

Additional Information Submitted by Appellant

Ron Mcleod
A.S.A.P Automotive
37195 Moraine St.
Fremont, Ca 94536

November 21, 2022
Civil Service Commission
City and County of San Francisco
25 Van Ness Ave, Suite 720
San Francisco, Ca 94102

To Whom it May Concern,

Mr. Bryan Salotti worked at A.S.A.P. Automotive, Fremont Ca from 2012 through December 2019 as the Master Automotive Technician. Mr. Salotti worked on several vehicles with hybrid systems including high voltage testing and diagnostic, replacing high voltage battery packs, high voltage A/C compressors, high voltage transaxles, resetting, reprogramming, and repairing systems as needed in high voltage, standard voltage, and fully electric vehicles such as Tesla, Chevy Bolt, Nissan Leaf, and many others. In addition, Mr. Salotti provided accurate and safe work practices during his tenure.

If you have any questions or concern, please feel free to give me a call at 510-794-8210.

Kind regards,



Ron Mcleod

Owner & President

A.S.A.P Automotive

Chabot College

Hayward



California

Chabot-Las Positas Community College District

Certificate of Achievement

Presented to

Bryan Richard Salotti

in Recognition of Successful Completion

of the Prescribed Course of Study in

ISSIS: Industrial Electronic Technology

December 21, 2022

A handwritten signature in black ink, appearing to read 'Susan Perry'.

President of the College



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: Bryan Salotti
7371 Electrical Transit Systems 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#) 202205		Employee Organization Transit		Hourly Step			
Current Job Code/Title 7371 Electrical Transit Systems Mechanic				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 Hourly Step Salary Grade #	(Rate Change & eff. Date)	
Vice Name Albert Mai		Date Assignment Ends 6/30/2022			(Rate Change & eff. Date)	
Reason for Assignment Vacancy and coverage needed.		Eff. Date Acting Pay 04/16/2022				
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, appraises management of event, problems, and prepares work orders.						
FUNDING IDENTIFICATION <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Non-Budgeted* PCN: 73800032 Combo Code: 858601		Dept 68	Program	Acting Project ID 10001724 & 10	Grant	Other
*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	
Date	

Certification of availability of funds SFMTA Finance	
Signature Auggie Mense Budget	
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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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]



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				Salary (for period of assignment) Bi-weekly \$4092		(Rate Change & eff. Date)	(Rate Change & eff. Date)
Employee ID (DSW ID#) 202205		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			
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 \$4510		(Rate Change & eff. Date)	(Rate Change & eff. Date)
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 validates description of duties statement.	
<i>Kimberly Ackerman</i>	
Signature of Appointing Officer or Designee	
Kimberly W. Ackerman Director of Human Resources	May 16, 2022 Date

Certification of availability of funds SFMTA Finance	
<i>Auggie Mense</i>	
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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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#) 202205		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, 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

<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: center;">July 8, 2022</p> <p>Kimberly W. Ackerman Director of Human Resources</p> <p style="text-align: center;">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: center;">July 7, 2022</p> <p>Auggie Mense Budget</p> <p style="text-align: center;">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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Rail Maintenance

Muni Metro Green

Running Repair / Heavy Overhaul

Metro Green Superintendent
Steve Lin
7216

Heavy Overhaul Supervisor
Samson Ng
7253

Heavy Overhaul Supervisor
Kevin Siu
7380

Transit System Mechanic
10 - 7371
Ramon Junsay Oscar Huerta
MindDe Feng Daniel Crites
Wayne Kha Daniel Gin
Allen Chang Maung Gyi
Michael Mak Benito Corpuz

LRV Shops
2 - 7371
RPC- Vladimir Vasilevski
Daniel Jiang

Car Cleaner Supervisor
Makhdum Galullin
9104

Car Cleaners
5 - 9102
Akeem Bryant Carlo Jovel
Tanya Brown Chui Lee
Mark Navarro

Day Shift Metro Green Supervisor
Jason Chun
Acting 7253

RR Supervisor
Vacant
7380

Transit System Mechanic
8 - 7371
Tony Chuonlamany
Moises Garcia
Josh Lival
Vernard Domingo
Bryan Salotti
Stanley Ho
Roger Villegas
Chan Yang

Technician Supervisor
Henry Scholz
7329

Electronic Maint Technician
5 - 7318
Roland Dair Phillip Chu
Cheng Huang
Allan Manalastas
1 TBD

*Car Cleaners also under Running Repair

Supervisor Swing Shift
Mike Fernandez - Acting
7253

Running Repair Supervisor
John Schembari
7380

Transit System Mechanic
8 - 7371
Gerald Hansen
Steve Lee
Chris Riso
Johnny Auyeung
Hock Teh
Johnny Liu
Michael Lalata
Benedict Militante

Heavy Overhaul Supervisor
Samson Ng
7253

Heavy Overhaul Supervisor
Vacant
7380

Transit System Mechanic, Heavy Duty
4 - 7371
Ray Drexler James Harris
Ping Wong Herminio Cresino

Technician Supervisor Swing Shift
Hue Khuu
7329

Electronic Maint Technician
4 - 7318
Albert Huang
Jaime Moran
Petrino Archeta
Sunno Ngo

Graveyard Shift Supervisor
Vacant
7253

Running Repair Supervisor
Conrad Cantrell
7380

Transit System Mechanic
9 - 7371
Manny Postran
Samuel Dumalig
Arvin Composagrado
Ferdinand Rotap
Kim Roca
Neil Militante
Arturo Guitarte
Cathsay Kwang

Electronic Maint Technician
4 - 7318
Mike Militante
Ronald Rotap
Danilo Geronimo
Art Dominguez

Green Car Cleaner Supervisor
Darryl Person
9104

Transit Car Cleaner
8 - 9102
Kelley Alford
Anthony Deo
Christopher Visperas
Vincent Smith
Kyiin Kyi
Stephen LaMell Jr.
Vinh Van
Jamie Moore

LEGEND
Day Shift
Swing Shift
Graveyard Shift





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]



