



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent via Electronic Mail

October 27, 2022

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Mailei Maloa
[REDACTED]

SUBJECT: APPEAL BY MAILEI MALOA OF THE REJECTION OF APPLICATION FOR 7253 ELECTRICAL TRANSIT MECHANIC SUPERVISOR (CBT-7253-T00034).

Dear Mailei Maloa:

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **November 7, 2022 at 2:00 p.m.** You will receive a separate email invite from a Civil Service Commission staff member to join and participate in the meeting.

The agenda will be posted for your review on the Civil Service Commission's website at www.sfgov.org/CivilService under "Meetings" no later than end of day on Wednesday, November 2, 2022. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, email them to the Civil Service Commission's email at civilservice@sfgov.org by **5:00 p.m. on Tuesday, November 1, 2022**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

It is important that you or an authorized representative attend the hearing on your appeal. Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance. As a reminder, you are to be honest and forthright during all testimony and in all documentation that you provide to the Civil Service Commission.

You may contact me at (628) 652-1100 or at Sandra.Eng@sfgov.org if you have any questions.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Jeffrey Tumlin, Municipal Transportation Agency
Kimberly Ackerman, Municipal Transportation Agency
William Miles II, Municipal Transportation Agency
Shivani Nath, Municipal Transportation Agency
John Doherty, IBEW Local 6
Osha Ashworth, IBEW Local 6
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, a available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting a agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are a available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/CivilService, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be a available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22MTA) Applicable to Municipal Transportation Agency Service-Critical Classes

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports MTA for Instructions on completing and processing this Form

1. Civil Service Commission Register Number: 0105 - 22 - 4
2. For Civil Service Commission Meeting of: November 7, 2022
3. Check One:
Ratification Agenda
Consent Agenda
Regular Agenda
4. Subject: **Appeal of Rejection of Application by Mailei Maloa for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034)**
5. Recommendation: Adopt the report and deny the appeal by Mailei Maloa.
6. Report prepared by: William Miles II Telephone number: (415) 646-2863
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A**
8. Reviewed and approved for Civil Service Commission Agenda:

Municipal Transportation Agency Director: Kimberly Ackerman

Date: October 27, 2022
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

Attachment

NOTIFICATIONS

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Jeffrey Tumlin, Director of Transportation

MEMORANDUM

DATE: October 27, 2022

TO: Honorable Civil Service Commission

THROUGH: Kimberly Ackerman *KA*
Chief People Officer, SFMTA Human Resources

FROM: William (Bill) Miles II *WEM*
Talent Acquisition Senior Manager, SFMTA Human Resources

SUBJECT: **Appeal of Rejection of Application by Mailei Maloa for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034)**

BACKGROUND

An examination announcement for class 7253 Electrical Transit Mechanic Supervisor I (7253) was originally opened by the Municipal Transportation Agency (MTA) Human Resources (HR) division on March 19, 2020 under recruitment number CBT-7253-M00231. **[Attachment A]**

Prior to opening the 7253, MTA HR had issued an examination announcement for the next lower level in the Electrical Transit Mechanic series, 7380 Electrical Transit System Mechanic, Assistant Supervisor (7380) on November 5, 2019. **[Attachment B]** MTA HR's Examinations and Classification (E&C) unit reviewed applications for the 7380 recruitment first and sent out not-qualified letters in December of 2019. In response, SFMTA HR received a number of non-contemporaneous letters from supervisors of Automotive Mechanics, a separate classification series, stating that the Automotive Mechanics were performing electrical repair work equivalent to the work performed by those in the Electrical Transit Mechanic series.

These letters, if certified and approved, would impact how MTA HR would review qualifying experience for the 7253 Electrical Transit Mechanic Supervisor I exam. As a result, both the 7380 and 7253 exams were put on indefinite hold until a review of the non-contemporaneous letters could be performed, and a decision made by the MTA Chief People Officer and/or Director of Transportation on whether or not to certify and approve them.

MTA's Transit division expressed an urgency to need to hire 7253 positions and MTA HR thus attempted to proceed with application review based on the job duties listed in the class specs for each classification, as is typical procedure. After not-qualified notices were disseminated to



applicants, however, MTA HR received similar non-contemporaneous letters for the 7253 recruitment and the recruitment was put back on indefinite hold.

To ensure that candidates would be provided credit for job duties assigned and performed, MTA HR provided a lengthy time period for MTA's Transit division to provide supplemental documentation that could support the statements in the letters that individuals in the Automotive Mechanic series had been assigned and performed electrical repair work on vehicles and equipment equivalent to the work listed as the responsibilities of the Electrical Transit Mechanic series. Despite the length of time provided, MTA HR never received any contemporaneous documentation that seemed to corroborate the statements made of electrical repair of mass transit equipment and vehicles being assigned and performed by individuals in the Automotive Mechanic series. As such, a recommendation was provided by MTA HR's E&C unit to MTA's Chief People Officer to not certify the letters. The Chief People Officer agreed with the recommendation and decided to not certify them in May 2022.

All individuals who provided such non-contemporaneous letters for the 7380 and/or 7253 recruitments and were not otherwise qualified through other employment were notified of the decision and informed that their applications would not be continuing in the examination process. No appeals were received at that time by any of the candidates who provided non-contemporaneous letters.

Due to the time between postings and the City moving to a new applicant tracking system, MTA HR cancelled the CBT-7253-M00231 recruitment and opened a new one, CBT-7253-T00034 **[Attachment C]**, so that candidates who had not applied, but since may have gained qualifying experience could apply and so that candidates who had applied but were deemed not qualified could add any new information related to experience they may have gained since the previous posting.

Per the job announcement, to qualify for the 7253 examination, applicants needed to possess the following Minimum Qualifications (MQs):

- *Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles; **AND***
- *Possession of a valid Class C driver license (must possess a California Class C Driver license at the time of appointment)*

All candidates needed to possess the first MQ as of the filing deadline for applications, June 14, 2022.



Mr. Mailei Maloa (Mr. Maloa) submitted a timely application for CBT-7253-T00034 on May 28, 2022. The SFMTA HR E&C unit reviewed Mr. Maloa’s application and employment history and found that although Mr. Maloa does possess some qualifying experience as a 7380 Electrical Transit Mechanic, Assistant Supervisor, he possessed approximately only seven (7) months of such experience as of the filing deadline. He has since taken an opportunity as a 7382 Automotive Mechanic Assistant Supervisor, which is not considered a qualifying class for this recruitment.

Mr. Maloa submitted verification documents in response to receiving a not-qualified notice. However, the E&C unit determined that the documentation did not provide evidence of three years of qualifying experience and Mr. Maloa was sent a second not-qualified notice on July 26, 2022. He submitted a timely appeal on July 28, 2022. In his appeal, Mr. Maloa contests that his combined experience as a 7382 Automotive Mechanic Assistant Supervisor and 7380 Electrical Transit Mechanic, Assistant Supervisor should qualify him for the 7253 examination.

ISSUE

Does Mr. Maloa meet the minimum qualifications to participate in the examination for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034)?

AUTHORITY/STANDARDS

Sec. 410.2 Examination Announcements

The examination announcement shall be the official notice of an examination and shall provide the qualifications, dates, and other particulars regarding the selection procedure. Applicants must be guided solely by the terms of the examination announcement.

Sec. 410.4 Appeals of Examination Announcements

Appeals concerning the provisions of an examination announcement must be received by the MTA Director of Transportation/Designee within five (5) business days from the issuance date. The MTA Director of Transportation/Designee shall rule on all appeals and shall notify appellants in writing of the decision. This decision is subject to appeal to the Commission as provided elsewhere in these Rules.



Sec. 410.9 Qualifications of Applicants

410.9.1 Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Experience gained in violation of Commission Rules shall not be recognized. City and County employees in Service Critical classes at the Municipal Transportation Agency shall receive credit only for the duties of the class to which appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Employees in Service-Critical classes at the Municipal Transportation Agency may receive credit for duties not usually performed by incumbents in a Service-Critical class if their employee file contains contemporaneous documentation that the duties were assigned and performed. By way of example but not limitation, records that describe and verify the out-of-class assignment that may be accepted as documentation include a valid performance appraisal completed during the normal evaluation period, payroll records filed at the time of the assignment and Notice of Assignment. Credit for duties in Service-Critical classes at the Municipal Transportation Agency not usually performed by incumbents in a Service- Critical class based on non-contemporaneous documentation shall require the certification of the Municipal Transportation Agency Deputy Director, Labor Relations and Human Resources, and the approval of the Director of Transportation.

Sec 405.12.1 Examination Matters

An action by the MTA Director of Transportation/Designee, on examination matters, may be appealed to the Commission provided such appeal is received by the Executive Officer by close of business on the fifth (5th) working day (excluding Saturdays, Sundays, and holidays) following the postmarked mailing date of notification to the appellant. The appeal period shall be extended an additional five (5) working days (excluding Saturdays, Sundays, and holidays) where the notification to the appellant is sent exclusively by certified mail – return receipt requested. The Commission's action on the appeal shall be final and no reconsideration request shall be allowed.

FINDINGS

The examination announcement for CBT-7253-T00034 was posted on May 27, 2022. No appeals were received related to the examination announcement.

Mr. Maloa submitted a timely application for the recruitment on May 28, 2022. **[Attachment D]**

After a review of the application materials, MTA Human Resources determined that Mr. Maloa's application packet did not clearly show possession of the MQs necessary to participate in the 7253 Electrical Transit Mechanic Supervisor I examination.



An initial not-qualified letter was sent on June 17, 2022. Applicants were given until the close of business on June 27, 2022 to submit additional verification showing possession of the MQs. **[Attachment E]**

Mr. Maloa submitted two (2) verification documents. **[Attachment F]** The first is a memo dated November 27, 2017 written by Vernon Ting, Automotive Assistant Supervisor, Subject: Mailei Maloa. This memo stated that Mr. Maloa had worked for the MTA for approximately 4.5 years and that he works on transit vehicles up to 600+ volts DC 3 phase high voltage circuits AC. The second letter was dated April 22, 2019 and was written by Louis Guzzo, Acting Deputy Director – Bus Maintenance (Mr. Guzzo). This letter was written at the time in support of considering Mr. Maloa to qualify for class 7380 Electrical Transit Mechanic, Assistant Supervisor. This letter stated that Mr. Maloa has six (6) years of full-time experience with the MTA, and that four (4) of the six (6) years had been spent on new hybrid bus technology, and that hybrid buses run on “600 volts DC which are equal to the voltages that are run on the electrical transit side.”

The Examinations and Classification unit further checked with MTA’s Labor Relations unit to determine if Mr. Maloa had any acting assignments on file that could be applied to the review of Minimum Qualifications. On July 18, 2022, the analyst received confirmation that Mr. Maloa did not have any acting assignments on file with Labor Relations. **[Attachment G]**

No additional information was submitted by Mr. Maloa. After this review, the E&C unit determined that the documentation received still did not clearly indicate full possession of the Minimum Qualifications and a second not-qualified notice was sent to Mr. Maloa on July 26, 2022, which including language regarding submitting an appeal to the Civil Service Commission. **[Attachment H]**

Mr. Maloa submitted a timely appeal of this decision to the Civil Service Commission on July 28, 2022. **[Attachment I]**

ANALYSIS

The MTA utilizes two separate series of classifications of mechanics. One series is the Electrical Transit Mechanics. The hierarchy of classifications in this series starts with the class of 7371 Electrical Transit System Mechanic (7371) and progresses in responsibility to the 7380 Electrical Transit Mechanic, Assistant Supervisor, 7253 Electrical Transit Mechanic Supervisor I and finally the 7216 Electrical Transit Shop Supervisor I. These classifications are represented by IBEW Local 6. This classification series only exists at the MTA and per the classification specifications, these classes are responsible for mechanical, electronic and electrical work in connection with the maintenance and repair of electrically powered transit equipment and vehicles (including, but not limited to: trolley coaches, street cars, light rail vehicles and cable cars). **[Attachment J]**



The other mechanic series is the Automotive Mechanics. The hierarchy of classifications in this series starts with 7381 Automotive Mechanic and progresses in responsibility to the 7382 Automotive Mechanic Assistant Supervisor, 7249 Automotive Mechanic Supervisor I and finally the 7228 Automotive Transit Shop Supervisor I. These classifications are represented by Machinists Union, Local 1414. This is a citywide classification series and per the classification specifications, these classes are responsible for mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment. Class 7382 is responsible for supervision of both automotive mechanics and automotive service workers. **[Attachments K and L]**

Outside of City and County employment, Mr. Maloa listed a number of employers on application materials. Of those listed, experience at Sunnyvale Acura as a Shop Supervisor I/Shop Foreman, San Francisco Ford as a Technician, Grace Honda as a Foreman/Team Lead and Pacific Heights Shell as an Assistant Manager were deemed not qualifying by SFMTA HR as these employers do not perform electrical and mechanical maintenance and repair of mass transit equipment and vehicles. Mr. Maloa additionally possessed one year, two months of experience at MV Transportation as a Team Leader. It was unclear if this employment should be qualified as the repair work mentioned on the job application was not clearly indicated as electrical repair of the equipment and vehicles. Upon receipt of the first not-qualified letter, Mr. Maloa did not provide verification documents related to any of these employments outside of the City and County of San Francisco. Therefore, in order to qualify, Mr. Maloa would have needed to possess all qualifying experience at the MTA.

According to City and County of San Francisco Job Appointment Summary records **[Attachment M]**, Mr. Maloa was appointed to class 7381 as an Automotive Mechanic on February 19, 2013. He remained in that class until he accepted a promotional opportunity to class 7380 Electrical Transit Mechanic, Assistant Supervisor on June 15, 2019.

Mr. Maloa remained in this Electrical Transit Mechanic supervisory position for a period of approximately seven (7) months. On January 11, 2020, he moved back to the Automotive Mechanic series, accepting a position in class 7382 Automotive Mechanic Assistant Supervisor and remained in this classification up until the filing deadline.

Mr. Maloa contests that his combined experience in classes 7380 Electrical Transit Mechanic, Assistant Supervisor and 7382 Automotive Mechanic Assistant Supervisor should qualify him for this examination process for 7253 Electrical Transit Mechanic Supervisor I positions. Calculating from the start date in class 7380 (June 15, 2019) to the examination filing deadline (June 14, 2022), Mr. Maloa has three years of experience in the 7380 and 7283 positions combined that could be considered that can be considered in these supervisory classifications.



However, the 7382 Automotive Mechanic Assistant Supervisor is not considered a qualifying classification for this examination. Although the hybrid vehicles maintained by the automotive mechanic series supervised by the 7382 class are an electrical and mechanical mix, the minimum qualifications for the 7253 position requires supervision of the maintenance and repair not just of the vehicles, but of the electrical equipment as well.

Per Civil Service Rule 410.9.1, employees are to be given credit for the classification to which assigned. The 7380 class spec states that an employee in this role “maintains, repairs and/or supervises the maintenance and repair of mechanical, electrical, electronic, hydraulic, and pneumatic equipment of street cars, trolley coaches, cable cars and light rail vehicles,” and also “makes emergency repairs to electrical and/or mechanical transit equipment.” This classification supervises other electrical classes such as Electrical Transit System Mechanics in the performance of this work. Therefore, experience in class 7380 qualifies for this examination.

The 7382 class spec, on the other hand, does not cover the same job duties as the 7380 class. The 7382 class spec states that an employee in this class “maintains and supervises the maintenance, repair, overhaul and servicing of automotive, diesel, hybrid and alternative fuel equipment.” Unlike the 7380 class, the 7382 classification supervises automotive mechanics and service workers, not electrical transit system mechanics.

Per the class specifications, the automotive mechanics are responsible for performing “skilled mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment.” The automotive service workers are responsible for “operating a variety of automotive servicing equipment and hand tools; responding to automotive service requests; operating the refueling station and/or the tire shop; performing regular maintenance on vehicles; making minor repairs on disabled vehicles; maintaining a clean shop area; preparing routine records; assisting automotive mechanics and operating service vehicles.” Neither of the classifications supervised by the 7382 Automotive Mechanic Assistant Supervisor class are responsible for the electrical maintenance and repair of mass transit equipment – a key duty of the classifications supervised by the 7253 Electrical Transit Mechanic Supervisor I.

Upon posting the 7380 examination process in 2019, SFMTA HR received a number of non-contemporaneous letters giving the impression that individuals in classes 7371 Electrical Transit System Mechanic and 7381 Automotive Mechanic were performing equivalent work and thus 7381s should qualify for the 7380 examination. As the individuals who submitted these letters are not appellants, the letters are not attached to this report, but MTA HR can provide them to the Commissioners for review, if requested. Upon hearing of these letters from membership, Local 6 requested to receive copies of what was written on behalf of these employees. As the individuals are just applicants for the exam are not successfully hired at this stage of the process, redacted versions of the letters were provided to Local 6. **[Attachment N]**



Local 6 responded with a letter to SFMTA’s Chief People Officer stating that they “believe that the letters written by these supervisors misrepresent the scope of work performed by the 7381 and/or 7382 classifications. The MQ’s of these classifications do not qualify them under the regulations to perform this work. Additionally, these letters state that the duties assigned to the classifications are in direct conflict with SFMTA’s own policy of 2008 (attached.)” **[Attachment O]**

The policy for which Local 6 provided and was referring to is an October 30, 2008 notice stating that although Local 1414 would have overall responsibility for maintenance of hybrid vehicles, the maintenance itself would be a combined effort of job classifications represented by Local 6 and Local 1414. The notice states that “Local 1414 classification (mechanics) will trouble shoot the problem in the vehicle and remove and replace the defective components. The mechanics will send the defective components to the appropriate support shops for repairs to be made by IBEW Local 6 represented classifications. Effectively, Local 1414 classifications shall be responsible for the maintenance of the hybrid vehicles with the exception of the traction battery system and the electrical components as mentioned above.” **[Attachment P]**

Thus, according to this notice, even though classes 7381 and 7382 both work on hybrid vehicles, which include electrical systems and components, the actual repair of those systems and components is the responsibility of Local 6 workers.

When it comes to examinations, it is the intention of the Examination & Classification unit to give credit for work performed, as long as that experience is able to be verified. Per CSC Rule 410.9.1, all non-contemporaneous documents need to be certified by MTA’s Deputy Director, Labor Relations and Human Resources (currently utilizing the working title of ‘Chief People Officer’) and be approved by the Director of Transportation. As such, significant time was provided to MTA’s Transit division to provide supplemental documentation that would have supported the statements that any or all of the individuals in the 7381 class that non-contemporaneous letters were written for were assigned and performing the electrical repair work equivalent to workers in the 7371 classification.

