

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: January 17, 2020

Re: **Notice of Proposed Classification Actions – Final Notice No. 21 FY 2019/2020
(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 January 17, 2020.

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
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: 21
Fiscal Year: 2019/2020
Posted Date: 01/09/2020
Reposted Date: N/A

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

Item #	Job Code	Title
1	7336	Electronic Instrumentation Technician, Water Pollution Control

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](#).

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

**Title: Electronic Instrumentation Technician, Water Pollution Control
Job Code: 7336**

DEFINITION

Under general supervision, performs a wide variety of skilled technical duties in connection with maintaining, monitoring, testing, calibrating and repairing electronic and pneumatic equipment at water pollution system sites and control centers; performs periodic testing of and preventive maintenance on instrumentation and controls; analyzes malfunctions; and performs related duties as required.

DISTINGUISHING FEATURES

Class 7336 is a journey level technical position at the City's sewage treatment plant and pumping stations, responsible for the maintenance and repair of electronic systems, instruments and equipment used in handling materials in liquid and /or gaseous forms. It is distinguished from Class 7318 Electronic Maintenance Technician in that the latter is responsible for the maintenance and repair of electronic communication systems used to control Muni's light rail vehicles, electrical equipment at PUC's powerhouses, substations and other equipment used to monitor and control machines and materials in solid forms.

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. Operates test apparatus such as Diagnostic Test Equipment (DTE), using established testing procedures to produce, regulate and record effects of actual or simulated conditions; prepares reports interpreting test data to useable terms; may direct other technical personnel assisting in test procedures.
2. Performs diagnostic, corrective and preventive maintenance on complex electronic systems and instruments, including analog pneumatic and digital electronic equipment; install, test, troubleshoot and repair programmable logic controller interfaces located at a wastewater treatment facility.
3. Maintains records of work performed; develops documentation for the maintenance, installation, removal and modification of electronic systems and equipment.
4. Installs and inspects new equipment; evaluates performance under operating conditions; assists in the design, fabrication or modification of fixtures, instruments and related apparatus; and verifies and evaluates dimensional and functional acceptability and performance of such devices.
5. Operates special power or hand tools and measuring equipment including soldering equipment, oscilloscopes, multi-meters, analyzers, calibrators, hand generators, power suppliers and other instruments used in operating, testing, calibrating or repairing electromechanical and electrohydraulic apparatus.

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

**Title: Electronic Instrumentation Technician, Water Pollution Control
Job Code: 7336**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The methods and procedures involved in the maintenance, monitoring, testing and repair of electronic and pneumatic equipment, including knowledge of integrated circuits, electronic and electrical principles and theory; digital and analog circuits; relay logic and electronic power, data processing and communications equipment; application of safety procedures related to electronics, work in sewers and around sewage processing centers.

Ability or Skill to:

Evaluate electronic systems, equipment, circuits and components; to use electronic instruments and related electromechanical apparatus in testing and calibrating equipment.

Following logical procedures in problem solving; making circuit calculations; interpreting schematics; communicating effectively orally and in writing.

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 two-year AA or AS degree program in Electronics or Instrumentation or equivalent, such as an Electronics or Instrumentation Certificate from a recognized trade or technical school, or military training in Electronics or Instrumentation; AND

Experience:

Three (3) years of experience in the maintenance and repair of industrial electronic or pneumatic instrumentation and control equipment AND

License and Certification:

Possession of a current valid Class C Driver's License.

Substitution:

Completion of a State (DAS) or Federal (DOL) certified apprenticeship program may substitute for the required education and experience; OR

Additional qualifying experience may substitute for the required education requirement on a year-for-year basis.

SUPPLEMENTAL INFORMATION

Upon appointment to employment, and then on an annual basis, employees will be required to pass a State-mandated Respirator Medical Examination and be clean-shaven as required for use, and at least annually for respirator and self-contained breathing apparatus fitting.

PROMOTIVE LINES

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

**Title: Electronic Instrumentation Technician, Water Pollution Control
Job Code: 7336**

ORIGINATION DATE: 03/11/1985

AMENDED DATE: 02/24/00; 01/17/20

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

BUSINESS UNIT(S): COMMN