



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

*Sent via Electronic Mail*

October 27, 2022

## NOTICE OF CIVIL SERVICE COMMISSION MEETING

Bryan Salotti  
[REDACTED]

**SUBJECT: APPEAL BY BRYAN SALOTTI OF THE REJECTION OF APPLICATION FOR 7380 ELECTRICAL TRANSIT MECHANIC, ASSISTANT SUPERVISOR (CBT-7380-T00035).**

Dear Bryan Salotti:

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](http://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](mailto: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](mailto: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](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://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 (4<sup>th</sup>) 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](http://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/](http://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](mailto: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](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://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/>.



## 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*  
Senior Talent Acquisition Senior Manager, SFMTA Human Resources

**SUBJECT:** **Appeal of Rejection of Application by Bryan Salotti for 7380 Electrical Transit Mechanic, Assistant Supervisor (CBT-7380-T00035)**

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### BACKGROUND

An examination announcement for 7380 Electrical Transit Mechanic, Assistant Supervisor (CBT-7380-T00035) was opened by the Municipal Transportation Agency (MTA), Human Resources Division (HR), Exams and Classification (E&C) unit for filing from June 10, 2022 through July 1, 2022. **[Attachment A]**

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

- *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.*
- *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).*

All candidates needed to possess the first MQ as of the filing deadline for applications, July 1, 2022.

Bryan Salotti (Mr. Salotti) submitted a timely application for CBT-7380-T00035 on June 22, 2022. The SFMTA HR E&C unit reviewed Mr. Salotti's application and employment history and found that although Mr. Salotti does possess some qualifying experience as a 7371 Electrical Transit System Mechanic, he possessed approximately only two (2) years and six (6) months of such experience as of the filing deadline.



Mr. Salotti 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. Salotti was sent a second not-qualified notice on July 21, 2022.

Mr. Salotti submitted a timely appeal on July 26, 2022. In his appeal, Mr. Salotti contests that his combined experience as a 7371 Electrical Transit System Mechanic (7371), acting 7380 Electrical Transit Mechanic, Assistant Supervisor (7380) and “10 years of experience working on all types of vehicles such as diesel, fully electric, hybrids; both full and mild, and gasoline vehicles which includes a range of duties such as diagnoses, replace and repaired worn or defective electrical parts” should qualify him for the 7380 examination.

### **ISSUE**

Does Mr. Salotti meet the minimum qualifications to participate in the examination for 7380 Electrical Transit Mechanic, Assistant Supervisor (CBT-7380-T00035)?

### **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-7380-T00035 was posted on June 10, 2022. No appeals were received related to the examination announcement.

Mr. Salotti submitted a timely application and a resume for the recruitment on June 22, 2022.  
**[Attachment B]**

After a review of the application materials, the E&C unit determined that Mr. Salotti's application packet did not clearly show full possession of the MQs necessary to participate in the 7380 examination.

An initial not-qualified letter was sent on July 6, 2022. Applicants were given until the close of business on July 13, 2022 to submit additional verification showing possession of the MQs.  
**[Attachment C]**

Mr. Salotti submitted additional documents **[Attachment D]** in response to the not-qualified letter:





1. Memo dated June 3, 2022 from Louis Guzzo, Deputy Director of Transit Maintenance to Mr. Salotti memorializing a 7380 acting assignment starting July 1, 2022, with acting assignment pay request form (unsigned) and organizational chart
2. Memo dated June 3, 2022 from Louis Guzzo, Deputy Director of Transit Maintenance to Kimberly Ackerman, Chief People Officer requesting Acting Pay for Mr. Salotti starting July 1, 2022
3. Memo dated July 7, 2022 from Kimberly Ackerman, Chief People Officer to Michael Keohane, Payroll Manager, approving of a 7380 acting assignment for Mr. Salotti, with acting assignment pay request form (signed)

The Examinations and Classification unit further checked with MTA’s Labor Relations unit to determine if Mr. Salotti had any previous acting assignments on file that could be applied to the review of Minimum Qualifications. Labor Relations provided the E&C unit with documentation regarding an additional approved acting assignment in class 7380 from April 16, 2022 through June 30, 2022. **[Attachment E]**

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. Salotti on July 21, 2022, which including language regarding submitting an appeal to the Civil Service Commission. **[Attachment F]**

Mr. Salotti submitted a timely appeal of this decision to the Civil Service Commission, on July 26, 2022. **[Attachment G]**

### **ANALYSIS**

Mr. Salotti contests that his combined experience as a 7371 Electrical Transit System Mechanic, 7380 Electrical Transit Mechanic, Assistant Supervisor and “10 years of experience working on all types of vehicles such as diesel, fully electric, hybrids; both full and mild, and gasoline vehicles which includes a range of duties such as diagnoses, replace and repaired worn or defective electrical parts” should qualify him for the 7380 examination.

The minimum qualifications for the 7380 examination require three 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. The 7371 and 7380 classes are part of a classification series of Electrical Transit Mechanics. These classifications are represented by IBEW Local 6. This classification series only exists at the MTA and per the classification specifications, the 7371 Electrical Transit System Mechanic is the journey-level 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 H]** In order for one to be performing equivalent work they must be at a journey-level responsible for electrical and mechanical maintenance and repair work on similar vehicles and equipment.

Outside of City and County employment, Mr. Salotti listed experience as a Lead Automotive Technician/Smog Check Technician at Asap Automotive. The E&C unit deemed this experience as not qualifying because the duties involved gasket replacements, coolants fluid flushing, and break tune-ups. The application also listed heavy duty mechanical repair on engines and transmissions and alignment of suspensions. These duties show automotive mechanic responsibilities but do not specify electrical and mechanical maintenance and repair of transit equipment and vehicles equivalent to the 7371 classification. This work would be more in alignment with the City's 7381 Automotive Mechanic classification. **[Attachment I]** The 7381 Automotive Mechanic performs skilled mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment and are not considered as qualifying experience for the 7380 examination.

No verification was submitted to the E&C unit for Asap Automotive, and thus no additional information was provided to be considered. Therefore, in order to qualify, Mr. Salotti would have needed to possess all qualifying experience at the MTA.

The E&C unit reviewed Mr. Salotti's application and employment history and found that Mr. Salotti was appointed as a 7371 Electrical Transit Mechanic on December 28, 2019, and remained in this underlying class through the filing deadline. **[Attachment J]** The experience gained in this class was deemed qualifying. However, from the time period of appointment (12/28/2019) to filing deadline (7/3/2022), Mr. Salotti only obtained a total of two (2) years and six (6) months of the required three (3) years of experience. As such, the E&C unit sent an initial not-qualified notice to advise Mr. Salotti of this determination.

In response, Mr. Salotti acknowledged not technically meeting 100% of the minimum qualifications and requested that the analyst provide him special consideration due to receiving an acting assignment in the 7380 classification. **[Attachment K]**

Along with this response, Mr. Salotti provided acting assignment paperwork showing that he had been approved for an acting assignment in class 7380 with an effective start date of July 1, 2022. Noting that the memos received indicated this to be an extension, the E&C unit checked with MTA's Labor Relations Unit to determine if there were an earlier acting assignment and were provided documentation showing that the acting assignment began on April 16, 2022.