The Transit Division was unable to provide such documentation to the E&C unit and thus the unit recommended to the MTA Chief People Officer that the non-contemporaneous letters not be certified. The Chief People Officer agreed with the recommendation, decided to not certify the letters, and all such individuals for which such experience would have been needed to qualify were provided second not-qualified notifications.

MTA HR’s Talent Acquisition Senior Manager was also provided information by Local 6 membership confirming that individuals in the Electrical Transit Mechanic series need to be highly skilled and knowledgeable in how to repair the system that converts 600 Volt Alternating Current (AC) to Direct Current (DC) power. Unlike the Automotive Mechanics, the Electrical Transit Mechanics



perform work on vehicles that run on electrical components – such as electrified rails and overhead trolley lines. As such, the Electrical Transit Mechanics regularly perform repairs to the poles and equipment connected to the lines. The Electrical Mechanic series also performs rail system service and maintenance, and one needs knowledge of those components to safely perform that work. Hybrid vehicles are free-standing, gasoline-powered vehicles, and are not connected to electrical overhead lines or rails; thus, the Automotive Mechanics who work on these buses do not have the same scope of electrical repair responsibilities as their counterparts in the Electrical Transit Mechanic series.

After receiving the first rejection letter, Mr. Maloa provided two documents of verification to MTA HR. The first letter is signed by Vernon Ting dated November 27, 2017 and the second letter is signed by Louis Guzzo dated April 22, 2019. Both of these letters were written and submitted prior to Mr. Maloa possessing experience in either class 7380 or class 7382. Neither letter claims that Mr. Maloa was performing supervisory responsibilities that are required for one to be qualified for the 7253 exam; therefore, no further actions were taken to verify the accuracy of the information following the non-contemporaneous procedures as they do not specify qualifying experience.

It should be noted that these letters were previously submitted under different SFMTA HR management and to our knowledge did receive certification from the previous SFMTA Human Resources Director to qualify Mr. Maloa for a previous 7380 examination process and appointment. **[Attachment Q]** However, current HR management has learned that the previous process was not fully following CSC Rule 410.9.1, in that such letters were not additionally approved by the Director of Transportation. The previous process we have also learned had less scrutiny in verifying the accuracy of statements made and, as such, as part of corrective actions, current SFMTA HR more critically reviews such letters to ensure that there is supplemental information to back up statements made.

For the purposes of this application review and appeal, regardless of whether or not Mr. Maloa performed electrical repair work of mass transit equipment and vehicles himself, as perceived by these letters, the result of the review of non-contemporaneous letters for current 7381 Automotive Mechanics resulted in HR receiving no documents that corroborate 7381s being assigned and performing such functions. As such, as a current 7382, it is MTA HR's determination that Mr. Maloa is not currently supervising employees responsible for performing the electrical maintenance and repair of mass transit equipment and vehicles.

Per the above, SFMTA HR could only verify seven (7) months of qualifying experience, which is not enough to qualify Mr. Maloa under the minimum qualifications for the 7253 Electrical Transit Mechanic Supervisor recruitment.



CONCLUSION

Based on the information that has been provided to MTA Human Resources, Mr. Maloa does not have enough experience required under the minimum qualifications of the 7253 Electrical Transit Mechanic Supervisor I. The minimum qualifications for the 7253 examination require three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles. Although the hybrid vehicles maintained by the automotive mechanic series supervised by the 7382 class are an electrical and mechanical mix, the minimum qualifications for the 7253 position requires supervision of the maintenance and repair not just of the vehicles, but of the electrical equipment as well. Based on MTA HR's review, Mr. Maloa only possesses seven (7) months of qualifying experience.

RECOMMENDATION

Adopt the report and deny the appeal by Mailei Maloa.



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B	2019 announcement for 7380 Electrical Transit Mechanic, Assistant Supervisor (CBT-7380-M00209)	MTA-008
C	2022 announcement for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034)	MTA-015
D	Mr. Maloa application materials for CBT-7253-T00034	MTA-020
E	Initial Not-Qualified Notice, dated July 17, 2022	MTA-024
F	Additional documents submitted by Mr. Maloa to MTA HR E&C, letter written by Vernon T Ting, Automotive Assistant Supervisor, dated 11/27/2017 & letter written by Luis Guzzo, dated April 22, 2019	MTA-025
G	Email exchange between MTA HR E&C and MTA Labor Relations Unit to verify if Acting Assignment records existed	MTA-027
H	Second Not-Qualified Notice sent July 26, 2022	MTA-029
I	Applicant filed Appeal July 28, 2022	MTA-030
J	Electrical Transit Mechanic series class specifications (7371, 7380, 7253, 7216)	MTA-034
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L	Automotive Service Worker series class specifications (7410, 7412)	MTA-066
M	City and County of San Francisco Job Appointment Summary records for Mr. Maloa	MTA-074
N	Local 6 request for non-contemporaneous letters submitted for 7380 recruitment	MTA-075
O	Local 6 response to MTA Chief People Officer regarding non-contemporaneous letters	MTA-078
P	2008 Letter to Local 6 and Local 1414 from MTA Chief Operating Officer regarding Hybrid Bus Maintenance support	MTA-079
Q	2017 Letter by Tom Curran, Acting Deputy Director – Bus Maintenance, requesting Mr. Maloa’s be approved to participate in 7380 examination	MTA-082

ATTACHMENT A

11/2/21, 1:28 PM

Announcement: 7253 Electrical Transit Mechanic Supervisor I - City and County of San Francisco

7253 Electrical Transit Mechanic Supervisor I

Recruitment #CBT-7253-M00231

DEPARTMENT Municipal Transportation Agency
ANALYST Matthew Hurd
DATE OPENED 3/19/2020 08:00:00 AM
FILING DEADLINE 7/2/2021 5:00:00 PM
SALARY \$111,150.00 - \$135,070.00/year
JOB TYPE CBT Discrete
EMPLOYMENT TYPE Full-Time

INTRODUCTION



The following information describes the civil service classification for which applications are being solicited.

Make sure you read the entire announcement before completing the application form.

The purpose of this examination announcement is to establish an eligible list for this classification.

Amended to add information in the How to Apply section.

THIS RECRUITMENT HAS BEEN RE-OPENED TO ACCEPT ADDITIONAL APPLICATIONS. THE FILING DEADLINE IS 5:00 PM ON FRIDAY, JULY 2, 2021.

POSITION DESCRIPTION:

Under direction, the Electrical Transit Mechanic Supervisor I, supervises on an assigned shift, through subordinate supervisors, a crew of service and craft personnel, responsible for the maintenance, repair and service of trolley coaches, street cars, light rail vehicles (LRVs) or cable cars. Essential functions of the class may vary depending on assignment and include: Evaluates the maintenance needs of transit vehicles, electrical, mechanical, hydraulic, pneumatic and electronic equipment; and develops and reviews preventive maintenance plans and procedures; establishes goals and objectives for the shop/shift; plans and implements budgets; monitors the development and advancement of subordinates through training, performance evaluation, and discipline; oversees and conducts safety meetings; coordinates with outside vendors and interdepartmental support shops to ensure the availability of equipment and supplies; oversees the maintenance of records and documents related to employees, and other documents related to the service, repair, and maintenance of transit vehicles; use a computer and has knowledge of Outlook, Power Point, Excel, EAMS, SHOP, People Soft, and other computer related programs; coordinates responses to derailments and accidents by visiting and inspecting sites; communicate effectively in writing and orally with other personnel, representatives of other departments or division managers, subordinates, local unions, and the public; inspect shop equipment, machinery, and tools; and represent the division on committees and interview panels. May be required to move, maneuver and park transit vehicles as needed. Directly supervises class 7380 Electrical Transit Mechanic Assistant Supervisor and others, as necessary. May fill in for class 7216 Electrical Transit Shop Supervisor I. Incumbents also perform other related duties as required.

Nature of Work: May be required to work any shift including nights, weekends, and holidays.

MINIMUM QUALIFICATIONS:

1. Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles; **AND**
2. Possession of a valid Class C driver license.

Note: Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).

Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.

Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

HOW TO APPLY:

City and County of San Francisco employment applications for this position will be accepted through an on-line process only. Mailed, hand delivered or faxed applications will not be accepted. Visit www.jobaps.com/sf to begin the application process.

- Click and select 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-M00231)
- Click on "Apply" and read and acknowledge the information
- Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
- Follow instructions given on the screen.

In order to comply with social distancing guidelines due to COVID-19, staff is working remotely at this time. As a result, the Department of Human Resources (DHR)'s and SFMTA's Human Resources offices are currently closed to the general public. We highly recommend applications be completed early. If you are having difficulty submitting your application online, please contact us at 415-646-2464 between 8:00 a.m. – 12:00 p.m. and 1:00 p.m. - 5:00 p.m. Monday through Friday or by e-mail at Matthew.Hurd@sfmta.com.

Applicants may be contacted by e-mail. It is their responsibility to ensure that their registered e-mail address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses: (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org).

Upon successful submittal of the application online, the applicant will receive a notification on the screen, as well as in the applicant's e-mail inbox, acknowledging the receipt of the application by the SFMTA - Merit Section. If you have any questions regarding this recruitment or application process, please contact the exam analyst, Matthew Hurd, by telephone at 415-646-2464 between 8:30 a.m. – 12:00 p.m. and 1:00 p.m. - 4:30 p.m. Monday through Friday or by email at Matthew.Hurd@sfmta.com.

VERIFICATION:

Applicants may be required to submit verification of qualifying experience, education, and driver license at any point in the application, examination and/or departmental selection process. Written verification (proof) of qualifying experience must verify that the applicant meets the minimum qualifications stated on the examination announcement. Written verification must be submitted on employer's official letterhead, specifying dates of employment, types of employment (part-time/full-time), job title(s), description of duties performed, and the verification must be signed by the employer. City employees will receive credit for the duties of the class to which they are appointed. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of the Civil Service Commission Rules. Experience claimed in self-employment must be supported by documents verifying income, earnings, business license and experience comparable to the minimum qualifications of the position. Copies of income tax papers or other documents listing occupations and total earnings must be submitted. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

SELECTION PROCEDURE:

Minimum Qualification Supplemental Questionnaire (Weight: Qualifying):

Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. This Minimum Qualification Supplemental Questionnaire is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application. It is essential that applicants provide complete information in identifying their education, experience and training. The Minimum Qualification Supplemental Questionnaire will be used to evaluate if the applicant possesses the required minimum qualifications.

Basic Supervisory Examination: (Weight: 60%)

Candidates will be administered a written multiple-choice examination that is designed to measure basic knowledge of various supervisory practices and procedures (e.g. directing, counseling, guiding, evaluating, motivating, disciplining, developing and training subordinates, delegation, etc.) as well as customer service and reading comprehension.

This is a standardized examination and, therefore, test questions and test answers are not available for public inspection or review.

The examination is administered via computer or in paper format. Qualified candidates will be notified of the particular format to be used in their test appointment notification.

The score you achieve on this examination shall be valid and "banked" for three years, starting from the date of the examination. This means that, during this three-year time period, you will not be required to take this test again should you apply and be found eligible for a future announcement for which this particular test is used. Please note this test is used for other supervisory classes therefore your test score may be applied to one or more of these classes if you choose to apply to future recruitments. If the test for this future announcement is held within one year of the date of this examination, your score will be automatically applied to that announcement. However, after one year, you have the option to either (a) apply your test score to the other announcement or (b) re-take the test. Re-testing is permitted no sooner than one year from the date of the examination and only in association with your eligibility for another announcement for which this test is used. Please note that, should you re-test, your re-test score would become your official score since it is the most recent.

For your reference, a Multiple-Choice Test Preparation Manual is available on the DHR website: <http://www.sfdhr.org/modules/showdocument.aspx?documentid=18426>.

Only those applicants who pass the Supervisory Written Examination will receive a score on the Supplemental Questionnaire.

Training and Experience Evaluation: (Weight: 40%)

Candidates will be prompted to complete a Supplemental Questionnaire that must be submitted as part of the online employment application process. The Supplemental Questionnaire is designed to measure knowledge, skills and/or abilities in job-related areas.

CERTIFICATION RULE:

The certification rule used for the eligible list resulting from this selection process will be the Rule of Three Scores. The hiring department may conduct additional selection processes to make final hiring decisions.

ELIGIBLE LIST:

A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Director of Transportation or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be of 12 months, and may be extended with the approval of the Director of Transportation.

Medical Examination/Drug Testing:

Candidates who are being considered for appointment may be required to pass a medical examination. Candidates who cannot meet the medical requirement will be placed under waiver until this requirement is met. The medical examination will be administered only to those applicants who are being considered for appointment.

The San Francisco Municipal Transportation Agency (SFMTA) has determined that Class 7253 Electrical Transit Mechanic Supervisor I is a "safety-sensitive" position, under regulations issued by the Federal Transit Administration (49 CFR Part 655). Federal law requires that all transit employees who perform safety-sensitive functions be subject to random, post-accident, reasonable suspicion, return-to-duty and follow-up drug and alcohol testing. All applicants for Safety-Sensitive positions shall undergo urine drug testing prior to employment and within 90 days prior to performing Safety-Sensitive functions for the first time. Receipt by the SFMTA of a negative test result is required prior to the employee being placed on the payroll. A positive, adulterated, negative dilute or substituted test will result in a decision not to hire, and the applicant's name will be removed from the list of eligibles for Safety-Sensitive positions. The SFMTA will not consider hiring any person who tested positive, adulterated, substituted or refused to submit to testing for a minimum of two years following the positive test.

In addition, each applicant who has worked for a Department of Transportation (DOT)-regulated employer(s) within the last two years will be required to sign a consent form, prior to appointment, authorizing SFMTA to obtain information from his/her prior employers concerning his/her drug and alcohol test history. Each applicant will also be required to provide SFMTA with information regarding whether, during the last two years, the applicant tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, safety-sensitive transportation work covered by DOT drug and alcohol testing rules. SFMTA will not hire any applicant for a safety-sensitive position who fails to provide this information or fails to provide written consent for the release of information from prior employers.

Reasonable Accommodation Request:

Information on requesting reasonable accommodation for persons with disabilities can be found at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Qualified applicants with disabilities requiring reasonable accommodation in the selection process must contact the SFMTA by phone at 415.701.5413, or 415.701.5043 (TTY); or in writing to: SFMTA Human Resources, Merit Section, 1 South Van Ness, 6th Floor, San Francisco, CA 94103. For further information, contact 415.701.5413.

Veteran's Preference:

Information regarding requests for veterans preference can be found at:

<http://sfdhr.org/information-about-hiring-process#veteranspreference>

Seniority Credit in Promotional Exams:

<http://sfdhr.org/information-about-hiring-process#senioritycredit>

General Information concerning San Francisco Municipal Transportation Agency Employment Policies and Procedures:

Employment Information for the San Francisco Municipal Transportation Agency can be obtained at <http://sfdhr.org/information-about-hiring-process>, or hard copy at 1 South Van Ness Avenue, 6th Floor. This information, including information regarding appeals of the terms of this announcement, is part of the terms of all announcements.

Terms of Announcement and Appeal Rights

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobaps.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 410.4. Such appeals must be submitted in writing to the San Francisco Municipal Transportation Agency ATTN: Human Resources Merit Section, 1 S Van Ness Avenue, 6th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Copies of Application Documents:

Applicants are encouraged to keep copies of all documents submitted. Submitted documents become a permanent part of the exam records and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Employee Wellness Program:

The SFMTA strives to be your employer of choice by providing an environment that supports your personal health & wellbeing with physical, nutritional, mental/emotional and financial resources. Since 2010 the SFMTA has been providing worksite wellness activities, as well as providing recognition opportunities to those individuals who successfully achieve personal milestones in wellness. For more details on the Wellness Program, please visit Employee Wellness Program Description page: <https://www.sfmta.com/reports/employee-wellness-program>.

**Women, Minorities, and Persons with Disabilities are encouraged to apply
An Equal Opportunity Employer**

Exam Type: Combined Promotive and Entrance
Issued: March 19, 2020 [Original Filing Deadline: 11/5/20]
Re-opened: June 21, 2021
Jeffrey Tumlin
Director of Transportation
San Francisco Municipal Transportation Agency
Recruitment ID Number: M00231
MTA/MH: 415.646.2464

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

Powered by  JobAps.

ATTACHMENT ☒

7380 Electrical Transit Mechanic, Assistant Supervisor

Recruitment #CBT-7380-M00209

DEPARTMENT Municipal Transportation Agency
ANALYST Anna Kaminska
DATE OPENED 11/5/2019 08:00:00 AM
FILING DEADLINE 11/19/2019 5:00:00 PM
SALARY \$93,626.00 - \$113,828.00/year
JOB TYPE CBT Discrete
EMPLOYMENT TYPE Full-Time

INTRODUCTION



The following information describes the civil service classification for which applications are being solicited.

Make sure you read the entire announcement before completing the application form.

The purpose of this examination announcement is to establish an eligible list for this classification.

POSITION DESCRIPTION:

Under direction, the Electrical Transit Mechanic, Assistant Supervisor, during an assigned shift, supervises a crew of electrical transit system mechanics and support personnel performing skilled electrical/mechanical work in connection with the maintenance, preventive maintenance

and repair of electrically powered transit vehicles (including trolley coaches, street cars, light rail vehicles and cable cars) and equipment. Essential functions include but are not limited to: supervising skilled craft and service personnel; inspecting incoming equipment and assigning work to subordinate mechanics; maintaining and repairing and/or supervising the maintenance and repair of mechanical, electrical, electronic, hydraulic and pneumatic equipment in transit vehicles; making emergency repairs to electrical equipment in transit vehicles; preparing and maintaining various records and reports; preparing payroll; communicating and disseminating information verbally and in writing to subordinates, supervisors/managers, and departmental personnel and others; requisitioning supplies and parts; reading and understanding shop manuals, blueprints, diagrams and schematics; using current Vehicle Maintenance Programs/Systems and Microsoft Office to perform day-to-day operations; and performing related duties as required. May act as 7253 Electrical Transit Mechanic Supervisor as needed.

Nature of Work: involves considerable physical effort to perform mechanical tasks on top of, under, inside and around large transit vehicles and in small, tight areas. May require exposure to high voltage wires; other potentially hazardous working conditions; and work in adverse weather and work conditions such as rain, cold, dirt, dust and/or in traffic. Requires normal color vision. May be assigned to any shift including nights, weekends and holidays.

