

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: July 24, 2019

Re: **Notice of Proposed Classification Actions – Final Notice No. 02 FY 2019/20 (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 July 22, 2019.

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: 02
Fiscal Year: 2019/2020
Posted Date: 07/12/2019
Reposted Date: N/A

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

Item #	Job Code	Title
1	7457	Sign Worker
2	5302	Traffic Survey Technician
3	5303	Supervisor, Traffic and Street Signs

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.

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: Sign Worker
Job Code: 7457**

DEFINITION

Under supervision, a 7457 Sign Worker fabricates, installs, repairs, inspects and maintains a variety of signs and performs other duties as required. The 7457 Sign Worker is an entry-level class.

DISTINGUISHING FEATURES

The 7457 Sign Worker is distinguished from 5303 Supervisor, Traffic and Street Signs in that the former fabricates, installs, repairs, inspects, and maintains signs whereas the latter supervises subordinate personnel engaged in the fabrication, installation, repair, inspection, and maintenance of signs.

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. Transports equipment such as signs, poles, ladder, tools and safety equipment to job sites using a maintenance or bucket truck.
2. Reads and interprets written and technical instructions related to fabricating and installing signs.
3. Fabricates, cuts and drills signs; cuts lettering and symbols; lays out signs; prepares signs for installations in/on buildings, viaducts and parking garages.
4. Uses computer and plotter for fabricating signs to use for installation and placement.
5. Breaks cement; digs holes using power tools which include cement breakers, power drills, core drills, electric band saws, drill presses, and hand tools which include saws, wrenches, hammers, screwdrivers, sledge-hammers, levels, rivet-guns, ladders, shovels, post-hole diggers, trowels, and cement mason tools.
6. Installs into ground and repairs poles, posts, or bike racks using tools such as gas run cement breakers or sledge-hammers, post-hole diggers, tamping-bars, chipping bars, cement, cement mason tools, levels, tape measures, pipe wrenches, pole-straighteners, band-saws, ratchets and sockets, center punches, and power drills ensuring that all installations meet safety codes.
7. Attaches signs to poles, posts or other structures using tools such as banding tools, bandits, brackets, ladders, bucket trucks, wrenches and sockets and hammer buckles ensuring that all installations meet safety codes.
8. Removes graffiti and posted materials from signs using chemical solutions; may apply and/or remove architectural graphics on/from spaces, in and around buildings.
9. Maintains records and fills out forms detailing work order and emergency assignments using laptop and/or handheld computer.
10. Performs related duties as required.

**CITY AND COUNTY OF SAN FRANCISCO
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**Title: Sign Worker
Job Code: 7457**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: safe and proper usage of a variety of hand and power tools such as cement breaker, electric band saw, pipe cutting and threading machine, rivet gun, electric drill, core drill, drill press, generator, saw, wrench, hammer, level, shovel, post-hole digger, trowel, screwdriver, sledgehammer and other tools necessary for the installation, repair and maintenance of, signs; safety procedures for safe use of various tools and equipment in the installation, maintenance and repair of traffic signs; procedures to ensure the safety of workers and the public during installation, placement, repair and maintenance of signs; concrete; painting; and State and local laws governing the proper placement of signs.

Ability and Skill to: Read and interpret maps or drawings and work orders; comprehend technical instructions for the installation, repair and maintenance of signs; drive a variety of motor vehicles for the purpose of transporting materials and equipment; communicate effectively with supervisors, engineers, and the general public with regard to the repair and maintenance of signs; promote and maintain cooperative and harmonious working relationships with co-workers, supervisors, and the general public; listen and elicit information and answer questions; read written materials with comprehension; write clear and concise reports on the completion of work orders as well as necessary reports for the installation, repair and maintenance of street and traffic signs, and filling out incident/accident reports; lift and carry heavy objects weighing up to 98 pounds such as sacks of cement, posts and poles, tools, ladders, post hole diggers, cement/pavement breaker and cement masonry tools; stand, walk, climb, bend, stoop, and kneel in the performance of essential job duties and to have the strength and manual dexterity necessary to use standard tools; utilize applicable computer software applications to cut and lay out signs and to prepare day to day reports. The safe use of a variety of hand and power tools and vehicles.

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 (General Education Diploma or California High School Proficiency Certificate).

Experience:

One (1) year of verifiable experience in the operation of power tools such as: power drills, electrical band saws and cement breakers.

License and Certification:

Possession of a valid Class C driver license.

SUPPLEMENTAL INFORMATION

The nature of work involves physical effort and manual dexterity in the use of the fingers, limbs and body; working independently; interacting with the public; working from heights such as ladders or lift bucket trucks while carrying tools and heavy materials; working under hazardous conditions including working in congested, busy traffic areas, and inclement weather.