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#) 202205		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)	
Vice Name Albert Mai		Date Assignment Ends 6/30/23		Hourly	(Rate Change & eff. Date)	
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 Date	Certification of availability of funds SFMTA Finance Signature Auggie Mense Budget Date
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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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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

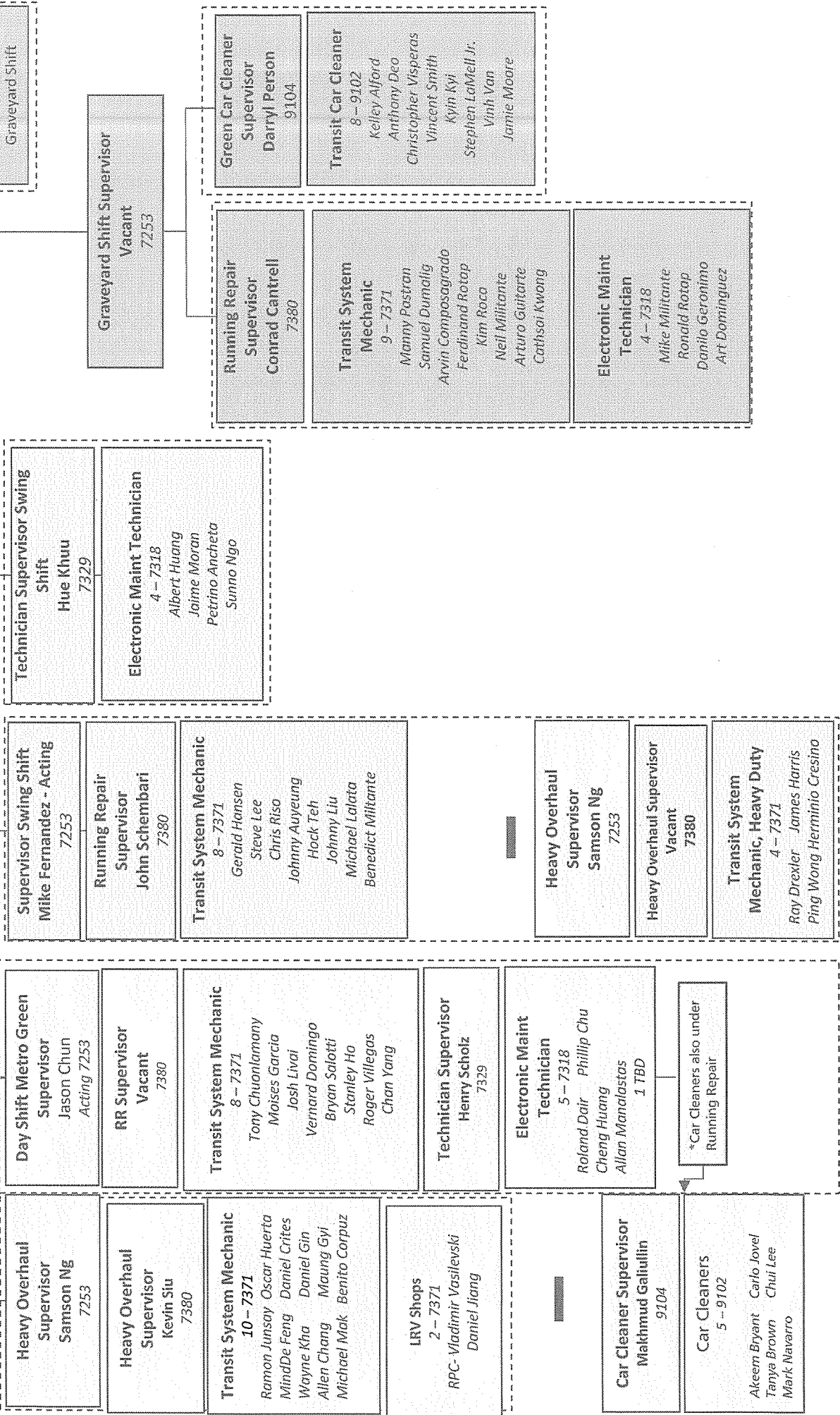


Susan Vang-Chan, ELR, HR Division
Aaron Beckwith, ELR, HR Division
Emily Williams, Transit Administration, Transit Division
Sammy Ye, Transit Administration, Transit Division
William Doan, Transit Administration, Transit Division
Marilou Perez, Transit Administration, Transit Division
[EE's PERSONNEL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

Rail Maintenance Muni Metro Green

Running Repair / Heavy Overhaul

Metro Green Superintendent
Steve Lin
7216



- LEGEND**
- Day Shift
 - Swing Shift
 - Graveyard Shift

Technician Supervisor Swing Shift
Hue Khuu
7329

Electronic Maint Technician
4 - 7318
Albert Huang
Jaime Moran
Petrino Ancheta
Sunno Ngo

Supervisor Swing Shift
Mike Fernandez - Acting
7253

Running Repair Supervisor
John Schembari
7380

Transit System Mechanic
8 - 7371
Gerald Hansen
Steve Lee
Chris Riso
Johnny Auyeung
Hock Teh
Johnny Liu
Michael Lalata
Benedict Militante

Day Shift Metro Green Supervisor
Jason Chun
Acting 7253

RR Supervisor
Vacant
7380

Transit System Mechanic
8 - 7371
Tony Chuanlamany
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Vernard Domingo
Bryan Salotti
Stanley Ho
Roger Villegas
Chan Yang

Heavy Overhaul Supervisor
Samson Ng
7253

Heavy Overhaul Supervisor
Kevin Situ
7380

Transit System Mechanic
10 - 7371
Ramon Junsay
Oscar Huerta
MindDe Feng
Daniel Crites
Wayne Kha
Daniel Gin
Allen Chang
Maung Gyi
Michael Mak
Benito Corpuz

LRV Shops
2 - 7371
RPC- Vladimir Vasilevski
Daniel Jiang

Heavy Overhaul Supervisor
Samson Ng
7253

Heavy Overhaul Supervisor
Vacant
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Transit System Mechanic, Heavy Duty
4 - 7371
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James Harris
Ping Wong
Herminio Cresino

