

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: September 25, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 04 FY 17/18 (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 September 25, 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: 04
Fiscal Year: 2017/2018
Posted Date: 07/25/2017
Reposted Date: 09/15/2017

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

Item #	Job Code	Title
1	7398	Apprentice Cement Mason I
2	7399	Apprentice Cement Mason II
3	7311	Cement Mason

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

**Title: APPRENTICE CEMENT MASON I
Job Code: 7398**

DEFINITION

Classes 7398 Apprentice Cement Mason I and 7399 Apprentice Cement Mason II are the entry level training classes. These classes exist to develop the competencies required of a journey level Cement Mason, while working under close guidance and direct supervision. Apprentice Cement Masons perform routine tasks in support of journey level Cement Masons.

Assigned duties increase in scope and difficulty as the Apprentice Cement Masons demonstrate skills in performing diverse duties that are learned through an on-the-job training rotation and Joint Apprenticeship Training Committee School through the recognized employee organization. Work is performed under direct supervision and is evaluated on the basis of progress in a structured work experience training program.

Demonstrated competence and successful completion of the structured training program leads to meeting the minimum qualifications for the promotional class of Cement Mason. Apprentices are initially hired in classification 7398 Apprentice Cement Mason I. Upon completion of two years of service in this classification, apprentices are to be appointed to class 7399 Apprentice Cement Mason II. Failure to achieve demonstrated competence and acceptable work habits or the inability to complete the training program within four (4) years results in automatic loss of employment in the 7398 and/or 7399 classes. The appointing officer or designee may provide an extension of time to complete the training program; however, the extension must be in writing.

Under direct supervision, Apprentice Cement Masons will learn to perform various types of cement work. Responsibilities include safety training, framing, preparing and securing job sites, estimating, removing debris; mixing, pouring and finishing concrete, demolishing concrete structures; operating and maintaining hand and power tools, performing routine maintenance of tools and equipment. Performs related duties as required.

DISTINGUISHING FEATURES

Classes 7398 Apprentice Cement Mason I and 7399 Apprentice Cement Mason II are the entry-level trainee classifications which work as part of a crew under the supervision of a Cement Mason. Incumbents receive on-the-job training in cement masonry while enrolled in a Joint Apprenticeship Training Committee School through their recognized employee organization.

These classes are distinguished from class 7311 Cement Mason by the structured training program requirements, the close supervision received, and the developmental nature of the class, whereas the 7311 Cement Mason is skilled to independently perform the full range of cement masonry. Apprentice Cement Masons perform routine tasks in a learning capacity in support of journey level Cement Masons. Responsibilities increase in scope and difficulty with demonstration of competence and skills in performing the diverse duties. Work is performed under close guidance and direct supervision and is evaluated on the basis of progress in a structured work experience training program.

Incumbents in this class are Exempt City employees, serving at the pleasure of the appointing authority, and participate in a formal alternative work program which provides experience and training needed to qualify to compete for positions in class 7311 Cement Mason.

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

**Title: APPRENTICE CEMENT MASON I
Job Code: 7398**

SUPERVISION EXERCISED

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. Participates in a Joint Apprentice Training Committee Apprenticeship School through the recognized employee organization.
2. Communicates and learns to work with supervisors, journey level cement masons and other co-workers. Learns to follow orders and directions.
3. Prepares job sites by setting up safety tripods and scaffolding; may secure confined space job sites.
4. Performs mixing and applying toppings, colors, grout, epoxy overlays, or waterproofing compounds in accordance with job specifications.
5. Performs framing work, including placing and finishing curbs sidewalks, gutters, disability access ramps and various other concrete structures.
6. Participates in demolition of flat work and concrete structures with the proper use of pneumatic tools, such as chipping gun, jackhammer, concrete saw, and other power equipment.
7. Pour and finishes concrete sidewalks, curbs, gutters, streets, disability access ramps, and steps using screeds, trowels and floats.
8. Identifies and uses various hand and pneumatic tools and power equipment; cleans and otherwise maintains tools and equipment; and perform general maintenance.
9. Learns to order materials and estimate concrete; assists in laying out work for new construction or repair by measuring and calculating the correct type, materials and supplies necessary to complete the job.
10. Loads and unloads materials, supplies, and equipment on and off trucks.
11. Learns safety procedures and use of safety equipment, preparing jobsite, proper concrete and debris disposal, tapering traffic, and pedestrian detouring.
12. Basic learning of the scope of concrete work performed by the Department of Public Works Cement Shop.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic arithmetic, including measuring, counting, addition, subtraction, multiplication and division, calculate ratios, percentages and dimensions without the aid of a calculator