However, none of this changed the determination of the application for the 7380 examination. Although this experience was qualifying, Mr. Salotti's time in his underlying class had already been



credited for this same period, and therefore, the acting assignment experience did not yield any additional time toward meeting the minimum qualifications for the 7380 recruitment.

Per CSC Rule 410.2, applicants must be guided solely by the terms of the examination announcement. The announcement indicated that all candidates must possess the minimum qualifications as of the filing deadline, unless otherwise noted.

Per the above, SFMTA HR could only verify two (2) years and six (6) months of qualifying experience, which is not enough to qualify Mr. Salotti under the minimum qualifications for the 7380 Electrical Transit Mechanic, Assistant Supervisor recruitment.

### **CONCLUSION**

Based on the information that has been provided to MTA Human Resources, Mr. Salotti does not have enough experience required under the minimum qualifications of the 7380 Electrical Transit Mechanic, Assistant Supervisor. The minimum qualifications for the 7380 examination require 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. Based on MTA HR's review, Mr. Salotti only possessed two (2) years and six (6) months of qualifying experience as of the filing deadline, July 1, 2022.

### **RECOMMENDATION**

Adopt the report and deny the appeal by Bryan Salotti.



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# ATTACHMENT A



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## Career Opportunity

# Electrical Transit Mechanic Assistant Supervisor - SFMTA - (7380)-T00035

Recruitment: REF11668H

Published: June 22, 2022

### Contact:

Anna Kaminska - [anna.kaminska@sfmta.com](mailto:anna.kaminska@sfmta.com)

Sorry, this opening is closed

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

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**Department:** Municipal Transportation Agency

**Job class:** [7380-Electrical Transit Mechanic, Assistant Supervisor](#)

**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 Class-Based SFMTA Test conducted in accordance with CSC Rule 410.**

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.

**Application Opening:** June 10, 2022

**Application Deadline:** July 1, 2022

**Compensation Range:** \$101,322 – 123,214 (for more information, [click here](#))

**Recruitment ID:** T00035

***Due to the transition to a new applicant tracking system, recruitment M00209 has been cancelled. Candidates who received notice of being qualified for Recruitment M00209 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.***

### Role 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;

MTA-001

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.

## How to qualify

### How to Qualify

**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; **AND**

**License:** Possession of valid class C driver license at time of appointment.

**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.

*Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted. One year of full-time employment is equivalent to 2000 hours. (2000 hours of qualifying work experience is based on a 40-hour work week.) Any overtime hours that you work above forty (40) hours per week are not included in the calculation to determine full-time employment.*

### 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-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.

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.

#### 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](#).*

## What else should I know?

**What else should I know?**

**Eligible List/Score Report:** 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 **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 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.

**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 [Careers with Purpose | City and County of San Francisco \(sf.gov\)](#).] 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 City and County of San Francisco:**

- [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 [Careers with Purpose | City and County of San Francisco \(sf.gov\)](#) 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, @flysfo.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

# ATTACHMENT B

**Bryan Salotti** 

Elec Trans Sym Mech Assistant Supervisor - Acting Sfmrta San at Francisco Municipal Transportation Agency

**Electrical Transit Mechanic Assistant Supervisor - SFMTA - (7380)-T00035** ☆☆☆☆☆

San Francisco, CA • REF11668H

From Default Career Page on Jun 22, 2022

**Rejected**


Did Not Meet Minimum Qualifications

ASSIGN TO ANOTHER JOB ADD TO COMMUNITY

**Attachments** ADD


 AAP\_7371\_Bryan\_Salotti\_FY23 signed.pdf

 Resume

 Bryan\_Salotti\_Resume with photo.pdf

 SFMTA Job Verification.pdf

Shared across all applications

 Latest Resume

**Assessments**

Background Check	BROWSE
Behavioral Assessment	BROWSE
Reference Check	BROWSE
Skills Test	BROWSE

**ADD** ⋮

**Apr 2022 - Current**  
7 months

**Elec Trans Sym Mech Assistant Supervisor - Acting Sfmrta San**

**Francisco Municipal Transportation Agency**

Francisco Municipal Transportation Agency | San Francisco, CA\* EAMS data analysis and entry.\* Supervise a crew of seven electrical transit system mechanics and provide support in maintenance, preventative maintenance, and repair of electrically powered transit vehicles.\* Manage transit maintenance facility yard and work in conjunction with all other departments on site from maintenance to operation.\* Delegated daily tasks to team members to optimize group productivity.\* Maintained operating schedules to provide effective coverage for key areas and achieve objectives.\* Reviewed completed work to verify consistency, quality and conformance in addition to following CPUC regulations.

**Dec 2019 - Apr 2022**  
2 years, 5 months

**Electrical Transit System Mechanic**

**Sfmrta San Francisco Municipal Transportation Agency**

Transportation Agency | San Francisco, CA\* Performed skilled journey-level mechanical, electronic, and electrical work in connection with the maintenance and repair of electrically powered transit equipment.\* Diagnose, replace, and repair defective electrical, electronic, pneumatic, mechanical, HVAC, or hydraulic equipment on Muni electrical transit system equipment.\* Troubleshoot and maintain AC/DC electrical and electronic parts and circuits.\* Safely operate and move electrical transit equipment for shop work, and road testing.\* Worked closely with Muni engineers to perform brake rate test.\* Work in conjunction with transportation management center to safely rescue failed vehicles and return to the yard.

**Mar 2012 - Dec 2019**  
7 years, 10 months

**Lead Automotive Technician / Smog Check Technician Asap**

**Automotive**

Automotive | Fremont, CA\* Head diagnostic technician.\* Smog test and repair technician.\* Performed minor and major maintenance services, including gasket replacements, coolant flushes, brakes, suspensions, tune-ups, and HVAC.\* Heavy duty repair such as engine, transmissions, and drive train.\* Performed custom exhaust work such as muffler and catalytic converter replacement.\* Monitored shop equipment to maintain safe working condition.\* Developed in-depth understanding of automotive systems and components to complete fast and accurate repairs.\* Evaluated, repaired and aligned vehicle suspensions.\* Service advisor to customers to understand maintenance and repair options.\* Performed custom fabrication work.

**Education**

Current	Associate Degree - Associate of Applied Science   Industrial Electronics Technology Chabot College	⋮
Mar 2012	Associate of Applied Arts   Automotive Technology Wyotech WyoTech - Fremont	⋮

Video Interview **BROWSE**

Linked to **VIEW ALL**

Application fields **▼**

Tags

Add tag



# Bryan Salotti

## EXPERIENCE

April 2022 - Current

**Elec Trans Sym Mech Assistant Supervisor - Acting Sfmta San Francisco Municipal Transportation Agency | San Francisco, CA**

- EAMS data analysis and entry.
- Supervise a crew of seven electrical transit system mechanics and provide support in maintenance, preventative maintenance, and repair of electrically powered transit vehicles.
- Manage transit maintenance facility yard and work in conjunction with all other departments on site from maintenance to operation.
- Delegated daily tasks to team members to optimize group productivity.
- Maintained operating schedules to provide effective coverage for key areas and achieve objectives.
- Reviewed completed work to verify consistency, quality and conformance in addition to following CPUC regulations.