Technician Supervisor
Henry Scholz
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Electronic Maint Technician
5 - 7318
Roland Dair
Phillip Chu
Cheng Huang
Allan Manalastas
1 TBD

*Car Cleaners also under Running Repair

Car Cleaner Supervisor
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9104

Car Cleaners
5 - 9102
Akeem Bryant
Carlo Jovel
Tanya Brown
Chul Lee
Mark Navarro

Green Car Cleaner Supervisor
Darryl Person
9104

Transit Car Cleaner
8 - 9102
Kelley Alford
Anthony Deo
Christopher Visperas
Vincent Smith
Kyun Kyi
Stephen LaMell Jr.
Vinh Van
Jamie Moore

Running Repair Supervisor
Conrad Cantrell
7380

Transit System Mechanic
9 - 7371
Manny Postran
Samuel Dumalig
Arvin Compasagrado
Ferdinand Rotap
Kim Roca
Neil Militante
Arturo Guitarte
Cathsoi Kwong

Electronic Maint Technician
4 - 7318
Mike Militante
Ronald Rotap
Danilo Geronimo
Art Dominguez

Graveyard Shift Supervisor
Vacant
7253





FY 2021

Performance Plan and Appraisal Report

I. EMPLOYEE IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL Salotti, Bryan	2. JOB CODE NUMBER AND TITLE 7371 Electrical Transit System Mechanic	3. STATUS <input checked="" type="checkbox"/> Permanent (PCS) <input type="checkbox"/> Provisional (TPV) <input type="checkbox"/> Permanent Exempt (PEX) <input type="checkbox"/> Temporary Exempt (TEX) <input type="checkbox"/> Temporary Civil Service (TCS) <input type="checkbox"/> Limited Tenure (Restricted Use) (TLT) <input type="checkbox"/> Non Civil Service (Restricted Use) (NCS)
4. WORK LOCATION & DIVISION Rail Maintenance/Metro Green Running Repair	5. DEPARTMENT SFMTA-Transit	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Dept. Review Period <input type="checkbox"/> Probationary <input type="checkbox"/> Unscheduled
	7. REVIEW PERIOD July 2021-June 2022	8. PROBATION START AND END DATE

II. PERFORMANCE PLAN – JOB DESCRIPTION

REVIEW OF DUTIES & RESPONSIBILITIES BASED ON JOB DESCRIPTION

FUNCTIONAL/WORKING TITLE	
7371 Electrical Transit System Mechanic	
1. Perform periodic maintenance inspections of SFMTA Light Rail Vehicles. Inspect, clean, adjust, replace filters, replace fluids, replace defective parts and perform necessary repairs.	COMMENTS:
2. Test and troubleshoot electrical, mechanical, hydraulic and electronic problems on SFMTA Light Rail Vehicles. Requires a broad grasp of electrical, electronic and computer theory, mechanical principles and electrical devices, combined with the ability to diagnose causes of defects from observed symptoms. Must be proficient in the use of digital multimeters, meggers, and portable test units(laptop computers) for diagnosing, repairing and maintaining the SFMTA LRV brake, door systems, HVAC and truck systems.	COMMENTS:
3. Remove, replace, and adjust SFMTA Light Rail Vehicle components, including movable step components, electronic door controllers, brake, propulsion, vehicle leveling, lighting, public address and radio communication systems and a wide variety of interior and exterior components.	COMMENTS:
4. Safely operate Light Rail Vehicles and other non-revenue vehicles in the shop, storage yard and on the public streets.	COMMENTS:
5. Follow all safety rules and make use of provided safety equipment. Job involves high voltage electricity, dangerous chemicals, moving vehicles, extremely heavy objects, overhead cranes and power tools.	COMMENTS:
6. Documentation: Properly document and record all work performed on all hard copies, work orders, and EAM Database.	COMMENTS:
7. Attendance: Regular and prompt attendance is required for your job. All planned absences must be requested and approved in advance. For illness, emergencies, or other unplanned and unforeseeable absences, notify your supervisor as soon as possible, but no later than the beginning of the workday on the first day of the absence.	COMMENTS:

FUNCTIONAL/WORKING TITLE	
7371 Electrical Transit System Mechanic	
8. License and Medical: Maintains a current California Drivers License with a medical from SFGH.	
9. Training: Attends all city required training and planned maintenance training.	COMMENTS:
10. Integrity: Adhering to moral and ethical principles, demonstrating soundness of moral character and always acting within the highest standards of honesty.	
11. Performs related duties and responsibilities as required.	COMMENTS:
12. Use of City and County Resources for Business Purposes Only: All City equipment, devices, and materials (i.e., photocopiers, telephones, computers, vehicles, stationery, fax machines, email accounts, etc.) must only be used for conducting City business.	COMMENTS:
13. DSW Preparedness: Take all necessary steps to prepare yourself for an emergency. In your capacity as a Disaster Service Worker, provide updated personal contact information to your department so that you can be contacted in the event of an emergency; report in and respond promptly to instructions by the City and/or your department in the event of an emergency; participate in any drills or emergency exercises as notified; and carry out disaster-related work assignments as required; complete all required disaster-related trainings.	COMMENTS:
14. Equity and Inclusiveness: Fully comply with all SFMTA and city rules and policies including: Discrimination, Harassment, Retaliation-Free Workplace Policy; Gender Inclusion, equal employment opportunity; reasonable accommodation for individuals with disabilities; practices to ensure fairness, diversity, and inclusiveness; completion of required implicit bias awareness training.	COMMENTS:
15. Customer Service: As a representative of the city, be efficient, professional, accountable, and courteous in your interactions with the public, fellow employees, and external business partners. Respond to internal and external requests for assistance and/or requests for information in a timely manner as specified by your department.	COMMENTS:

FUNCTIONAL/WORKING TITLE	
7371 Electrical Transit System Mechanic	
16. Compliance with Rules, Policies and Procedures: Fully comply with all SFMTA rules, policies and procedures. Also comply with city rules and policies in the Employee Handbook including, but not limited to: Department's Statement of Incompatible Activities; Policy Prohibiting Employee Violence in the Workplace; Policy Regarding the Treatment of Co-Workers and Members of the Public; Reporting and Responding to Workforce Violence; etc.	COMMENTS:
17. Inclusivity; <ul style="list-style-type: none"> • Seek variety of identities, abilities, and interactive styles to promote a diverse and fair workplace • Operate from the context of teamwork and positive intent and challenge existing stereotypes Serve the public and address historic inequities in transportation by including all communities in the agency's decision-making processes.	COMMENTS:
18. Integrity: <ul style="list-style-type: none"> • Be responsive to others and be accountable for and take ownership of own actions • Develop trusting relationships and honor commitments to colleagues and stakeholders Keep colleagues informed and be transparent and honest in how we work, from internal operations to external delivery	COMMENTS:

III. Learning & Development Plan

REQUIRED CITY TRAINING:	OTHER PLANNED TRAINING:

IV. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	2	3

B. COMMENTS REGARDING OVERALL PERFORMANCE



C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

1. Employee should review the employee organization's Memorandum of Understanding with the City and County of San Francisco for information that may add to or modify the following list of guidelines.
2. Employee has the right to read the Performance Plan and Appraisal Report.
3. Employee has the right to receive a copy of the Performance Plan and Appraisal Report.
4. Employee has the right to discuss the report with the Reporting Supervisor or Manager.
5. Employee has the right to attach a rebuttal to the Performance Appraisal Plan and Report. The rebuttal must be presented within 30 working days of the report date. The rebuttal should only address the items presented in the report.
6. Employee may request a conference, if requested, with the Reviewer (Reporter's supervisor or manager).

V. SIGNATURE PAGE

PERFORMANCE PLAN

A. Performance Plan/Key Objectives Sign-Off

1. REVIEWER SIGNATURE 	2. REVIEW DATE 9/29/2021	
3. SUPERVISOR SIGNATURE 	4. EMPLOYEE SIGNATURE Bm	5. MEETING DATE 9/29/21


B. Mid-Period Performance Review Meeting

1. SUPERVISOR SIGNATURE 	2. EMPLOYEE SIGNATURE Bm	3. MEETING DATE 4/12/22
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PERFORMANCE APPRAISAL REPORT

C. Reviewer's Certification

1. NAME, WORK LOCATION Steve Lin	2. JOB CODE NUMBER AND TITLE 7216 Green Superintendent
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3. I CERTIFY THAT I HAVE REVIEWED THIS REPORT. (Signature) 	4. DATE 8/18/22
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D. Reporting Supervisor/Manager

1. NAME, WORK ADDRESS Jason Chun 425 Geneva Ave SF CA 94112	2. JOB CODE NUMBER AND TITLE 7253 Light Rail Maintenance Supervisor
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3. DATE OF CONFERENCE WITH EMPLOYEE 8/18/2022	4. SIGNATURE 	5. DATE 8/18/2022
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E. Employee's Statement

1. <input checked="" type="checkbox"/> I AGREE WITH THIS REPORT. <input type="checkbox"/> I DO NOT AGREE WITH THIS REPORT: SECT. ____ NO. ____ <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL. <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL AND REQUEST A CONFERENCE WITH THE REVIEWER.	2. CONFERENCE DATE 8/18/22
	3. SIGNATURE CERTIFIES I HAVE READ THE REPORT  <input type="checkbox"/> DECLINED TO SIGN. DATE:

VI. EXPLANATIONS OF SECTIONS

I. EMPLOYEE IDENTIFICATION INFORMATION — Basic information about the employee, the employee's status, and the review period.

II. PERFORMANCE PLAN: JOB DESCRIPTION — A list of the duties and responsibilities based on the job description (should have a minimum of 5.) Comments may include clarification of job description items, address mid-year progress, and appraise the performance of the duties and responsibilities. If appropriate, the job description may be a source of Key Objectives for the review period. Also, if appropriate, include comments for the pre-populated three City goals and three Agency core values (#11 - #16).

III. PERFORMANCE PLAN: KEY OBJECTIVES – Most important objectives for the review period and comments regarding the appraisal of the performance of the objectives.

How should I incorporate the Strategic Actions into my staff's Performance Plans?

If your direct report is a Strategic Plan Action Item Lead or listed as an Action Team Member, please make sure that the Action Title and duties associated with this Action are listed in their plan in Section III under the appropriate Goal heading. More information on the Strategic Actions and the implementation teams can be found in the [Strategic Plan Action Tracking System \(SPATS\)](#). (You can find the link on the SFMTA Intranet by clicking on the Divisions Tab and selecting Strategic Plan from the dropdown menu.)

If your direct reports were not assigned to a Strategic Plan Action Item, please make every effort to connect their Performance Plan to the SFMTA's Strategic Plan, though it is not required.

IV. LEARNING & DEVELOPMENT PLAN – A list of planned training(s) employee will participate in over the review period, including required City trainings (i.e. Implicit Bias, Harassment Prevention, Ethics)

V. APPRAISAL REPORT SUMMARY

A. Overall Performance Rating — Reporting Supervisor's/Manager's rating of the employee's overall performance over the appraisal review period.

B. Comments Regarding Overall Performance — Narrative explanation of overall performance during the appraisal report review period.