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**Title: APPRENTICE CEMENT MASON I
Job Code: 7398**

Ability and Skill to: Learn of the scope of concrete work performed by the Department of Public Works Cement Shop; learn general cement mason skills, tools and equipment; learn methods and procedures used to pour and finish concrete; learn safety procedures; follow oral and written instructions; cooperate with others in the performance of duties; write and speak in a manner that is easily understood; read and write English; maintain effective working relationships

Physical Ability to: Climb ladders; crawl on hands and knees; lift objects that weigh up to ninety (90) pounds and carry them for distances up to fifty (50) feet; lift, drag and/or move with assistance large and/or heavy equipment to truck bed level; bend the knees, waist and back; stoop or squat; ability to kneel, bend and squat for considerable periods of time; remain in uncomfortable positions for extended periods of time.

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:

Applicant must be on a current Northern California Cement Masons Joint Apprenticeship and Training Committee Apprentice applicant list; or

Applicant must be a currently indentured Apprentice Cement Mason who is within the first period of the Cement Masons apprenticeship program.

Experience:

License and Certification:

Possession of a valid Class C California driver's license

Substitution:

SUPPLEMENTAL INFORMATION

Appointees to this class must be members of the Plasterers' and Cement Masons' Local #300 Union.

The nature of the work may require exposure to inclement weather conditions and may require exposure to hazardous materials and/or conditions.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: APPRENTICE CEMENT MASON I
Job Code: 7398**

PROMOTIVE LINES

To: 7399 Apprentice Cement Mason II

ORIGINATION DATE: 9/26/12

AMENDED DATE: 09/25/17

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

BUSINESS UNIT(S): COMMN

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

**Title: APPRENTICE CEMENT MASON II
Job Code: 7399**

DEFINITION

Classes 7398 Apprentice Cement Mason I and 7399 Apprentice Cement Mason II are the entry level training classes. These classes exist to develop the competencies required of a journey level Cement Mason, while working under close guidance and direct supervision. Apprentice Cement Masons perform routine tasks in support of journey level Cement Masons.

Assigned duties increase in scope and difficulty as the Apprentice Cement Masons demonstrate skills in performing diverse duties that are learned through an on-the-job training rotation and Joint Apprenticeship Training Committee School through the recognized employee organization. Work is performed under direct supervision and is evaluated on the basis of progress in a structured work experience training program.

Demonstrated competence and successful completion of the structured training program leads to meeting the minimum qualifications for the promotional class of Cement Mason. Apprentices are initially hired in classification 7398 Apprentice Cement Mason I. Upon completion of two years of service in this classification, apprentices are to be appointed to class 7399 Apprentice Cement Mason II. Failure to achieve demonstrated competence and acceptable work habits or the inability to complete the training program within four (4) years results in automatic loss of employment in the 7398 and/or 7399 classes. The appointing officer or designee may provide an extension of time to complete the training program; however, the extension must be in writing.

Under direct supervision, Apprentice Cement Masons will learn to perform various types of cement work. Responsibilities include safety training, framing, preparing and securing job sites, estimating, removing debris; mixing, pouring and finishing concrete, demolishing concrete structures; operating and maintaining hand and power tools, performing routine maintenance of tools and equipment. Performs related duties as required.

DISTINGUISHING FEATURES

Classes 7398 Apprentice Cement Mason I and 7399 Apprentice Cement Mason II are the entry-level trainee classifications which work as part of a crew under the supervision of a Cement Mason. Incumbents receive on-the-job training in cement masonry while enrolled in a Joint Apprenticeship Training Committee School through their recognized employee organization.

These classes are distinguished from class 7311 Cement Mason by the structured training program requirements, the close supervision received, and the developmental nature of the class, whereas the 7311 Cement Mason is skilled to independently perform the full range of cement masonry. Apprentice Cement Masons perform routine tasks in a learning capacity in support of journey level Cement Masons. Responsibilities increase in scope and difficulty with demonstration of competence and skills in performing the diverse duties. Work is performed under close guidance and direct supervision and is evaluated on the basis of progress in a structured work experience training program.