December 2019 - April 2022

**Electrical Transit System Mechanic Sfmta San Francisco Municipal Transportation Agency | San Francisco, CA**

- Performed skilled journey-level mechanical, electronic, and electrical work in connection with the maintenance and repair of electrically powered transit equipment.
- Diagnose, replace, and repair defective electrical, electronic, pneumatic, mechanical, HVAC, or hydraulic equipment on Muni electrical transit system equipment.
- Troubleshoot and maintain AC/DC electrical and electronic parts and circuits.
- Safely operate and move electrical transit equipment for shop work, and road testing.
- Worked closely with Muni engineers to perform brake rate test.
- Work in conjunction with transportation management center to safely rescue failed vehicles and return to the yard.

March 2012 - December 2019

**Lead Automotive Technician / Smog Check Technician Asap Automotive | Fremont, CA**

- Head diagnostic technician.
- Smog test and repair technician.
- Performed minor and major maintenance services, including gasket replacements, coolant flushes, brakes, suspensions, tune-ups, and HVAC.
- Heavy duty repair such as engine, transmissions, and drive train.
- Performed custom exhaust work such as muffler and catalytic converter replacement.
- Monitored shop equipment to maintain safe working condition.
- Developed in-depth understanding of automotive systems and components to complete fast and accurate repairs.
- Evaluated, repaired and aligned vehicle suspensions.



## SUMMARY

Results-driven Supervisor with experience steering and directing all aspects of operations. Practiced in orchestrating multiple projects with competing priorities involving process improvements, safety initiatives and quality control. Recognized and commended for collaborating with upper management to achieve organizational objectives.

## SKILLS

- EAMS
- Team Building
- Administration and Reporting
- Negotiation and Conflict Resolution
- Complex Problem Solving
- Strategic Planning
- Work Planning and Prioritization
- Team Leadership
- MS Office

- Service advisor to customers to understand maintenance and repair options.
- Performed custom fabrication work.

---

## EDUCATION AND TRAINING

Expected in December 2022

**Associate of Applied Science** | Industrial Electronics Technology  
Chabot College, Hayward, CA

March 2012

**Associate of Applied Arts** | Automotive Technology  
Wyotech - Daytona Beach, Fremont, CA



# ATTACHMENT C



Anna Kaminska  
Electrical Transit Mechanic Assistant Supervisor – SF Municipal Transportation  
Agency – (7380) – T00035

Jul 6, 2022

Dear applicant:

Thank you for submitting your application for Electrical Transit Mechanic Assistant Supervisor – SF Municipal Transportation Agency – (7380) – T00035). 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 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 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.

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 Wednesday, July 13, 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 Wednesday, July 13, 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 Wednesday, July 13, 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,  
Anna Kaminska  
SFMTA Examinations & Classification Unit

# ATTACHMENT D



## MEMORANDUM

Date: July 7, 2022  
To: Michael Keohane, Payroll Manager  
From: Kimberly W. Ackerman, Chief People Officer *kimberly ackerman*  
Re: Acting Assignment Pay Request for Bryan Salotti  
Electrical Transit System Mechanic, Job Code 7371

Bryan Salotti, Electrical Transit System Mechanic, Job Code 7371 has been assigned to perform the full range of duties and responsibilities of the Electrical Transit Mechanic, Assistant Supervisor, Job Code 7380. This acting assignment pay is in accordance with the current Memorandum of Understanding between the SFMTA and IBEW, Local 6, Acting Assignment Pay.

Please adjust employee's salary rate as shown below for a period from July 1, 2022, through June 30, 2023:

Job Code 7371 Compensation Schedule No. 7371W, \$4307 BW (Step 5);  
New Job Code 7380 Adjusted Compensation Schedule No. 7380W \$4747 BW (Step 4)

Your cooperation in expediting the necessary payroll adjustments is appreciated. Should you have any questions, please contact Sabrina Blanco, HR Analyst, at 415.646.4566.

Thank you for your assistance in this process.

Attachments: Acting Assignment Pay Form

Cc: Julie Kirschbaum, Director of Transit, Transit Division  
Douglas Lee, Transit Division  
Louis Guzzo, Transit Division  
Steve Lin, Transit Division  
Bryan Salotti, 7371 Electrical Transit Systems Mechanic, Transit Division  
Emily Williams, Transit Administration, Transit Division  
Sammy Ye, Transit Administration, Transit Division  
William Doan, Transit Administration, Transit Division  
Marilou Perez, Transit Administration, Transit Division  
Aaron Beckwith, ELR, HR Division  
Susan Vang-Chan, ELR, HR Division  
Nicolle Lewis, Payroll  
Mimi Tran, Payroll  
Acting Assignment Pay File  
Employee's Personnel File Chron File



# ACTING ASSIGNMENT PAY REQUEST FORM

## I. EMPLOYEE INFORMATION

Please **DO NOT** fill in **Highlighted** fields

Name of Employee Assigned Bryan Salotti				Salary (for period of assignment)		(Rate Change & eff. Date)	(Rate Change & eff. Date)
Employee ID (DSW ID#) [REDACTED]		Employee Organization Local 6		Bi-weekly	\$4307		
Current Job Code/Title 7371 Electrical Transit Systems Mechanic				Hourly	\$53,8375		
				Step	5		
				Salary Grade #	7371W		
				Eff Date	7/1/2022		
Current Funding Job Code 7371	Pos. No. 73710317	Dept 68	Budget Combo Code 8535205	Project & Activity ID 10001724 & 14	Project	Grant	Other

## II. ASSIGNMENT INFORMATION (Position to which employee will be assigned)

IS THIS AN EXTENSION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Explain: Position is still vacant	Date Extension Begins 7/1/22	Date Extension Ends 6/30/23
Job Code/Title of Temporary Assignment 7380 Electrical Transit Mechanic Assistant Supervisor	Date Assignment Begins 7/1/22	Adjusted Salary	(Rate Change & eff. Date)
Vice Name Albert Mai	Date Assignment Ends 6/30/23	Bi-weekly	\$4747
Reason for Assignment Vacancy and coverage needed.	Eff. Date Acting Pay 4/16/22	Hourly	\$59,3375
		Step	4
		Salary Grade #	7380W
		Eff Date	7/1/2022

### Description of Duties: (DO NOT ATTACH JOB CLASS SPECIFICATION)

Maintains, repairs and/or supervises the maintenance and repair of mechanical, electrical, electronic, hydraulic, and pneumatic equipment of light rail vehicles at Green on day shift. Reads and understands shop manuals, blueprints, diagrams, schematics, and plans. 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.

FUNDING IDENTIFICATION	Dept 68	Program	Acting Project ID 10001724 & 10	Grant	Other
<input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Non-Budgeted* PCN: 73800032    Combo Code: 858601					

\*Explain

## III. APPROVALS

<p>Certifies Assignment meets conditions of applicable MOU provisions And validates description of duties statement.</p> <p style="text-align: center;"><i>Kimberly Ackerman</i></p> <p>Signature of Appointing Officer or Designee</p> <p style="text-align: right;">July 8, 2022</p> <p>Kimberly W. Ackerman Director of Human Resources</p> <p style="text-align: right;">Date</p>	<p>Certification of availability of funds SFMTA Finance</p> <p style="text-align: center;"><i>Auggie Mense</i></p> <p>Signature</p> <p style="text-align: right;">July 7, 2022</p> <p>Auggie Mense Budget</p> <p style="text-align: right;">Date</p>
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DEPARTMENT: Retain copy of this form. It may be submitted to support claims of qualifying experience for DHR examinations.

