing activities. Incumbents may be required to perform other related duties in addition to the ones listed above.

DISTINGUISHING FEATURES

This is the entry-level position into the class, which requires journey-level experience and training. It is distinguished from the next higher class, 7233 Glazier Supervisor I, in that the latter supervises and coordinates the duties performed by incumbents in class 7326 Glazier duties.

SUPERVISION EXERCISED

None.

EXAMPLES OF 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. Cuts, assembles, fits, sets, fastens and installs glass, plastic sheets and window screens in windows, skylights, doors, showcases, frames, aluminum extrusion window frames and automotive and transit vehicles.
2. Repairs and maintains broken and leaking windows and skylights.
3. Cuts, grinds and installs glass, desktops and mirrors.
4. Operates a variety of shop machinery and equipment in connection with glazing activities such as wet sanders, drill presses, edge finishing sanders, powered hand sanders and saws, etc.
5. Documents work performed by completing work orders and daily work log.
6. Installs aluminum storefront and glaze.
7. Drives a vehicle to work sites.
8. Removes and installs window film or tinted applications.
9. Operates a forklift to transport materials.

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

**Title: Glazier
Job Code: 7326**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: tools, materials and equipment and safety practices.

Ability and Skill to: cut and handle a variety of glass; fit, set, fasten and install glass in windows; perform simple math computations; drive a vehicle to worksites and operate a forklift to transport materials; understand and follow oral instructions; read and comprehend written instructions and produce documentation of work performed by completing work orders and daily work log; communicate clearly and effectively and interact courteously with other staff, supervisors 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:

Completion of a recognized five (5) year glazier apprenticeship program.

Experience:

Two (2) years of experience as a journey level glazier.

License and Certification:

Possession of a valid Class C driver's license.

Substitution:

Additional experience as described above may be substituted for the required apprenticeship on a year-for-year basis.

SUPPLEMENTAL INFORMATION

Nature of work: requires some physical effort and manual dexterity in the use of the fingers, limbs and body; lifting and carrying up to 75lbs; wearing Personal Protective Equipment (PPE); working in adverse weather or working conditions such as dust, cold temperatures, loud or continuous noise; attending specialized training classes, and working any shift including: days, swings, nights, weekends, holidays and mandatory overtime. Additionally, incumbents may be required to work at various elevated heights/stories.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Glazier
Job Code: 7326**

PROMOTIVE LINES

To: 7233 Glazier Supervisor I

ORIGINATION DATE:

AMENDED DATE: 10/8/99; 03/02/17

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

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

Title: 7233

Job Code: Glazier Supervisor 1

DEFINITION

Under direction, supervises the activities of a crew of subordinate glaziers engaged in a variety of maintenance and repair projects at various locations in the city; and performs related duties as required.

DISTINGUISHING FEATURES

This is the supervisory class in the glazier series. It is distinguished from 7326 Glazier by its supervisory responsibilities.

SUPERVISION EXERCISED

Supervision includes the 7326 Glazier.

EXAMPLES OF 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. Plans, assigns and supervises the work of glaziers at various locations.

2. Prepares labor and materials cost estimates for various jobs.

3. Cuts glass at shop for orders.

4. Requisitions, receives and checks deliveries of material and supplies.

5. Records time of employees and prepares reports on projects completed and materials expended.

6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic safety practices, tools, materials and techniques used in the glazing trade.

Ability and Skill to: make accurate labor and materials cost estimates for various jobs; prepare

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DEPARTMENT OF HUMAN RESOURCES**

Title: 7233

Job Code: Glazier Supervisor 1

and maintain adequate reports and records; plan, assign and supervise subordinate personnel; install and repair glass and plastic; use tools, materials, and equipment; effectively communicate both orally and in writing; operate a motor vehicle.

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 a recognized five (5) year glazier apprenticeship program.

Experience:

Six (6) years of experience as a journey-level glazier.

License and Certification:

Possession of a valid Class C driver license.

Substitution:

Additional experience as described above may be substituted for the required apprenticeship on a year-for-year basis.

SUPPLEMENTAL INFORMATION

Nature of Work: Some physical effort and manual dexterity in the use of fingers, limbs and body; exposure to working conditions where moderately serious injuries may occur (conditions may include working at dangerous heights on boom truck, staging, and/or scaffolding).

PROMOTIVE LINES

From: 7326 Glazier

ORIGINATION DATE:

AMENDED DATE:

7/1/77; 7/22/14; 03/02/17

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.

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

Title: 7233

Job Code: Glazier Supervisor 1

BUSINESS UNIT(S): **COMMN SFMTA SFCCD SFUSD**