- | | | |
|--|--------------------------------------|--|
| ◆ Demonstration of agency values | ◆ Quantity Of Work Performed | ◆ Effectiveness Of Working With Others |
| ◆ Overall Performance of Job Description | ◆ Quality Of Work Performed | ◆ Use Of Materials And Equipment |
| ◆ Results of Performance Objectives | ◆ Adaptability To The Work Situation | ◆ Safety |
| ◆ Knowledge Of Job | ◆ Employee's Strengths | ◆ Performance Plans |
| | ◆ Achievements | |

In addition to the areas above, the following areas may be addressed for supervisors/managers:

- | | | |
|----------------------------------|---------------------------------|-------------------|
| ◆ Communication | ◆ Planning | ◆ Decision Making |
| ◆ Directing and Motivating Staff | ◆ Training and Developing Staff | |

C. Employee Guidelines — Guidelines for employees regarding the Performance Plan and Appraisal Report.

VI. SIGNATURE PAGE

A. Performance Plan/Key Objectives Sign-Off — Signatures of the supervisor and the employee, the date they met to finalize the plan, the signature of the reviewer, and the date of the review.

B. Mid-Period Performance Review Meeting — Signatures of the supervisor and the employee and the date they met to review progress on the plan.

C. Reviewer's Certification — Information regarding the reviewer of the report. This is the person who directly supervises the reporting supervisor/manager.

D. Reporting Supervisor/Manager — Information regarding the reporting supervisor/manager of the report. This is the person who directly supervises the employee's performance.

E. Employee's Statement — Employee's opportunity to respond to the PPA Report using a checklist, signature and date. Signing the report only certifies that the employee has read it. It does not indicate, unless marked, that the employee agrees with the report.

VII. EXPLANATION OF SECTIONS — Basic information about what should be included in each section of the Performance Plan and Appraisal Report.



FY 2022

Performance Plan and Appraisal Report

I. EMPLOYEE IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL Salotti, Bryan	2. JOB CODE NUMBER AND TITLE 7380 Electrical Transit Mechanic, Assistant Supervisor (Acting)	3. STATUS <input checked="" type="checkbox"/> Permanent (PCS) <input type="checkbox"/> Provisional (TPV) <input type="checkbox"/> Permanent Exempt (PEX) <input type="checkbox"/> Temporary Exempt (TEX) <input type="checkbox"/> Temporary Civil Service (TCS) <input type="checkbox"/> Limited Tenure (Restricted Use) (TLT) <input type="checkbox"/> Non-Civil Service (Restricted Use) (NCS)
4. WORK LOCATION & DIVISION Metro Green Running Repair	5. DEPARTMENT SFMTA-Transit	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Dept. Review Period <input type="checkbox"/> Probationary <input type="checkbox"/> Unscheduled
	7. REVIEW PERIOD 7/1/2022 – 6/30/2023	8. PROBATION START AND END DATE

II. PERFORMANCE PLAN – JOB DESCRIPTION

REVIEW OF DUTIES & RESPONSIBILITIES BASED ON JOB DESCRIPTION

FUNCTIONAL/WORKING TITLE	
7380 Electrical Transit Mechanic, Assistant Supervisor	
1. Supervises a group of skilled craft and service personnel. Maintains, repairs and/or supervises the maintenance and repair of mechanical, electrical, electronic, hydraulic, and pneumatic equipment of light rail vehicles. Prioritize maintenance and repairs to meet equipment demand.	COMMENTS:
2. Disseminates and communicates information to subordinates, supervisors, and other departmental personnel verbally and in writing; conducts safety meetings, trains employees and prepares work orders and schedule Preventive Maintenance vehicles. Reviews completed work orders and Preventive Maintenance paperwork for thoroughness.	COMMENTS:
3. Request supplies and parts to ensure availability of parts to perform repairs in a timely manner. Verify and enter payroll.	COMMENTS:
4. Reads and understands shop manuals, blueprints, diagrams, schematics, and plans.	COMMENTS:
5. Follow all safety rules and make use of provided safety equipment. Job involves high voltage electricity, dangerous chemicals, moving vehicles, extremely heavy objects, overhead cranes and power tools. Safely operate Light Rail Vehicles and other non-revenue vehicles in the shop, storage yard and on the public streets.	COMMENTS:
6. Attendance: Regular and prompt attendance is required for your job. All planned absences must be requested and approved in advance. For illness, emergencies, or other unplanned and unforeseeable absences, notify your supervisor as soon as possible, but no later than the beginning of the workday on the first day of the absence.	COMMENTS:
7. Accountability - Responsibility to meet or exceed expected and intended results.	COMMENTS:

FUNCTIONAL/WORKING TITLE	
7380 Electrical Transit Mechanic, Assistant Supervisor	
8. Use of City and County Resources for Business Purposes Only: All City equipment, devices, and materials (i.e., photocopiers, telephones, computers, vehicles, stationery, fax machines, email accounts, etc.) must only be used for conducting City business.	COMMENTS:
9. DSW Preparedness: Take all necessary steps to prepare yourself for an emergency. In your capacity as a Disaster Service Worker, provide updated personal contact information to your department so that you can be contacted in the event of an emergency; report in and respond promptly to instructions by the City and/or your department in the event of an emergency; participate in any drills or emergency exercises as notified; and carry out disaster-related work assignments as required; complete all required disaster-related trainings.	COMMENTS:
10. Performs related duties and responsibilities as required.	COMMENTS:
11. Documentation: Properly document and record all work performed on all hard copies, work orders, and EAM Database.	COMMENTS:
12. License and Medical: Maintains a current California Driver's License with a medical from SFGH.	COMMENTS:
13. Training: Attends all city required training and planned maintenance training.	COMMENTS:
14. Equity and Inclusiveness: Fully comply with all SFMTA and city rules and policies including: Discrimination, Harassment, Retaliation-Free Workplace Policy; Gender Inclusion, equal employment opportunity; reasonable accommodation for individuals with disabilities; practices to ensure fairness, diversity, and inclusiveness; completion of required implicit bias awareness training.	COMMENTS:
15. Customer Service: As a representative of the city, be efficient, professional, accountable, and courteous in your interactions with the public, fellow employees, and external business partners. Respond to internal and external requests for assistance and/or requests for information in a timely manner as specified by your department.	COMMENTS:

FUNCTIONAL/WORKING TITLE	
7380	Electrical Transit Mechanic, Assistant Supervisor
16. Compliance with Rules, Policies and Procedures: Fully comply with all SFMTA rules, policies and procedures. Also comply with city rules and policies in the Employee Handbook including, but not limited to: Department’s Statement of Incompatible Activities; Policy Prohibiting Employee Violence in the Workplace; Policy Regarding the Treatment of Co-Workers and Members of the Public; Reporting and Responding to Workforce Violence; etc.	COMMENTS:
17. Inclusivity; <ul style="list-style-type: none"> • Seek variety of identities, abilities, and interactive styles to promote a diverse and fair workplace • Operate from the context of teamwork and positive intent and challenge existing stereotypes Serve the public and address historic inequities in transportation by including all communities in the agency’s decision-making processes.	COMMENTS
18. Integrity: <ul style="list-style-type: none"> • Be responsive to others and be accountable for and take ownership of own actions. • Develop trusting relationships and honor commitments to colleagues and stakeholders. Keep colleagues informed and be transparent and honest in how we work, from internal operations to external delivery 	COMMENTS:

III. Learning & Development Plan

REQUIRED CITY TRAINING:	OTHER PLANNED TRAINING:

IV. APPRAISAL REPORT SUMMARY

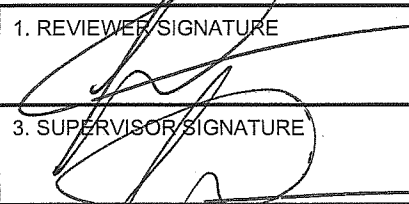

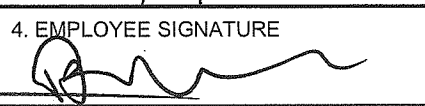
A. OVERALL PERFORMANCE RATING

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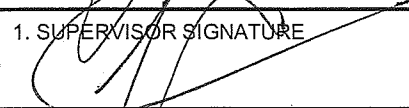

V. SIGNATURE PAGE

PERFORMANCE PLAN

A. Performance Plan/Key Objectives Sign-Off

1. REVIEWER SIGNATURE 	2. REVIEW DATE 9/1/2022	
3. SUPERVISOR SIGNATURE 	4. EMPLOYEE SIGNATURE 	5. MEETING DATE 9/1/22

B. Mid-Period Performance Review Meeting

1. SUPERVISOR SIGNATURE 	2. EMPLOYEE SIGNATURE 	3. MEETING DATE 2/14/23
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PERFORMANCE APPRAISAL REPORT

C. Reviewer's Certification

1. NAME, WORK LOCATION	2. JOB CODE NUMBER AND TITLE

3. I CERTIFY THAT I HAVE REVIEWED THIS REPORT. (Signature)	4. DATE

D. Reporting Supervisor/Manager

1. NAME, WORK ADDRESS	2. JOB CODE NUMBER AND TITLE

3. DATE OF CONFERENCE WITH EMPLOYEE	4. SIGNATURE	5. DATE

E. Employee's Statement

1. <input type="checkbox"/> I AGREE WITH THIS REPORT. <input type="checkbox"/> I DO NOT AGREE WITH THIS REPORT: SECT. ____ NO. ____ <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL. <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL AND REQUEST A CONFERENCE WITH THE REVIEWER.	2. CONFERENCE DATE
	3. SIGNATURE CERTIFIES I HAVE READ THE REPORT
	<input type="checkbox"/> DECLINED TO SIGN. DATE:

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
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VI. EXPLANATIONS OF SECTIONS

- I. EMPLOYEE IDENTIFICATION INFORMATION** — Basic information about the employee, the employee's status, and the review period.
- II. PERFORMANCE PLAN: JOB DESCRIPTION** — A list of the duties and responsibilities based on the job description (should have a minimum of 5.) Comments may include clarification of job description items, address mid-year progress, and appraise the performance of the duties and responsibilities. If appropriate, the job description may be a source of Key Objectives for the review period. Also, if appropriate, include comments for the pre-populated three City goals and three Agency core values (#11 - #16).
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- IV. LEARNING & DEVELOPMENT PLAN** – A list of planned training(s) employee will participate in over the review period, including required City trainings (i.e. Implicit Bias, Harassment Prevention, Ethics)

V. APPRAISAL REPORT SUMMARY

- A. Overall Performance Rating** — Reporting Supervisor's/Manager's rating of the employee's overall performance over the appraisal review period.
- B. Comments Regarding Overall Performance** — Narrative explanation of overall performance during the appraisal report review period.

- | | | |
|--|--------------------------------------|--|
| ◆ Demonstration of agency values | ◆ Quantity Of Work Performed | ◆ Effectiveness Of Working With Others |
| ◆ Overall Performance of Job Description | ◆ Quality Of Work Performed | ◆ Use Of Materials And Equipment |
| ◆ Results of Performance Objectives | ◆ Adaptability To The Work Situation | ◆ Safety |
| ◆ Knowledge Of Job | ◆ Employee's Strengths | ◆ Performance Plans |
| | ◆ Achievements | |

In addition to the areas above, the following areas may be addressed for supervisors/managers:

- | | | |
|----------------------------------|---------------------------------|-------------------|
| ◆ Communication | ◆ Planning | ◆ Decision Making |
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C. Employee Guidelines — Guidelines for employees regarding the Performance Plan and Appraisal Report.

VI. SIGNATURE PAGE

A. Performance Plan/Key Objectives Sign-Off — Signatures of the supervisor and the employee, the date they met to finalize the plan, the signature of the reviewer, and the date of the review.

B. Mid-Period Performance Review Meeting — Signatures of the supervisor and the employee and the date they met to review progress on the plan.

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VII. EXPLANATION OF SECTIONS — Basic information about what should be included in each section of the Performance Plan and Appraisal Report.