MINIMUM QUALIFICATIONS:

1. Three (3) years of journey-level experience in the maintenance and repair of electrical/mechanical transit vehicles equivalent to City and County of San Francisco job code 7371 Electrical Transit System Mechanic; **AND**
2. Possession of valid class C driver license.

Note:

Some positions may require a Class B driver license. Employees appointed to these positions will be required to obtain the Class B driver license within six (6) months of appointment.

NOTES:

Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

HOW TO APPLY:

City and County of San Francisco employment applications for this position will be accepted through an on-line process only. Mailed, hand delivered or faxed applications will not be accepted. Visit www.jobaps.com/sf to begin the application process.

- Click and select 7380 Electrical Transit Mechanic Assistant Supervisor (CBT-7380-M00209)
- Click on "Apply" and read and acknowledge the information
 - Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
- Follow instructions given on the screen.

Computer kiosks are available for the public from 8:00 a.m. to 5:00 p.m. Monday through Friday to file online applications in the lobby of the Department of Human Resources, 1 South Van Ness Avenue, 4th Floor, San Francisco and in the lobby of SFMTA Human Resources office, 1 South

Van Ness Avenue, 6th Floor, San Francisco.

Applicants may be contacted by e-mail. It is their responsibility to ensure that their registered e-mail address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses: (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, dcyf.org,first5sf.org).

Upon successful submittal of the application online, the applicant will receive a notification on the screen, as well as in the applicant's e-mail inbox, acknowledging the receipt of the application by the SFMTA - Merit Section. If you are having difficulty submitting your application online, please contact us at 415.701.4441 between 8:30 a.m. – 12:00 p.m. and 1:00 p.m. - 4:30 p.m. Monday through Friday or by e-mail at Anna.Kaminska@sfmta.com.

VERIFICATION:

Applicants may be required to submit verification of qualifying experience, education, and driver license at any point in the application, examination and/or departmental selection process. Written verification (proof) of qualifying experience must verify that the applicant meets the minimum qualifications stated on the examination announcement. Written verification must be submitted on employer's official letterhead, specifying dates of employment, types of employment (part-time/full-time), job title(s), description of duties performed, and the verification must be signed by the employer. City employees will receive credit for the duties of the class to which they are appointed. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of the Civil Service Commission Rules. Experience claimed in self-employment must be supported by documents verifying income, earnings, business license and experience comparable to the minimum qualifications of the position. Copies of income tax papers or other documents listing occupations and total earnings must be submitted. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <https://sfdhr.org/how-verify-education-requirements>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

SELECTION PROCEDURE:

Minimum Qualification Supplemental Questionnaire (Weight: Qualifying):

Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. This Minimum Qualification Supplemental Questionnaire is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application. It is essential that applicants provide complete information in identifying their education, experience and training. The Minimum Qualification Supplemental Questionnaire will be used to evaluate if the applicant possesses the required minimum qualifications.

Written Multiple-Choice Examination: (Weight: 100%)

Candidates deemed eligible and admitted to the examination process will be administered a written multiple-choice test designed to measure knowledge, skills and/or abilities in job-related areas which may include but not limited to: knowledge of maintenance, preventive maintenance and repair practices and methods, knowledge of safety methods and procedures, knowledge of electrical, mechanical, and electronic theory, diagnostic ability, interpersonal ability, and supervisory ability.

This is a standardized examination and, therefore, test questions and test answers are not available for public inspection or review.

For your reference, a Multiple-Choice Test Preparation Manual is available on the DHR website: <http://www.sfdhr.org/modules/showdocument.aspx?documentid=18426>.

CERTIFICATION RULE:

The certification rule used for the eligible list resulting from this selection process will be the Rule of Three Scores. The hiring department may conduct additional selection processes to make final hiring decisions.

ELIGIBLE LIST:

A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be 24 months, and may be extended with the approval of the Director of Transportation.

Medical Examination/Drug Testing:

Candidates who are being considered for appointment for positions may be required to pass a medical examination. Candidates who cannot meet the medical requirement will be placed under waiver until this requirement is met. The medical examination will be administered only to those applicants who are being considered for appointment.

The San Francisco Municipal Transportation Agency (SFMTA) has determined that Class 7380 Electrical Transit Mechanic Assistant Supervisor is a "safety-sensitive" position, under regulations issued by the Federal Transit Administration (49 CFR Part 655). Federal law requires that all transit employees who perform safety-sensitive functions be subject to random, post-accident, reasonable suspicion, return-to-duty and follow-up drug and alcohol testing. All applicants for Safety-Sensitive positions shall undergo urine drug testing prior to employment and within 90 days prior to performing Safety-Sensitive functions for the first time. Receipt by the SFMTA of a negative test result is required prior to the employee being placed on the payroll. A positive, adulterated, negative dilute or substituted test will result in a decision not to hire, and the applicant's name will be removed from the list of eligibles for Safety-Sensitive positions. The SFMTA will not consider hiring any person who tested positive, adulterated, substituted or refused to submit to testing for a minimum of two years following the positive test.

In addition, each applicant who has worked for a Department of Transportation (DOT)-regulated employer(s) within the last two years will be required to sign a consent form, prior to appointment, authorizing SFMTA to obtain information from his/her prior employers concerning his/her drug and alcohol test history. Each applicant will also be required to provide SFMTA with information regarding whether, during the last two years, the applicant tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, safety-sensitive transportation work covered by DOT drug and alcohol testing rules. SFMTA will not hire any applicant for a safety-sensitive position who fails to provide this information or fails to provide written consent for the release of information from prior employers.

To find Departments which use this classification, please see

<http://www.sfdhr.org/Modules/ShowDocument.aspx?documentID=21246>

Reasonable Accommodation Request:

Information on requesting reasonable accommodation for persons with disabilities can be found at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Qualified applicants with disabilities requiring reasonable accommodation in the selection process must contact the SFMTA by phone at 415-701-4441 or 415-701-5043 (TTY); or in writing to: SFMTA Human Resources, Merit Section, 1 South Van Ness, 6th Floor, San Francisco, CA 94103. For further information, contact 415-701-4441.

Veteran's Preference:

Information regarding requests for veteran's preference can be found at:

<http://sfdhr.org/information-about-hiring-process#veteranspreference>

Seniority Credit in Promotional Exam:

<http://www.sfdhr.org/index.aspx?page=20#senioritycredit>

General Information concerning City and County of San Francisco Employment Policies and Procedures:

Important employment information for the City and County of San Francisco can be obtained online at <http://sfdhr.org/information-about-hiring-process>,

Terms of Announcement and Appeal Rights

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobapscloud.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 410.4. Such appeals must be submitted in writing to the San Francisco Municipal Transportation Agency ATTN: Human Resources Merit Section, 1 S Van Ness Avenue, 6th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Copies of Application Documents:

Applicants are encouraged to keep copies of all documents submitted. Submitted documents become a permanent part of the exam records and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Employee Wellness Program:

The SFMTA strives to be your employer of choice by providing an environment that supports your personal health & wellbeing with physical, nutritional, mental/emotional and financial resources. Since 2010 the SFMTA has been providing worksite wellness activities, as well as providing recognition opportunities to those individuals who successfully achieve personal

milestones in wellness. For more details on the Wellness Program, please visit Employee Wellness Program Description page: <https://www.sfmata.com/reports/employee-wellness-program>.

**Women, Minorities, and Persons with Disabilities are encouraged to apply
An Equal Opportunity Employer**

Exam Type: Combined Promotive & Entrance
Issued: November 5, 2019
Tom Maguire
Interim Director of Transportation
San Francisco Municipal Transportation Agency
Recruitment ID Number: M00209
MTA/AK: 415.701.4441

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of

compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click [here](#).

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Career Opportunity

Electrical Transit Mechanic Supervisor I – SF Municipal Transportation Agency – (7253) – T00034

Recruitment: REF11222Z

Published: June 13, 2022

Contact:

Maggie Lau - Maggie.Lau@sfmta.com

Sorry, this opening is closed

Apply using SmartRecruiters, the City and County of San Francisco's application portal [Learn More](#)

[Share](#)

Share

Department: Municipal Transportation Agency

Job class: [7253-Electrical Transit Mechanic Supervisor I](#)

Role type: Permanent Civil Service [what does this mean?](#)

Hours: Full-time

Exam type: Class Based Test

Rule: Rule of 3 [what does this mean?](#)

List type: Combined Promotive and Entrance

About:

This is a San Francisco Municipal Transportation Agency Class-based test.

Amended June 13, 2022 to extend the **filing deadline to 5:00 p.m. on Tuesday, June 14, 2022**. Candidates who have previously applied do not need to re-apply.

Due to the transition to a new applicant tracking system, recruitment CBT-7253-M00231 has been cancelled. Candidates who received notice of being qualified for CBT-7253-M00231 are highly encouraged to apply to this new opening in order to submit a new, updated application in the new system. However, any such candidate who does not submit an application by the deadline will be manually added to this recruitment with application data from the previous system in order to minimize the impacts of this transition.

Application Opening: May 27, 2022

Compensation Range: \$111,696 to \$135,746.00 yearly (for more information, click [here](#))

Recruitment ID: T00034

The SFMTA, a department of the City and County of San Francisco, oversees Muni (the historic Municipal Railway), parking and traffic, bicycling, walking and taxis. Over one million people get around San Francisco and rely on us to ensure safe and reliable travel.

[Our Vision:](#) Excellent transportation choices for San Francisco.

[Our Mission:](#) We connect San Francisco through a safe, equitable, and sustainable transportation system.

Role description

Under direction, the Electrical Transit Mechanic Supervisor I, supervises on an assigned shift, through subordinate supervisors, a crew of service and craft personnel, responsible for the maintenance, repair and service of trolley coaches, street cars, light rail vehicles (LRVs) or cable cars.

Essential duties include:

According to Civil Service Commission Rule 409, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Supervises a shift of supervisory, maintenance and service personnel, responsible for electrical, mechanical, hydraulic, and electronic services and repair of trolley coaches, street cars, light rail vehicles (LRV) or cable cars; directly supervises class 7380 Electrical Transit Mechanic Assistant Supervisor and others, as necessary
2. Evaluates the maintenance needs of transit vehicles, electrical, mechanical, hydraulic, pneumatic and electronic equipment; and develops and reviews preventive maintenance plans and procedures
3. Establishes goals and objectives for the shop/shift; plans and implements budgets.
4. Monitors the development and advancement of subordinates
5. Oversees the maintenance of records and documents related to employees, and other documents related to the service, repair, and maintenance of transit vehicles
6. Uses a computer and programs such as, Microsoft Outlook, PowerPoint, Excel, EAMS, SHOPS, PeopleSoft, and other related programs
7. Oversees and conducts safety meetings and training to ensure compliance with state and federal safety regulations (includes hazardous materials), MUNI wide objectives, etc.
8. Coordinates responses to derailments and accidents by visiting and inspecting sites.
9. Communicates effectively in writing and orally with other personnel representatives of other departments or division managers, subordinates, local unions, and the public
10. Coordinates with outside vendors and interdepartmental support shops to ensure the availability of equipment and supplies
11. Inspects shop equipment, machinery, and tools; provides direction to subordinate supervisors in the cleaning and day-to-day maintenance of all non-revenue vehicles, shops, and yards
12. Represents the division on committees and interview panels
13. May be required to move, maneuver and park transit vehicles as needed
14. May fill in for class 7216 Electrical Transit Mechanic Shop Supervisor I
15. Performs other related duties as required

Nature of Work: May be required to work any shift including nights, weekends, and holidays.

Promotive Lines:

To: 7316 Electrical Transit Shop Supervisor

How to qualify

1. Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles; **AND**
2. Possession of a valid Class C driver license (must possess a California Class C Driver license at the time of appointment)

Note: Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).

Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.

VERIFICATION

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <https://sfdhr.org/how-verify-educationrequirements>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

All Work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Resumes will not be accepted in lieu of a completed City and County of San Francisco application. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores

SELECTION PROCEDURE:

After application submission, candidates deemed qualified must complete all subsequent steps to advance in this selection process, which includes the following:

Minimum Qualification Supplemental Questionnaire (MQSQ):

Candidates will be required to complete a MQSQ as part of the employment application. This MQSQ is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications (MQ) for this position. The MQSQ will be used to evaluate if the applicant possesses the required minimum qualifications.

Basic Supervisory Written Examination (Weight: 60%):

Candidates deemed eligible and admitted to the examination process will be administered a written multiple-choice examination that is designed to measure basic knowledge of various supervisory practices and procedures (e.g. directing, counseling, guiding, evaluating, motivating, disciplining, developing and training subordinates, delegation, etc.) as well as customer service and reading comprehension.

This is a standardized examination and, therefore, test questions and test answers are not available for public inspection or review.

The examination is administered via computer or in paper format. Qualified candidates will be notified of the particular format to be used in their test appointment notification.

The score you achieve on this examination shall be valid and "banked" for three years, starting from the date of the examination. This means that, during this three-year time period, you will not be required to take this test again should you apply and be found eligible for a future announcement for which this particular test is used. Please note this test is used for other supervisory classes therefore your test score may be applied to one or more of these classes if you choose to apply to future recruitments. If the test for this future announcement is held within one year of the date of this examination, your score will be automatically applied to that announcement. However, after one year, you have the option to either (a) apply your test score to the other announcement or (b) re-take the test. Re-testing is permitted no sooner than one year from the date of the examination and only in association with your eligibility for another announcement for which this test is used. Please note that, should you re-test, your re-test score would become your official score since it is the most recent.

Only those applicants who pass the Basic Supervisory Written Examination will receive a score on the Supplemental Questionnaire Training and Experience Evaluation.

Training and Experience Evaluation (Weight: 40%):

Candidates who pass the Basic Supervisory Written examination will be sent a Supplemental Questionnaire via email. The Supplemental Questionnaire is designed to measure knowledge, skills and/or abilities in job-related areas. It is important that the information provided on the supplemental application be accurate and complete. All statements made on the application materials are subject to verification.

Candidates must achieve a passing score on all exam components listed above in order to be placed on the eligible list/score report.

What else should I know?

ELIGIBLE LIST

A confidential eligible list of applicant names that have passed the civil service examination process will be created and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Director of Transportation or the Civil Service Commission.

The duration of the eligible list resulting from this examination will be **twelve (12) months** and may be extended with the approval of the Director of Transportation.

Medical Examination/Drug Testing

Candidates who are being considered for appointment may be required to pass a medical examination. Candidates who cannot meet the medical requirement will be placed under waiver until this requirement is met. The medical examination will be administered only to those applicants who are being considered for appointment.

The San Francisco Municipal Transportation Agency (SFMTA) has determined that Class 7253 Electrical Transit Mechanic Supervisor I is a "safety-sensitive" position, under regulations issued by the Federal Transit Administration (49 CFR Part 655). Federal law requires that all transit employees who perform safety-sensitive functions be subject to random, post-accident, reasonable suspicion, return-to-duty and follow-up drug and alcohol testing. All applicants for Safety-Sensitive positions shall undergo urine drug testing prior to employment and within 90 days prior to performing Safety-Sensitive functions for the first time. Receipt by the SFMTA of a negative test result is required prior to the employee being placed on the payroll. A positive, adulterated, negative dilute or substituted test will result in a decision not to hire, and the applicant's name will be removed from the list of eligibles for Safety-Sensitive positions. The SFMTA will not consider hiring any person who tested positive, adulterated, substituted or refused to submit to testing for a minimum of two years following the positive test.

In addition, each applicant who has worked for a Department of Transportation (DOT) – regulated employer(s) within the last two years will be required to sign a consent form, prior to appointment, authorizing SFMTA to obtain information from their prior employers concerning his/her drug and alcohol test history. Each applicant will also be required to provide SFMTA with information regarding whether, during the last two years, the applicant tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, safety-sensitive transportation work covered by DOT drug and alcohol testing rules. SFMTA will not hire any applicant for a safety-sensitive position who fails to provide this information or fails to provide written consent for the release of information from prior employers.

Terms of Announcement and Appeal Rights: Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at <https://careers.sf.gov/>] The terms of this announcement may be appealed under Civil Service Rule 410.4. Such appeals must be submitted in writing to the San Francisco Municipal Transportation Agency ATTN: Human Resources Merit Section, 1 S Van Ness Avenue, 6th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>

Additional Information Regarding Employment with the San Francisco Municipal Transportation Agency:

- [Information About The Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Veterans Preference](#)
- [Seniority Credit in Promotional Exams](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)
- [SFMTA Employee Wellness Program](#)

HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit <https://careers.sf.gov/> and begin the application process.

