



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED  
MAYOR**

*Sent via Electronic Mail*

April 20, 2023

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

Vincent Chu  
[REDACTED]

**SUBJECT: APPEAL BY VINCENT CHU OF THE REJECTION OF APPLICATION FOR  
7371 ELECTRICAL TRANSIT SYSTEM MECHANIC (CBT-7371-T00040).**

Dear Vincent Chu:

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 **May 1, 2023, 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.sf.gov/CivilService](http://www.sf.gov/CivilService) under "Meetings" no later than end of day on Wednesday, April 26, 2023. 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, please submit one hardcopy 3-hole punch, double-sided and numbered at the bottom of each page to the CSC Office at 25 Van Ness Ave., Suite 720 and email a PDF version to the Civil Service Commission's email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org) by **5:00 p.m. on Tuesday, April 25, 2023**, 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  
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, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting 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 available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/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 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: [soff@sfgov.org](mailto:soff@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 <https://sfethics.org/>.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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

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

1. Civil Service Commission Register Number: 0010 - 23 - 4
2. For Civil Service Commission Meeting of: May 1, 2023
3. Check One:  
Ratification Agenda  
Consent Agenda  
Regular Agenda
4. Subject: **Appeal of Rejection of Application by Vincent Chu for 7371 Electrical Transit System Mechanic (CBT-7371-T00040)**
5. Recommendation: Adopt the report and deny the appeal by Vincent Chu.
6. Report prepared by: Shivani Nath Telephone number: (415) 646-2120
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A)**
8. Reviewed and approved for Civil Service Commission Agenda:  
  
Municipal Transportation Agency Director: *Kimberly Ackerman*  
  
Date: April 20, 2023
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

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

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

CSC RECEIPT STAMP

Attachment

## NOTIFICATIONS

**Vincent Chu**



**Jeffrey Tumlin – Director of Transportation**

1 South Van Ness Avenue, 8<sup>th</sup> Floor

San Francisco, CA 94103

Email: [Jeffrey.Tumlin@sfmta.com](mailto:Jeffrey.Tumlin@sfmta.com)

**Kimberly Ackerman – Chief People Officer, SFMTA Human Resources**

1 South Van Ness Avenue, 6<sup>th</sup> Floor

San Francisco, CA 94103

Email: [Kimberly.Ackerman@sfmta.com](mailto:Kimberly.Ackerman@sfmta.com)

**Shivani Nath, Examinations and Classification Manager, SFMTA**

1 South Van Ness Avenue, 6<sup>th</sup> Floor

San Francisco, CA 94103

Email: [Shivani.Nath@sfmta.com](mailto:Shivani.Nath@sfmta.com)

**William Miles II –Talent Acquisition Senior Manager, SFMTA**

1 South Van Ness Avenue, 6<sup>th</sup> Floor

San Francisco, CA 94103

Email: [William.MilesII@sfmta.com](mailto:William.MilesII@sfmta.com)



London Breed, Mayor

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

Steve Heminger, Director  
Fiona Hinze, Director  
Manny Yekutieli, Director

Jeffrey Tumlin, Director of Transportation

## MEMORANDUM

**DATE:** April 20, 2023

**TO:** Honorable Civil Service Commission

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

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

**FROM:** Shivani Nath  
Examinations and Classification Manager, SFMTA Human Resources

**SUBJECT:** **Appeal of Rejection of Application by Vincent Chu for 7371 Electrical Transit System Mechanic (CBT-7371-T00040)**

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### BACKGROUND

The job advertisement (job ad) for class the Electrical Transit System Mechanic (7371) examination was opened by the Municipal Transportation Agency (MTA), Human Resources division, Exams and Classification (E&C) unit on September 12, 2022, and closed on October 4, 2022, under recruitment number CBT-7371-T00040.