To Division Date	To Payroll Date	Log Date	
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Corrections to Form By: 0 SFMTA Finance    Date: \_\_\_\_\_





London Breed, Mayor

Gwyneth Borden, Chair  
Amanda Eaken, Vice Chair  
Stephanie Cajina, Director  
Steve Heminger, Director

Fiona Hinze, Director  
Sharon Lai, Director  
Manny Yekutieli, Director

Jeffrey Tumlin, Director of Transportation

## MEMORANDUM

Date: June 3, 2022

To: Kimberly W. Ackerman  
Director, Human Resources

Through: Emily Williams *Emily Williams*  
Chief Transit Administration Officer, Transit Division

From: Louis Guzzo *Guzzo, Louis*  
Director of Transit Maintenance

Re: Request for Acting Assignment Pay – Bryan Salotti  
Acting 7380 – Electrical Transit Mechanic Assistant Supervisor – Extension

Bryan Salotti, 7371- Electrical Transit Systems Mechanic, has been assigned to perform the full range of duties and responsibilities of the 7380 – Electrical Transit Mechanic Assistant Supervisor position at the Green Maintenance division due to the unfilled vacancy on day shift. Therefore, it is requested that Bryan Salotti be granted acting assignment pay effective July 1, 2022 in classification 7380 – Electrical Transit Mechanic Assistant Supervisor. It is anticipated that the acting assignment will end on or before June 30, 2023.

This request is made pursuant to the current Memorandum of Understanding (MOU) in place between the SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY / CITY & COUNTY OF SAN FRANCISCO and THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 6. All pertinent supporting documents are enclosed.

If you have further questions regarding this request, please contact me at (415)646-2805.

### Attachments:

1. Acting Assignment Notification Memo
2. Current Dated Organizational Chart
3. Acting Assignment Pay Request Form

CC: Julie Kirschbaum, Director of Transit, Transit Division  
Douglas Lee, Transit Division  
Steve Lin, Transit Division  
Sabrina Blanco, ELR, HR Division

San Francisco Municipal Transportation Agency 1 South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103 SFMTA.com

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 / Libreng tulong para sa wikang Filipino / 무료 언어 지원 / การช่วยเหลือทางคำภาษาโดยไม่เสียค่าใช้จ่าย / خط المساعدة المجاني على الرقم



Susan Vang-Chan, ELR, HR Division  
Aaron Beckwith, ELR, HR Division  
Emily Williams, Transit Administration, Transit Division  
Sammy Ye, Transit Administration, Transit Division  
William Doan, Transit Administration, Transit Division  
Marilou Perez, Transit Administration, Transit Division  
[EE's PERSONNEL FILE]  
[CHRON FILE]



**London Breed**, Mayor

**Gwyneth Borden**, Chair  
**Amanda Eaken**, Vice Chair  
**Stephanie Cajina**, Director  
**Steve Heminger**, Director

**Fiona Hinze**, Director  
**Sharon Lai**, Director  
**Manny Yekutieli**, Director

**Jeffrey Tumlin**, Director of Transportation

## MEMORANDUM

Date: June 3, 2022

To: Bryan Salotti  
7371 Electrical Transit Systems Mechanic

From: Louis Guzzo *Guzzo, Louis*  
Deputy Director of Transit Maintenance

Re: Acting Assignment Appointment – Extension

Thank you for your effort and dedication while serving as the 7371 Electrical Transit Systems Mechanic position within the Green Maintenance, Transit Division. Your acting assignment as the 7380 Electrical Transit System Mechanic Assistant Supervisor will be granted as of July 1, 2022. You will perform the full range of essential functions of the 7380 Electrical Transit System Mechanic Assistant Supervisor.

Your effective date will be July 1, 2022 and it is anticipated that the acting assignment will end before or on June 30, 2023.

Please be aware that the acting assignment pay is subject to the approval of the Director of Human Resources, SFMTA Appointing Officer's designee and Finance.

Cc: Julie Kirschbaum, Director of Transit, Transit Division  
Steve Lin, Green Division Electrical Transit Shop Supervisor I  
Bryan Solotti, 7371 Electrical transit Sys. Mech., Transit  
Aaron Beckwith, ELR, HR Division  
Susan Vang-Chan, ELR, HR Division  
Sabrina Blanco, ELR, HR Division  
Emily Williams, Transit Administration, Transit Division  
Sammy Ye, Transit Administration, Transit Division  
William Doan, Transit Administration, Transit Division  
Marilou Perez, Transit Administration, Transit Division  
[EE's PERSONNEL FILE]  
[CHRON FILE]

San Francisco Municipal Transportation Agency 1 South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103 SFMTA.com

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 / Libreng tulong para sa wikang Filipino / 무료 언어 지원 / การช่วยเหลือทางคำภาษาโดยไม่เสียค่าใช้จ่าย / خط المساعدة المجاني على الرقم



# ACTING ASSIGNMENT PAY REQUEST FORM

## I. EMPLOYEE INFORMATION

Please **DO NOT** fill in **Highlighted** fields

Name of Employee Assigned Bryan Salotti				Salary (for period of assignment) Bi-weekly		(Rate Change & eff. Date)	(Rate Change & eff. Date)
Employee ID (DSW ID#) [REDACTED]		Employee Organization Local 6		Hourly			
Current Job Code/Title 7371 Electrical Transit Systems Mechanic				Step			
				Salary Grade #			
Current Funding Job Code 7371	Pos. No. 73710317	Dept 68	Budget Combo Code 8535205	Project & Activity ID 10001724 & 14	Project	Grant	Other

## II. ASSIGNMENT INFORMATION (Position to which employee will be assigned)

Is THIS AN EXTENSION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Explain: Position is still vacant		Date Extension Begins 7/1/22		Date Extension Ends 6/30/23	
Job Code/Title of Temporary Assignment 7380 Electrical Transit Mechanic Assistant Supervisor		Date Assignment Begins 7/1/22		Adjusted Salary Bi-weekly		(Rate Change & eff. Date)	(Rate Change & eff. Date)
Vice Name Albert Mai		Date Assignment Ends 6/30/23		Hourly			
Reason for Assignment Vacancy and coverage needed.		Eff. Date Acting Pay 4/16/22		Step			
				Salary Grade #			
Description of Duties: (DO NOT ATTACH JOB CLASS SPECIFICATION) Maintains, repairs and/or supervises the maintenance and repair of mechanical, electrical, electronic, hydraulic, and pneumatic equipment of light rail vehicles at Green on day shift. Reads and understands shop manuals, blueprints, diagrams, schematics, and plans. 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.							
FUNDING IDENTIFICATION		Dept 68	Program	Acting Project ID 10001724 & 10		Grant	Other
<input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Non-Budgeted* PCN: 73800032    Combo Code: 858601							
*Explain							

