

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: March 11, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 72 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 March 11, 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: 72
Fiscal Year: 2015/2016
Posted Date: 03/03/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	7510	Lighting Fixture Maintenance Worker

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: Lighting Fixture Maintenance Worker
Job Code: 7510**

INTRODUCTION

Under general supervision, performs lighting fixture cleaning, relamping and general maintenance within the airport buildings; and performs related duties as required.

Requires responsibility for: Carrying out procedures relative to light fixture maintenance; preparing routine reports of work accomplished, lamps required and safety conditions.

Nature of work involves: Some physical effort and dexterity in the use of fingers, limbs and body; continuous exposure to physical and working conditions where the possibility of minor injury exists; frequent climbing of scaffolds and ladders to above average heights.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

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. Performs relamping and fixture cleaning of fluorescent fixtures within all airport buildings except tenant-occupied areas; uses 30-foot scaffolding and other types of rigging.
2. Replaces incandescent lamps as required.
3. Reports electrical conditions requiring remedial action.
4. Reports fire hazards to Fire Department.
5. Conducts lamp surveys, noting condition of fixtures and dates lamps replaced.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Requires a working knowledge of the construction and electrical parts of the various types of lamps and the tools required to repair them; scaffolding and other types of rigging; existing safety codes, ordinances and regulations.

Ability and Skill to: Requires ability to maintain routine records and reports on work accomplished. Requires considerable skill in climbing scaffolds and ladders.

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

**Title: Lighting Fixture Maintenance Worker
Job Code: 7510**

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 proof of successful completion of an equivalency test (G.E.D. or California High School Proficiency Examination).

Experience:

One (1) year (2000 hours) of building maintenance experience which includes lighting fixture maintenance work.

License and Certification:

Possession of a valid California driver license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 9/5/1973

AMENDED DATE: 7/1/1977; 03/11/2016

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