To qualify for the 7371 examination, applicants needed to possess the following minimum qualifications (MQs) by October 4, 2022 (closing date of the job advertisement):

#### Experience

- i. *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; AND*

#### License

*Possession of a valid Class C driver license (must possess a California*



*Class C Driver license at the time of appointment).* Note: Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s). *Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.*

*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.*

The E&C unit reviewed Mr. Chu's application and credited Mr. Chu for possession of the required license under the minimum qualifications. After a course of communications, a review of additional information, and verification phone calls, Mr. Chu was initially rejected for lacking three (3) years and six (6) months of the required experience under the minimum qualifications; however, since the second not qualifying notice was sent the calculation has been updated. Based on additional qualifying information experience submitted during the appeal process regarding Mr. Chu's employment at Bombardier/Alstom, Mr. Chu now lacks two (2) years and four (4) months of the required experience under the minimum qualifications.

Mr. Chu submitted a timely appeal and contests that the certifications combined with his experience should qualify him for the 7371 examination.

### **ISSUE**

Does Mr. Chu meet the minimum qualifications to participate in the 7371 examination for recruitment CBT-7371-T00040?

### **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

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**

1. Mr. Chu is currently not and has not previously been employed by the City and County of San Francisco.
2. The examination announcement for CBT-7371-T00040 was posted on September 12, 2022, and closed on October 4, 2022. **[Attachment 1]**
3. Mr. Chu submitted a timely application on September 20, 2022, with the following attachments:
  - Letter from Bombardier/Alstom dated 5/9/22 with employment history, signed by Jessica Ibazeta, Human Resources Business Partner;
  - Resume.
  - California Class C Driver's License (front);
  - Letter from Dnata dated 5/19/22 with employment history, signed by Kristina Vasquez, Human Resources Manager;
  - Aviation Maintenance Technician certificate in Airframe Technology, date illegible, issued by City College of San Francisco; and
  - Aviation Maintenance Certificate in Powerplant Technology, date illegible, issued by City College of San Francisco.

Mr. Chu also listed an Associate's degree from the City College of San Francisco with no additional details. **[Attachment 2]**
4. No appeals were received related to the examination announcement.
5. Mr. Chu received his first not-qualified notice on December 8, 2022. **[Attachment 3]**
6. Mr. Chu submitted the following information during the reconsideration period:
  - Letter from Bombardier/Alstom dated 5/9/22 with employment history, signed by Jessica Ibazeta, Human Resources Business Partner;
  - California Class C Driver's License (front);
  - Letter from Golden Gate Auto, dated 12/09/2022, signed by Henry He, Owner/Manager; and
  - Letter from Dnata dated 05/19/2022 with employment history, signed by Kristina Vasquez, Human Resources Manager. **[Attachment 4]**.



7. Mr. Chu received his second not-qualified notice on January 13, 2023. **[Attachment 5]**
  
8. Mr. Chu filed a timely appeal on the rejection of his application on January 15, 2023 with the following attachments:
  - Cover letter written by Mr. Vincent Chu outlining what he is submitting to show why he should qualify for the recruitment;
  - E-mail correspondence dated January 13, 2023, regarding Response to Reconsideration Request: Electrical Transit System Mechanic (7371), written by Susan Lee, Human Resources Analyst;
  - Resume;
  - Letter from Bombardier/Alstom dated 5/9/22 with employment history, signed by Jessica Ibazeta, Human Resources Business Partner;
  - Aviation Maintenance Technician certificate in Airframe Technology, date illegible, issued by City College of San Francisco;
  - Aviation Maintenance Certificate in Powerplant Technology, date illegible, issued by City College of San Francisco;
  - Certificate in a-8 Engine Performance, date illegible, issued by California Institute of Automotive Technology;
  - Letter from Golden Gate Auto, dated 12/09/2022, signed by Henry He, Owner/Manager;
  - An illegible document from which we are only able to determine limited info such as Mr. Chu’s address and other personal traits as well as the words “Ratings and limitations”;
  - Certificate in a-6 Automotive Electrical Systems, date illegible, issued by California Institute of Automotive Technology;
  - California Class C Driver’s License (front); and
  - A new letter from Dnata dated 1/17/23 with additional employment history, signed by Kristina Vasquez, Human Resources Manager **[Attachment 6]**

### **ANALYSIS**

Mr. Chu contests that his experience and certificates should qualify him for the Electrical Transit System Mechanic examination.