## III. APPROVALS

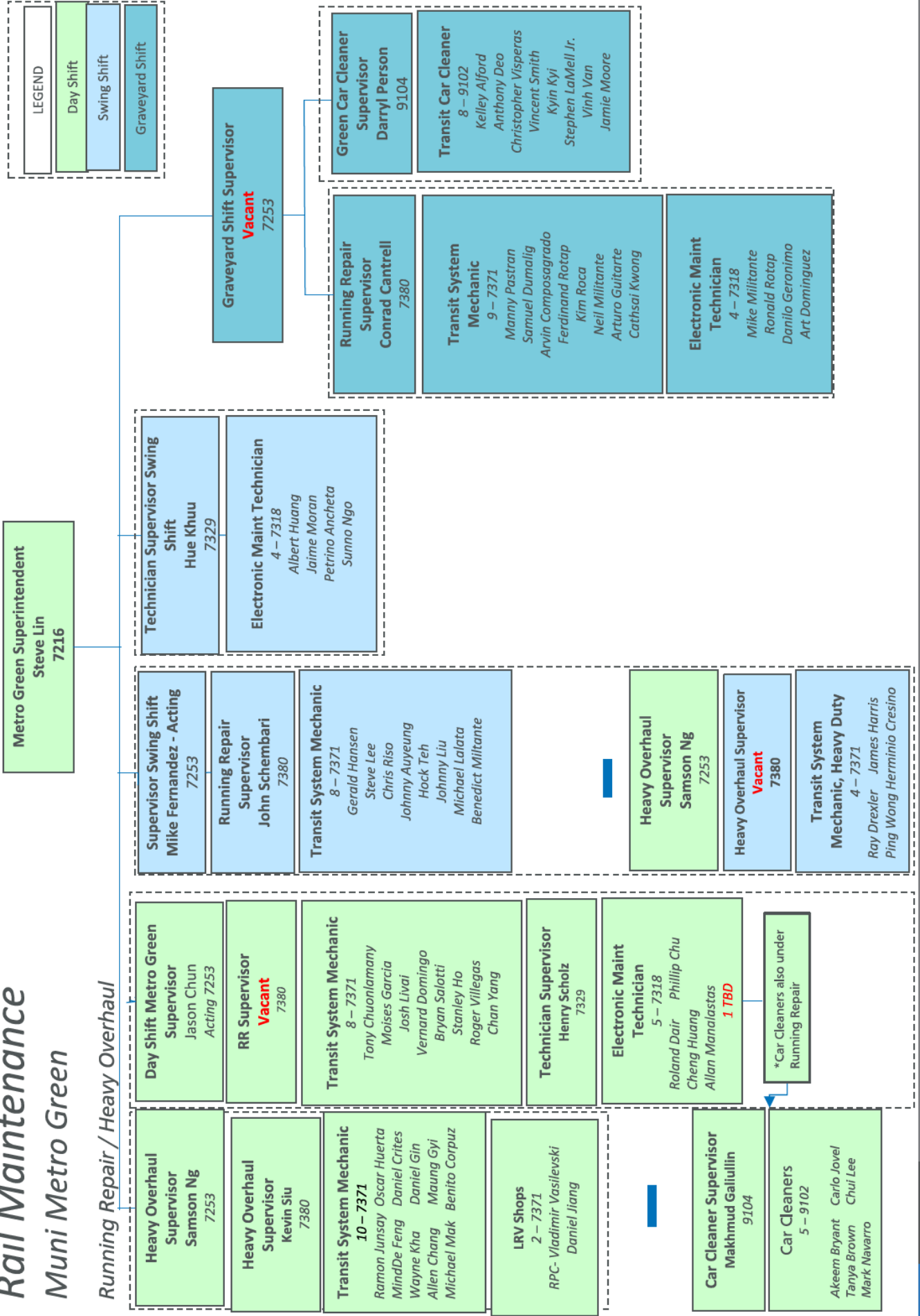
Certifies Assignment meets conditions of applicable MOU provisions And validates description of duties statement.  Signature of Appointing Officer or Designee  Kimberly W. Ackerman Director of Human Resources  <div style="text-align: right;">Date</div>	Certification of availability of funds SFMTA Finance  Signature  Auggie Mense Budget  <div style="text-align: right;">Date</div>
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DEPARTMENT: Retain copy of this form. It may be submitted to support claims of qualifying experience for DHR examinations.

To Division Date	To Payroll Date	Log Date	
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Corrections to Form By: 0 SFMTA Finance    Date: \_\_\_\_\_

# Rail Maintenance Muni Metro Green



# ATTACHMENT E



## MEMORANDUM

Date: May 11, 2022  
To: Michael Keohane, Payroll Manager  
From: Kimberly W. Ackerman, Chief People Officer *Kimberly Ackerman*  
Re: Acting Assignment Pay Request for Bryan Salotti  
Electrical Transit System Mechanic, Job Code 7371

Bryan Salotti, Electrical Transit System Mechanic, Job Code 7371 has been assigned to perform the full range of duties and responsibilities of the Electrical Transit Mechanic, Assistant Supervisor, Job Code 7380. This acting assignment pay is in accordance with the current Memorandum of Understanding between the SFMTA and IBEW, Local 6, Acting Assignment Pay.

Please adjust employee's salary rate as shown below for a period from April 16, 2022, through June 30, 2022:

Job Code 7371 Compensation Schedule No. 7371V, \$4092 BW (Step 5);  
New Job Code 7380 Adjusted Compensation Schedule No. 7380V \$4510 BW (Step 4)

Your cooperation in expediting the necessary payroll adjustments is appreciated. Should you have any questions, please contact Sabrina Blanco, HR Analyst, at 415.646.4566.

Thank you for your assistance in this process.

Attachments: Acting Assignment Pay Form

Cc: Julie Kirschbaum, Director of Transit, Transit Division  
Douglas Lee, Transit Division  
Steve Lin, Transit Division  
Bryan Salotti, Transit Division  
Emily Williams, Transit Administration, Transit Division  
William Doan, Transit Administration, Transit Division  
Marilou Perez, Transit Administration, Transit Division  
Aaron Beckwith, ELR, HR Division  
Susan Vang-Chan, ELR, HR Division  
Nicolle Lewis, Payroll  
Mimi Tran, Payroll  
Acting Assignment Pay File  
Employee's Personnel File Chron File



# ACTING ASSIGNMENT PAY REQUEST FORM

## I. EMPLOYEE INFORMATION

Please **DO NOT** fill in **Highlighted** fields

Name of Employee Assigned Bryan Salotti				<b>Salary (for period of assignment)</b> Bi-weekly \$4092		<b>(Rate Change &amp; eff. Date)</b>	<b>(Rate Change &amp; eff. Date)</b>
Employee ID (DSW ID#) [REDACTED]		Employee Organization Transit		Hourly \$51.1500			
Current Job Code/Title 7371 Electrical Transit Systems Mechanic				Step 5			
				Salary Grade # 7381V			
				Eff Date 4/16/2022			
<b>Current Funding Job Code</b> 7371	Pos. No. 73710317	Dept 68	Budget Combo Code 8535205	Project & Activity ID 10001724 & 14	Project	Grant	Other