FY 2021

Performance Plan and Appraisal Report

I. EMPLOYEE IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL Salotti, Bryan	2. JOB CODE NUMBER AND TITLE 7371 Electrical Transit System Mechanic	3. STATUS <input checked="" type="checkbox"/> Permanent (PCS) <input type="checkbox"/> Provisional (TPV) <input type="checkbox"/> Permanent Exempt (PEX) <input type="checkbox"/> Temporary Exempt (TEX) <input type="checkbox"/> Temporary Civil Service (TCS) <input type="checkbox"/> Limited Tenure (Restricted Use) (TLT) <input type="checkbox"/> Non Civil Service (Restricted Use) (NCS)
4. WORK LOCATION & DIVISION Rail Maintenance/Metro Green Running Repair	5. DEPARTMENT SFMTA-Transit	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Dept. Review Period <input type="checkbox"/> Probationary <input type="checkbox"/> Unscheduled
	7. REVIEW PERIOD July 2021-June 2022	8. PROBATION START AND END DATE

II. PERFORMANCE PLAN – JOB DESCRIPTION

REVIEW OF DUTIES & RESPONSIBILITIES BASED ON JOB DESCRIPTION

FUNCTIONAL/WORKING TITLE	
7371 Electrical Transit System Mechanic	
1. Perform periodic maintenance inspections of SFMTA Light Rail Vehicles. Inspect, clean, adjust, replace filters, replace fluids, replace defective parts and perform necessary repairs.	COMMENTS:
2. Test and troubleshoot electrical, mechanical, hydraulic and electronic problems on SFMTA Light Rail Vehicles. Requires a broad grasp of electrical, electronic and computer theory, mechanical principles and electrical devices, combined with the ability to diagnose causes of defects from observed symptoms. Must be proficient in the use of digital multimeters, meggers, and portable test units(laptop computers) for diagnosing, repairing and maintaining the SFMTA LRV brake, door systems, HVAC and truck systems.	COMMENTS:
3. Remove, replace, and adjust SFMTA Light Rail Vehicle components, including movable step components, electronic door controllers, brake, propulsion, vehicle leveling, lighting, public address and radio communication systems and a wide variety of interior and exterior components.	COMMENTS:
4. Safely operate Light Rail Vehicles and other non-revenue vehicles in the shop, storage yard and on the public streets.	COMMENTS:
5. Follow all safety rules and make use of provided safety equipment. Job involves high voltage electricity, dangerous chemicals, moving vehicles, extremely heavy objects, overhead cranes and power tools.	COMMENTS:
6. Documentation: Properly document and record all work performed on all hard copies, work orders, and EAM Database.	COMMENTS:
7. Attendance: Regular and prompt attendance is required for your job. All planned absences must be requested and approved in advance. For illness, emergencies, or other unplanned and unforeseeable absences, notify your supervisor as soon as possible, but no later than the beginning of the workday on the first day of the absence.	COMMENTS:

FUNCTIONAL/WORKING TITLE	
7371 Electrical Transit System Mechanic	
8. License and Medical: Maintains a current California Drivers License with a medical from SFGH.	
9. Training: Attends all city required training and planned maintenance training.	COMMENTS:
10. Integrity: Adhering to moral and ethical principles, demonstrating soundness of moral character and always acting within the highest standards of honesty.	
11. Performs related duties and responsibilities as required.	COMMENTS:
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13. DSW Preparedness: Take all necessary steps to prepare yourself for an emergency. In your capacity as a Disaster Service Worker, provide updated personal contact information to your department so that you can be contacted in the event of an emergency; report in and respond promptly to instructions by the City and/or your department in the event of an emergency; participate in any drills or emergency exercises as notified; and carry out disaster-related work assignments as required; complete all required disaster-related trainings.	COMMENTS:
14. Equity and Inclusiveness: Fully comply with all SFMTA and city rules and policies including: Discrimination, Harassment, Retaliation-Free Workplace Policy; Gender Inclusion, equal employment opportunity; reasonable accommodation for individuals with disabilities; practices to ensure fairness, diversity, and inclusiveness; completion of required implicit bias awareness training.	COMMENTS:
15. Customer Service: As a representative of the city, be efficient, professional, accountable, and courteous in your interactions with the public, fellow employees, and external business partners. Respond to internal and external requests for assistance and/or requests for information in a timely manner as specified by your department.	COMMENTS:

FUNCTIONAL/WORKING TITLE	
7371 Electrical Transit System Mechanic	
16. Compliance with Rules, Policies and Procedures: Fully comply with all SFMTA rules, policies and procedures. Also comply with city rules and policies in the Employee Handbook including, but not limited to: Department's Statement of Incompatible Activities; Policy Prohibiting Employee Violence in the Workplace; Policy Regarding the Treatment of Co-Workers and Members of the Public; Reporting and Responding to Workforce Violence; etc.	COMMENTS:
17. Inclusivity; <ul style="list-style-type: none"> • Seek variety of identities, abilities, and interactive styles to promote a diverse and fair workplace • Operate from the context of teamwork and positive intent and challenge existing stereotypes Serve the public and address historic inequities in transportation by including all communities in the agency's decision-making processes.	COMMENTS:
18. Integrity: <ul style="list-style-type: none"> • Be responsive to others and be accountable for and take ownership of own actions • Develop trusting relationships and honor commitments to colleagues and stakeholders Keep colleagues informed and be transparent and honest in how we work, from internal operations to external delivery	COMMENTS:

III. Learning & Development Plan

REQUIRED CITY TRAINING:	OTHER PLANNED TRAINING:

IV. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	2	3

B. COMMENTS REGARDING OVERALL PERFORMANCE




C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

1. Employee should review the employee organization's Memorandum of Understanding with the City and County of San Francisco for information that may add to or modify the following list of guidelines.
2. Employee has the right to read the Performance Plan and Appraisal Report.
3. Employee has the right to receive a copy of the Performance Plan and Appraisal Report.
4. Employee has the right to discuss the report with the Reporting Supervisor or Manager.
5. Employee has the right to attach a rebuttal to the Performance Appraisal Plan and Report. The rebuttal must be presented within 30 working days of the report date. The rebuttal should only address the items presented in the report.
6. Employee may request a conference, if requested, with the Reviewer (Reporter's supervisor or manager).