The Electrical Transit System Mechanic, class 7371, is a skilled journey-level classification that is 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). The Electrical Transit System Mechanic interprets electrical and electronic schematics to correctly locate wires, air lines, hydraulics, and associated components, uses testing devices to troubleshoot faulty circuits/components and works with hazardous wiring systems. They are expected to have the experience to safely work around electrical voltage up to 750 volts or high amperage + or - 1200 and highly pressurized systems to maintain and repair electrically powered transit equipment and vehicles. This work is dangerous and requires one to be properly trained before independently performing the journey-level responsibilities of this class. **[Attachment 7]**

Below is a listing of all work experience and education that Mr. Chu submitted as a part of his application including additional information that was submitted and gathered during the interactive process between Mr. Chu and the E&C unit.

## 1. Application Review

### a. Work Experience & Education Listed on Application

- i. GSE Technician, Dnata (July 2021 –job ad close date of October 2022)  
*“performed diagnostics broken tug, belt loader, and container loader, dollies, equipment, perform electrical failure, hydraulic systems, tire brakes.”* (application)

The experience stated on the application was not considered qualifying as broken tugs, belt loaders, container loaders, and dollies are not similar systems found on light rail and electric trolley systems. Although Mr. Chu listed *“perform electrical failure, hydraulic systems”* the terms lacked specificity to determine if this employment met the MQ language.

Mr. Chu was not credited any time toward the experience requirements of the minimum qualifications.

- ii. Maintenance Technician, Bombardier/Alstom (June 2020 – June 2021)  
*“perform PM on the train, heavy service, door jam, electrical issue, initiate trail to automatic system, rail repair and maintenance, work with 600 volts system, switches, station door service at the airport.”* (application)

The experience stated on the application was considered qualifying and Mr. Chu was credited six (6) months of experience toward the experience requirements of the minimum qualifications. Although Mr. Chu worked in this job from June 2020 – June 2021, it was confirmed over a phone verification with Jessica Ibazeta, Human Resources Business Partner, that Mr. Chu was in a training capacity for the first six (6) months of his appointment and, thus, during that time period he would not have been working independently at a journey-level. **[Attachment 8]**



- iii. Maintenance Technician, United Rental (March 2018 – June 2020) “*service boom, electrical lift, bulldozer, diesel and gasoline, electrical motor, and hydraulics.*”(application)

The experience stated on the application was not considered qualifying as service booms and bulldozers are not similar systems found on light rail and electric trolley systems. Although Mr. Chu had listed *electrical lift, electrical motor, and hydraulics* the terms lacked specificity of responsibilities to determine if this employment met the MQ language.

Mr. Chu was not credited any time toward the experience requirements of the minimum qualifications.

- iv. Mechanic, Golden Gate Auto Repair (April 2014 – January 2018) “*lead mechanic.*”

The experience stated on the application was not considered as it lacked specific duties that Mr. Chu performed.

Mr. Chu was not credited any time toward the experience requirements of the minimum qualifications.

- v. Mechanic, Fell Street Auto Repair (January 2010 – January 2014) no duties listed.

This position on the application was not considered as it lacked duties.

Mr. Chu was not credited any time toward the experience requirements of the minimum qualifications.

- vi. Associate’s in College, City College of San Francisco (Jun 1994 – June 1998)

Mr. Chu did not include a diploma or details of the field of study.

The listed education was not credited as a substitute for the experience requirements.



## 2. Attachments

### a. Attachments Submitted with Application

- i. City College of San Francisco Aviation Maintenance Technician Certificate, Airframe Technology (date: unreadable).
- ii. City College of San Francisco Aviation Maintenance Technician Certificate, Powerplant Technology (date: unreadable).
- iii. California Institute of Automotive Technology, A-6 Automotive Electrical Systems (date: May 9, 2009).
- iv. California Institute of Automotive Technology A-8 Engine Performance (date: unreadable).