Incumbents in this class are Exempt City employees, serving at the pleasure of the appointing authority, and participate in a formal alternative work program which provides experience and training needed to qualify to compete for positions in class 7311 Cement Mason.

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**Title: APPRENTICE CEMENT MASON II
Job Code: 7399**

SUPERVISION EXERCISED

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. Participates in a Joint Apprentice Training Committee Apprenticeship School through the recognized employee organization.
2. Communicates and learns to work with supervisors, journey level cement masons and other co-workers. Learns to follow orders and directions.
3. Prepares job sites by setting up safety tripods and scaffolding; may secure confined space job sites.
4. Performs mixing and applying toppings, colors, grout, epoxy overlays, or waterproofing compounds in accordance with job specifications.
5. Performs framing work, including placing and finishing curbs sidewalks, gutters, disability access ramps and various other concrete structures.
6. Participates in demolition of flat work and concrete structures with the proper use of pneumatic tools, such as chipping gun, jackhammer, concrete saw, and other power equipment.
7. Pour and finishes concrete sidewalks, curbs, gutters, streets, disability access ramps, and steps using screeds, trowels and floats.
8. Identifies and uses various hand and pneumatic tools and power equipment; cleans and otherwise maintains tools and equipment; and perform general maintenance.
9. Learns to order materials and estimate concrete; assists in laying out work for new construction or repair by measuring and calculating the correct type, materials and supplies necessary to complete the job.
10. Loads and unloads materials, supplies, and equipment on and off trucks.
11. Learns safety procedures and use of safety equipment, preparing jobsite, proper concrete and debris disposal, tapering traffic, and pedestrian detouring.
12. Basic learning of the scope of concrete work performed by the Department of Public Works Cement Shop.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic arithmetic, including measuring, counting, addition, subtraction, multiplication and division, calculate ratios, percentages and dimensions without the aid of a calculator.

Ability and Skill to: Operate hand, pneumatic and power tools, equipment and materials used in cement work, including chipping gun, jackhammer, concrete saw, screeds, trowels, floats,

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ditching and trenching machines; operate two-way radios, cell phones and pagers; operate motor vehicles; learn of the scope of concrete work performed by the Department of Public Works Cement Shop; learn general cement mason skills, tools and equipment; learn methods and procedures used to pour and finish concrete; learn safety procedures; follow oral and written instructions; cooperate with others in the performance of duties; write and speak in a manner that is easily understood; read and write English; maintain effective working relationships.

Physical Ability to: Climb ladders; crawl on hands and knees; lift objects that weigh up to ninety (90) pounds and carry them for distances up to fifty (50) feet; lift, drag and/or move with assistance large and/or heavy equipment to truck bed level; bend the knees, waist and back; stoop or squat; ability to kneel, bend and squat for considerable periods of time; remain in uncomfortable positions for extended periods of time.

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:

Current enrollment in a Joint Apprenticeship Training Committee School for cement masonry through the City's recognized employee organization.

Experience:

Completion of the third (3rd) period of the Northern California Cement Masons Joint Apprenticeship and Training Committee through a private sector employer.

License and Certification:

Requires possession and maintenance of a valid Class C California driver license.

Substitution:

SUPPLEMENTAL INFORMATION

Appointees must be members of the Plasterers' and Cement Masons' Local #300 Union.

The nature of the work may require exposure to inclement weather conditions and may require exposure to hazardous materials and/or conditions.

**CITY AND COUNTY OF SAN FRANCISCO
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**Title: APPRENTICE CEMENT MASON II
Job Code: 7399**

PROMOTIVE LINES

From: 7398 Apprentice Cement Mason I

ORIGINATION DATE: 9/26/12

AMENDED DATE: 09/25/17

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

BUSINESS UNIT(S): COMMN

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

**Title: Cement Mason
Job Code: 7311**

DEFINITION

Under general supervision, performs skilled work in the placing and finishing of concrete on public or private property; lays out work for new construction or repair; breaks out damaged concrete and loads it into a dump truck; prepares job sites by setting up safety tripods and scaffolding; sets screeds and forms for concrete work; pours and finishes concrete; mixes and applies toppings, colors, grits, epoxy overlays and waterproofing compounds; ensures that completed work is covered and barricaded; writes reports and keeps records; uses a two-way radio, cell phone, and pager; and operates a motor vehicle. Performs related duties as required.