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Job Code: 7457**

Employees are required to lift and carry objects weighing up to ninety-eight (98) pounds. Employees may be required to work weekends, overtime, and rotating schedules.

PROMOTIVE LINES

To: 5303 Supervisor, Traffic and Street Signs
From: Entrance Examination

ORIGINATION DATE: 07/01/1977

AMENDED DATE: 09/06/05, 01/19/13; 07/22/19

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: Traffic Survey Technician
Job Code: 5302**

DEFINITION

Under general supervision, the 5302 Traffic Survey Technician performs surveys in connection with measurement of traffic flow, carries out inspections and performs sub-professional level field and office traffic engineering work in connection with the installation and maintenance of traffic and street signs, markings, parking meters, signals and other traffic control devices. This class performs sub-professional work to support professional traffic engineering functions,

DISTINGUISHING FEATURES

The 5302 Traffic Survey Technician is distinguished from class 5303 Supervisor, Traffic and Street Signs, in that the latter class is responsible for the full range of supervisory duties over subordinate staff.

SUPERVISION EXERCISED

May assign work directly to maintenance workers and exercise work direction over assigned traffic painters.

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. Performs field surveys and compiles data in connection with the measurement of traffic flow, vehicle speed and signal timing; installs traffic counters to record vehicle volume counts; collects and tabulates data relative to traffic movement.
2. Performs field surveys to adjudicate parking citation protests, compile data for hearing division, and research the necessity of colored curb zones.
3. Performs field investigations and inspections to determine placement and condition of traffic and street name signs; within prescribed limits, determines location for installation of signs; prepares work orders for installation, maintenance and/or modification of street and traffic signs; in high priority and hazardous situations, may assign work directly to maintenance workers.
4. Performs field inspections to determine condition of traffic lines; interprets plans for layout of traffic lines for painting according to previously prepared drawings; prepares schedules for traffic line renewal and painting; coordinates posting of temporary street closures; exercises work direction over assigned traffic painters.
5. Performs a variety of ordinary drafting work and makes sketches involving traffic signals and sign locations, parking and parking meter layouts, colored curb changes and pavement striping.
6. Prepares reports in connection with a variety of inspection and investigation activities; researches information; inputs and tabulates data collected from field surveys, computer/internet research tools and other sources; maintains databases and other records related to traffic surveys.
7. Assists in the research and compilation of data involving accident claims and litigation; prepares reports and maintains records relative to court cases and the hearing division and claims from insurance companies and City Attorney's Office.
8. Receives, investigates and responds to inquiries and complaints from members of the public,

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**Title: Traffic Survey Technician
Job Code: 5302**

departmental personnel and representatives of other City agencies regarding traffic and street name signs, parking meter installations, colored curbs, pavement striping and other traffic issues; meets with citizens to discuss parking and traffic concerns.

9. Posts public notice of hearings regarding traffic issues.
10. Drives a motor vehicle to reach job sites and to transport equipment, tools, measuring devices and supplies. This also includes taking the assigned vehicle in for scheduled maintenance as necessary.
11. Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard practices and procedures used to conduct traffic surveys to determine traffic flow and the need, adequacy and placement of signs, painted markings and other traffic control devices; use of traffic measuring devices; laws, codes and standards which govern parking regulations and the use of traffic control systems and devices and establish guidelines for the type, size and location of traffic and street signs and painted markings, including California Vehicle Code and California Department of Transportation Traffic Manual; practices and procedures to ensure the safety of public, coworkers and self from work-related field hazards.

Ability and Skill to: read, interpret and or prepare ordinary work-related plans, maps, drawings and sketches; read and understand manuals, codebooks and other work-related written materials; clearly and accurately document survey findings, maintain records and draft routine correspondence and reports; learn the use of a personal computer to access, input and maintain data, perform research and produce reports and correspondence; identify, analyze and formulate solutions to work-related problems; speak clearly and effectively to communicate information to co-workers, members of the public, representatives of other agencies and others; deal courteously and effectively with co-workers, members of the public and representatives of other agencies; establish and maintain cooperative 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:

Possession of a high school diploma or equivalent (General Education Diploma or California High School Proficiency Certificate).

Experience:

Two (2) years verifiable experience: in surveying, inspecting, and/or collecting/recording data or other field work equivalent to that of a 5302 Traffic Survey Technician; OR installing and maintaining traffic and street signs or other traffic control devices; OR inspecting traffic or parking control devices to assess their condition and enforceability.

License and Certification:

Possession of a valid Class C driver license.

