



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: May 26, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 27 FY 16/17 (copy attached).**

Pursuant to completion of discussion with Local 261 regarding this classification action, the classification action contained in the above referenced notice became effective May 26, 2017.

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 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 Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, 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: 27
Fiscal Year: 2016/2017
Posted Date: 01/27/2017
Reposted Date: 05/16/2017

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

Item #	Job Code	Title
1	3434	Arborist Technician

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
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Arborist Technician
Job Code: 3434**

DEFINITION

Under general supervision, performs duties involving the maintenance and removal of trees and other vegetation and performs related duties as required. The essential functions of this class include climbing up trees and/or using aerial lift equipment to reach dead, damaged or unwanted limbs or tree tops for removal and pruning, or for purposes of complete tree removal; performing various types of rigging with cranes, skidders, tractors and other heavy equipment; preparing brush for disposal, operating chipper and driving aerial lift equipment vehicles, heavy loader trucks or other required vehicles. Nature of the work involves exposure to a high risk of physical injury to the employee and constant vigilance to public safety. Positions in this job code require considerable physical demands, manual dexterity with frequent exposure to arduous and disagreeable working conditions, including inclement weather.

DISTINGUISHING FEATURES

The 3434 Arborist Technician is distinguished from the 3436 Arborist Technician Supervisor in that the latter is the entry-level supervisory class.

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. Assesses and evaluates condition of trees and other vegetation; maintains tree inventories.
2. Climbs trees and removes dead, diseased or otherwise damaged or unwanted limbs or tree tops; prunes, fells and cuts up trees; piles trimmings for pick up and disposal.
3. Performs various types of rigging in connection with this work; operates chain and hand saws, aerial ladder truck, chipper, and other equipment.
4. Drives heavy equipment.
5. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Methods, materials and equipment used in trimming and caring for trees; mechanical aptitude in the use of power saws and other equipment.

Ability and Skill to: Perform necessary roping and rigging connected with this work.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which may be required for employment in the class. Please note, additional qualifications (i.e. special conditions) may apply to a particular position and will be stated on the exam/job announcement.

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

**Title: Arborist Technician
Job Code: 3434**

Education:

Possession of a high school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

Three (3) years of verifiable journey-level experience as a tree work professional. Duties must have included climbing trees of considerable height for the purpose of removing tree limbs, treetops or entire tree in accordance with safety standards. Experience in pruning trees from a ladder is not qualifying experience.

License and Certification:

Possession of a valid California Class C driver's license at the time of application; AND Possession of a valid California Class B driver's license with no air brakes restriction is required upon completion of the probationary period.

Substitution:

SUPPLEMENTAL INFORMATION

Safety Sensitive Positions Requirements: In compliance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991 employing the Federal Motor Carrier Safety Administration (FMCSA) and Federal Transit Administration (FTA) regulations, drug and alcohol testing for employees in "safety-sensitive" positions are required. The selected applicants for safety-sensitive positions will be required to pass a Pre-Employment drug test prior to appointment and shall be subject to Random, Post-Accident, Reasonable Suspicion, Return-To-Duty, and Follow-Up testing during employment. Prior to appointment to an FMCSA position, each applicant who has participated in a DOT drug and alcohol testing program within the immediately preceding two years will be required to sign a consent form authorizing the City to contact his/her prior employers concerning his/her drug and alcohol test history.

PROMOTIVE LINES:

To: 3436 Arborist Technician Supervisor I

ORIGINATION DATE: 5/19/00

AMENDED DATE: 9/4/01; 10/31/14; 05/26/2017

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

BUSINESS UNIT(S): COMMN, SFMTA