V. SIGNATURE PAGE

PERFORMANCE PLAN

A. Performance Plan/Key Objectives Sign-Off

1. REVIEWER SIGNATURE 	2. REVIEW DATE 9/29/2021	
3. SUPERVISOR SIGNATURE 	4. EMPLOYEE SIGNATURE 	5. MEETING DATE 9/29/21

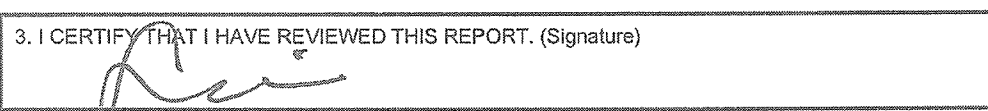
B. Mid-Period Performance Review Meeting

1. SUPERVISOR SIGNATURE 	2. EMPLOYEE SIGNATURE 	3. MEETING DATE 4/12/22
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PERFORMANCE APPRAISAL REPORT

C. Reviewer's Certification

1. NAME, WORK LOCATION Steve Lin	2. JOB CODE NUMBER AND TITLE 7216 Green Superintendent
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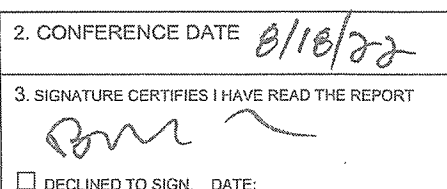
3. I CERTIFY THAT I HAVE REVIEWED THIS REPORT. (Signature) 	4. DATE 8/18/22
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D. Reporting Supervisor/Manager

1. NAME, WORK ADDRESS Jason Chun 425 Geneva Ave SF CA 94112	2. JOB CODE NUMBER AND TITLE 7253 Acting Light Rail Maintenance Supervisor
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3. DATE OF CONFERENCE WITH EMPLOYEE 8/18/2022	4. SIGNATURE 	5. DATE 8/18/2022
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E. Employee's Statement

1. <input checked="" type="checkbox"/> I AGREE WITH THIS REPORT. <input type="checkbox"/> I DO NOT AGREE WITH THIS REPORT: SECT. _____ NO. _____ <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL. <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL AND REQUEST A CONFERENCE WITH THE REVIEWER.	2. CONFERENCE DATE 8/18/22
	3. SIGNATURE CERTIFIES I HAVE READ THE REPORT  <input type="checkbox"/> DECLINED TO SIGN. DATE: _____

VI. EXPLANATIONS OF SECTIONS

- I. EMPLOYEE IDENTIFICATION INFORMATION** — Basic information about the employee, the employee's status, and the review period.
- II. PERFORMANCE PLAN: JOB DESCRIPTION** — A list of the duties and responsibilities based on the job description (should have a minimum of 5.) Comments may include clarification of job description items, address mid-year progress, and appraise the performance of the duties and responsibilities. If appropriate, the job description may be a source of Key Objectives for the review period. Also, if appropriate, include comments for the pre-populated three City goals and three Agency core values (#11 - #16).
- III. PERFORMANCE PLAN: KEY OBJECTIVES** – Most important objectives for the review period and comments regarding the appraisal of the performance of the objectives.

How should I incorporate the Strategic Actions into my staff's Performance Plans?

If your direct report is a Strategic Plan Action Item Lead or listed as an Action Team Member, please make sure that the Action Title and duties associated with this Action are listed in their plan in Section III under the appropriate Goal heading. More information on the Strategic Actions and the implementation teams can be found in the [Strategic Plan Action Tracking System \(SPATS\)](#). (You can find the link on the SFMTA Intranet by clicking on the Divisions Tab and selecting Strategic Plan from the dropdown menu.)

If your direct reports were not assigned to a Strategic Plan Action Item, please make every effort to connect their Performance Plan to the SFMTA's Strategic Plan, though it is not required.

- IV. LEARNING & DEVELOPMENT PLAN** – A list of planned training(s) employee will participate in over the review period, including required City trainings (i.e. Implicit Bias, Harassment Prevention, Ethics)

V. APPRAISAL REPORT SUMMARY

A. Overall Performance Rating — Reporting Supervisor's/Manager's rating of the employee's overall performance over the appraisal review period.

B. Comments Regarding Overall Performance — Narrative explanation of overall performance during the appraisal report review period.

- | | | |
|--|--------------------------------------|--|
| ◆ Demonstration of agency values | ◆ Quantity Of Work Performed | ◆ Effectiveness Of Working With Others |
| ◆ Overall Performance of Job Description | ◆ Quality Of Work Performed | ◆ Use Of Materials And Equipment |
| ◆ Results of Performance Objectives | ◆ Adaptability To The Work Situation | ◆ Safety |
| ◆ Knowledge Of Job | ◆ Employee's Strengths | ◆ Performance Plans |
| | ◆ Achievements | |

In addition to the areas above, the following areas may be addressed for supervisors/managers:

- | | | |
|----------------------------------|---------------------------------|-------------------|
| ◆ Communication | ◆ Planning | ◆ Decision Making |
| ◆ Directing and Motivating Staff | ◆ Training and Developing Staff | |

C. Employee Guidelines — Guidelines for employees regarding the Performance Plan and Appraisal Report.

VI. SIGNATURE PAGE

A. Performance Plan/Key Objectives Sign-Off — Signatures of the supervisor and the employee, the date they met to finalize the plan, the signature of the reviewer, and the date of the review.

B. Mid-Period Performance Review Meeting — Signatures of the supervisor and the employee and the date they met to review progress on the plan.

C. Reviewer's Certification — Information regarding the reviewer of the report. This is the person who directly supervises the reporting supervisor/manager.

D. Reporting Supervisor/Manager — Information regarding the reporting supervisor/manager of the report. This is the person who directly supervises the employee's performance.

E. Employee's Statement — Employee's opportunity to respond to the PPA Report using a checklist, signature and date. Signing the report only certifies that the employee has read it. It does not indicate, unless marked, that the employee agrees with the report.

VII. EXPLANATION OF SECTIONS — Basic information about what should be included in each section of the Performance Plan and Appraisal Report.