

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 28, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 34 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 March 28, 2018.

Micki Callahan
Human Resources Director

by: _____

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: 34
Fiscal Year: 2017/2018
Posted Date: 03/28/2018
Reposted Date: N/A

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

Item #	Job Code	Title	Salary
1	9940	Pre-Apprentice Automotive Mechanic	\$39,858
2	7383	Apprentice Automotive Mechanic 1	\$48,698 – \$61,984
3	7384	Apprentice Automotive Mechanic 2	\$66,430 – \$79,690

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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

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

**Title: Pre-Apprentice Automotive Mechanic
Job Code: 9940**

DEFINITION

Under immediate supervision, the 9940 Pre-Apprentice Automotive Mechanic performs semi-skilled trainee work designed to introduce career options and role models in connection with the operation, maintenance and repair of automotive vehicles. As part of a Pre-Apprenticeship program, incumbents learn about the work environment, required skilled mechanical work, and real-life experience to help them find employment as an apprentice and eventually as a journey mechanic. Positions allocated to the 9940 Pre-Apprentice Automotive Mechanic job code function as trainees.

DISTINGUISHING FEATURES

The 9940 Pre-Apprentice Automotive Mechanic is distinguished from 7383 Apprentice Automotive Mechanic 1, 7384 Apprentice Automotive Mechanic 2, and journey level 7381 Automotive Mechanic in that the former is a component of a preparatory program that grooms individuals who want to begin an apprenticeship for Automotive Mechanic.

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. Observes and assists repairs and overhauls of a variety of mechanical equipment.
2. Observes and assists the maintenance, removal, repair, overhaul installation and tuning of engines.
3. Observes and assists the maintenance, repair, overhaul, adjustment, installation and calibration of automotive, diesel, hybrid and alternative fuel vehicle fuel systems.
4. Observes and assists the maintenance and installation of lighting circuits and auxiliary actuating circuits.
5. Observes and assists the maintenance, repair, overhaul and adjustment of vehicle brake systems, vehicle cooling systems, vehicle chassis, wheel suspension, and articulated bus suspension systems.
6. Observes and assists the operation of shop equipment and machine tools.
7. Observes and assists the troubleshooting of equipment problems.
8. Observes and assists on a road call.
9. Observes and assists the completion of paper and electronic forms and records on work performed, time and parts used.

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

**Title: Pre-Apprentice Automotive Mechanic
Job Code: 9940**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to: use computerized interface equipment to perform basic key pad and/or data entry; climb ladders; wear required safety equipment, such as a respirator or dust mask; wear specialized clothing such as mechanic coveralls, safety vest, etc.; walk or stand for extended periods of time; lift objects or tools weighing up to 50 pounds and carry them for moderate distances; listen to and understand verbal instructions, and ask questions whenever instructions are not clear; read and understand written instructions; speak clearly and understandably and to express ideas in a clear and effective manner when disseminating information; interact courteously with co-workers, supervisors, and other department personnel.

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:

High school diploma or equivalent (G.E.D or High School Proficiency Examination) within three (3) months of appointment.

Experience:

License and Certification:

Possession of a valid California driver license within three (3) months of appointment.

Substitution:

SUPPLEMENTAL INFORMATION

Must be 18 years of age at the time of appointment.

May require exposure to disagreeable weather conditions and hazardous work situations; handling hazardous materials and waste; occasional lifting heavy objects weighing up to 50 pounds and carrying them for moderate distances; wearing required safety equipment, such as a respirator or dust mask; wearing specialized clothing such as mechanic coveralls, safety vest, etc.; walking or standing for extended periods of time. Some positions may require the use of a computer.

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

**Title: Pre-Apprentice Automotive Mechanic
Job Code: 9940**

PROMOTIVE LINES

To: 7383 Apprentice Automotive Mechanic 1

ORIGINATION DATE: 03/28/2018

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN SFMTA

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

**Title: Apprentice Automotive Mechanic 1
Job Code: 7383**

DEFINITION

Under immediate supervision of a qualified journey-level Automotive Mechanic, assists the journey 7381 Automotive Mechanic in the performance of skilled mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment. During the four year apprenticeship required by the trade, the apprentice is expected to complete satisfactorily the training and related instruction for each type of equipment, process, and procedure and to qualify for advancement to 7384 Apprentice Automotive Mechanic 2.

DISTINGUISHING FEATURES

7383 Apprentice Automotive Mechanic 1 is distinguished from 7381 Automotive Mechanic in that the latter functions as journey level professional. 7383 Apprentice Automotive Mechanic 1 is distinguished from the next higher class 7384 Apprentice Automotive Mechanic 2 in that the latter performs increasingly higher level duties under direct supervision of a 7381 Automotive Mechanic.