The California Institute of Automotive Technology is not a teaching institution. They test specific technical skillsets, and those who are successful are deemed certified to perform only the specific work to which certified. Certificate programs are not equivalent to graduation from a trade or technical school, which teaches students a specific curriculum and provides job-specific training. Additionally, although the City College of San Francisco is a teaching institution, Mr. Chu only attached certifications and not a diploma verifying an associate degree.

The listed certificates above were not credited as a substitute for the experience requirement.

### b. New Verification Attachments Received After First Not Qualified Notice -

Although a number of documents were submitted by Mr. Chu in response to their first not qualified notice, the only new verification document received that was not previously reviewed was a letter from Golden Gate Auto dated: 12/09/2022, signed by Henry He, Owner/Manager.

The letter indicated that Mr. Chu performed preventative maintenance, repaired engines, brakes, and transmissions, and inspected and repaired systems including ignitions, relays, wiring, lighting, etc. Phone verification was conducted on December 22, 2022, with Mr. Henry He, Owner/Manager of Golden Gate Auto Repair [Attachment 9]. Mr. He was unable to verify that he wrote or signed the letter; however, when asked about electrical work, Mr. He indicated that Mr. Chu may have performed a few hybrid battery replacements, but the shop does mainly smog checks and fail smog repairs. The information collected during the verification



process did not reveal any additional information to change the initial determination. Therefore, this experience remained not qualifying.

This experience was not credited toward the experience requirements.

- c. **New Verification Attachments Received with Appeal** - Although a number of documents were submitted by Mr. Chu in response to their first not qualified notice, the only new verification document received that was not previously reviewed was an updated letter from Dnata dated 1/17/23 with additional employment history, signed by Kristina Vasquez, Human Resources Manager.

Although all verification should have been submitted during the reconsideration period, the E&C unit reviewed this additional document to determine if the experience would be qualifying. In the letter, it states that Mr. Chu was working as a Ground Service Equipment (GSE) Senior Level Tech and that he services company aircraft equipment, troubleshoots and diagnoses electrical components such as batteries, starters, alternators, and vast wiring systems. Phone verification was conducted on March 28, 2023, with Ms. Vasquez [Attachment 10], and Mr. Chu's supervisor Salvador Ortiz [Attachment 11]. It was verified that Mr. Chu performed general and preventative maintenance of the fleet and GMC vehicles, which included troubleshooting electrical wiring harnesses, switches, fuses, and relays.

Based on the phone verification, the information is considered qualifying.

Mr. Chu was employed with Dnata from July 1, 2021 through the filing deadline of October 4, 2022. According to the phone verification, the first month was training and, thus, during that time he would not have been working independently at a journey-level. As such, Mr. Chu has been credited one (1) year and two (2) months of qualifying experience.

Combined with the six months of Bombardier/Alstom experience, this gives Mr. Chu a total of one (1) year and eight (8) months of qualifying experience that the E&C unit was able to verify.

**d. New Verification Attachments Received through the Civil Service Commission After the Appeal was Filed**

- i. Wage and Tax Statements (W2) forms from Golden Gate Smog Test Only. Mr. Chu explained that he was submitting it to provide clarity that what is known today as Golden Gate Repair was Golden Gate



Smog Test Only and that Henry He is still the owner and manager [Attachment 12].

The documentation did not reveal any relevant information to change the initial determination.

### **CONCLUSION**

The minimum qualifications for the 7371 examination require 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.

Mr. Chu did not provide a diploma or other verification to prove completion of an associate's degree or graduation from a trade or technical school that would have been similar to the required education that would have allowed him to substitute his education for up to two (2) years of the required experience.

Based on the information that was made available to the E&C unit, Mr. Chu's work experience consists of servicing automobiles, conducting smog checks, making repairs on failed smog tests, and other routine automobile work. Although for some employers, Mr. Chu does list terms such as hydraulics, electrical motor, electrical and failures, the information received does not provide enough information to understand what tasks he performed related to the components. A key requirement of the 7371 classification is troubleshooting, repairing and maintaining electromechanical/electrical/electronic and mechanical systems. There is not enough information for those jobs to determine whether Mr. Chu performed the full scope of work as required by the minimum qualifications.

