

**City and County of San Francisco**  
Carol Isen  
Human Resources Director



**Department of Human Resources**  
*Connecting People with Purpose*  
www.sfdhr.org

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: June 11, 2021

Re: **Notice of Proposed Classification Actions – Final Notice No. 19 FY 2020/2021  
(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 June 11, 2021.

Carol Isen  
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  
Carol Isen, DHR  
Sandra Eng, CSC  
Sue Hwang, 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:** 19  
**Fiscal Year:** 2020/2021  
**Posted Date:** 06/03/2021  
**Reposted Date:** N/A

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

Item #	Job Code	Title	Salary	Bargaining Unit
1	7304	Apprentice Electronic Instrumentation Technician I, Water Pollution Control	\$63,336-\$79,170	0007
2	7312	Apprentice Electronic Instrumentation Technician II, Water Pollution Control	\$84,448-\$100,282	0007

**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: Apprentice Electronic Instrumentation Technician I, Water Pollution Control  
Job Code: 7304**

**DEFINITION**

Under immediate supervision, assists the electronic instrumentation technician in the operation and maintenance of a wide variety of complex machinery and equipment in a water pollution control sewage treatment plant or pumping station; and performs related duties as required.

**DISTINGUISHING FEATURES**

Class 7304 Apprentice Electronic Instrumentation Technician, Water Pollution I is distinguished from the next higher class 7312 Apprentice Electronic Instrumentation Technician, Water Pollution Control II, in that the incumbents in the latter class perform more advanced work processes that lead to full journey level duties under general supervision.

**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 with the operation of testing 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 usable terms; may direct other technical personnel assisting in test procedures.
2. Supports with 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. Aids with maintenance records of work performed; develops documentation for the maintenance, installation, removal and modification of electronic systems and equipment.
4. Supports the installation and inspections of new equipment, evaluation of 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. Assists with the operation of 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.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

Ability or Skill to: learn the methods, tools and equipment used in the operation, maintenance and repair of a variety of mechanical and electrical, pumping, heating, ventilating and related plant machinery and equipment; establish effective working relationships with journey level

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

**Title: Apprentice Electronic Instrumentation Technician I, Water Pollution Control  
Job Code: 7304**

electronic instrument technicians and other apprentices; understand spoken instructions and verbally communicate work-related questions and information; read, write, understand and maintain routine records and reports and other work-related information regarding plant activities; operate motor vehicles with both automatic and manual automobile transmissions.

**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:

Applicants must have either a High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; AND

Successfully pass the City and County of San Francisco pre-employment drug test; AND

Experience:

License and Certification:

Possession of a current valid California Driver's License.

Substitution:

**SUPPLEMENTAL INFORMATION**

Applicants must be 18 years of age by the end of the filing period. Upon being hired, the apprentice, the employer Department of Human Resources and the Joint Apprenticeship Committee must sign an apprenticeship indenture. This is an agreement with the employer City and the apprentice, which is filed with the State of California Department of Industrial Relations Division of Apprenticeship Standards, that the employer City will train the apprentice in accordance with the apprenticeship standards and the collective bargaining agreement or MOU.

Physical Skills require considerable physical effort in the repair and upkeep of machinery and equipment; the ability to lift heavy objects; physical stamina to stand, stoop, bend and climb ladders and for confined space entry and tight crawl spaces.

Work environment may require: exposure to working conditions where minor abrasions, bruises and burns may be encountered; occasional disagreeable work inside close and dirty spaces; exposure to raw sewage.

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**

**ORIGINATION DATE:** 06/11/21

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

**Title: Apprentice Electronic Instrumentation Technician I, Water Pollution Control  
Job Code: 7304**

**AMENDED DATE:**

**REASON FOR AMENDMENT:**

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

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

**Title: Apprentice Electronic Instrumentation Technician II, Water Pollution Control  
Job Code: 7312**

**DEFINITION**

Under immediate supervision, assists the electronic instrumentation technician in the operation and maintenance of a wide variety of complex machinery and equipment in a water pollution control sewage treatment plant or pumping station; and performs related duties as required.

**DISTINGUISHING FEATURES**

Class 7312 Apprentice Electronic Instrumentation Technician, Water Pollution II is distinguished from the next higher class which is the Journey level 7336 Electronic Instrumentation Technician, Water Pollution Control.

**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 with the operation of testing 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 usable terms; may direct other technical personnel assisting in test procedures.
2. Supports with 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. Aids with maintenance records of work performed; develops documentation for the maintenance, installation, removal and modification of electronic systems and equipment.
4. Supports the installation and inspections of new equipment, evaluation of 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. Assists with the operation of 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.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

Ability or Skill to: learn the methods, tools and equipment used in the operation, maintenance and repair of a variety of mechanical and electrical, pumping, heating, ventilating and related plant machinery and equipment; establish effective working relationships with journey level electronic instrument technicians and other apprentices; understand spoken instructions and

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

**Title: Apprentice Electronic Instrumentation Technician II, Water Pollution Control  
Job Code: 7312**

verbally communicate work-related questions and information; read, write, understand and maintain routine records and reports and other work-related information regarding plant activities; operate motor vehicles with both automatic and manual automobile transmissions.

**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:**

Applicants must have either a High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate

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Possession of a current valid California Driver's License.

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