- Select the "Apply Now" button and follow instructions on the screen


Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up to date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysf.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu, @smartalerts.info, and @smartrecruiters.com, @careers.sf.gov).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**


CONDITION OF EMPLOYMENT: All City and County of San Francisco employees are required to be fully vaccinated against COVID-19 as a condition of employment. Someone is fully vaccinated when 14 days have passed since they received the final dose of a two-shot vaccine or a dose of a one-shot vaccine. Any new hire must present proof of full vaccination status to be appointed. Any new hire who will be routinely assigned or occasionally enter High-Risk Settings, must provide proof of having received a COVID-19 booster vaccine by March 1, 2022, or once eligible.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

Sorry, this opening is closed

Mailei Maloa 

7382 Automotive Mechanic Assistant Supervisor at SAN Francisco Municipal Transportation Agency



Experience	ADD
<p>Jan 2021 - Current a year, 8 months</p> <p>7382 Automotive Mechanic Assistant Supervisor SAN Francisco Municipal Transportation Agency</p> <p>Oversees, ensure, schedule, plan, budget and perform the preventative maintenance on MTA transit gasoline, heavy duty diesel, electric, hybrid, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, CPUC, MTA and local regulations. Projects, prepares and maintains a work plan, scheduling, training, monitoring the budget, preparing cost estimates, coordinating vendor and purchasing activities for procurement of supplies, tools, equipment, and services, preparing reports, memos, directives and other relevant documents, establishing and enforcing existing work standards, ensuring the maintenance of accurate records of all maintenance work, personnel actions, and other related issues, inspecting and evaluating the work of subordinates. Performs other related duties as required for the division. Supervised upwards 20+ employees across 5 different classifications and 3 different collective bargaining units.</p>	<p>Attachments</p> <ul style="list-style-type: none"> --WRD0001.jpg image001.png Re Civil Service Concern for job application denial.msg Verification Document when applying for 7380.pdf Verification Document when hired for 7380.pdf <p>Assessments</p>
<p>Jun 2020 - Jan 2021 9 months</p> <p>7380 Electrical Mechanic Assistant Supervisor SAN Francisco Municipal Transportation Agency</p> <p>Perform preventative maintenance on the SFMTA Light Rail Transit equipment fleet according CPUC, Cal OSHA standards and coordinate movement and placement for transit equipment fleet repairs at my facility with limited space. Perform major repairs, major diagnostics, troubleshooting problems in transit equipment fleet by performing tests and fault analysis on electrical, mechanical, hydraulic, pneumatic and electronic equipment, retrofits, keep all notes for work tickets, create repair orders, diagnose, repair, and confirm repairs, follow up on repairs after specified amounts of mileage and time. Utilizing and supervising the use of a variety of hand tools, power tools, and machinery. Keep inventory, update operations of vehicles statuses, logged road calls dispatched personal and performed repairs, assessed and determined maintenance and repair needs and ongoing repair needs and improving inspection methods and procedures. Reading, understanding and using shop manuals, CD-ROM based diagnostic applications, diagrams and electrical schematics. Assigned personnel to maintenance and repair needs for fleet and individual transit equipment needs. With road calls I tracked coach status and locations on fleet watch. I have retrieved and reviewed work orders for follow up repairs. Knowledgeable with Outlook, Power Point, Excel, EAMS, SHOP, People Soft, and other computer related programs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental/City personnel. Supervised a total of 18 + employees across 4 different classifications 3 different Bargaining units</p>	<p>Linked to</p> <p>VIEW ALL</p>

Electrical Transit Mechanic Supervisor I - SF Municipal Transportation Agency - (7253) - T00034 ☆☆☆☆☆

San Francisco, CA • REF11222Z
From SF | Careers
on May 28, 2022

Rejected
Did Not Meet Minimum Qualifications

[ASSIGN TO ANOTHER JOB](#)

[ADD TO COMMUNITY](#)

SAN Francisco Municipal Transportation Agency

Perform preventative maintenance on the SFMTA gasoline, heavy duty diesel, electric, hybrid, and natural gas transit equipment fleet according D.O.T., CHP, and Cal OSHA standards and coordinate movement and placement for transit equipment, fleet repairs at my facility with limited space. Perform major repairs, major diagnostics, troubleshooting problems in transit equipment fleet by performing tests and fault analysis on electrical, mechanical, hydraulic, pneumatic and electronic equipment, retrofits, keep all notes for work tickets, create repair orders, diagnose, repair, and confirm repairs, follow up on repairs after specified amounts of mileage and time. Utilizing and supervising the use of a variety of hand tools, power tools, and machinery. Keep inventory, update operations of vehicles statuses, logged road calls dispatched personal and performed repairs, assessed and determined maintenance and repair needs and ongoing repair needs and improving inspection methods and procedures. Reading, understanding and using shop manuals, CD-ROM based diagnostic applications, diagrams and electrical schematics. Assigned personnel to maintenance and repair needs for fleet and individual transit equipment needs. With road calls I tracked coach status and locations on fleet watch. I have retrieved and reviewed work orders for follow up repairs. Knowledgeable with Outlook, Power Point, Excel, EAMS, SHOP, People Soft, and other computer related programs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental/City personnel.

Jan 2012 - Feb 2013
a year, 2 months

Team Leader

MV Transportation

Oversees, ensure, schedule, plan, budget and perform the preventative maintenance and predictive maintenance on MTA, AC Transit and other transit gasoline, heavy duty diesel, electric, hybrid, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, CPUC, MTA, AC transit and local regulations. Projects, prepares and maintains a work plan, scheduling, training, monitoring the budget, preparing cost estimates, coordinating vendor and purchasing activities for procurement of supplies, tools, equipment, and services, preparing reports, memos, directives and other relevant documents, establishing and enforcing existing work standards, ensuring the maintenance of accurate records of all maintenance work, personnel actions, and other related issues, inspecting and evaluating the work of subordinates. Performs other related duties as required for the division. Perform when needed major repairs, major diagnostics, troubleshooting problems in vehicles by performing tests and fault analysis, retrofits, keep all notes for Work tickets, create repair orders, diagnose, repair, and confirm repairs, follow up on repairs after specified amounts of mileage and time. Utilizing and supervising the use of a variety of hand tools, power tools, and machinery. Keep inventory, update operations of vehicles statuses, logged road calls dispatched personal and performed repairs, assessed and determined maintenance and repair needs and ongoing repair needs and improving inspection methods, procedures, developing and implementing work plans. Quality control, monitoring and evaluating the work of subordinates. Reading, understanding and using shop manuals, cd-rom based diagnostic applications, diagrams and electrical schematics. Performed cost estimates on work orders and accident repairs. Supervised and assigned personnel skilled and unskilled to maintenance, repair, overhaul, and servicing needs for fleet and individual coach needs. With road calls I tracked coach status and locations through dispatch and dispatched a mechanic on shift to respond. I have retrieved and reviewed work orders for follow up repairs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Requisitioned supplies, parts, materials, and stock non billable items. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental personnel. Supervised a group of 6 across 2 different classifications and 2 collective bargaining units

Jan 2010 - Jan 2012
2 years, a month

Shop Supervisor 1/Shop Foreman

Sunnyvale Acura

Oversaw, ensured, scheduled, planned, budgeted and performed the preventative maintenance on customer and fleet light duty and heavy duty, gasoline, diesel, electric, hybrid, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, Honda, Acura and local regulations. Projected, prepared and maintained a work plan, scheduled, dispatched, trained, monitored the budget, prepared cost estimates, coordinated vendor and purchasing activities for procurement of supplies, tools, equipment, and services, prepared reports, memos, directives and other relevant documents, established and enforced existing work standards, ensured the maintenance of accurate records of all maintenance work, personnel actions, and other related issues, inspected and evaluated the work of subordinates. Performs other related duties as required for the division. Performed interviews with potential employees, held staff meetings with employees. Coordinated the movement of vehicles between lots, vendors,

Jobs

Automotive Transit Shop Supervisor I - SF Municipal Transportation Agency - (7228) ▼

In Review | Calculate Score and Rank

Electrical Transit Shop Supervisor I - SF Municipal Transportation Agency - (7216) ▼

Rejected | Did Not Meet Minimum Qualifications

Application fields ▼

Tags

Add tag

smartix

dealerships, and auction houses. Supervised a group of upwards 25 employees across 5 different classifications.	Jun 2009 - Jan 2010 9 months	Technician	San Francisco Ford	::
Oversaw, ensured, scheduled, planned, budgeted and performed the preventative maintenance, routine, irregular, predictive maintenance on customer and fleet heavy duty, and light duty, gasoline, diesel, electric, hybrid, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, Honda and local regulations. Projected, prepared and maintained a work plan, scheduled, trained, monitored the budgeted, prepared cost estimates, coordinated vendor and purchasing activities for procurement of supplies, tools, equipment, and services, prepared reports, memos, directives and other relevant documents, established and enforced existing work standards, ensured the maintenance of accurate records of all maintenance work, personnel actions, and other related issues, inspected and evaluated the work of subordinates. Performed other related duties as required for the location. Performed when needed major repairs, major diagnostics, troubleshooting problems in vehicles by performing tests and fault analysis, retrofits, kept all notes for Work tickets, created repair orders, diagnosed, repaired, and confirmed repairs, followed up on repairs after specified amounts of mileage and time. Utilized and supervised the use of a variety of hand tools, power tools, and machinery. Kept inventory, updated operations of vehicles statuses, assessed and determined maintenance and repair needs and ongoing repair needs and improving inspection methods, procedures, developed and implemented work plans. Quality control, monitoring and evaluating the work of subordinates. Reading, understanding and using shop manuals, cd-rom based diagnostic applications, diagrams and electrical schematics. Performed cost estimates on work orders and accident repairs. Supervised and assigned personnel skilled and unskilled to maintenance, repair, overhaul, and servicing needs for fleet and individual coach needs. I have retrieved and reviewed work orders for follow up repairs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Requisitioned supplies, parts, materials, and stock non billable items. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental personnel. Supervised upward of 12 employees across 4 classifications	Feb 2002 - Jan 2004 2 years	Assistant Manager	Pacific Heights Shell	::
Oversaw, ensured, scheduled, planned, budgeted and performed the preventative maintenance, routine, irregular, predictive maintenance on customer and fleet heavy duty, and light duty, gasoline, diesel, electric, hybrid, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, Honda and local regulations. Projected, prepared and maintained a work plan, scheduled, trained, monitored the budgeted, prepared cost estimates, coordinated vendor and purchasing activities for procurement of supplies, tools, equipment, and services, prepared reports, memos, directives and other relevant documents, established and enforced existing work standards, ensured the maintenance of accurate records of all maintenance work, personnel actions, and other related issues, inspected and evaluated the work of subordinates. Performed other related duties as required for the location. Performed when needed major repairs, major diagnostics, troubleshooting problems in vehicles by performing tests and fault analysis, retrofits, kept all notes for Work tickets, created repair orders, diagnosed, repaired, and confirmed repairs, followed up on repairs after specified amounts of mileage and time. Utilized and supervised the use of a variety of hand tools, power tools, and machinery. Kept inventory, updated operations of vehicles statuses, assessed and determined maintenance and repair needs and ongoing repair needs and improving inspection methods, procedures, developed and implemented work plans. Quality control, monitoring and evaluating the work of subordinates. Reading, understanding and using shop manuals, cd-rom based diagnostic applications, diagrams and electrical schematics. Performed cost estimates on work orders and accident repairs. Supervised and assigned personnel skilled and unskilled to maintenance, repair, overhaul, and servicing needs for fleet and individual coach needs. I have retrieved and reviewed work orders for follow up repairs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Requisitioned supplies, parts, materials, and stock non billable items. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental personnel. Supervised upward of 8 employees across 3 classifications				

Education

Aug 1998 - Aug 2001
3 years, a month

Automotive Technology
Skyline College



Skills

- Leadership
- Retrofitting
- Auto mechanics
- Electric Motors
- System Maintenance
- Electronics
- mechanical-assembly
- Hydraulics
- Road Vehicles
- Automotive Technology

[SHOW MORE](#)

Languages

- English
- Native

ATTACHMENT E



Maggie Lau
7253 Electrical Transit Mechanic Supervisor I Notice (T00034)

Jun 17, 2022

Dear applicant:

Thank you for submitting your application for Electrical Transit Mechanic Supervisor I – SF Municipal Transportation Agency – (7253) – T00034. After a careful review of your application, it has been determined that you do not possess the Experience required to fulfill the minimum qualifications for this position as stated in the examination announcement. All applicants must meet all of the minimum qualifications and provide the necessary documents in order to progress in the examination.

According to the examination announcement, the minimum qualifications required for all applicants is the following:

1. Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles; **AND**
2. Possession of a valid Class C driver license (must possess a California Class C Driver license at the time of appointment)

Exams staff is working remotely. If you wish to have your application reconsidered for this recruitment, please reply to this message and include verification as stipulated below by 4:30 p.m. on Monday, June 27, 2022. If we do not receive verification documents or an email specifying why verification is unable to be provided by 4:30 p.m. on Monday, June 27, 2022, your application will not proceed in this examination process.

Experience must be verified by submitting verification of qualifying work experience.

Verification of work experience must be on the employer's letterhead; must show the name of the applicant; job title(s) and duties performed; dates of employment; types of employment (part-time/full-time); and must be signed by the employer. City employees will receive credit for the duties of the class to which they are appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of the Civil Service Commission Rules.

If self-employment is claimed as experience, evidence of earnings and duties comparable to those listed is required by submitting copies of income tax papers listing occupation and total earnings.

The verification documentation must be received no later than by 4:30 p.m. on Monday, June 27, 2022. Civil Service Commission Rules for the City and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Respectfully,
Maggie Lau
SFMTA Examinations & Classification Unit

RECRUITMENT: CBT-7253-T00034

ATTACHMENT ☒



SFMTA
Municipal
Transportation
Agency

Edwin M. Lee, *Mayer*

Cheryl Brinkman, *Chairman*

Malcolm Heiricko, *Vice Chairman*

Gwyneth Borden, *Director*

Lee Hsu, *Director*

Joél Ramos, *Director*

Cristina Rubke, *Director*

Art Torres, *Director*

Edward D. Reiskin, *Director of Transportation*

To: Anna Kaminska, Personnel Analyst

From: Vernon T Ting, Automotive Assistant Supervisor

Date: November 27, 2017

Subject: Mailei Moloa, 7380 Electrical Transit Mechanic, Assistant Supervisor Examination

A handwritten signature in black ink, appearing to read 'Vernon T Ting', is written over the 'From:' field of the email header.

Mr. Maloa has worked for San Francisco Municipal Transportation Agency for the past 4.5 years working on transit vehicles working with and around 600+ volts DC 3 phase high voltage circuits AC.

Mr. Maloa performs all the duties and more which are listed in that classification; testing, troubleshooting and repair of high voltage DC and AC propulsion systems, generators, energy storage systems, and auxiliary power supplies using high voltage tools and Personal Protection equipment.

He has the 3 year minimum of journey level experience in the maintenance and repair of electrical/mechanical transit vehicles equivalent to job code 7371 transit mechanic.

311 Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / 무료 언어 지원 / Libreng tulong para sa wikang Filipino / การช่วยเหลือทางภาษาโดยไม่เสียค่าใช้จ่าย / خط المساعدة المجاني على الرقم

1 South Van Ness Avenue 7th Floor, San Francisco, CA 94103

415.701.4500

www.sfmta.com



London Breed, Mayor

Cheryl Brinkman, Chairman
Malcolm Heinicke, Vice Chairman
Gwyneth Borden, Director
Lee Hsu, Director

Cristina Rubke, Director
Art Torres, Director

Edward D. Reiskin, Director of Transportation

April 22, 2019

Ms. Sherrill R. Foster
CCSF Human Resources Analyst

Dear Ms. Foster,

I am writing to verify proof of qualifying experience for Mr. Mailei Maloa. As a full-time, journey-level employee since 2013, Mr. Maloa has six years' experience as a transit mechanic. Four of these years have been spent working with the new hybrid bus technology. We have had this hybrid technology since 2006 at which time we evolved into the high voltage drive systems for the traction motor and integrated electronic systems. In 2013, New Flyer buses arrived which have hybrid technology. They run with 600 volts DC which are equal to the voltages that are run on the electrical transit side. Mr. Maloa is also versed in troubleshooting and installation of transit electronic equipment and other related control systems. He is also very versed in the calibration of given systems and the use of computers to connect and upload software and diagnose trouble codes. He also in possession of a class B CDL. I feel Mr. Maloa is more than qualified with the electrical aspect of the bus and all the electronic components that are used. As noted in his application, Mr. Maloa has been with Muni since 2013 and his journey-level job responsibilities more than qualify him for the years' experience required in the maintenance and repair of electrical/mechanical transit vehicles and equipment equivalent to City and County of San Francisco.

If you have further questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Louis Guzzo".

Louis Guzzo
Acting Deputy Director- Bus Maintenance
(O) 415-646-2805
(C) 415-861-9851
Louis.Guzzo@SFMTA.com

ATTACHMENT ☒

From: [Lau, Maggie](#)
To: [Nath, Shivani](#)
Subject: FW: Acting Assignments for 7380 (Mailei Maloa)
Date: Monday, October 3, 2022 12:39:59 PM
Attachments: [image001.png](#)
[image005.png](#)

Hi Shivani,

Please see below for the emails with Labor regarding inquiry of Acting Assignment for Mailei Maloa.

Thanks,

Maggie Lau
Senior Human Resources Analyst
Examinations & Classifications Unit



Office 415.646.2446

From: Beckwith, Aaron <Aaron.Beckwith@sfmta.com>
Sent: Monday, July 18, 2022 10:03 AM
To: Lau, Maggie <Maggie.Lau@sfmta.com>
Cc: Garcia, David <David.Garcia@sfmta.com>; Cayabyab, Christine <Christine.Cayabyab@sfmta.com>; Ye, Sammy <Sammy.Ye@sfmta.com>; Lall, Kamini <Kamini.Lall@sfmta.com>; Williams, Emily <Emily.Williams@sfmta.com>
Subject: RE: Acting Assignments for 7380

Hi Maggie – no AAP or SDP appears for Mailei M. DSW #155323 – please let us know of any questions.

Thanks as always.

Sincerely,
-Aaron

From: Lau, Maggie <Maggie.Lau@sfmta.com>
Sent: Monday, July 18, 2022 8:22 AM
To: Beckwith, Aaron <Aaron.Beckwith@sfmta.com>
Subject: Acting Assignments for 7380

Hi Aaron,

I am reviewing applications for the 7253 exam. Could you assist in checking if the following two

employees have any acting assignments on file for class 7380 Electrical Transit Mechanic Assistant Supervisor.

1. [REDACTED]
2. Mailei Maloa, DSW [REDACTED]

Please let me know if you have any questions.

Thank you,
Maggie Lau
Human Resources Analyst
Examinations Unit



Office 415.646.2446

San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 6th floor
San Francisco, CA 94103



ATTACHMENT H

Dear Mailei Maloa,

Thank you for your application for the 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034) recruitment. A second review of your application along with the additional information you submitted has been conducted.

According to the announcement, the minimum qualifications required for all applicants are the following:

1. Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles; AND
2. Possession of a valid California driver's license

You provided a copy of the following documents:

- SFMTA non-contemporaneous verification letter signed by Vernon Ting
- SFMTA non-contemporaneous verification letter signed by Louis Guzzo

The letter signed by Vernon Ting is dated November 27, 2017, and the letter signed by Louis Guzzo is dated April 22, 2019. Both letters reference duties performed from February 2013 through date of the letter, while appointed to class 7381 Automotive Mechanic. The experiences stated in both letters do not show that you supervised the electrical maintenance and repair of mass transit equipment and vehicles. Therefore, the information provided cannot be applied toward the experience required to qualify for 7253 Electrical Transit Mechanic Supervisor I and your application for this recruitment will not continue to the next step in the exam process. Additionally, there were no acting assignments on record that would supplement your experience as a 7380 Electrical Transit Mechanic, Assistant Supervisor (June 15, 2019 – January 10, 2020). Therefore, the minimum three years of experience are not met.

