

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: October 25, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 17 FY 18/19 (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 October 23, 2018.

Micki Callahan  
Human Resources Director

by:

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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:** 17  
**Fiscal Year:** 2018/2019  
**Posted Date:** 10/15/2018  
**Reposted Date:** N/A

**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](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.

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  
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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.

**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.

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

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

**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:**

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

**Experience:**

Three (3) years of verified 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:**

Completion of the City And County Of San Francisco and Laborers' International Union of North America, Local 261 Arborist Technician Apprenticeship Project (which is a California Division of Apprenticeship Standards registered Arborist Technician apprenticeship program) which includes obtaining Tree Worker Climber Specialist certification issued by the International Society of Arboriculture (ISA) may substitute for the required experience.

**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; 03/27/18; 10/23/18

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

**BUSINESS UNIT(S):** COMMN SFMTA