

City and County of San Francisco
Carol Isen
Human Resources Director



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

Date: January 31, 2022

Re: **Notice of Proposed Classification Actions – Final Notice No. 18 FY 2021/2022
(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 31, 2022.

Carol Isen
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
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: 18
Fiscal Year: 2021/2022
Posted Date: 01/21/2022
Reposted Date: N/A

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

Item #	Job Code	Title
1	7257	Communication Line Supervisor I

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: Communication Line Supervisor I
Job Code: 7257**

DEFINITION

Under direction, supervises a crew of lineworkers and related classes engaged in the installation, maintenance and repair of overhead and underground police, fire and other emergency signal and communication systems and City-owned street lighting facilities.

DISTINGUISHING FEATURES

Incumbents in this class serve as first-line supervisor to a crew of workers engaged in the installation, maintenance and repair of overhead and underground police, fire and other emergency signal and communication systems and City-owned street lighting facilities. This class is distinguished from 7273 Communication Supervisor II in that the latter performs more complex and difficult duties and supervises several groups of workers.

SUPERVISION EXERCISED

Supervises a crew of workers engaged in the installation, maintenance and repair of overhead and underground police and fire signal and communication systems.

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 and assigns daily work for a field crew of line workers who are engaged in the installation, maintenance and repair of city-owned street lighting systems and overhead and underground lines for the operation of police, fire and other emergency communication systems. This includes reviewing work assignments; conducting site visits; determining scope and proper sequence of tasks for each job site; assessing location, staff, equipment and safety considerations needed to complete each assignment; and establishing the order of daily work and delegating tasks.
2. Supervises the installation of poles, overhead lines and underground cables by working with crew members digging holes, securing poles in a foundation, installing underground cables in a duct structure or conduit, and connecting lines; isolating and overseeing the repair of circuit problems; inspecting completed work for accuracy and quality of workmanship. This includes giving instructions on proper methods to secure and set up work sites to ensure safety of crew and public.
3. Trains line workers in the safe and proper installation of poles, overhead lines and underground cables to support the public safety communication network and the city owned street lighting systems; conducts tail-gate meetings to give instructions on proper operating and safety procedures.
4. Coordinates work with general public and other agencies by notifying residents of planned work to solicit cooperation for private property access to communication poles or equipment, responding to public complaints regarding inconvenience caused

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by work crew, and coordinating with other utility agencies regarding scheduling of job site usage.

5. Makes and interprets maps, sketches and drawings for installation of overhead and underground communication systems and city-owned street lighting systems to reflect accurate lay out plans for installation or changes in the system and to determine correct placement of equipment and materials.

6. Makes oral and written activity reports to the Communication Line Worker Supervisor II to document the daily activities of work crews and work accomplished.

7. Drives city vehicle to work site to assess requirements for jobs, transport equipment and staff, and inspect work underway and after completion.

8. Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Knowledge of: electrical theory and practice; operation, installation and maintenance of fire alarms, emergency warning sirens and police and fire communication systems; troubleshooting techniques necessary to analyze and verify accuracy and repair/condition of equipment; methods of setting poles, installing cross-arms and stringing wires; methods of installing cables and conduits; laws, ordinances and regulations pertaining to fire alarm systems and overhead and underground lines; requirements and procedures to ensure safety when working with electrical line construction, including traffic control procedures to ensure job site safety for workers and members of the public.

Ability or Skill to: Skill and ability to: plan, organize, assign, monitor and inspect crew work; train new workers; prepare and maintain accurate form reports on daily activities of work crews; interpret and make maps, sketches and drawings for the installation of communication and street lighting systems; understand oral instructions; clearly and accurately communicate work-related information to crew members, supervisors, co-workers, representatives of other agencies and the general public; deal tactfully and effectively with the general public; establish and maintain good working relationships; drive a motor vehicle.

Special requirements: Nature of work requires physical effort and dexterity in the use of fingers, limbs and body; frequent exposure to natural elements and working conditions where serious accidents and injuries may occur; working in underground locations; climbing and use of ladders, aerial lift buckets, digger-derrick trucks, hydraulic, electrical and pneumatic tools.

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:

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Communication Line Supervisor I
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Experience:

Four (4) years experience installing, maintaining and repairing overhead and underground lines; experience must include at least one (1) year working on communication systems and facilities, and at least one (1) year working on street lighting system.

License and Certification:

Possession of a valid Class C driver license.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:	7/1/77
AMENDED DATE:	10/8/99, 01/31/22
REASON FOR AMENDMENT:	<i>To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.</i>
BUSINESS UNIT(S):	COMMN