## II. ASSIGNMENT INFORMATION (Position to which employee will be assigned)

IS THIS AN EXTENSION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Explain:		Date Extension Begins		Date Extension Ends	
Job Code/Title of Temporary Assignment 7380 Electrical Transit Mechanic Assistant Supervisor		Date Assignment Begins 04/16/2022		<b>Adjusted Salary</b> Bi-weekly \$4510		<b>(Rate Change &amp; eff. Date)</b>	<b>(Rate Change &amp; eff. Date)</b>
Vice Name Albert Mai		Date Assignment Ends 6/30/2022		Hourly \$56.3750			
Reason for Assignment Vacancy and coverage needed.		Eff. Date Acting Pay 04/16/2022		Step 4			
				Salary Grade # 7380V			
				Eff Date 4/16/2022			
Description of Duties: (DO NOT ATTACH JOB CLASS SPECIFICATION)							
Maintains, repairs and/or supervises the maintenance and repair of mechanical, electrical, electronic, hydraulic, and pneumatic equipment of light rail vehicles at Green on day shift. Reads and understands shop manuals, blueprints, diagrams, schematics, and plans. 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.							
FUNDING IDENTIFICATION			Dept 68	Program	Acting Project ID 10001724 & 10	Grant	Other
<input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Non-Budgeted*							
PCN: 73800032 Combo Code: 858601 8586801							
*Explain							

## III. APPROVALS

Certifies Assignment meets conditions of applicable MOU provisions and certifies statement.  Signature of Appointing Officer or Designee Kimberly W. Ackerman Director of Human Resources May 16, 2022 Date		Certification of availability of funds  Signature Auggie Mense Budget May 16, 2022 Date	
--	--	---	--

DEPARTMENT: Retain copy of this form. It may be submitted to support claims of qualifying experience for DHR examinations.

To Division Date		To Payroll Date		Log Date	
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Corrections to Form By: 0 SFMTA Finance Date: \_\_\_\_\_



**London Breed**, Mayor

**Gwyneth Borden**, Chair  
**Amanda Eaken**, Vice Chair  
**Stephanie Cajina**, Director  
**Steve Heminger**, Director

**Fiona Hinze**, Director  
**Sharon Lai**, Director  
**Manny Yekutieli**, Director

**Jeffrey Tumlin**, Director of Transportation

## MEMORANDUM

Date: April 25, 2022

To: Kimberly W. Ackerman  
Director, Human Resources

Through: Emily Williams *Emily Williams*  
Business and Administration Manager, Transit Division

From: Louis Guzzo *Guzzo, Louis*  
Director of Transit Maintenance

Re: Request for Acting Assignment Pay – Bryan Salotti  
Acting 7380 – Electrical Transit Mechanic Assistant Supervisor – New

Bryan Salotti, 7371- Electrical Transit Systems Mechanic, has been assigned to perform the full range of duties and responsibilities of the 7380 – Electrical Transit Mechanic Assistant Supervisor position at the Green Maintenance division due to the unfilled vacancy on day shift. Therefore, it is requested that Bryan Salotti be granted acting assignment pay effective April 16, 2022 in classification 7380 – Electrical Transit Mechanic Assistant Supervisor. It is anticipated that the acting assignment will end on or before June 30, 2022.

This request is made pursuant to the current Memorandum of Understanding (MOU) in place between the SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY / CITY & COUNTY OF SAN FRANCISCO and THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 6. All pertinent supporting documents are enclosed.

If you have further questions regarding this request, please contact me at (415)646-2805.

### Attachments:

1. Acting Assignment Notification Memo
2. Current Dated Organizational Chart
3. Acting Assignment Pay Request Form

CC: Julie Kirschbaum, Director of Transit, Transit Division  
Douglas Lee, Transit Division  
Steve Lin, Transit Division  
Sabrina Blanco, ELR, HR Division





Susan Vang-Chan, ELR, HR Division  
Aaron Beckwith, ELR, HR Division  
Emily Williams, Transit Administration, Transit Division  
William Doan, Transit Administration, Transit Division  
Marilou Perez, Transit Administration, Transit Division  
[EE's PERSONNEL FILE]  
[CHRON FILE]



**London Breed**, Mayor

**Gwyneth Borden**, Chair  
**Amanda Eaken**, Vice Chair  
**Stephanie Cajina**, Director  
**Steve Heminger**, Director

**Fiona Hinze**, Director  
**Sharon Lai**, Director  
**Manny Yekutiell**, Director

**Jeffrey Tumlin**, Director of Transportation

## MEMORANDUM

Date: April 25, 2022

To: Bryan Salotti  
7371 Electrical Transit Svstems Mechanic

From: Louis Guzzo *Guzzo, Louis*  
Deputy Director of Transit Maintenance

Re: Acting Assignment Appointment – New

Thank you for your effort and dedication while serving as the 7371 Electrical Transit Systems Mechanic position within the Green Maintenance, Transit Division. Your acting assignment as the 7380 Electrical Transit System Mechanic Assistant Supervisor will be granted as of April 16, 2022. You will perform the full range of essential functions of the 7380 Electrical Transit System Mechanic Assistant Supervisor.

Your effective date will be April 16, 2022 and it is anticipated that the acting assignment will end before or on June 30, 2022.

Please be aware that the acting assignment pay is subject to the approval of the Director of Human Resources, SFMTA Appointing Officer's designee and Finance.

Cc: Julie Kirschbaum, Director of Transit, Transit Division  
Steve Lin, Green Division Electrical Transit Shop Supervisor I  
Bryan Solotti, 7371 Electrical transit Sys. Mech., Transit  
Aaron Beckwith, ELR, HR Division  
Susan Vang-Chan, ELR, HR Division  
Sabrina Blanco, ELR, HR Division  
Emily Williams, Transit Administration, Transit Division  
William Doan, Transit Administration, Transit Division  
Marilou Perez, Transit Administration, Transit Division  
[EE's PERSONNEL FILE]  
[CHRON FILE]



# ACTING ASSIGNMENT PAY REQUEST FORM

## I. EMPLOYEE INFORMATION

Please **DO NOT** fill in **Highlighted** fields

Name of Employee Assigned Bryan Salotti				Salary (for period of assignment) Bi-weekly		(Rate Change & eff. Date)		(Rate Change & eff. Date)	
Employee ID (DSW ID#) ██████		Employee Organization Transit		Hourly					
Current Job Code/Title 7371 Electrical Transit Systems Mechanic				Step					
				Salary Grade #					
Current Funding Job Code 7371	Pos. No. 73710317	Dept 68	Budget Combo Code 8535205	Project & Activity ID 10001724 & 14	Project	Grant	Other		

## II. ASSIGNMENT INFORMATION (Position to which employee will be assigned)

IS THIS AN EXTENSION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Explain:		Date Extension Begins		Date Extension Ends			
Job Code/Title of Temporary Assignment 7380 Electrical Transit Mechanic Assistant Supervisor		Date Assignment Begins 04/16/2022		Adjusted Salary Bi-weekly		(Rate Change & eff. Date)		(Rate Change & eff. Date)	
Vice Name Albert Mai		Date Assignment Ends 6/30/2022		Hourly					
Reason for Assignment Vacancy and coverage needed.		Eff. Date Acting Pay 04/16/2022		Step					
				Salary Grade #					
Description of Duties: (DO NOT ATTACH JOB CLASS SPECIFICATION) Maintains, repairs and/or supervises the maintenance and repair of mechanical, electrical, electronic, hydraulic, and pneumatic equipment of light rail vehicles at Green on day shift. Reads and understands shop manuals, blueprints, diagrams, schematics, and plans. Disseminates information to subordinates, supervisors, managers, and other departmental personnel verbally and in writing; conducts safety meetings, trains employees, appraises management of event, problems, and prepares work orders.									
FUNDING IDENTIFICATION			Dept 68	Program	Acting Project ID 10001724 & 10	Grant	Other		
<input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Non-Budgeted*									
PCN: 73800032      Combo Code: 858601									
*Explain									

