

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: April 15, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 82 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 April 15, 2016.

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 Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Maria Newport, SFERS  
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:** 82  
**Fiscal Year:** 2015/2016  
**Posted Date:** 04/05/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7345	Electrician

**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](mailto: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 Victor H Vallejo, Clerk, at (415) 557-4894 or by email at [Victor.h.Vallejo@sfgov.org](mailto:Victor.h.Vallejo@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  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Electrician  
Job Code: 7345**

**INTRODUCTION**

Under general supervision performs skilled electrical work in connection with the installation, maintenance, repair and alteration of electrical systems under 600 volts, machinery and equipment; may exercise work direction over craftsmen involved in such work; and performs related duties as required.

Requires responsibility for: print reading, installing, maintaining, testing and repairing electrical equipment; inspecting and repairing generating equipment; cutting, bending and installing rigid conduit, electrical metallic tubing (EMT) and pulling conductors; setting up and using ladders, staging, aerial lift trucks and light towers, and use of personal protective equipment (PPE). May involve work with high voltage (277 Volt - 480 Volt) equipment and installation, maintenance, testing and repair of traffic signal equipment.. Nature of work involves physical effort and dexterity in the use of fingers, limbs and body; exposure to hazardous environments where injuries may be encountered.

**DISTINGUISHING FEATURES**

**SUPERVISION EXERCISED**

**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. Installs, maintains, tests and repairs electrical distribution systems and devices such as lighting, power circuits, fixtures, transformers, programmable logical controls (PLC), motors, motor controls, process controls, auxiliary lighting systems, life safety systems, electronic controls, relays, regulators, branch circuit breakers, main distribution circuit breakers, irrigation control systems, and other related electrical equipment which may be in confined spaces.
2. Inspects and repairs generating equipment and UPS (uninterrupted power supply) and its auxiliary accessories.
3. Cuts, bends and installs rigid conduit, electrical metallic tubing (EMT) and pulls current carrying conductors.
4. Erects and uses ladders, scaffolds, staging, aerial lift trucks and light towers.
5. Communicates via two-way radios and telephones.
6. May install, maintain, test and repair traffic signal equipment.

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

**Title: Electrician  
Job Code: 7345**

7. Prepares and submits reports for time, and material used reports on work accomplished.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: various types of electrical equipment and methods of installation and of the tools, materials and equipment necessary to the maintenance and repair of such installations; of electrical codes in the National Electrical Code, San Francisco Electrical Code, local codes, General Order 95 and California state electrical safety orders; of existing safety codes, ordinances and regulations.

Ability and Skill to: read drawings, ladder diagrams, schematics, sketches and blueprints; inspect equipment, perform routine maintenance and identify, correct and report electrical problems; oral and written communication skills; mathematical skills to do simple arithmetic computations and basic algebra. Requires considerable skill in the use and handling of electrical equipment and tools used in the electrical 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:

Completion of a recognized Apprenticeship program (Inside Wireman Apprenticeship).

Experience:

One (1) year of journey level electrician experience.

License and Certification:

Possession of a valid California (Class C) driver license.

Substitution:

Additional experience as a journey level electrician may be substituted for the required electrician apprenticeship on a year-for-year basis.

Six years of inside wireman experience equivalent to journey-level as defined by the International Brotherhood of Electrical Workers may be substituted for the required experience.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

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

**Title: Electrician  
Job Code: 7345**

TO: 7238 Electrician Supervisor I

**ORIGINATION DATE:** 7/1/1977

**AMENDED DATE:** 04/15/16

**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 SFCCD SFUSD