Civil Service Commission Rules for the City and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>. If you wish to challenge this decision, please submit your protest in writing to the Civil Service Commission Office by close of business on the fifth working day following the transmittal date of this electronic communication.

Thank you for your time and interest in this recruitment. Employment information for the City and County of San Francisco may be found at [Careers with Purpose | City and County of San Francisco \(sf.gov\)](http://careerswithpurpose.sfgov.org).

Respectfully,
Maggie Lau
SFMTA Examinations Unit

ATTACHMENT ☒



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF RECEIPT OF APPEAL

DATE: July 29, 2022
REGISTER NO.: 0105-22-4
APPELLANT: MAILEI MALOA

Jeffrey Tumlin
Director of Transportation
Municipal Transportation Agency
1 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Dear Jeffrey Tumlin:

The Civil Service Commission has received the attached letter from Mailei Maloa, appealing the rejection of application for the 7253 Electrical Transit Mechanic Supervisor I examination. Your review and action are required.

If this matter is not timely or appropriate, please submit CSC Form 13 "Action Request on Pending Appeal/Request," with supporting information and documentation to my attention by email at civilservice@sfgov.org. CSC Form 13 is available on the Civil Service Commission's website at www.sfgov.org/CivilService under "Forms."

In the event that Mailei Maloa's appeal is timely and appropriate, the department is required to submit a staff report in response to the appeal within sixty (60) days so that the matter may be resolved in a timely manner. Accordingly, **the staff report is due no later than 11 a.m. on October 6, 2022**, so that it may be heard by the Civil Service Commission at its meeting on October 17, 2022. If you will be unable to transmit the staff report by the October 6th deadline, or if required departmental representatives will not be available to attend the October 17th meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

Appellant: Mailei Maloa
July 29, 2022
Page 2 of 2

You may contact me at Lavena.Holmes@sfgov.org or (628) 652-1100 if you have any questions. For more information regarding staff report requirements, meeting procedures or future meeting dates, please visit the Commission's website at www.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

/s/

LAVENA HOLMES
Deputy Director

Attachment

Cc: Kimberly Ackerman, Municipal Transportation Agency
William Miles II, Municipal Transportation Agency
Shivani Nath, Municipal Transportation Agency



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent via Email

July 29, 2022

Mailei Maloa
[REDACTED]

Subject: Register No. 0105-22-4: Appealing the Rejection of Application for the 7253 Electrical Transit Mechanic Supervisor I Examination.

Dear Mailei Maloa:

This is in response to your appeal submitted to the Civil Service Commission on July 28, 2022, appealing the rejection of application for the 7253 Electrical Transit Mechanic Assistant Supervisor I examination. Your appeal has been forwarded to the Municipal Transportation Agency for investigation and response to the Civil Service Commission.

If your appeal is timely and appropriate, the department will submit its staff report on this matter to the Civil Service Commission in the near future to request that it be scheduled for hearing. The Civil Service Commission generally meets on the 1st and 3rd Mondays of each month. You will receive notice of the meeting and the department's staff report on your appeal two Fridays before the hearing date via email, as you have requested on your appeal form.

In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date by email to civilservice@sfgov.org. Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

You may contact me by email Lavena.Holmes@sfgov.org or by phone at (628) 652-1100 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at www.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

/s/

LAVENA HOLMES
Deputy Director

From: mailei, mailei [REDACTED]
Sent: Thursday, July 28, 2022 11:30 AM
To: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>
Cc: Eng, Sandra (CSC) <sandra.eng@sfgov.org>; [REDACTED]
Subject: Civil Service Concern for job application denial

Hello Lavena,

I was given your name and email address to discuss an issue I have with a denial of an application I just recently received and was told to contact the Civil Service Commission for any kind of further information or complaints.

Just a brief back story. I have recently applied for the 7253 Electrical Transit Mechanic Supervisor position. I was denied the first time and I contacted the Recruiter and was asked to turn in documentation that I currently supervise a certain type of job classification. I have turned in some information stating that my current subordinates meet this type of classification. My current supervision position should then be accepted as qualifying. Under the second review they are advising me that it is not and that I need to reach out to the Civil Service Commission. I was told that I need to have supervised a specific classification to be able to count my supervision experience.

The minimum qualifications are for the position are 1. Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles. 2. Possession of a valid California Driver's License.

I meet the criteria of supervision history, with my current supervisory role (7382) and my previous supervisory role (7380) with both being in Light Rail Vehicle maintenance and Rubber Tire Bus maintenance. I currently have a valid California Driver's License and feel that I meet the minimum requirements.

Please reach out to me at your earliest convenience as I would like to file a complaint and see if we could get this straightened out before they proceed to the next steps of the hiring process and leave me behind.

Mailei Maloa
7382 Automotive Mechanic, Assistant Supervisor
Diesel/Hybrid Bus Maintenance
San Francisco Municipal Transportation Agency, Woods Division



CONFIDENTIALITY NOTICE: This document is intended for the use of the party to whom it is addressed and may contain information that is privileged, confidential, and protected from disclosure under applicable law. If you are not the addressee, or a person authorized to accept documents on behalf of the addressee, you are hereby notified that any review, disclosure, dissemination, copying, or other action based on the content of this communication is not authorized. If you have received this document in error, please immediately reply to the sender and delete or shred all copies.

ATTACHMENT J



SF | Careers

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7371-Electrical Transit System Mechanic

[SF | Careers](#) > 7371-Electrical Transit System Mechanic

Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Electrical Transit System Mechanic

Job classification

Class	7371
Title	Electrical Transit System Mechanic
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$44.3000	\$46.5125	\$48.8125	\$51.2750	\$53.8375
Rate /biweekly:	\$3,544.00	\$3,721.00	\$3,905.00	\$4,102.00	\$4,307.00
Rate /year:	\$92,144	\$96,746	\$101,530	\$106,652	\$111,982

Additional notes: Appointments to this job class enter at Step 5.

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Electrical Transit System Mechanic

MTA-034

Job Code: 7371

INTRODUCTION

Under general supervision, performs skilled journey-level mechanical, electronic and electrical work in connection with the maintenance and repair of electrically powered transit equipment and vehicles (including, but not limited to: trolley coaches, street cars, light rail vehicles and cable cars). Performs related duties as required.

DISTINGUISHING FEATURES

This class encompasses a range of levels from entrance through the fully experienced journey level. This class is distinguished from the automotive series by its responsibility for maintenance of electrically powered vehicles. It is distinguished from the 7380 Electrical Transit Mechanic, Assistant Supervisor and 7253 Electrical Transit Mechanic Supervisor I which are supervisory classes.

SUPERVISION EXERCISED

None.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 409, 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. Diagnoses, replaces and/or repairs worn or defective electrical, electronic, pneumatic, mechanical, HVAC, or hydraulic equipment/parts on Muni Railway equipment, including, but not limited to: street cars, trolley coaches, cable cars and light rail vehicles by replacing affected parts through the process of disconnecting wires and air lines, unbolting worn or defective parts, and rebolting and reconnecting wires and air lines to new parts.
2. Tests, troubleshoots and maintains AC/DC electrical and electronic parts and circuits which include relays, contacts, controllers and batteries using meters, and other testing devices to determine the cause of a faulty circuit/component.
3. Reads and interprets electric, electronic, pneumatic, and hydraulic schematics for the purpose of trouble shooting systematic problems.
4. Inspects electrical, electronic, mechanical, hydraulic or pneumatic equipment and parts on electrically powered vehicles and cable cars to ensure the vehicle is in safe operating condition.
5. Safely operates and moves electrical transit equipment for shop work, pull-outs and road testing.
6. Assigns electrical transit equipment to operations, including preparing vehicles assignment sheet, obtaining maintenance or repair information from operations, moving transit vehicles and other related vehicles in the yard, and assigning parking location of electrical vehicles.
7. Adheres to all Federal, State and local safety standards and regulations while using tools and heavy equipment and working around high voltage and a highly-pressurized system.
8. Makes service calls for emergency road repair by driving an electrical transit vehicle or a non-revenue vehicle to the location of the disabled vehicle and examines/repairs the vehicle so it can resume service; may require pushing, towing, or operating defective vehicles back to the shop.
9. Maintains shop work area by properly storing equipment and tools; this includes cleaning the tools and work area in order to maintain a safe work environment.
10. Generates and maintains appropriate records of road call and vehicle maintenance data; includes operation of computers and may require using computers to input and retrieve work/maintenance data.
11. Notifies supervisor either in writing or verbally of additional needed repairs, parts needed to complete work, unexpected delays/challenges and work completed.
12. Correctly references parts manuals to correctly identify and order replacement parts.
13. Communicate effectively with Central Control, Operations, and others using radios, phones, computers, and other communication devices.
14. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the appropriate use of lubricants, fasteners, (bolts, nuts, and screws), electric and electronic parts and components, and wires of various sizes and hazardous materials; the proper safety procedures that must be followed when handling hazardous materials and electrical voltage up to 750 volts or high amperage + or ⚡ 1200. This includes the appropriate and safe use of

equipment and machinery, proper attire, and the maintenance of a clean and hazard-free work area.

Ability to: use tools and electrical testing devices refers to the appropriate use of tools and operation of equipment needed to perform assigned duties. This includes using various pneumatic tools such as screwdrivers, wrenches, pliers, cutters and crimpers, torque wrenches, electric/air drills, impact tools and wrenches, multimeter, megger, continuity testers, jacks and hoists, while working with up to 750 volts of DC and/or 208/480 3 phase AC power ; interpret wiring color codes, schematics, parts and other diagrams and to correctly locate wires, air lines, hydraulics and associated components; climb ladders, work in tight confined places; crawl under and work on top of transit vehicles and lift/carry/manipulate machinery weighing up to 50 pounds on a sustained basis without injury; interact with co-workers and members of the public in a manner that demonstrates concern for the individual and sensitivity to personal differences and feelings; exercising tact when dealing with co-workers supervisors and members of the public; maintaining professional manner and demeanor; observing all rules concerning slurs, sexual harassment, etc. exhibiting willingness and flexibility when assigned new tasks; read and understand written documents including memos, instructions, bulletins and maintenance, policy and procedure manuals.; verbally communicate in a clear and concise manner to supervisors and co-workers when speaking about job-related matters; and write clear and accurate descriptions of corrective actions taken including filling out of work order, accident or incident forms and/or mileage reports.

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.

TRAINING AND EXPERIENCE

Four (4) years of verifiable full-time experience as a journey-level mechanic performing troubleshooting, repairs and/or maintenance of electromechanical/ electrical/ electronic and mechanical systems similar to those found in SFMTA light rail and electric trolley vehicles such as, control circuitry, AC/DC motors, generators, inverters, and air conditioning equipment.

Substitutions (Only one of the following may be applied):

- i. Graduation from a trade school or technical school approved by the state's Department of Education with a major course of study in electromechanical, electrical or electronic technology, or a closely related field, may substitute for two years of the required experience.
- ii. Possession of an A.A. or A.S. degree, or higher degree, from an accredited college or university in electromechanical, electrical or electronic technology, or a closely related field, may substitute for two years of the required experience.

LICENSE AND CERTIFICATION

Possession of a valid Class C driver license. Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).

Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.

SUPPLEMENTAL INFORMATION

Nature of work: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around large transit vehicles and confined, small areas. May require exposure to high voltage wires and other potentially hazardous working conditions; and work in adverse weather or work conditions such as rain, cold, dirt, dust and/or in traffic. Some positions require normal color vision. Incumbents may be assigned to any shift including night, weekends and holidays.

PROMOTIVE LINES

To:

From:

ORIGINATION DATE:

AMENDED DATE: 6/8/2018

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): SFMTA

Standard information

Disaster service work

MTA-036

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (W)	\$44.3000	\$46.5125	\$48.8125	\$51.2750	\$53.8375
Jan 08, 2022 (V)	\$42.0875	\$44.1875	\$46.3750	\$48.7125	\$51.1500
Jul 01, 2021 (U)	\$41.8750	\$43.9625	\$46.1500	\$48.4750	\$50.9000
Dec 26, 2020 (T)	\$40.4500	\$42.4750	\$44.5875	\$46.8250	\$49.1750
Jul 01, 2020 (S)	\$39.2750	\$41.2375	\$43.2875	\$45.4625	\$47.7375

Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)

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7380-Electrical Transit Mechanic, Assistant Supervisor

[SF | Careers](#) > 7380-Electrical Transit Mechanic, Assistant Supervisor

Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Electrical Transit Mechanic, Assistant Supervisor

Job classification

Class	7380
Title	Electrical Transit Mechanic, Assistant Supervisor
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$51.2750	\$53.8375	\$56.5250	\$59.3375	\$62.3500
Rate /biweekly:	\$4,102.00	\$4,307.00	\$4,522.00	\$4,747.00	\$4,988.00
Rate /year:	\$106,652	\$111,982	\$117,572	\$123,422	\$129,688

Additional notes: Appointments to this job class enter at Step 5.

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Electrical Transit Mechanic, Assistant Supervisor

Job Code: 7380

INTRODUCTION

Under direction, during an assigned shift, supervises a crew of Electrical Transit System Mechanics and support personnel performing skilled electrical/mechanical work in connection with the maintenance, preventive maintenance, and repair of electrically powered transit vehicles and equipment.

DISTINGUISHING FEATURES

This is the first supervisory level in the Electrical Transit Mechanic Supervisor series, which requires a high degree of journey-level competence. This job code is distinguished from the lower job code 7371 Electrical Transit System Mechanic in that the latter performs at the journey level with no supervisory responsibility. This job code is distinguished from the higher job code 7253 Electrical Transit Mechanic Supervisor I in that the latter is the second supervisory level with operational responsibility for an entire shift of craft and service personnel.

SUPERVISION EXERCISED

Incumbents in this job code exercise supervision over Electrical Transit System Mechanics and other semi-skilled craft and support personnel.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 409, 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. Supervises a group of skilled craft and service personnel.
2. Inspects incoming equipment to determine damage and/or malfunctions.
3. Maintains, repairs and/or supervises the maintenance and repair of mechanical, electrical, electronic, hydraulic, and pneumatic equipment of street cars, trolley coaches, cable cars and light rail vehicles.
4. Makes emergency repairs to electrical and/or mechanical transit equipment, and/or dispatches repair crews to the site of the breakdown.
5. Disseminates information to subordinates, supervisors/managers, and other departmental personnel verbally and in writing; conducts safety meetings, trains employees, apprises management of event/problems, and prepares work orders.
6. Requisitions supplies and parts to ensure availability of parts to perform repairs in a timely manner.
7. Performs mathematical calculations for payroll and preventive maintenance computations.
8. Reads and understands shop manuals, blueprints, diagrams, schematics, and plans.
9. Uses computer vehicle maintenance Programs/Systems and Microsoft Office.
10. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: maintenance, preventive maintenance and repair practices and methods; machinery, tools, diagnostic and test equipment, mobile test devices used in the maintenance and repair of mechanical, electrical, electronic, hydraulic, and pneumatic equipment; electrical, mechanical, and electronic testing and inspection procedures and practices used in the maintenance and repair of transit vehicles and equipment; the proper procedures that must be followed when handling hazardous materials or electrical voltage up to 750 volts and/or high amperage + or ⚡ 1200; appropriate use of equipment and machinery, proper attire, and the maintenance of a clean and hazard free work area.

Ability to: analyze malfunctions in transit vehicles and determine repair requirements; read schematics, plans and blueprints; assign work, oversee and review work completed; train and evaluate subordinate staff performance; prepare and maintain relevant records and reports; convey instructions, policies, procedures, and ideas verbally in a clear, concise and courteous manner to subordinates, peers, supervisors, other departmental personnel and members of the public; read and comprehend shop manuals and written materials; prepare and maintain documents and reports related to the maintenance and repair of transit vehicles and shop operations; perform mathematical calculations ; relate tactfully and effectively using discretion and sound judgment with subordinates, supervisors/managers, representatives of other departments, and members of the public even in hostile situations and/or under pressure; use tools and operate equipment in an appropriate manner; ensure proper functioning of tools; and use computer applications such as Microsoft office and Vehicle Maintenance Programs/Systems.

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.

TRAINING AND EXPERIENCE

Three (3) years of journey-level experience in the maintenance and repair of electrical/mechanical transit vehicles equivalent to City and County of San Francisco job code 7371 Electrical Transit System Mechanic.

LICENSE AND CERTIFICATION

Possession of a valid Class C driver license. Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).

Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To:

From:

ORIGINATION DATE:

AMENDED DATE: 6/8/2018

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): SFMTA

Standard information

Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (W)	\$51.2750	\$53.8375	\$56.5250	\$59.3375	\$62.3500
Jan 08, 2022 (V)	\$48.7125	\$51.1500	\$53.7000	\$56.3750	\$59.2375
Jul 01, 2021 (U)	\$48.4750	\$50.9000	\$53.4375	\$56.1000	\$58.9375
Dec 26, 2020 (T)	\$46.8250	\$49.1750	\$51.6250	\$54.2000	\$56.9375
Jul 01, 2020 (S)	\$45.4625	\$47.7375	\$50.1250	\$52.6250	\$55.2750

Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)

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7253-Electrical Transit Mechanic Supervisor I

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Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Electrical Transit Mechanic Supervisor I

Job classification

Class	7253
Title	Electrical Transit Mechanic Supervisor I
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$56.5250	\$59.3375	\$62.3500	\$65.4375	\$68.6875
Rate /biweekly:	\$4,522.00	\$4,747.00	\$4,988.00	\$5,235.00	\$5,495.00
Rate /year:	\$117,572	\$123,422	\$129,688	\$136,110	\$142,870

Additional notes: Appointments to this job class enter at Step 5.

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Electrical Transit Mechanic Supervisor I

Job Code: 7253

INTRODUCTION

Under direction, the Electrical Transit Mechanic Supervisor I, supervises on an assigned shift, through subordinate supervisors, a crew of service and craft personnel, responsible for maintenance, repair and service of trolley coaches, street cars, light rail vehicles (LRVs) or cable cars.

DISTINGUISHING FEATURES

The 7253 Electrical Transit Mechanic Supervisor I is the second-level supervisor in the electrical transit mechanic series. This job code is distinguished from job code 7380 Electrical Transit Mechanic Assistant Supervisor in that the latter supervises directly a small group of subordinate mechanical, crafts and service personnel engaged in the maintenance, repair and service of vehicles. The next higher job code 7216 Electrical Transit Shop Supervisor I is responsible for the planning, coordination and the overall management of a transit shop.