## III. APPROVALS

Certifies Assignment meets conditions of applicable MOU provisions And validates description of duties statement.  Signature of Appointing Officer or Designee  Kimberly W. Ackerman Director of Human Resources  <div style="text-align: right;">Date</div>	Certification of availability of funds SFMTA Finance  Signature  Auggie Mense Budget  <div style="text-align: right;">Date</div>
--	--

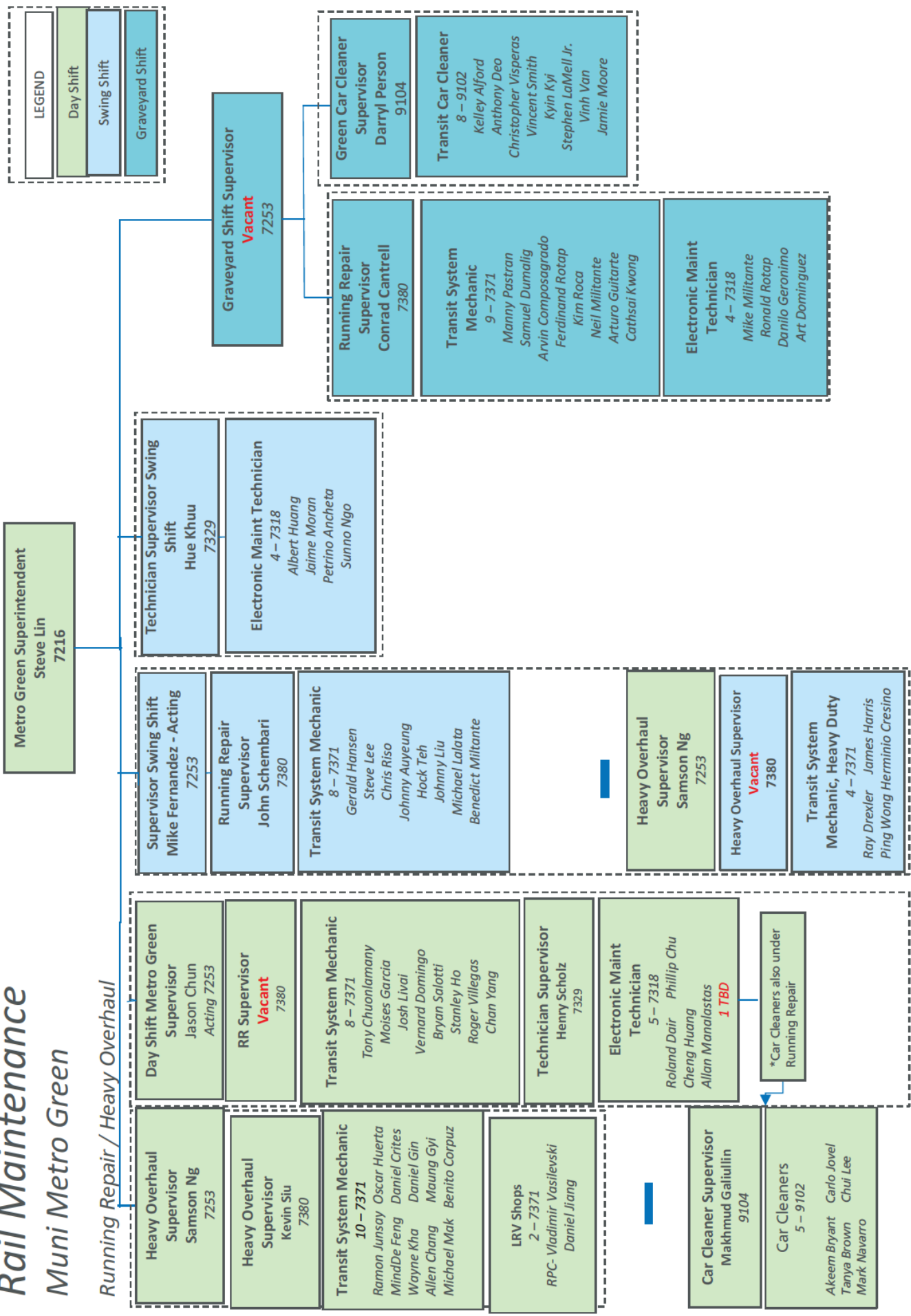
DEPARTMENT: Retain copy of this form. It may be submitted to support claims of qualifying experience for DHR examinations.

To Division Date	To Payroll Date	Log Date	
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# Rail Maintenance


## Muni Metro Green



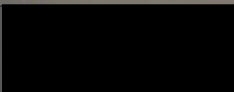
### Running Repair / Heavy Overhaul




# ATTACHMENT F





**Bryan Salotti**   
Elec Trans Sym Mech Assistant Supervisor - Acting Sfmta San at  
Francisco Municipal Transportation Agency

[Edit contact info](#)

**Emails (5)** | **Messages** | **Reviews** | **Interviews** | **Notes (1)** | **Offers** | **More** 



**Anna Kaminska** Jul 21, 2022  
Electrical Transit Mechanic Assistant Supervisor - SFMTA - (7380)-T00035

Dear Bryan Salotti,

Thank you for your application for the 7380 Electrical Transit Assistant Supervisor (CBT-7380-T00035) 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 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.

You provided a copy of the following documents:

- o Request for Acting Assignment Pay Memo dated 4/25/2022 from Louis Guzzo, Director of Transit Maintenance for Job Code 7380 for assignment period from 4/16/22 – 6/30/2022
- o Acting Assignment Pay Request Memo to Payroll Manager dated 7/7/22 from Kimberly W. Ackerman, Chief People Officer for Job Code 7380 assignment period from 7/1/22 through 6/30/2023
- o Acting Assignment Pay Request Form for extension from 7/1/22 through 6/30/23 approved by Kimberly Ackerman on 7/8/22
- o Request for Acting Assignment Pay - Extension Memo dated 6/3/2022 from Louis Guzzo, Director of Transit Maintenance for Job Code 7380 for assignment period from 7/1/22 through 6/30/23
- o Acting Assignment Appointment – Extension Memo dated 6/3/22 from Louis Guzzo, Deputy Director of Transit Maintenance
- o Acting Assignment Pay Request Form for extension from 7/1/22 through 6/30/23 - no approval signatures
- o Rail Maintenance Muni Green Organization Chart dated April 2022

The Acting Assignment Pay Request Memo dated 4/25/22 shows 2.5 months of acting assignment in class 7380 from 4/16/22 through 6/30/22. The Acting Assignment Pay Request Memo dated 7/7/22 shows one year of acting assignment in class 7380 from 7/1/22 through 6/30/23. The filing date for this 7380 Electrical Transit Assistant Supervisor exam is July 30, 2022. As stated in the application, applicants must meet the minimum qualifications required by the final filing date, therefore, the experience obtained in the acting assignment extension from 7/1/22/ through 6/30/23 will not be counted towards the qualifying experience. A thorough review of your application along with your City employment history and acting assignments does not show you possess sufficient qualifying experience to meet the minimum qualifications for class 7380 Electrical Transit Assistant Supervisor. You have about 2 years and 7.5 months of qualifying experience. Therefore, your application for this recruitment will not continue to the next step in the exam process.

