



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: January 13, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 46 FY 15/16 (copy attached).**

Pursuant to completion of discussion with Carpenters, Local 22 regarding this classification action, the classification action contained in the above referenced notice became effective January 13, 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 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:** 46  
**Fiscal Year:** 2015/2016  
**Posted Date:** 11/10/2015  
**Reposted Date:** 01/05/2016

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

Item #	Job Code	Title
1	7226	Carpenter Supervisor I
2	7272	Carpenter Supervisor II
3	7344	Carpenter

**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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at [Rich.David@sfgov.org](mailto: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>.

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

**Title: CARPENTER SUPERVISOR I  
Job Code: 7226**

**INTRODUCTION**

Under general direction, Carpenter Supervisor I supervises the activities of carpenters and other craft workers engaged in the maintenance and repair of city structures, historic buildings, installations, facilities and equipment, including transit equipment, both in shops and on-site.

**DISTINGUISHING FEATURES**

The 7226 Carpenter Supervisor I is the first supervisory level in the Carpenter series. It is distinguished from the Carpenter by its supervisory responsibility. It is distinguished from the 7272 Carpenter Supervisor II in that the latter supervises the former.

**SUPERVISION EXERCISED**

Exercises supervision over 7344 Carpenters and other craft workers.

**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. Plans and prioritizes work schedules on a continuous basis according to production targets; assigns and directs the work of carpenters and others on maintenance and repair projects; schedules and coordinates work with other crafts and departments.
2. Makes estimates of time and materials on requested work orders for repairs and maintenance.
3. Inspects work in progress and upon completion inspects for quality and adherence to specifications; develops work schedules and plans.
4. Requisitions materials and equipment; justifies and estimates future equipment and material needs.
5. Records hours worked and makes required reports.
6. Instructs employees in the safe operation of shop equipment and assures adherence to safe work practices; administers Injury and Illness Prevention Program (IIPP).
7. Assists in the development, motivation and advancement of subordinates through training and effective use of employee development programs; administers performance appraisals; resolves employee problems; assures adherence to shop rules, policies, etc.
8. Works in conjunction with support staffs, including engineers, architects and other technical experts to coordinate work plans; makes regular contacts with other departments, outside organizations and the general public.
9. Uses personal computer to prepare a variety of reports and memos to keep records and to write correspondence using e-mail.

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

**Title: CARPENTER SUPERVISOR I  
Job Code: 7226**

10. Performs related duties as required.

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

Knowledge of: building codes and ordinances, tools, materials, equipment and labor used in building maintenance and repair work, and safety practices.

Ability and Skill to: supervision, written and oral communication, human relations, planning and organizing.

**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 four year recognized carpenter apprenticeship program; AND

Experience: Four years of verifiable experience as a journey-level carpenter (experience, as a carpenter's helper is NOT qualifying.)

License and Certification: Possession of a valid California driver's license.

Substitution: Additional qualifying journey-level carpenter experience may be substituted for the required carpentry apprenticeship program on a year-for-year basis.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**TO: 7272 Carpenter Supervisor II**

**FROM: 7344 Carpenter**

**ORIGINATION DATE:**

**AMENDED DATE:** 9/19/07; 1/13/16

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

**Title: CARPENTER SUPERVISOR I  
Job Code: 7226**

**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

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

**Title: CARPENTER SUPERVISOR II  
Job Code: 7272**

**INTRODUCTION**

Under general direction, plans and directs the work of several crews of carpenters assigned to various projects and work locations; supervises and evaluates the work of first-level supervisors; reviews and prepares job estimates and daily work assignments; estimates and approves expenditures for materials and supplies; performs inspections of carpenters' work; writes required reports; and performs related duties as required.

**DISTINGUISHING FEATURES**

This is a second-level supervisory position that has responsibility for interpreting and enforcing methods and procedures relative to construction, maintenance, and repair activities; inspecting the work of carpenters in the shop or field; gathering, preparing, and maintaining records and reports of time worked and materials expended; conducting training on safety procedures and departmental rules and policies; and meeting with other departmental personnel, outside organizations and the general public in connection with construction, maintenance, and repair work. This position is distinguished from the 5102 Public Buildings Maintenance and Repair Assistant Superintendent in that the latter is a third-level supervisory position responsible for administrative and managerial duties.