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. Assists in maintenance, repair, overhaul, of a variety of mechanical equipment.
2. Assists in the maintenance, removal, repairs, overhauls, installation and tuning engines.
3. Assists with maintaining records of equipment mileage, service/repair logs, materials and parts logs, and equipment and parts orders.
4. Assists with responding to incoming emergency calls and may go to the site of the breakdown; may assist with towing vehicles.
5. Assists with inspecting, testing, and reviewing vehicles and equipment as part of the preventive maintenance program.
6. Assist with diagnosing malfunctions using test equipment, manufacturers' specifications and repair manuals, and observation both in the shop and in the field in order to determine needed repairs.
7. Assists with ordering supplies, parts and materials necessary for the maintenance, repair and servicing of equipment and vehicles.
8. Assists with the maintenance, repairs, overhauls, adjustments, installation and calibration of automotive, diesel, hybrid and alternative fuel vehicle fuel systems.
9. Assists with the maintenance, repairs, overhaul and adjustment of vehicle brake systems, vehicle cooling systems, vehicle chassis, wheel suspension, and articulated bus suspension

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

**Title: Apprentice Automotive Mechanic 1
Job Code: 7383**

systems.

10. Drives city vehicles and operates equipment to assist with diagnosing malfunctions and to conduct final inspection of work completed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: mathematics through Algebra 1; measuring, counting, addition, subtraction, fundamental multiplication and division, without the aid of a calculator; basic English reading and writing; mechanical aptitude in the use of power equipment and other equipment.

Ability and Skill to:

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:

High school diploma or equivalent (GED or High School Proficiency Examination), which must have included successful completion of two (2) semesters of high school algebra.

Experience:

License and Certification:

Possession of a valid California Class C driver license

Possession of a valid California Class B driver license is required within two (2) years from appointment.

Substitution:

Successful completion of one (1) semester of college algebra may substitute for the algebra requirement described above.

SUPPLEMENTAL INFORMATION

Candidates must be 18 years of age by the end of the selection process.

Candidates must successfully pass the City and County of San Francisco pre-employment drug

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

**Title: Apprentice Automotive Mechanic 1
Job Code: 7383**

test.

Nature of work some physical effort and considerable dexterity in the use of the fingers, limbs and body; continuous exposure to physical and working conditions where minor injuries may occur.

PROMOTIVE LINES

To: 7384 Apprentice Automotive Mechanic 2

ORIGINATION DATE: 03/28/18

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN SFMTA

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

**Title: Apprentice Automotive Mechanic 2
Job Code: 7384**

DEFINITION

Under immediate supervision of a qualified journey-level 7381 Automotive Mechanic, assists the Automotive Mechanic in the performance of skilled mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment. During the four year apprenticeship required by the trade, the apprentice is expected to complete satisfactorily the training and related instruction for each type of equipment, process, and procedure and to qualify for advancement to 7381 Automotive Mechanic.

DISTINGUISHING FEATURES

7384 Apprentice Automotive Mechanic 2 is distinguished from 7381 Automotive Mechanic in that the latter functions as journey level professional. 7384 Apprentice Automotive Mechanic 2 is distinguished from the 7383 Apprentice Automotive Mechanic 1 in that the former performs increasingly higher level duties under direct supervision of a 7381 Automotive Mechanic.

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. Assists in maintenance, repair, overhaul, of a variety of mechanical equipment.
2. Assists in the maintenance, removal, repairs, overhauls, installation and tuning engines.
3. Assists with maintaining records of equipment mileage, service/repair logs, materials and parts logs, and equipment and parts orders.
4. Assists with responding to incoming emergency calls and may go to the site of the breakdown; may assist with towing vehicles.
5. Assists with inspecting, testing, and reviewing vehicles and equipment as part of the preventive maintenance program.
6. Assist with diagnosing malfunctions using test equipment, manufacturers' specifications and repair manuals, and observation both in the shop and in the field in order to determine needed repairs.
7. Assists with ordering supplies, parts and materials necessary for the maintenance, repair and servicing of equipment and vehicles.
8. Assists with the maintenance, repairs, overhauls, adjustments, installation and calibration of automotive, diesel, hybrid and alternative fuel vehicle fuel systems.
9. Assists with the maintenance, repairs, overhaul and adjustment of vehicle brake systems, vehicle cooling systems, vehicle chassis, wheel suspension, and articulated bus suspension

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

**Title: Apprentice Automotive Mechanic 2
Job Code: 7384**

systems.

10. Drives city vehicles and operates equipment to assist with diagnosing malfunctions and to conduct final inspection of work completed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: mathematics through Algebra 1; measuring, counting, addition, subtraction, fundamental multiplication and division, without the aid of a calculator; basic English reading and writing; mechanical aptitude in the use of power equipment and other equipment.

Ability and Skill to:

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:

High school diploma or equivalent (GED or High School Proficiency Examination), which must have included successful completion of two (2) semesters of high school algebra.

Experience:

License and Certification:

Possession of a valid California Class C driver license

Possession of a valid California Class B driver license is required within two (2) years from appointment.

Substitution:

Successful completion of one (1) semester of college algebra may substitute for the algebra requirement described above.

SUPPLEMENTAL INFORMATION

Candidates must be 18 years of age by the end of the selection process.

Candidates must successfully pass the City and County of San Francisco pre-employment drug

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

**Title: Apprentice Automotive Mechanic 2
Job Code: 7384**

test.

Nature of work some physical effort and considerable dexterity in the use of the fingers, limbs and body; continuous exposure to physical and working conditions where minor injuries may occur.

PROMOTIVE LINES

From: 7383 Apprentice Automotive Mechanic 1

To: 7381 Automotive Mechanic

ORIGINATION DATE: 03/28/18

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN SFMTA