

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: February 24, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 68 FY 15/16 (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 February 16, 2016.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

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 Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, 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: 68
Fiscal Year: 2015/2016
Posted Date: 02/08/2016
Reposted Date: N/A

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

Item #	Job Code	Title	Salary
1	7327	Apprentice Maintenance Machinist I	\$47,710 – \$60,736
2	7331	Apprentice Maintenance Machinist II	\$65,078 – \$78,078

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.

For additional information regarding this proposed classification action, please contact Victor H Vallejo, Clerk, at (415) 557-4965 or by email at Victor.h.Vallejo@sfgov.org.

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: <http://www.sfgov3.org/index.aspx?page=328>.

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

**Title: Apprentice Maintenance Machinist I
Job Code: 7327**

INTRODUCTION

Under immediate supervision, assists the journey maintenance machinist in performing skilled machinist work, performs apprentice maintenance machinist work as part of a recognized program established by the International Association of Machinists and Aerospace Workers Union Local 1414, Joint Apprenticeship and Advisory Committee, Maintenance Machinists' Trade. All work to be performed and related supplemental instruction are enumerated in the Apprenticeship Standards formulated by said Committee and are summarized in this specification. The 7327 Apprentice Maintenance Machinist I assists the 7332 Maintenance Machinist in the operation and maintenance of fabrication, installation, maintenance and repair of communication equipment, Municipal Railway equipment, fire alarms, machinery, instruments, castings and valves; performs related duties as required. The apprentice is expected to complete satisfactorily, the training and related instruction for each type of equipment, process, and procedure and to qualify for advancement to Apprentice Maintenance Machinist II.

DISTINGUISHING FEATURES

The Apprentice Maintenance Machinist works under the immediate supervision of a qualified journey-level Maintenance Machinist during the five year apprenticeship required by the trade, learning the operation, repair and maintenance of various manual machine tools, Computer Numeric Control (CNC) machine tools, machinery, and equipment through diversified experience in on-the-job training, classroom instruction, and other related instruction in order to become a fully skilled craftsman.

Nature of work requires some physical effort and considerable dexterity, continuous exposure to physical and working conditions where minor injuries may occur.

SUPERVISION EXERCISED

None.

MAJOR, 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 setting up and operating a variety of machine tools, stationary as well as portable manual machine tools and Computer Numeric Control (CNC) machine tools such as mills, lathes, drills, saws etc.
2. Assists with rebuilding, refinishing, modifying, and/or fabricating replacement parts for pumps, generators, cranes, parking meters, transit vehicles/railway coaches and railway cars, fire alarm boxes, compressors, dredges, pipes lines, barges, ferry terminals and their components.
3. Assists with maintaining and repairing a variety of instruments and mechanical equipment,

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

**Title: Apprentice Maintenance Machinist I
Job Code: 7327**

including valves, castings, and various metal parts.

4. Assists with diagnosing, installing, inspecting and testing machinery, parts and equipment.
5. Assists with reading and interpreting schematic drawings, blueprints, and plans.
6. Assists with preparing and maintaining records and forms documenting work performed.
7. Assists with dismantling and assembling light and heavy machines and/or equipment.
8. Assists with manufacturing/fabricating parts based on samples.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Mathematics through Algebra 1; measuring, counting, addition, subtraction, fundamental multiplication and division, without the aid of a calculator; basic English reading and writing.

Ability and Skill to: Learn methods, tools and equipment used in the operation, maintenance and repair of a variety of machinery and mechanical aptitude in the use of power equipment and other equipment.

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 California High School Proficiency Certificate)

Experience:

Applicants must be 18 years of age by the end of the selection process*; and

License and Certification:

Possession of a valid CA Class C Driver's License; and

Requires obtaining a Class B Driver's license within two (2) years of appointment. Failure to obtain the appropriate driver's license within the specified time period may be cause for separation.

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

**Title: Apprentice Maintenance Machinist I
Job Code: 7327**

SUPPLEMENTAL INFORMATION

1. Applicant must successfully pass a written aptitude examination; and
2. Successfully pass the City and County of San Francisco pre-employment drug test.

*Proof of one (1) year of High School Algebra or one (1) term of college Algebra with a passing cumulative grade of "C-" or better. (Your official transcripts MUST state "Algebra", or the like. If your algebra course was entitled "Integrated Math", "Math 90" or the like, your school must include a letter written on letterhead that states the course you took was the equivalent to algebra).