**SUPERVISION EXERCISED**

Incumbents in this job code supervise the first-level Carpenter Supervisor I classification which is responsible for directing the work of carpenters.

**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. Meets with managers to plan and prioritize work according to established production targets.
2. Directs daily work assignments through supervision of Carpenter Supervisor I.
3. Reviews and prepares formal and informal job estimates for current and future projects.
4. Prepares and maintains records of time worked and materials expended on projects to justify expenditures.
5. Orders and approves orders for materials and supplies.
6. Interprets and enforces existing methods and procedures relative to construction, maintenance, and repair activities.
7. Inspects completed work of carpenters in the field or shop.
8. Assists in the development and motivation of staff through training.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: CARPENTER SUPERVISOR II  
Job Code: 7272**

9. Monitors and instructs staff regarding safety procedures.
10. Meets with representatives of other City departments, outside organizations, and the general public in connection with maintenance work.
11. Drives a vehicle to job sites, carpentry shops, and meetings at various locations.
12. Performs related duties as required.

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

Knowledge of: carpentry principles and techniques; building construction, maintenance and repair methods and procedures; related codes and ordinances; departmental rules and policies; and safety procedures.

Ability and Skill to: prepare estimates of materials and labor needed from plans and specifications; plan, organize, assign, oversee, and inspect the work of carpentry staff; motivate and train staff; communicate effectively both orally and in writing; promote and maintain good working relationships; and 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 four year recognized carpenter apprenticeship program; AND

Experience: Six years of verifiable experience as a journey-level carpenter (experience, as a carpenter's helper is NOT qualifying). Two years of this experience must have been at a level equivalent to Carpenter Supervisor I in the City and County of San Francisco.

License and Certification: Possession of a valid California driver's license.

Substitution: Additional qualifying journey-level carpenter experience may be substituted for the required carpentry apprenticeship program on a year-for-year basis.

**SUPPLEMENTAL INFORMATION**

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

**Title: CARPENTER SUPERVISOR II  
Job Code: 7272**

**PROMOTIVE LINES**

**FROM: 7226 Carpenter Supervisor I**

**ORIGINATION DATE:** 7/1/77

**AMENDED DATE:** 11/12/99; 1/13/16

**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



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

**Title: CARPENTER  
Job Code: 7344**

**INTRODUCTION**

Under general supervision, performs skilled carpentry work in connection with the maintenance and repair of city structures, installations and facilities; and performs related duties as required.

Requires responsibility for: explaining and carrying out existing methods and Procedures relative to maintenance and repair activities; making occasional contacts with other departmental personnel and outside organizations in connection with carpentry activities; preparing routine records and reports of time worked and materials used.

**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. Performs carpentry duties in connection with a wide variety of building alterations, maintenance and repair projects and other appurtenant and miscellaneous structures; builds and erects stairs, partitions, barricades, sheds, concrete forms, bleachers, scaffolding, fences and other items.
2. Lays and renews wood/wood composite/laminate: floors, baseboards, and moulding in offices, shops or transit equipment.
3. Repairs desk, tables, chairs, sashes, doors, roofs, stairs and handrails.
4. Installs doors and some related hardware.
5. Operates power driven shop woodworking machinery and equipment.
6. Reads blueprints and work orders and follows other written or verbal instructions on the kind and extent of carpentry work to be done.
7. Plans work program and sequences; assembles lumber and tools needed for an assigned project.
8. May measure and prepare estimates for carpentry repairs.
9. Prepares routine work records.

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

Knowledge of: Requires good knowledge of: general carpentry work in maintenance and repair projects; the use of carpentry tools, power driven woodworking machinery and equipment.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: CARPENTER  
Job Code: 7344**

Ability and Skill to: Requires ability to: read blueprints and work from drawings and sketches; work well with others; keep simple records.

Requires considerable skill in the use of tools and materials 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: Completion of a four year recognized carpenter apprenticeship program; AND

Experience: Three years of experience as a journey-level carpenter (experience, as a carpenter's helper is NOT qualifying).

License and Certification: Possession of a valid California driver license.

Substitution: Additional qualifying journey-level carpenter experience may be substituted for the required carpentry apprenticeship program on a year-for-year basis.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

TO: 7226 CARPENTER SUPERVISOR I  
FROM: ORIGINAL ENTRANCE EXAMINATION

**ORINATION DATE:** 7/1/77

**AMENDED DATE:** 1/13/16

**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