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**Title: Traffic Survey Technician
Job Code: 5302**

SUPPLEMENTAL INFORMATION

Nature of work: Working conditions include exposure to inclement weather conditions and hazards related to motor vehicle traffic and working in and around construction sites. Incumbents must also be able to drive a vehicle to reach job sites and to transport equipment, tools, measuring devices and supplies.

PROMOTIVE LINES

To: 5303 Supervisor, Traffic And Street Signs

From: 7457 Sign Worker

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 01/25/13; 07/22/19

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: Supervisor, Traffic and Street Signs
Job Code: 5303**

DEFINITION

Under general direction, the 5303 Supervisor, Traffic and Street Signs, supervises subordinate personnel engaged in the fabrication, installation, removal, maintenance, and repair of street, parking, and traffic signs, which may include the placement and maintenance of color curb markings; makes field surveys to determine need for traffic and street signs; responds to complaints and reports from the public and staff on undesirable traffic and street sign conditions.

Requires responsibility for: Interpreting and coordinating methods and procedures relating to the installation, repair, and replacement of traffic and street signs; making regular contact with the general public, departmental personnel, and outside organizations in connection with traffic and street sign conditions; preparing requests for materials and supplies; writing reports and maintaining records.

DISTINGUISHING FEATURES

The 5303 Supervisor, Traffic and Street Signs is distinguished from 7457 Sign Worker and 5302 Traffic Survey Technician in that the 5303 Supervisor, Traffic and Street Signs is responsible for the full range of supervisory duties over the latter as subordinate personnel. This job code is distinguished from 5306 Traffic Sign Manager in that the latter is responsible for the management and supervision of the Traffic Sign Shop Section and coordination of activities with other sections and agencies.

SUPERVISION EXERCISED

Supervises subordinate staff.

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. Plans, inspects and oversees activities for a group of workers engaged in the fabrication, installation, removal, maintenance, and repair of traffic, street and other signs, which may include the placement and maintenance of color curb markings.
2. Conducts and participates in field surveys.
3. Prepares purchase orders for materials and equipment; reviews, evaluates and inspects assignments with applicable staff.
4. Responds to inquiries and complaints; writes reports on departmental issues; and compiles statistical data.
5. Maintains records regarding monies spent on materials and equipment for sign shop. Reviews data to ensure proper procedures and practices are followed.
6. Reviews various types of drawings, blueprints, sketches, and legislation in preparing work orders.
7. Plans and conducts regular meetings and/or presentations for staff.

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8. Monitors the availability of materials, vehicles, equipment and/or supplies.
9. Operates various types of departmental vehicles.
10. Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Practices, procedures, materials, tools and equipment utilized in the fabrication, installation, removal, maintenance and repair of traffic, street and other signs, which may include the placement and maintenance of color curb markings; and related federal, state and local laws, codes, such as the California Vehicle Code, and San Francisco Traffic Code, Caltrans Traffic Manual, Division Operating Manual and the California Manual on Uniform Traffic Control Devices; and safety practices.

Ability and Skill to: Plan and supervise the work of subordinate personnel; identify issues and problems; gather, interpret and analyze information to formulate and execute effective solutions; prioritize workload; deal effectively and courteously with staff and the general public; establish and maintain effective and cooperative working relationships; write job-related reports, performance appraisals, memos, correspondence and instructions in a clear, concise, accurate and understandable manner; utilize various computer programs; communicate and elicit information effectively; operate a vehicle; maintain records on expenditures and prepares reports; conduct field surveys of traffic conditions; read and interpret maps, plans, drawings, blueprints, specifications and diagrams relating to traffic/street signs and/or color curb markings.

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 (General Education Diploma or California High School Proficiency Certificate).

Experience:

Five (5) years of experience in fabricating, installing maintaining and repairing traffic and street signs, equivalent to that of a 7457 Sign Worker; OR in surveying and inspecting traffic or parking control devices or collecting and recording data or other field work, equivalent to that of a 5302 Traffic Survey Technician.

License and Certification:

Possession of a valid Class C driver license.

SUPPLEMENTAL INFORMATION

Nature of work: Working conditions include exposure to inclement weather conditions and hazards related to motor vehicle traffic and working in and around construction sites. Incumbents must also be able to operate a vehicle to reach job sites and to transport equipment, tools, measuring devices and supplies.

**CITY AND COUNTY OF SAN FRANCISCO
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**Title: Supervisor, Traffic and Street Signs
Job Code: 5303**

PROMOTIVE LINES

To: 5306 Traffic Sign Manager

From: 5302 Traffic Survey Technician, 7457 Sign Worker

ORIGINATION DATE:

AMENDED DATE: 09/06/05; 01/19/13; 07/22/19

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

BUSINESS UNIT(S): COMMN SFMTA