SUPERVISION EXERCISED

Incumbents in this job code supervise the 7380 Electrical Transit Mechanic Assistant Supervisor as well as their subordinate staff and others, as necessary. They may also fill in for the 7216 Electrical Transit Shop Supervisor I.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 409, 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. Supervises a shift of supervisory, maintenance and service personnel, responsible for electrical, mechanical, hydraulic, and electronic services and repair of trolley coaches, street cars, light rail vehicles (LRV) or cable cars.
2. Evaluates the maintenance needs of transit vehicles, electrical, mechanical, hydraulic, pneumatic and electronic equipment; and develops and reviews preventive maintenance plans and procedures.
3. Establishes goals and objectives for the shop/shift; plans and implements budgets.
4. Monitors the development and advancement of subordinates.
5. Oversees the maintenance of records and documents related to employees, and other documents related to the service, repair, and maintenance of transit vehicles; uses a computer and computer related programs.
6. Oversees and conducts safety meetings and training to ensure compliance with state and federal safety regulations (includes hazardous materials), MUNI wide objectives, etc.
7. Coordinates responses to derailments and accidents by visiting and inspecting sites.
8. Coordinates with outside vendors and interdepartmental support shops to ensure the availability of equipment and supplies.
9. Inspects shop equipment, machinery, and tools; provides direction to subordinate supervisors in the cleaning and day-to-day maintenance of all rolling stock, shops, and yards.
10. Performs other duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: electrical, mechanical, hydraulic and electronic maintenance procedures for planning and scheduling service and repairs of transit vehicles; electrical testing and inspection procedures and practices; safety regulations, regulatory agency requirements and shop safety procedures, including hazardous materials as they relate to electrical transit vehicles; preventative maintenance to institute procedures to make repairs before a breakdown occurs, anticipate problems, and be proactive rather than reactive.

Ability to: effectively plan, prioritize, assign, train and direct subordinate staff in the repair, maintenance and service of transit vehicles; assist the professional development of staff through training, coaching and performance evaluation; speak clearly and effectively, listen and elicit information, give oral instructions, answer questions, express ideas and explain work-related information to others; prepare and maintain documents and reports related to the repair, service and maintenance of electrical transit vehicles, prepare budgets and various needs assessments using computers and related programs; relate tactfully and effectively with other personnel, representatives of other departments or division managers, subordinates and the public; develop solutions to complex maintenance problems involving policies, methods, techniques and procedures; operate a motor vehicle; use a computer and related computer programs.

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.

TRAINING AND EXPERIENCE

Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles.

LICENSE AND CERTIFICATION

Possession of a valid Class C driver license. Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).

Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To:

From:

ORIGINATION DATE:

AMENDED DATE: 6/8/2018

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): SFMTA

Standard information

Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (W)	\$56.5250	\$59.3375	\$62.3500	\$65.4375	\$68.6875
Jan 08, 2022 (V)	\$53.7000	\$56.3750	\$59.2375	\$62.1750	\$65.2625
Jul 01, 2021 (U)	\$53.4375	\$56.1000	\$58.9375	\$61.8625	\$64.9375
Dec 26, 2020 (T)	\$51.6250	\$54.2000	\$56.9375	\$59.7625	\$62.7375
Jul 01, 2020 (S)	\$50.1250	\$52.6250	\$55.2750	\$58.0250	\$60.9125

Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)

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7216-Electrical Transit Shop Supervisor I

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Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Electrical Transit Shop Supervisor I

Job classification

Class	7216
Title	Electrical Transit Shop Supervisor I
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$65.3125	\$68.5500	\$71.9500	\$75.5750	\$79.3500
Rate /biweekly:	\$5,225.00	\$5,484.00	\$5,756.00	\$6,046.00	\$6,348.00
Rate /year:	\$135,850	\$142,584	\$149,656	\$157,196	\$165,048

Additional notes: Appointments to this job class enter at Step 5.

Job description

CITY AND COUNTY OF SAN FRANCISCO

MUNICIPAL TRANSPORTATION AGENCY

TITLE: ELECTRICAL TRANSIT SHOP SUPERVISOR I

JOB CODE: 7216

Introduction:

Under direction, the Electrical Transit Shop Supervisor I manages a transit division responsible for the preventive maintenance, as well as the maintenance and repair activities of transit vehicles, and electrical, mechanical and electronic transit equipment.

Distinguishing Features:

Positions in this job code are distinguished from those in job code 7253 Electrical Transit Mechanic Supervisor I in that the latter is the second- level supervisor with operational responsibility for an entire shift of crafts and service personnel engaged in the maintenance, repair and service of transit vehicles.

Supervision Exercised:

Manages a Transit division through supervisors and skilled crafts and service personnel.

Major, Important and Essential Duties:

According to Civil Service Commission Rule 409, 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, prioritizes, assigns, directs, trains, and evaluates the work of subordinate supervisors, mechanical, electrical, electronic and various skilled craft and service workers engaged in the maintenance and repair of streetcars, trolley coaches, cable cars, and light rail vehicles.
2. Manages and coordinates division activities with other divisions and city departments to advance SFMTA projects.
3. Interprets and applies rules, regulations, policies, and provisions of multiple Memoranda of Understanding as necessary.
4. Oversees the supervision, development and advancement of maintenance personnel and subordinate supervisors.
5. Develops and presents recommendations to senior management on policies and procedures to increase efficiency of the division and/or to be in compliance with local, state and federal rules and regulations.
6. Develops and implements policies and provides input in the overall departmental policy decisions and establishes standards for the respective division.
7. Develops, administers and monitors budget; conducts cost-benefit analyses and resource allocations.
8. Ensures compliance with all laws and regulations regarding transit vehicles including the safe handling of hazardous materials; and trains supervisors in safety standards.
9. Serves on committees and task forces.
10. Performs related duties and responsibilities as required.

Important and Essential Knowledge, Skills and Abilities:

Knowledge of: scheduled and unscheduled maintenance methods and procedures pertaining to electrical, mechanical and electronic components/equipment used in the maintenance and repair of transit vehicles; electrical testing and inspection procedures and practices; safety regulations, OSHA requirements, other regulatory agency requirements and division/shop safety procedures, including safe handling of hazardous materials as they relate to electrical transit vehicles.

Ability to: effectively plan, prioritize, assign, train, motivate, counsel, discipline and direct subordinate staff; monitor the quality of performance of subordinate staff; provide necessary training and/or counseling in cases where deficiencies are observed; prioritize and coordinate tasks for maximizing productivity; assist in the professional development of staff through training, coaching and performance evaluation; recommend, develop and achieve departmental performance objectives; develop and implement division budget and manage a repair division; analyze situations, identify problems, develop both short-term and long-term courses of action which are logical and reasonable; develop solutions to complex maintenance problems that are cost effective and quantifiable; speak in a clear and concise manner, to be persuasive and authoritative in order to promote or defend the division; and be able to make presentations to representatives of other agencies, boards, supervisors/managers, subordinate staff and members of the public; prepare written correspondence that is clear, concise and easily understood; relate tactfully, patiently and effectively using discretion and sound judgment when interacting with other personnel, representatives of other departments, division managers, subordinates and members of the public; and drive to various sites in case of emergencies.

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.

Experience :

1. Two (2) years of full-time verifiable second-level supervisory experience in the electrical and mechanical maintenance and repair of transit equipment; OR
2. Five (5) years of full-time verifiable experience supervising the electrical and mechanical maintenance and repair of transit equipment.

License and Certification:

Possession of a valid Class C driver license.

Supplemental Information:

Nature of work requires working any shift, including nights, weekends, and holidays.

Promotive Lines:

To: 9180 Manager VI, MTA (Chief Mechanical Officer)

From: 7253 Electrical Transit Mechanic Supervisor I

7380 Electrical Transit Mechanic Assistant Supervisor

Origination Date: 5/25/1970

Amended Date: 6/24/2013

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): SFMTA

Standard information

Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (W)	\$65.3125	\$68.5500	\$71.9500	\$75.5750	\$79.3500
Jan 08, 2022 (V)	\$59.2375	\$62.1750	\$65.2625	\$68.5500	\$71.9750
Jul 01, 2021 (U)	\$58.9375	\$61.8625	\$64.9375	\$68.2125	\$71.6125
Dec 26, 2020 (T)	\$56.9375	\$59.7625	\$62.7375	\$65.9000	\$69.1750
Jul 01, 2020 (S)	\$55.2750	\$58.0250	\$60.9125	\$63.9750	\$67.1625

Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)

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7381-Automotive Mechanic

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Know the class code?

Class codes are four characters long.

[Search](#)

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

[Search](#)

Compensation set id:

Automotive Mechanic

Job classification

Class	7381
Title	Automotive Mechanic
Overtime eligibility	Covered (Non-Z)
Labor agreement	Auto Machinist, Local 1414

Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1
Rate /hr:	\$51,7375
Rate /biweekly:	\$4,139.00
Rate /year:	\$107,614

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Mechanic

Job Code: 7381

INTRODUCTION

Under general supervision, the Automotive Mechanic performs skilled mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7381 Automotive Mechanic job code function as journey- level mechanics. Positions in this job code are distinguished from those in the 7382 Automotive Mechanic Assistant Supervisor job code in that the latter function as first- line supervisors.

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. Maintains, repairs and overhauls a variety of mechanical equipment.
2. Maintains, removes, repairs, overhauls, installs and tunes engines.
3. Maintains, repairs, overhauls, adjusts, installs and calibrates automotive, diesel, hybrid and alternative fuel vehicle fuel systems.
4. Maintains and installs lighting circuits and auxiliary actuating circuits.
5. Maintains, repairs, overhauls and adjusts vehicle brake systems, vehicle cooling systems, vehicle chassis, wheel suspension, and articulated bus suspension systems.
6. Operates shop equipment and machine tools.
7. Troubleshoots equipment problems.
8. Makes road calls.
9. Completes paper and electronic forms and keeps records on work performed, time and parts used.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: automotive, diesel, hybrid and alternative fuel equipment and parts, including knowledge of engines, drive trains, fuel systems, electrical systems, heating and ventilation systems, computer systems, cooling systems, hydraulic systems and brake systems; maintenance and preventive maintenance; safe work practices and conditions, safety equipment and safety manuals.

Ability and Skill to: use shop tools and equipment; maintain, repair, overhaul, adjust, install and check a variety of automotive, diesel, hybrid and alternative fuel equipment; identify tools and shop equipment; read and understand electrical schematics, manuals, and other information; troubleshoot malfunctions in automotive, diesel, hybrid and alternative fuel equipment and determine repair requirements; understand instructions and communicate effectively with others; fill out forms and keep records; interact with others in a professional manner use a computer to input data and use diagnostic software.

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 formal four (4) year Mechanic/Automotive Machinist apprenticeship program; OR

Completion of an automotive mechanic training program, equivalent to a four (4) year Mechanic/Automotive Machinist apprenticeship, from an accredited college, vocational or technical school which results in the issuance of a degree or certificate.

Experience:

Two (2) years of journey-level experience in the maintenance and repair of one or more of the following: automotive, transit, diesel, hybrid or alternative fuel vehicles. (This experience must have been obtained within the last ten (10) years.)

License and Certification:

Possession of a valid California Class C driver license.

Some positions may require obtaining a Class A or Class B driver license with appropriate endorsements within six (6) months of appointment.

Substitution:

Four (4) years of non-journey level experience in a full service repair facility maintaining and repairing one or more of the following: automotive, transit, diesel, hybrid or alternative fuel vehicles can substitute for the four (4) years of education/training on a year-for-year basis. Experience gained in an automotive machine shop, gas station or body shop that is not a full service repair facility is not considered qualifying. Individual classes may not be substituted for apprenticeship training or non-journey level experience.

Completion of the CA Division of Apprenticeship Standards recognized Automotive Mechanic apprenticeship program with the City and County of San Francisco as evidenced by issuance of a Certificate of Completion of the City's apprenticeship program under the appropriate authority will substitute for the two (2) years journey-level experience work experience.

SUPPLEMENTAL INFORMATION

Other Requirements: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment, and to lift equipment. May be exposed to potentially hazardous work conditions, and adverse weather and work conditions such as rain, cold, dirt and dust. May be assigned to work any shift including weekends and holidays.

PROMOTIVE LINES

To: 7382 Automotive Mechanic Assistant Supervisor

ORIGINATION DATE: 07/01/1977

AMENDED DATE: 10/31/2002; Amended 06/14/2012; 04/05/16; 09/04/18

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

Standard information

Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1
Jul 01, 2022 (W)	\$51,7375
Jan 08, 2022 (V)	\$49,1625
Jul 01, 2021 (U)	\$48,9125
Dec 26, 2020 (T)	\$47,2500
Jul 01, 2020 (S)	\$45,8750

Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)

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7382-Automotive Mechanic Assistant Supervisor

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Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Automotive Mechanic Assistant Supervisor

Job classification

Class	7382
Title	Automotive Mechanic Assistant Supervisor
Overtime eligibility	Covered (Non-Z)
Labor agreement	Auto Machinist, Local 1414

Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1
Rate /hr:	\$62,3000
Rate /biweekly:	\$4,984.00
Rate /year:	\$129,584

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Mechanic Assistant Supervisor

Job Code: 7382

INTRODUCTION

Under direction, the Automotive Mechanic Assistant Supervisor performs, as well as directs the work of subordinate personnel engaged in the maintenance, repair and overhaul of automotive, diesel, hybrid and alternative fuel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7382 Automotive Mechanic Assistant Supervisor job code function as the first-line supervisors. Positions in this job code are distinguished from those in the 7249 Automotive Mechanic Supervisor I job code in that the latter function as second-line supervisors and have some management responsibilities.

SUPERVISION EXERCISED

Positions in this job code supervise Automotive Mechanics and Service Workers

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. Supervises a group of skilled craft and service employees.
2. Maintains and supervises the maintenance, repair, overhaul and servicing of automotive, diesel, hybrid and alternative fuel equipment.
3. Troubleshoots problems in vehicles by performing relevant tests.
4. Assists in overseeing and supervising the maintenance of vehicles, shop operation and personnel records.
5. Uses and supervises the use of a variety of hand and power tools and machinery.
6. Reads, understands, and uses shop manuals, CD-ROM based diagnostic applications, diagrams, electrical schematics, laptops, information from electronic diagnostic equipment and maintenance scheduling and planning.
7. Prepares preliminary estimates on work orders and repairs.
8. Responds to incoming emergency calls.
9. Requisitions supplies, parts, and materials necessary for the maintenance, repair and servicing of vehicles.
10. Plans, holds and documents safety meetings.
11. Maintains open communication with supervisors and subordinates.
12. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: automotive, diesel, hybrid and alternative fuel equipment and parts; automotive maintenance practices, procedures, and requirements; and safety and the enforcement of safe work practices and conditions.

Skill to: use shop tools and equipment.

Ability to: supervise through prioritizing, planning, assigning, monitoring and reviewing the work of subordinates in an automotive shop; read and understand electrical schematics, manuals, and other information; troubleshoot malfunctions in automotive, diesel, hybrid and alternative fuel equipment and determine repair requirements; identify tools and shop equipment and train others in the safe and proper use; communicate clearly and effectively orally with supervisors, subordinates and other departmental personnel; communicate effectively in writing; interact with others in a professional manner; and use a computer for diagnostic maintenance support and/or preparing reports and/or correspondence.

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 formal four (4) year apprenticeship program; OR

Completion of an automotive mechanic training program, equivalent to a four (4) year apprenticeship, from an accredited college, vocational or technical school which results in the issuance of a degree or certificate.

Experience:

Four (4) years of journey-level experience in the maintenance and repair of automotive, transit, diesel, hybrid or alternative fuel vehicles equivalent to class 7381 Automotive Mechanic with the City and County of San Francisco.

Substitution:

Four (4) years of non-journey level experience in a full service repair facility maintaining and repairing automotive, transit, diesel, hybrid or alternative fuel vehicles can substitute for the four (4) years of education/training on a year-for-year basis. Individual classes may not be substituted for apprenticeship training or non-journey level experience.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

Some positions may require obtaining a Class A or Class B driver's license within six (6) months of appointment.

SUPPLEMENTAL INFORMATION

Other Requirements: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment. May be exposed to potentially hazardous work conditions, and adverse weather and work conditions such as rain, cold, dirt and dust. May be assigned to work any shift including weekends and holidays.

PROMOTIVE LINES

To: 7249 Automotive Mechanic Supervisor I

From: 7381 Automotive Mechanic, 7313 Automotive Machinist

ORIGINATION DATE: 07/01/77

AMENDED DATE: Retitled: 7/1/77; Amended: 10/31/2002, Amended: 06/14/21012

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

Standard information

Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1
Jul 01, 2022 (W)	\$62.3000
Jan 08, 2022 (V)	\$59.1875
Jul 01, 2021 (U)	\$58.8875
Dec 26, 2020 (T)	\$56.8875
Jul 01, 2020 (S)	\$55.2250

Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)

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7249-Automotive Mechanic Supervisor I

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Class codes are four characters long.

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Compensation set id:

Automotive Mechanic Supervisor I

Job classification

Class	7249
Title	Automotive Mechanic Supervisor I
Overtime eligibility	Covered (Non-Z)
Labor agreement	Auto Machinist, Local 1414

Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1
Rate /hr:	\$68.6375
Rate /biweekly:	\$5,491.00
Rate /year:	\$142,766

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Mechanic Supervisor I

Job Code: 7249

INTRODUCTION

Under direction, on an assigned shift supervises often through subordinate supervisors, a large group of skilled mechanical, craft and service workers engaged in the maintenance, repair, overhaul and servicing of a wide variety of automotive, including gasoline, electric, hybrid and natural gas powered, and/or heavy duty diesel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7249 Automotive Mechanic Supervisor I job code function as a second-line supervisor. This class is distinguished from the 7382 Automotive Mechanic Assistant Supervisor in that the latter is a first-line supervisor. This class is further distinguished from class 7228 Automotive Transit Shop Supervisor I in that the latter functions as the supervisor over an entire maintenance shop

SUPERVISION EXERCISED:

Supervises, through subordinate supervisors, a group of skilled mechanical, crafts and service workers.