DISTINGUISHING FEATURES

The 7311 Cement Mason is a journey level classification that has responsibility for new construction and repair of sidewalks, curbs, gutters, streets, alleys, disability access ramps, stairs; repair and restoration of concrete walls and floors and similar finished cement work. This class is distinguished from the 7398 and 7399 Apprentice Cement Mason I and II in that the latter are entry-level trainee classes working under direct supervision as part of a formal apprenticeship program. It is further distinguished from the 7227 Cement Finisher Supervisor I in that the latter is a supervisory position.

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. Lays out work for new construction or repair by measuring and calculating the correct type and materials and supplies necessary to complete the job, ensure tools and jobsites are clean.
2. Prepares job sites by setting up safety tripods and scaffolding; may be trained to secure "confined space" job sites.
3. Breaks out old or damaged concrete by using pneumatic jackhammer and chipping guns, and various equipment.
4. Carries broken pieces of concrete, which weigh up to 90 pounds, for distances up to 50 feet, and loads them into a dump truck.
5. Uses tools and equipment such as trowels, coving tools, floats, hammers, saws, edgers, brushes, levels, pliers, concrete saws, trowel machines, and core drilling machines; may be trained to operate epoxy injection equipment.

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Title: Cement Mason

Job Code: 7311

6. Sets screeds and forms for concrete work and operates a transit/laser level to determine elevation of finished concrete.
7. Pours and finishes concrete sidewalks, curbs, gutters, streets, disability access ramps, and steps using screeds, trowels and floats.
8. Mixes and applies toppings, colors, grits, epoxy overlays, or waterproofing compounds in accordance with job specifications.
9. Ensures that completed work is covered and barricaded with A-frame barricades, and toe boards to assist the visually impaired.
10. Writes reports and keeps records of daily work assignments, location and description of completed jobs, and incidents and injuries.
11. Operates a motor vehicle to travel and transport materials to job sites.
12. Uses a two-way radio, cell phone and pager to communicate with coworkers, supervisors, and management regarding work details and locations, or emergency notification.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: tools, materials and equipment used in concrete work; technical methods and procedures used to pour and finish concrete; safety procedures provided in on-the-job training.

Ability and Skill to: operate hand, pneumatic and power tools, equipment and materials used in cement work, including chipping gun, jackhammer, concrete saw, screeds, trowels, coving tools, floats, drilling, ditching and trenching machines, epoxy injection equipment; operate a two-way radio, cell phone and pager; operate motor vehicles; perform mathematical calculations necessary to compute size of area and volume of material needed; write and speak in a manner that is easily understood; maintain effective working relationships.

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 and Training:

Certificate of completion of Apprenticeship under the authority of the California Division of Apprenticeship Standards including; completion of the City's apprenticeship program in class 7398 Apprentice Cement Mason I or in class 7399 Apprentice Cement Mason II **OR**

Completion of a Division of Apprenticeship Standards or Department of Labor recognized apprenticeship program, as evidenced by issuance of a Certificate of Completion of

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**Title: Cement Mason
Job Code: 7311**

Apprenticeship under the appropriate authority; AND

Experience:

4,160 hours of verifiable work experience as a journey level cement mason; OR
At least 10,400 hours of verifiable journey-level cement masonry work experience.

License and Certification:

Possession of a valid Class C California driver's license

Substitution:

SUPPLEMENTAL INFORMATION

Physical Ability to: climb ladders; crawl on hands and knees; lift objects that weigh up to ninety (90) pounds and carry them for distances up to fifty (50) feet; lift, drag and/or move with assistance large and/or heavy equipment to truck bed level; bend the knees, waist and back; stoop or squat; ability to kneel, bend and squat for considerable periods of time; remain in uncomfortable positions for extended periods of time.

Working Conditions:

The nature of the work may require exposure to inclement weather conditions and may require exposure to hazardous materials and/or conditions.

PROMOTIVE LINES

To: 7227 Cement Finisher Supervisor I

From: Entrance examination

ORIGINATION DATE: 7/1/77

AMENDED DATE: 10/29/2001; 8/19/09; 09/26/12; 10/23/15; 09/25/17

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

BUSINESS UNIT(S): COMMN