Based on the information that was received by the final filing date of the job ad, the E&C unit found that Mr. Chu has the required driver license for the 7371 minimum qualifications, but only clearly possesses one (1) year and eight (8) months of qualifying experience as of the filing deadline for this exam. He lacks two (2) years and four (4) months of the required four (4) years of qualifying experience.

### **RECOMMENDATION**

Adopt the report and deny the appeal by Vincent Chu.



**INDEX**

<b>Attachment</b>	<b>Description</b>	<b>Page</b>
1	2022 Job Advertisement for 7371- Electrical Transit Mechanic (CBT-7371-T00040)	V.CHU-001
2	Application with attachments	V.CHU-008
3	First Not Qualified Notice (NQ) Notice, dated 12/8/22	V.CHU-016
4	Additional documents submitted by Mr. Chu to MTA	V.CHU-019
5	Second Not Qualified Notice (NQ), dated 1/13/23	V.CHU-025
6	Notice of Appeal, dated 1/15/23 – Vincent Chu with attachments	V.CHU-028
7	7371 Electronical Transit Mechanic, Classification Specification Document	V.CHU-050
8	Bombardier Alstom Phone Verification_Ibazeta	V.CHU-057
9	Golden Gate Phone Verification_He	V.CHU-059
10	Dnata_Phone Verification_Vasquez	V.CHU-060
11	Dnata_Phone Verification_Salvador Ortiz	V.CHU-062
12	Wage and Tax Statements (W2) forms	V.CHU-064





# Attachment 1

## SF | Careers

### Electrical Transit System Mechanic - San Francisco Municipal Transportation Agency (7371) - (T00040)

1 S Van Ness Ave, San Francisco, CA 94103, USA

Full-time

Exam Type: Class Based Test

Eligible List Type: Entrance

Certification Rule: Rule of 3

Fill Type: Permanent Civil Service

Work Hours: Regular

Job Code and Title: 7371-Electrical Transit System Mechanic

#### Company Description

**This is a San Francisco Municipal Transportation Agency Class Based Test.**

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:** Monday September 12, 2022

**Deadline to Apply:** Recruitment may close at any time but no earlier than **Friday, September 23, 2022**

**Compensation Range:** \$111,982/year (For more information, click [Here.](#))

**Recruitment ID:** T00040 / REF14667P

#### Job Description

##### **Job Description:**

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.

##### **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.

*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.*

## **Qualifications**

### **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:**

Possession of a valid driver's license at the time of appointment

**Note:** *Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s). Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.*

**Additional Note:** *If you have had experience in performing troubleshooting, repairs and/or maintenance involving any of the items shown below or similar equipment, please clearly list this experience on your application:*

- *Control circuitry*
- *Multiplexed bus systems*
- *AC/DC motors*
- *Vehicle control modules*
- *Generators/Alternators*
- *Digital readers*
- *Power inverters*
- *On-board diagnostics*
- *Air conditioning equipment (HVAC)*
- *Vehicle wiring diagrams/schematics*
- *CAN bus system (Controller Area Network)*
- *Relays*
- *Hybrid vehicle electrical/electronic parts/equipment*

*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 Process:**

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.

**Exam Components: (General Exam Process Information)**

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 supplies and materials; knowledge of safety methods; ability to use tools and electrical testing devices and ability to understand diagrams.

*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](#).*

**Additional Information**

**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 **12 months** and may be extended with the approval of the Director of Transportation.

**Terms of Announcement:**

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 \(sf.gov\)](https://careerswithpurpose.org/city-and-county-of-san-francisco).] 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 Examinations and Classification Unit, 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>

**Medical Examination/Drug Testing:**

Candidates who are being considered for appointment for positions which 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 7371 Electrical Transit System Mechanic 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.

**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](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

**How to Apply:**

Applications for City and County of San Francisco jobs are only accepted through an online process.