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. Supervises, often through subordinate supervisors, a group of skilled mechanical, craft and service employees.
2. Supervises the maintenance, repair, overhaul, and servicing of automotive, including gasoline, electric, hybrid and natural gas powered and/or heavy duty diesel equipment, including engines, drive trains, fuel systems, electrical systems, electronic automotive circuits, digital display systems, cooling systems, brake systems (air and hydraulic), chassis, wheels, suspensions and other parts of vehicles; supervises preventive maintenance programs including smog certifying programs.
3. Troubleshoots and diagnoses vehicle problems.
4. Oversees and supervises the maintenance of vehicle, shop operating and personnel records.
5. Completes various reports and forms such as reports on downtime, parts research and invoice processing.
6. Utilizes and supervises the use of a variety of hand and power tools and machinery.
7. Reads, understands, and uses shop manuals, CD-ROM based diagnostic applications, diagrams, and electrical schematics.
8. Prepares cost estimates on work orders and accident repairs.
9. Responds and makes prompt decisions on incoming emergency calls.
10. Requisitions supplies, parts, and materials necessary for the maintenance, repair, and servicing of vehicles; monitors warranty repairs and related paperwork and bills departments for work done.
11. Plans, conducts and documents safety meetings; understands and trains workers on how to understand the hazardous communications law, toxics handling and disposal, and the material safety data sheet (MSDS).
12. Maintains open communication with his or her immediate supervisors.
13. Performs other related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Automotive, including gasoline, electric, hybrid and natural gas powered and heavy duty diesel equipment and parts and the function of each part; automotive maintenance practices, procedures, and requirements and an understanding of the importance of a preventive maintenance program; the application and enforcement of safe work practices and conditions, toxic and hazardous substance laws, and emergency response procedures.

Ability to: plan, assign, monitor, and review the work of subordinates in an automotive shop; interpret, explain and enforce existing shop procedures, motivate subordinates to carry out plans and projects, and train employees; access information electronically; understand photographs and CD-Rom based diagnostic applications; read instructions and interpret schematics, diagrams, diagnostic materials and warranty procedures; troubleshoot malfunctions in automotive and diesel equipment and to determine repair requirements; communicate clearly and effectively in reports, memos and other written documents; communicate orally with supervisors, subordinates and other departmental personnel in a clear and understandable manner; develop and implement work plans to ensure the best use of staff, machinery and facilities and to complete projects in a timely manner adhering to budget guidelines and constraints.

Skill to: identify tools and shop equipment, have an understanding of their uses, and train others on their safe and proper usage.

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.

Experience:

1. Two (2) years of supervisory experience in the repair and maintenance of automotive, transit or heavy duty vehicles; AND
2. Three (3) years of journey-level experience in the maintenance and repair of automotive, transit or heavy duty vehicles.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

Some positions allocated to this class may require the ability to obtain and maintain a California Class B driver's license within six (6) months of appointment.

SUPPLEMENTAL INFORMATION

May require exposure to potentially hazardous working conditions; may require working in adverse weather or work conditions such as rain, cold, dirt and dust. Some positions may require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment. May be required to work in any shift including nights, weekends and holidays.

PROMOTIVE LINES

To: 7228 Automotive Transit Shop Supervisor I

From: 7382 Automotive Mechanic Assistant Supervisor

ORIGINATION DATE: 04/02/1979

AMENDED DATE: 06/14/2002, 03/02/2012

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.

Standard information

Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1
Jul 01, 2022 (W)	\$68,6375
Jan 08, 2022 (V)	\$65,2125
Jul 01, 2021 (U)	\$64,8875
Dec 26, 2020 (T)	\$62,6875
Jul 01, 2020 (S)	\$60,8625

Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)

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7228-Automotive Transit Shop Supervisor I

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Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Automotive Transit Shop Supervisor I

Job classification

Class	7228
Title	Automotive Transit Shop Supervisor I
Overtime eligibility	Covered (Non-Z)
Labor agreement	Auto Machinist, Local 1414

Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1
Rate /hr:	\$75.7000
Rate /biweekly:	\$6,056.00
Rate /year:	\$157,456

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Transit Shop Supervisor I

Job Code: 7228

INTRODUCTION

Under general direction, the Automotive Transit Shop Supervisor I oversees a maintenance division of the San Francisco Municipal Railway responsible for the repair and maintenance of automotive, transit and heavy-duty vehicles.

DISTINGUISHING FEATURES

Positions allocated to the Automotive Transit Shop Supervisor I job code function as the supervisor of an entire maintenance shop. Positions in this job code are distinguished from those in the Automotive Mechanic Supervisor I job code in that the latter function as second line supervisors and have limited management responsibilities.

SUPERVISION EXERCISED

Positions in this job code supervise Automotive Mechanic Supervisor I, Automotive Mechanic Assistant Supervisor job codes and other shop personnel.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 409, 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. Oversees a division that is responsible for servicing and repairing automotive, transit and heavy-duty vehicles of the San Francisco Municipal Railway.
2. Interacts and communicates with other divisions within Municipal Railway, as well as other City Departments regarding maintenance, materials, facilities, schedules, staffing and other issues that pertain to the operation of the division.
3. Projects and prepares a schedule of preventive maintenance and/or repair to the fleet of vehicles in the division; includes both long range and short range planning.
4. Trains and directs subordinate personnel in proper policies and procedures regarding repair and maintenance of Muni equipment, safety procedures and other job-related issues.
5. Ensures all safety measures are operative and are being followed; facilitates and coordinates routine internal and external regulatory compliance practices as they relate to Occupational Safety and Health Administration (OSHA), California Highway Patrol (CHP), Department of Transportation (DOT) and Municipal Railway Safety division.
6. Prepares, administers and monitors the budget for the division and prepares cost estimates for maintenance and repair division; coordinates vendor and purchasing activities for procurement of supplies, tools, equipment and services.
7. Writes reports, memos, directives and other relevant documentation related to facility, personnel, equipment and maintenance.
8. Maintains accurate records of all maintenance work, personnel actions and other related issues.
9. Establishes standards and enforces existing policies and procedures regarding quality of work, employee performance and maintenance schedule.
10. Identifies trends in maintenance of diesel and transit equipment and plans accordingly; includes adjusting schedules, ordering/recovering parts and equipment, and projecting future work schedules.
11. Evaluates the performance of subordinate employees and prepares performance evaluations, recommends training and if needed, conducts and documents disciplinary actions; and personally inspects the work of subordinates.
12. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: automotive, transit and heavy-duty vehicle maintenance, including tools, equipment, and preventive maintenance; methods and procedures used to ensure the safety of individuals; proper use of safety equipment and familiarity with applicable safety regulations set by OSHA, DOT and other monitoring agencies.

Ability to: supervise through assigning, overseeing, evaluating and coordinating the work of subordinates in an automotive shop; identify and establish priorities for maintenance and repair work and project long-range goals, activities and timetables for projects; interact with people in a manner that demonstrates concern for the individual and sensitivity to personal difference and feelings; speak in a precise, courteous and understandable manner, effectively communicating with peers, superiors subordinates and persons from other departments and agencies; write clearly, appropriately and effectively, appropriately documenting and maintaining records related to job activities.

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.

TRAINING AND EXPERIENCE

1. Two (2) years of second level supervisory experience overseeing a division in which transit or automotive, transit or heavy-duty vehicles are serviced; OR
2. Four (4) years of experience supervising the maintenance and repair of automotive, transit or heavy-duty vehicles.

LICENSE AND CERTIFICATION

Possession of a valid Class C driver license. Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To:

From:

ORIGINATION DATE:

AMENDED DATE: 6/8/2018

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): SFMTA

Standard information

Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1
Jul 01, 2022 (W)	\$75.7000
Jan 08, 2022 (V)	\$71.9250
Jul 01, 2021 (U)	\$71.5625
Dec 26, 2020 (T)	\$69.1375
Jul 01, 2020 (S)	\$67.1250

Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)

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7410-Automotive Service Worker

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Compensation set id:

Automotive Service Worker

Job classification

Class	7410
Title	Automotive Service Worker
Overtime eligibility	Covered (Non-Z)
Labor agreement	TWU, Local 250-A, AutoServ

Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$34.2875	\$36.0000	\$37.8000	\$39.6875	\$41.6750
Rate /biweekly:	\$2,743.00	\$2,880.00	\$3,024.00	\$3,175.00	\$3,334.00
Rate /year:	\$71,318	\$74,880	\$78,624	\$82,550	\$86,684

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Service Worker

Job Code: 7410

INTRODUCTION

Under immediate supervision, performs a variety of semi-skilled work in maintaining, servicing, and safety checking of different types of gasoline, diesel, propane, natural gas and alternative fuel source vehicles. Incumbents are responsible for servicing heavy equipment vehicles, such as tractor-trailers and/or bulldozers.

Essential functions include: operating a variety of automotive servicing equipment and hand tools; responding to automotive service requests; operating the refueling station and/or the tire shop; performing regular maintenance on vehicles; making minor repairs on disabled vehicles; maintaining a clean shop area; preparing routine records; assisting automotive mechanics and operating service vehicles.

DISTINGUISHING FEATURES

The Automotive Service Worker is the fully qualified, semi-skilled level in this series. Incumbents are expected to be able to perform the full range of routine semi and unskilled tasks required to maintain, service, and safety check automotive equipment and vehicles. Class 7410 is distinguished from class 7412 Automotive Service Worker Assistant Supervisor by the latter's supervisory responsibility and performance of more difficult and complex functions.

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. Operates a variety of automotive servicing equipment and hand tools such as tow trucks, service trucks/pushers and forklifts; wrenches, hammers, and screwdrivers, in order to ensure that city, transit and off-road vehicles are maintained and repaired.
2. Responds to automotive service requests by making non-safety related determinations as to whether city, transit and off-road vehicles can be repaired immediately or have to be taken to shop for on-site repairs; and towing disabled vehicles to a service center, in order to ensure that troubled vehicles are attended to and maintained to be operational.
3. Operates the refueling station and/or the tire shop by dispensing correct fuel (diesel, gasoline, propane or natural gas); checking oil levels; washing, cleaning, vacuuming and steaming of vehicles; inspecting tires and properly repairing tires mounted on solid or split rim wheels; maintaining correct tire stock; and ordering replacements in facilities requiring tire service, in order to ensure that city, transit and off-road vehicles are operational and safe.
4. Performs regular maintenance on vehicles by conducting regular and preventative checks such as visual safety checks of vehicles as required; inspecting the fluid levels of differential; checking brakes; and checking, changing and replenishing fluids, filters and cooling systems in order to ensure that vehicles are operational.
5. Makes minor repairs on disabled vehicles by inspecting/repairing vehicles for mechanical problems; and salvaging equipment for later assessments, as required by the supervisor, so vehicles can resume service.
6. Maintains shop area cleanliness by correctly disposing of refuse and debris; cleaning shop floors; operating a ride board floor scrubber; using a shop spill kit when necessary; properly storing hazardous materials such as cleaning solvents; and storing equipment in a proper location in order to ensure that the work area is safe.
7. Prepares routine records by correctly filling out vehicle maintenance forms, job work orders, vehicle trouble reports, incident/accident reports, vendor purchase orders, requisition forms, and billing charges to Departments for automotive services, in order to ensure correct work flow on all automotive maintenance jobs. May utilize a computer for data entry.
8. Assists automotive mechanics by applying and releasing the brakes for inspections; replacing batteries and battery cables, vehicle lights, light bulbs, head lamps, wiper blades, belts, and radiator hoses; steam cleaning of parts for later assessment; checking the condition and pressure of tires, as required by the supervisor, in order to ensure safe operation of vehicles.
9. Operates service vehicles by driving, towing and/or pushing disabled vehicles with or without passengers to a safe location for repairs and/or for storage, in order to ensure that city, transit, and off-road vehicles are serviced immediately.
10. Performs other related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge: Basic vehicle adjustments, repair and maintenance procedures;

Basic starting and cooling systems; different types of lubricants and their uses; dispensing correct fuel; changing belts and filters; charging batteries; checking vehicle lights; jump-starting an engine with a booster battery and cable; changing, repairing and balancing tires; and other routine servicing and safety checks;

How to use heavy equipment and land-moving equipment;

The use of basic hand tools such as wrenches, hammers, and screwdrivers; and equipment such as pneumatic equipment, hydraulic hoist, steam cleaner, car washing equipment, lube and oil equipment, parts cleaner, battery charger, tire changing equipment, and other machines necessary for the repair and maintenance of vehicles;

Safe working practices and the correct and safe use of tools and equipment;

Correct handling, proper storage and disposal of toxic substances; and the use of Personal Protection Equipment (PPE) when required, and keeping current on safety regulations through training and/or informational handouts;

Ability or Skill to: Establish, promote and maintain effective and professional relationships while working with co-workers, when taking direction from a supervisor on assigned tasks or projects, and when interacting with vendors or individuals who request parts, service or repair on vehicles;

Operate a variety of vehicles;

Use computerized interface equipment to perform basic key pad and/or data entry;

Speak clearly and understandably and to express ideas in a clear and effective manner when disseminating information, by using appropriate technical terms when referring to basic vehicle service, maintenance equipment, and procedures;

Listen to and understand verbal instructions, and to ask questions whenever instructions are not clear;

Prepare and complete basic reports, records, forms and routine maintenance schedules in a manner that is clear, concise and easily understood;

Read and understand written instructions;

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/Training:

A certificate of completion of coursework in Automotive Mechanic from an accredited academic, trade or technical institution with a minimum of six months . Coursework in Auto Body, Fender or Welding may not be substituted for coursework in Auto Mechanics; OR

Experience:

One (1) year of full-time experience performing semi-skilled work in maintaining, servicing, and safety-checking of gasoline, diesel or alternative fuel source vehicles.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

Some positions may require possession of or the ability to obtain the following licenses or driver's license endorsements within six months of appointment:

A valid California Class A driver's license to drive heavy equipment;

A valid California class B driver's license with P (Passenger) endorsement and no air brake restriction;

A valid M1 endorsement to drive motorcycles;

A valid X endorsement to drive tank and handle hazardous materials vehicles.

SUPPLEMENTAL INFORMATION

May require exposure to disagreeable weather conditions and hazardous work situations; handling hazardous materials and waste; occasional lifting heavy objects weighing up to 50 pounds and carrying them for moderate distances; wearing required safety equipment, such as a respirator or dust mask; wearing specialized clothing such as mechanic coveralls, safety vest, etc.; walking or standing for extended periods of time. Some positions may require the use of a computer.

PROMOTIVE LINES

7412 Automotive Service Worker Assistant Supervisor

ORIGINATION DATE: 7/1/77

AMENDED DATE: 11/19/79; 7/23/99; 05/30/2012

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 SFCCD SFMTA SFUSD

Standard information

Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (W)	\$34.2875	\$36.0000	\$37.8000	\$39.6875	\$41.6750
Jan 08, 2022 (V)	\$32.5750	\$34.2000	\$35.9125	\$37.7125	\$39.6000
Jul 01, 2021 (U)	\$32.4125	\$34.0250	\$35.7375	\$37.5250	\$39.4000
Dec 26, 2020 (T)	\$31.3125	\$32.8750	\$34.5250	\$36.2500	\$38.0625
Jul 01, 2020 (S)	\$30.4000	\$31.9125	\$33.5250	\$35.2000	\$36.9500

Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)

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7412-Automotive Service Worker Assistant Supervisor

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Search by keyword:

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Compensation set id:

Automotive Service Worker Assistant Supervisor

Job classification

Class	7412
Title	Automotive Service Worker Assistant Supervisor
Overtime eligibility	Covered (Non-Z)
Labor agreement	TWU, Local 200

Current compensation plan

Effective: Jul 01, 2022

See [Historic and future compensation information](#) for this class

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$37.7000	\$39.6000	\$41.5750	\$43.6625	\$45.8375
Rate /biweekly:	\$3,016.00	\$3,168.00	\$3,326.00	\$3,493.00	\$3,667.00
Rate /year:	\$78,416	\$82,368	\$86,476	\$90,818	\$95,342

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Service Worker Assistant Supervisor

Job Code: 7412

INTRODUCTION

Under general supervision, the Automotive Service Worker Assistant Supervisor performs a variety of semi-skilled work in maintaining, servicing and safety checking different types of gasoline, diesel, propane, natural gas and alternate fuel source vehicles and exercises work direction over a small group of subordinate service workers engaged in such work, and performs related duties as required.

DISTINGUISHING FEATURES





This is the assistant supervisor position in the Automotive Service Worker series. It is distinguished from the 7410 Automotive Service Worker by its supervisory duties.

SUPERVISION EXERCISED

Positions in this job code supervise 7410 Automotive Service Workers.

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. Operates and supervises the operation of a variety of automotive servicing equipment and hand tools such as towing vehicles, tire repair and balancing equipment, fuel pumps, automotive oil dispensers, battery chargers, grease guns, wrenches, and other equipment/tools for maintaining vehicles.
2. Assigns road calls in response to field service calls requiring tire changing, starting stalled vehicles with booster cables/battery charger, priming a fuel system, fueling and restarting a diesel engine, minor onsite repairs, towing disabled vehicles to service center or other repairs.
3. Operates and supervises the operation of refueling station and/or tire shop by dispensing correct fuel (gasoline, diesel, propane or natural gas), checking oil levels, radiator coolant, washing, cleaning, vacuuming and steaming of vehicles; inspecting tires and properly repairing tires mounted on solid or split rim wheels; maintaining correct tire stock; and ordering replacements in facilities requiring tire service and performing other routine service and safety checks.
4. Performs and supervises maintenance on vehicles such as changing engine oil and filter; checking cooling system, changing transmission fluid and filters, checking and changing differential fluid; adjusting belts; inspecting brake linings, tire condition and pressure, vehicle lights, and wiper blades/motor; and making visual safety checks of vehicle. Under general supervision, makes minor repairs such as tire changes; replacement of batteries and cables, light bulbs, wiper blades, belts and radiator hoses; greases fittings and other similar repairs. Also includes the regular interior and exterior cleaning of the vehicle; as well as staging vehicles in accordance with maintenance needs/demands.
5. Maintains and supervises the maintenance of shop area by keeping the area clear of refuse and debris, using a shop spill kit when necessary, ensuring all equipment is in good working condition, and correctly storing all equipment and materials, including hazardous materials.
6. Prepares records by correctly completing vehicle maintenance forms, job work orders, and other job-related forms.
7. Supervises a group of employees by assigning work, overseeing employees, assisting staff, reviewing work and training subordinates.
8. Operates service vehicles by driving, towing and/or pushing disabled vehicles with or without passengers to a safe location for repairs and/or for storage, in order to ensure that city, transit, and off-road vehicles are served immediately.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: service equipment for the maintenance of vehicles and the use of such equipment in a safe and efficient manner; the differences in motor oils and their uses; repairing, changing, and balancing tires; changing belts and filters; charging batteries and starting an engine with booster cables; fueling and priming a fuel system; checking vehicle lights; simple routine servicing and safety checks; safe working practices and the correct use of tools and equipment; the correct handling, proper storage and disposal of toxic materials and other including substances including: vomit, feces, blood, urines, etc.; the use of Personal Protection Equipment (PPE) when required.