PROMOTIVE LINES

The Apprentice is expected to complete satisfactorily, the training and related instruction for each type of equipment, process, and procedure and to qualify for advancement to Apprentice Maintenance Machinist II.

ORIGINATION DATE: 02/24/16

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

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

**Title: Apprentice Maintenance Machinist II
Job Code: 7331**

INTRODUCTION

Under immediate supervision, assists the journey machinist in performing skilled machinist work performs apprentice maintenance machinist work as part of a recognized program established by the International Association of Machinists and Aerospace Workers Union Local 1414, Joint Apprenticeship and Advisory Committee, Maintenance Machinists' Trade. All work to be performed and related supplemental instruction are enumerated in the Apprenticeship Standards formulated by said Committee and are summarized in this specification. The 7331 Apprentice Maintenance Machinist II assists the 7332 Maintenance Machinist in the operation and maintenance of fabrication, installation, maintenance and repair of communication equipment, Municipal Railway equipment, fire alarms, machinery, instruments, castings and valves; performs related duties as required. The apprentice is expected to complete satisfactorily, the training and related instruction for each type of equipment, process, and procedure and to qualify for advancement to journey level status.

DISTINGUISHING FEATURES

The Apprentice Maintenance Machinist II works under the immediate supervision of a qualified journey-level Maintenance Machinist during the five year apprenticeship required by the trade, learning the operation, repair and maintenance of various manual machine tools, Computer Numeric Control (CNC) machine tools, machinery, and equipment through diversified experience in on-the-job training, classroom instruction, and other related instruction in order to become a fully skilled craftsman. Though experience in on-the-job training and related instruction become fully accomplished in the craft, and qualified for journey –level status.

Nature of work requires some physical effort and considerable dexterity, continuous exposure to physical and working conditions where minor injuries may occur.

SUPERVISION EXERCISED

None.

MAJOR, 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 setting up and operating a variety of machine tools, stationary as well as portable manual machine tools and Computer Numeric Control (CNC) machine tools such as mills, lathes, drills, saws etc.
2. Assists with rebuilding, refinishing, modifying, and/or fabricating replacement parts for pumps, generators, cranes, parking meters, transit vehicles/railway coaches and railway cars, fire alarm boxes, compressors, dredges, pipes lines, barges, ferry terminals and their components.
3. Assists with maintaining and repairing a variety of instruments and mechanical equipment,

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

**Title: Apprentice Maintenance Machinist II
Job Code: 7331**

including valves, castings, and various metal parts.

4. Assists with diagnosing, installing, inspecting and testing machinery, parts and equipment.
5. Assists with reading and interpreting schematic drawings, blueprints, and plans.
6. Assists with preparing and maintaining records and forms documenting work performed.
7. Assists with dismantling and assembling light and heavy machines and/or equipment.
8. Assists with manufacturing/fabricating parts based on samples.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Mathematics through Algebra 1; measuring, counting, addition, subtraction, fundamental multiplication and division, without the aid of a calculator; basic English reading and writing.

Ability and Skill to: Learn methods, tools and equipment used in the operation, maintenance and repair of a variety of machinery and mechanical aptitude in the use of power equipment and other equipment.

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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 California High School Proficiency Certificate)

Experience:

Applicants must be 18 years of age by the end of the selection process*; and

License and Certification:

Possession of a valid CA Class C Driver's License; and

Requires obtaining a Class B Driver's license within two (2) years of appointment. Failure to obtain the appropriate driver's license within the specified time period may be cause for separation.

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DEPARTMENT OF HUMAN RESOURCES**

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2. Successfully pass the City and County of San Francisco pre-employment drug test.

*Proof of one (1) year of High School Algebra or one (1) term of college Algebra with a passing cumulative grade of "C-" or better. (Your official transcripts MUST state "Algebra", or the like. If your algebra course was entitled "Integrated Math", "Math 90" or the like, your school must include a letter written on letterhead that states the course you took was the equivalent to algebra).

PROMOTIVE LINES

The Apprentice is expected to complete satisfactorily, the training and related instruction for each type of equipment, process, and procedure and to qualify for advancement to journey level status.

ORIGINATION DATE: 02/24/16

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REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

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