1. Visit <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>
2. Type "7371" in to the "Search job openings" field
3. Click the link to open the Job Announcement
4. Select the "I'm Interested" button and follow instructions on the screen.

Applicants may be contacted by email about this recruitment 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).

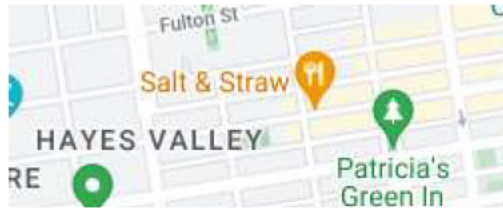
Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or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

**Exam Analyst Information:** If you have any questions regarding the Exam Process, please contact one of the following exam analysts, Susan.Lee@sfmta.com SL | CBT-7371-T00040 | Entrance

**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.

**Job Location**



## [Cookies Settings](#)

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Powered by

(Data Processor)

[Privacy Policy](#) and [Terms of Use](#)

Vincent chu  
GSE Technician at Dnata

VC

Profile

Resume

### Experience

- Ju 2021 - Current**  
a year, 8 months  
**GSE Technician**  
Dnata  
perform diagnostic broken tug, be t oader , and container oader, do ies, equipments , performe ectrica fai ure , hydraul ics systems, tires brakes
- Apr 2020 - Jul 2021**  
a year, 4 months  
**Ma ntenance Technician**  
Bombardier  
perform PM on the train, heavy service , door jam, e ectrica issue, initiate train to automaticsystem, rai repair and maintenance, work with 600 vo ts system, switches , station door service atthe airport
- Mar 2018 - Jun 2020**  
2 years, 4 months  
**Ma ntenance Technician**  
United Rental  
service boom, e ectrica lift, bul dozer, diesel and gasoline engine, electrica , motor, andhydrau ics
- Apr 2014 - Jan 2018**  
3 years, 11 months  
**Mechanic**  
Golden gate auto repair  
Lead mechanic
- Jan 2010 - Jan 2014**  
4 years, a month  
**Mechanic**  
Fe st auto repairJanuary 2010 to January 2014

### Education

- None specified smog inspector, diagnostic and repair tech

**Electrical Transit System Mechanic - San Francisco Municipal Transportation Agency (7371) - (T00040)** ☆☆☆☆☆  
San Francisco, CA • REF14667P  
From Default Career Page  
on Sep 20, 2022

**Rejected**  
Did Not Meet Minimum Qualifications

ASSIGN TO ANOTHER JOB

ADD TO COMMUNITY

### Attachments

- WRD2836.jpg
- Golden Gate Auto Repair.jpg
- A stom.pdf
- GSE Verification.jpg
- Drivers License.png
- A8.png
- A6.png
- Power Plant Certificate.png
- Arr Frane Certificate.png
- GSE Verification.jpg
- Drivers License.png

# Attachment 2



C	Bar certification EI and EO tech	Jan 2011 - Jan 2012 a year, a month	
	California Institute of Automotive Technology		
	Associate's in college	Jun 1994 - Jun 1998 4 years, a month	
	City College of San Francisco		

Resume 
  
 Alstom.pdf 
  
 Shared across all applications
   
 Latest Resume

## Assessments

Linked to **VIEW ALL**

**Jobs**

- Automotive Machinist - Fleet Division, Office of City Administrator (7313)
  - In Review | Minimum Qualification Review
- Electrical Transmission and Power Distribution Line Worker (Lineman) - High Voltage - San Francisco Public Utilities Commission (7350) - (112374)
  - New
- 1230-Instructional Designer
  - In Review | Meets Minimum Qualifications
- 1230-Wastewater Enterprise Technical Trainer
  - In Review | Minimum Qualification Review
- Automotive Mechanic, Fleet Management (7381)
  - In Review | Minimum Qualification Review
- Water Meter Repairer- City Distribution Division - SFPUC (7353) - (109231)
  - Rejected | Did Not Meet Minimum Qualifications
- Stationary Engineer, Sewage Plant (Job Code 7372)
  -