Ability to: drive a variety of vehicles, such as tow trucks, fork lifts, cranes and road equipment; use basic hand tools and equipment such as wrenches, hammers, screwdrivers, pneumatic equipment, hydraulic hoist, steam cleaner, car washing equipment, lube and oil equipment, parts cleaner, battery charger, tire changing equipment, etc.; give and follow verbal instructions; respond orally in a clear manner using correct terminology related to automotive service equipment; prepare written instructions, reports, records, and forms as required; read documents such as technical manuals and operating instructions; work effectively supervisors, subordinates, vendors, automotive mechanics, and others; supervise subordinates through planning, assigning and monitoring their work; train subordinates with the proper use of service equipment and in the performance of required duties; use a computer for word processing, preparing reports, preparing spreadsheets and other work related documents, researching and reviewing database files.

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.

TRAINING AND EXPERIENCE

Education:

None.

Experience:

Three (3) years of full time verifiable work experience performing semi-skilled work in maintenance, servicing, and safety-checks of vehicles at a level equivalent to job code 7410 Automotive Service Worker. (Service Station experience will be accepted only if it includes servicing and maintenance of vehicles. Experience in self-service stations is not qualifying).

License and Certification:

Possession of a valid California Class C driver's license; AND

Some positions may require possession of or the ability to obtain the following licenses or driver's license endorsements within six months of appointment:

A valid California Class A driver's license to drive heavy equipment;

A valid California class B driver's license with P (Passenger) endorsement and no air brake restriction;

A valid M1 endorsement to drive motorcycles;

A valid X endorsement to drive tank and handle hazardous materials vehicles.

SUPPLEMENTAL INFORMATION

Nature of work: may require exposure to disagreeable weather conditions and hazardous work situations; handling hazardous materials and waste (some positions may require cleaning: vomit, feces, blood, urine, etc.); occasional lifting of objects up to 50 pounds and carrying them for moderate distances; wearing required safety equipment, such as a respirator or dust mask; wearing specialized clothing such as mechanic coveralls, safety vest, etc.; walking or standing for extended periods of time; and working weekends, holidays and different shifts. Positions require the use of a computer.

PROMOTIVE LINES

To: No normal lines of promotion

From: 7410 Automotive Service Worker

ORIGINATION DATE: 07/01/1977

AMENDED DATE: 05/16/2001, 05/30/2012, 12/30/2014

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

Standard information

Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (W)	\$37.7000	\$39.6000	\$41.5750	\$43.6625	\$45.8375
Jan 08, 2022 (V)	\$35.8250	\$37.6250	\$39.5000	\$41.4875	\$43.5500
Jul 01, 2021 (U)	\$35.6500	\$37.4375	\$39.3000	\$41.2750	\$43.3375

Dec 26, 2020 (T)

\$34.4375

\$36.1625

\$37.9625

\$39.8750

\$41.8625



Sources: San Francisco Open Data Portal: [Classification descriptions table](#), [Compensation plan table](#)

Human Resources

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[Career Pathways](#)

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ATTACHMENT M

CCSF Job Appointment Summary

Mailei F Maloa

Emp

ID


[REDACTED]

Empl Record 0

Job Appointment Summary

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exmpt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept
01/11/2020	01/11/2020	DTA	Job Code Change	Active	7382	130	PCS	NA	F	903126	6.00	01057963	08/09/2019	MTA
06/15/2019	06/15/2019	DTA	Job Code Change	Active	7380	006	PCS	NA	F	M00171	4.00	01139254	01/04/2019	MTA
07/01/2017	02/19/2013	POS	Position Data Update	Active	7381	130	PCS	NA	F	058572	13.00	01122793	11/19/2012	MTA
02/19/2013	02/19/2013	HIR	New Hire	Active	7381	130	PCS	NA	F	058572	13.00	01122793	11/19/2012	MTA

 Save

 Return to Search

 Notify

ATTACHMENT N

Miles II, William

From: Miles II, William
Sent: Friday, September 11, 2020 1:24 PM
To: Osha Ashworth
Cc: Ackerman, Kimberly
Subject: RE: 7380 recruitment
Attachments: Union Request 20200910_Redacted.pdf

Hi Osha,

I checked with our public records representative to find out what we can provide for this request. We were informed that we can provide the documents with redacted confidential information (in this case applicant's name).

Please see attached.

William Miles II
Merit and Examinations Manager
Human Resources
Office 415.646.2863
Email William.MilesII@sfmta.com



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From: Osha Ashworth <oashworth@ibew6.org>
Sent: Tuesday, September 8, 2020 1:57 PM
To: Miles II, William <William.MilesII@sfmta.com>
Cc: Ackerman, Kimberly <Kimberly.Ackerman@sfmta.com>
Subject: RE: 7380 recruitment

EXT

William,

Thank you for the response. IBEW6 is requesting copies of any non- contemporaneous documents stating that an individual has been performing work as a 7381 that would be qualify them to sit for the 7380 exam.

Thank you,

Osha A IBEW6

From: Miles II, William <William.MilesII@sfmta.com>
Sent: Tuesday, September 8, 2020 1:02 PM

To: Osha Ashworth <oashworth@ibew6.org>

Subject: RE: 7380 recruitment

Hi Osha,

Thank you for your email regarding the 7380 Electrical Transit Mechanic, Assistant Supervisor (CBT-7380-M00209) recruitment. My apologies on the delay of this response. We have not been able to progress very far with most examination recruitments since the emergency declaration due to COVID and are now in the process of circulating non-contemporaneous documents for review.

Please be advised that the SFMTA exams unit did originally reject all 7381 Automotive Mechanics that applied to this recruitment. All candidates whom are rejected from an examination process due not appearing to meet the minimum qualifications are provided five business days to submit documentation proving that they possess the minimum qualifications. There were some 7381s who did provide a letter from their supervisor stating that they were performing work equivalent to the required minimum qualifications listed for this recruitment. Under civil service procedures, such letters are considered non-contemporaneous documentation.

Once non-contemporaneous documentation is received, the exams unit first reviews such letters to determine if what is written would meet the minimum qualifications. If the letter does not indicate possession of the minimum qualifications, then the exams unit proceeds with sending such a candidate a second reject letter which details why what was written is not qualifying. The candidate then has the opportunity to appeal the rejection of their application.

However, if the documentation does include qualifying experience for the length of time required, then the final determination is not that of the exams unit. First, the letter is sent to the appointing officer of the division, in this case the Director of Transit, for review. The division's appointing officer is advised of the minimum qualifications one needs to qualify and that we received non-contemporaneous documentation stating the individual in question has been performing work that would be qualifying for the exam. The appointing officer then reviews and determines if what was written by the supervisor is accurate and true and provides a response to the exams unit.

If the division's appointing officer, after review, determines that the candidate has been performing the worked specified, then the original letter as well as the response from the division's appointing officer still need two levels of approval in order for the candidate to be considered qualifying. The non-contemporaneous documentation needs to be certified by the SFMTA Human Resources Director and approved by the Director of Transportation. If all three people mentioned certify/approve the non-contemporaneous documentation, then the candidate will be invited to the exam. If any one of these individuals does not certify/approve the documentation, then the candidate is provided a letter stating that their documents were not approved by all required parties and, therefore, their application remains rejected.

At this time, no final determination has been made for any of the candidates whom submitted non-contemporaneous documentation as these are currently in the routing process for review.

William Miles II

Merit and Examinations Manager

Human Resources

Office 415.646.2863

Email William.MilesII@sfmta.com



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review, use, and disclosure or distribution is prohibited. If you believe you have received this email message in error, please contact the above sender immediately by reply-email and destroy all copies of the original message.

From: Osha Ashworth <oashworth@ibew6.org>
Sent: Friday, March 6, 2020 3:27 PM
To: Miles II, William <William.MilesII@sfmta.com>
Subject: 7380 recruitment

EXT

Good afternoon Bill,

I was contacted by one of our members who raised a concern regarding the 7380 Recruitment #CBT-7380-M00209. They indicated that some 7381's had their applications rejected due to not meeting the MQ's (Three (3) years of journey-level experience in the maintenance and repair of electrical/mechanical transit vehicles equivalent to City and County of San Francisco job code 7371 Electrical Transit System Mechanic), but that they had heard there was a manager trying to get their experience as a 7381 to qualify.

The purpose of this email is to confirm that the 7381 Automotive Mechanic classification is not being substituted for the 7371 Electrical System Mechanic experience to meet the MQ's for our 7380 Electrical System Mechanic Assistant Supervisor.

Thank you,

Osha Ashworth
Business Representative
International Brotherhood of Electrical Workers Local 6
55 Fillmore St.
San Francisco Ca.94117
(415)861-5752 office
(415)861-0734 fax
oashworth@ibew6.org

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ATTACHMENT O



LOCAL UNION 6

International Brotherhood of Electrical Workers

55 FILLMORE STREET • SAN FRANCISCO, CA. 94117 • (415) 861-5752 • FAX (415) 861-0734

September 23, 2020

Kimberly Ackerman
Human Resources Director
San Francisco Municipal Transportation Authority
1 South Van Ness
San Francisco, CA 94103

Ms. Ackerman,

In March, IBEW6 was contacted by one of our members who raised a concern regarding Recruitment #CBT-7380-M00209 for the 7380 Electrical Transit Mechanic Assistant Supervisor. They indicated that some class 7381 Automotive Mechanics had their applications rejected due to not meeting the MQ's (Three (3) years of journey-level experience in the maintenance and repair of electrical/mechanical transit vehicles equivalent to City and County of San Francisco job code 7371 Electrical Transit System Mechanic), but that they had heard there was a manager attempting to get their experience as a 7381 Automotive Mechanic to qualify to sit for the exam.

At that time, IBEW6 sent an email to William Miles, the SFMTA Merit and Examinations Manager to confirm that the 7381 Automotive Mechanic classification is not being substituted for the 7371 Electrical System Mechanic experience to meet the MQ's for the 7380 Electrical System Mechanic Assistant Supervisor represented by IBEW6.

On September 8, 2020 Mr. Miles responded to our March inquiry stating that due to COVID most examination recruitments since the emergency declaration had been delayed, but that the Agency was "now in the process of circulating non-contemporaneous documents for review", which would be reviewed by you.

IBEW6 subsequently requested the non-contemporaneous documentation and received the attached response. We believe that the letters written by these supervisors misrepresent the scope of work performed by the 7381 and/or 7382 classifications. The MQ's of these classifications do not qualify them under the regulations to perform this work.

Additionally, these letters state that the duties assigned to these classifications are in direct conflict with the SFMTA's own policy of 2008 (attached).

Thank you,

Osha Ashworth
Business Representative
International Brotherhood of Electrical Workers Local 6

OA:gs/OPEIU-29-AFL-CIO (37)

Sent via email



MTA-078

ATTACHMENT P

SFMTA

Municipal Transportation Agency

October 30, 2008

Garvin Newsom | Mayor
Ray. Dr. James McGray Jr. | Chairman
Tom Nolan | Vice-Chairman
Cameron Beach | Director
Shirley Breyer Black | Director
Malcolm Heinicke | Director
Jerry Lee | Director
Bruce Oka | Director
Nathaniel P. Ford, Sr. | Executive Director/CEO

Mr. Kevin Hughes
Electrical Workers, Local 6
55 Fillmore Street
San Francisco, CA 94117

Mr. Arthur Gonzalez
Machinists Automotive Trades, Local 1414
150 South Blvd
San Mateo, CA 94402-2470

Subject: Maintenance of Hybrid Buses of the SFMTA

Dear Messieurs:

After careful review and consideration, I have determined that the maintenance of the hybrid vehicles shall be a combined effort of job classification represented by both IBEW Local 6 and Machinist, Local 1414.

As you may know, we invited representatives from both Local 6 and 1414 to a meeting in July 2008 at the Wood's Division where the representative from Cummings West answered questions and demonstrated the various components of the hybrid vehicle as well as the safety features and precautions related to servicing the vehicle.

While I understand and appreciate the significance of the electronic components and the fact that maintenance of those components falls within the bargaining unit work of Local 6, I also believe that the current maintenance practices in the diesel and trolley maintenance shops is appropriately within the purview of Local 1414.

Therefore I have determined that the maintenance of the hybrid vehicles should follow the existing practice we have in place for diesel and trolley. Local 1414 classification (mechanics) will trouble shoot the problem in the vehicle and remove and replace the defective components. The mechanics will send the defective components to the appropriate support shops for repairs to be made by IBEW Local 6 represented classifications.

Effectively, Local 1414 classifications shall be responsible for the maintenance of the hybrid vehicles with the exception of the traction battery system and the electrical components as mentioned above.

San Francisco Municipal Transportation Agency
San Francisco Municipal Railway | Department of Parking & Traffic
One South Van Ness Avenue, Seventh Fl. San Francisco, CA 94103 | Tel: 415.701.4500 | Fax: 415.701.4430 | www.sfmta.com

October 30, 2008
 Mr. Kevin Hughes
 Mr. Arthur Gonzalez
 Page 2

The rationale for this distribution of maintenance responsibilities is as follows:

1. The diesel and electronic drive of the hybrid bus is a completely integrated system. A traction problem cannot be easily diagnosed separately between the engine and the hybrid drive.
2. Past practice has been such that electrical and electronic components in the existing diesel buses are diagnosed, removed and replaced by automotive mechanics.
3. The job description of the Automotive Mechanics series calls for the maintenance, repair, overhaul and servicing of automotive equipment that includes troubleshooting equipment problems.
4. Trouble-shooting of the vehicles is performed by the use of diagnostic equipment provided by the vehicle manufacturer that can systematically isolate any problem in the vehicle.
5. The table below clearly identifies the areas of responsibility for the 7318 Electronic Maintenance Technicians and 7371 Electrical Transit Mechanics in addition to the Traction Battery System.

Description	Responsible Shop
PROPULSION SYSTEM	
Traction Motor	Electric Motor Shop
Generator, BAE	Electric Motor Shop
Boost Control CCA (Daughter)	Electronic Shop
SCIE CCA, BAE	Electronic Shop
Gate Drive CCA BAE	Electronic Shop
BOSS CCA, BAE	Electronic Shop
PCS Cooling fan assembly	Electric Motor Shop
Fan motor, radiator, 9 blades, 32" dia.	Electric Motor Shop
Card-BOSS System	Electronic Shop
DESTINATION/DVAS SYSTEM	
Sign controller	Electronic Shop
Operator Control Unit (OCU), digital	Electronic Shop
DR500 Vehicle Logic Unit (VLU)	Electronic Shop
LED Board (Side)	Electronic Shop
Converter	Electronic Shop
Power Supply Unit	Electronic Shop
LED Board (Front)	Electronic Shop
Module, Display LED 10mm with driver	Electronic Shop

October 30, 2008
Mr. Kevin Hughes
Mr. Arthur Gonzalez
Page 3

I/O T2 DINEX

Module, 888K7 DIO T2	Electronic Shop
Module, MBC 32 T2	Electronic Shop
Gateway, 32 LED T2	Electronic Shop
Module, DIO PWM T2	Electronic Shop
DC-DC Converter, 24vdc/12vdc, 15A	Electronic Shop
DC-DC Converter, 24vdc/12vdc, 60A	Electronic Shop

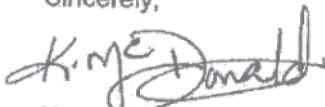
HVAC ELECTRICAL COMPONENTS

Defroster blower motor brushless	Electric Motor Shop
Booster blower motor brushless 24v	Electric Motor Shop
Blower motor, Brushless 24v	Electric Motor Shop
Blower motor (Rotron), 24v	Electric Motor Shop
Pump assy, Circ. (ECDC Seal-less)	Electric Motor Shop

We would like to coordinate a meeting on November 18, 2008 at 9:00 a.m. to establish the effective start date of the plan for the Hybrid Maintenance Support.

If you have any questions concerning this issue, please contact our office @ 415-701-4202.

Sincerely,



Kenneth McDonald
Chief Operating Officer

km/je

cc: Debra Johnson
Samuel Lau
Vicki Rambo
Rumi Ueno
Chris Iborra
David Hill
Jack Blanchfield

ATTACHMENT Q



SFMTA
Municipal
Transportation
Agency

Edwin M. Lee, *Mayor*

Cheryl Brinkman, *Chairman*

Malcolm Heinicke, *Vice-Chairman*

Gwyneth Borden, *Director*

Lee Hsu, *Director*

Tom Nolan, *Director*


Joël Ramos, *Director*

Cristina Rubke, *Director*

Edward D. Reiskin, *Director of Transportation*

November 3, 2017

To: Don Ellison
Director of Human Resources & Payroll

From: Tom Curran 
Acting Deputy Director – Bus Maintenance

Subj: LETTER OF VERIFICATION - 7381 Mailei Maloa

1. Per Anna Kaminska E-mail (enclosure a) the Appointing Officer's approval is required for verification and Mailei Maloa's manager needs to review his supervisor's letter of recommendation (enclosure b).
2. I concur with 7381 Mailei Maloa's supervisor and request that Mailei be permitted to participate and compete in the recruitment and testing process for 7380 Electrical Transit Mechanic Assistant Supervisor. Mailei Maloa has demonstrated his ability as a mechanic working on both 600 volt alternating (AC) and direct current (DC) hybrid propulsion and energy storage systems. He has received training in high voltage safety, testing, inspection, troubleshooting and repair of high voltage components on SFMTA's Hybrid Models and at his previous employer where he also served as Team Leader. This training and experience cross walks to trolley and rail maintenance high voltage experience. Mailei Maloa is currently assigned to our Quality Assurance group affording him the opportunity to work closely with 7371 Electrical Transit Mechanic personnel.
3. I have reviewed and concur with enclosure (b) the letter provided by his supervisor and request you endorse Mailei Maloa's request for consideration to participate in the 7380 Electrical Transit Mechanic Assistant Supervisor recruitment. Should Mailei be successful in the recruitment process he would be a benefit to either Trolley Coach or Rail Maintenance.
4. Thank you for taking this into consideration.

#