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://sf.gov)).

Respectfully,

Anna Kaminska

SFMTA Examinations Unit

# ATTACHMENT G



## CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

### NOTICE OF RECEIPT OF APPEAL

DATE: July 29, 2022  
REGISTER NO.: 0103-22-4  
APPELLANT: BRYAN SALOTTI

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

Dear Jeffrey Tumlin:

The Civil Service Commission has received the attached letter from Bryan Salotti, appealing the rejection of his application for the 7380 Electrical Transit Mechanic Assistant Supervisor 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](mailto:civilservice@sfgov.org). CSC Form 13 is available on the Civil Service Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService) under "Forms."

In the event that Bryan Salotti'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 6<sup>th</sup> deadline, or if required departmental representatives will not be available to attend the October 17<sup>th</sup> 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: Bryan Salotti  
July 29, 2022  
Page 2 of 2

You may contact me at [Lavena.Holmes@sfgov.org](mailto: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](http://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  
Anna Kaminska, Municipal Transportation Agency





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

*Sent via Email*

July 29, 2022

Bryan Salotti  
[REDACTED]

**Subject: Register No. 0103-22-4: Appealing the Rejection of Application for the 7380 Electrical Transit Mechanic Assistant Supervisor Examination.**

Dear Bryan Salotti:

This is in response to your appeal submitted to the Civil Service Commission on July 28, 2022, appealing the rejection of application for the 7380 Electrical Transit Mechanic Assistant Supervisor 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](mailto: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](mailto: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](http://www.sfgov.org/CivilService).

Sincerely,

CIVIL SERVICE COMMISSION

/s/

LAVENA HOLMES  
Deputy Director

## Appeal Denial - Electrical Transit Mechanic Assistant Supervisor - SFMTA - (7380)-T00035

Bryan Salotti [REDACTED]

Tue 7/26/2022 8:13 PM

To: CivilService, Civil (CSC) <civilservice@sfgov.org>

Cc: Salotti, Bryan (MTA) [REDACTED]

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Civil Service Commission Office,

I am writing to appeal the decision attached denying the sufficient qualifying experience to meet the minimum qualification for class 7380 Electrical Transit Assistant Supervisor.

According to 7380 Required Experience Qualification, three 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.

I strongly believe that I have the knowledge, skills, and abilities necessary to perform the functions of class 7380 Electrical Transit Assistant Supervisor. Since 4/16/22, I have been the Acting 7380 at Metro Green Light Rail. Prior to, I was 7371 since December 2019. In addition, I have over 10 years of experience working on all types of vehicles such as diesel, fully electric, hybrids; both full and mild, and gasoline vehicles which includes a range of duties such as diagnoses, replace and repaired worn or defective electrical parts. All of which are within the range of duties of class 7371.

I would like to request the MTA Director of Transportation/Designee to asses my level of qualification.

Best Regards,

Bryan Salotti  
Acting Assistant Supervisor Light Rail Maintenance  
Metro Green Running Repair Dayshift  
[REDACTED]

Dear Bryan Salotti,

Thank you for your application for the 7380 Electrical Transit Assistant Supervisor (CBT-7380-T00035) 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 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.

You provided a copy of the following documents:

Request for Acting Assignment Pay Memo dated 4/25/2022 from Louis Guzzo, Director of Transit Maintenance for Job Code 7380 for assignment period from 4/16/22 – 6/30/2022

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- Acting Assignment Pay Request Form for extension from 7/1/22 through 6/30/23 approved by Kimberly Ackerman on 7/8/22

- Request for Acting Assignment Pay - Extension Memo dated 6/3/2022 from Louis Guzzo, Director of Transit Maintenance for Job Code 7380 for assignment period from 7/1/22 through 6/30/23

- Acting Assignment Appointment – Extension Memo dated 6/3/22 from Louis Guzzo, Deputy Director of Transit Maintenance

- Acting Assignment Pay Request Form for extension from 7/1/22 through 6/30/23 - no approval signatures

- Rail Maintenance Muni Green Organization Chart dated April 2022

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possess sufficient qualifying experience to meet the minimum qualifications for class 7380 Electrical Transit Assistant Supervisor. You have about 2 years and 7.5 months of qualifying experience. Therefore, your application for this recruitment will not continue to the next step in the exam process.

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://sf.gov)).

Respectfully,  
Anna Kaminska  
SFMTA Examinations Unit



# 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

<b>Class</b>	<a href="#">7371</a>
<b>Title</b>	Electrical Transit System Mechanic
<b>Overtime eligibility</b>	Covered (Non-Z)
<b>Labor agreement</b>	<a href="#">Electrical Workers, Local 6</a>

### 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
<b>Rate /hr:</b>	\$44.3000	\$46.5125	\$48.8125	\$51.2750	\$53.8375
<b>Rate /biweekly:</b>	\$3,544.00	\$3,721.00	\$3,905.00	\$4,102.00	\$4,307.00
<b>Rate /year:</b>	\$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

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-034

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
<b>Jul 01, 2022 (W)</b>	\$44.3000	\$46.5125	\$48.8125	\$51.2750	\$53.8375
<b>Jan 08, 2022 (V)</b>	\$42.0875	\$44.1875	\$46.3750	\$48.7125	\$51.1500
<b>Jul 01, 2021 (U)</b>	\$41.8750	\$43.9625	\$46.1500	\$48.4750	\$50.9000
<b>Dec 26, 2020 (T)</b>	\$40.4500	\$42.4750	\$44.5875	\$46.8250	\$49.1750
<b>Jul 01, 2020 (S)</b>	\$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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# ATTACHMENT I



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## 7381-Automotive Mechanic

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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
<b>Jul 01, 2022 (W)</b>	\$51,7375
<b>Jan 08, 2022 (V)</b>	\$49,1625
<b>Jul 01, 2021 (U)</b>	\$48,9125
<b>Dec 26, 2020 (T)</b>	\$47,2500
<b>Jul 01, 2020 (S)</b>	\$45,8750

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



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# ATTACHMENT J

## CCSF Job Appointment Summary

Bryan M Salotti

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
12/28/2019	12/28/2019	HIR	New Hire	Active	7371	006	PCS	NA	F	M00182	10.00	01139309	06/13/2019	MTA

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# ATTACHMENT K



**Bryan Salotti**

Jul 6, 2022

Re: Electrical Transit Mechanic Assistant Supervisor - SF Municipal  
Transportation Agency - (7380) - T00035

Hello Anna,

I believe I worked with you in the past when I joined the SFMTA. I was hoping there would be some special consideration for me, as I'm currently assigned to the full duties of the position I'm applying for. I understand that technically I don't meet the 100% criteria, but I was asked to apply by my direct superintendent. I far exceeded my role as 7371 and was asked to take on the position of acting 7380. My time with SFMTA while brief has been rewarding and I would like to grow at rate that suits me as an individual. I already submitted a Letter from the Deputy Director Chief Mechanical Officer of light rail stating he appointed me to my current position. Would you like a letter of recommendation from my Superintendent? Or what else would it take to make an exception so I can qualify. Any help or info would be great.