Rejected | Did Not Meet Minimum Qualifications

7334-Stationary Engineer

Rejected | Did Not Meet Minimum Qualifications

Electrical Transit System Mechanic -  
Municipal Transportation Agency - (7371)

Rejected | Did Not Meet Minimum Qualifications

Electronic Instrumentation Technician,  
Water Pollution Control - City & County of  
San Francisco - Multiple Departments -  
(7336)

Rejected | Did Not Meet Minimum Qualifications

Electrical Transit Mechanic Supervisor I -  
SF Municipal Transportation Agency -  
(7253) - (M00231)

Lead

[Hide more jobs](#)

### Application fields

### Tags

Add tag

**City College of San Francisco**

Department of Aeronautics

**Aviation Maintenance Technician Certificate**

**John Carrifino II**

VTWENT 1901 830 DBU

HAS SUCCESSFULLY SATISFIED THE REQUIREMENTS OF THE CURRICULUM APPROVED BY

THE FEDERAL AVIATION ADMINISTRATION AND THE CITY COLLEGE OF SAN FRANCISCO

IN  
**Airframe Technology**



SIGNATURES ACKNOWLEDGING THIS ACHIEVEMENT

*W. S. ...*  
Chairman, Department of Aeronautics

*Christina ...*  
Administrator, City College of San Francisco

October 25, 1985

My Flying Certificate 418-11  
000000



US - AMER  
Service Delivery Center  
Automated People Mover

679 N McDonnell Road  
San Francisco CA 94128  
Phone: +1 (650) 821 7345  
Fax: +1 (650) 821 7371  
www.alstom.com

San Francisco, 5/9/2022

Dear Madam/Sir,

This letter is to verify that Vincent Chu was an employee at Bombardier/Alstom.

Employment History:

Start Date: June 09, 2020 to June 03, 2021

Type of Employment: Full-time

Job Title: Maintenance Technician

Description of duties performed

- ❖ Perform corrective and preventive maintenance, inspections, repairs, and adjustments to all systems, subsystems, and components of an electronic, mechanical, electro-mechanical, hydraulic, and pneumatic nature.
- ❖ Trouble-shoot complex systems and components to identify problems or failures.
- ❖ Diagnose and trouble-shoot causes of equipment failures.
- ❖ Use various electronic test equipment to diagnose/isolate faults.
- ❖ Responds to recovery in the system using Radio following radio and recovery protocols
- ❖ Install/repair complex wiring assemblies including modifications
- ❖ Observe all established safety procedures.
- ❖ Perform administrative and housekeeping duties.
- ❖ Works with medium voltage equipment (600V).

If you have any further questions, please feel free to contact me at + 1 (650) 821 7357.

Sincerely,

Jessica Ibarreta  
Human Resource Business Partner

612 Westfield Road, 2<sup>nd</sup> Floor  
Suite 210, San Francisco CA, 94128  
Phone: (650) 743-2232

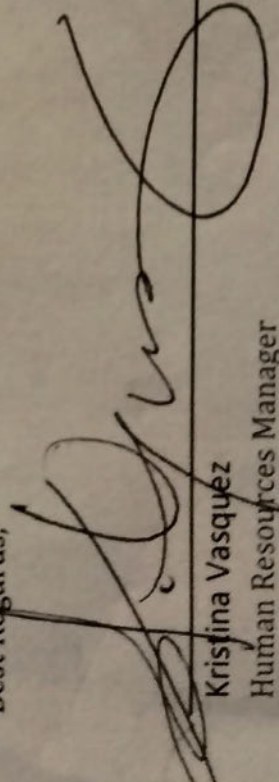
Date: 5/19/2022

To whom it may concern:

This letter serves as an employment verification for Vincent Chu. He has been employed with Dnata at the San Francisco International Airport since July 1<sup>st</sup>, 2021 as a GSE Tech - A (Ground Service Mechanic) Mechanical Maintenance. Vincent is the primary GSE Tech for overseeing and servicing company automotive vehicles, airfield equipment, aircraft loaders, aircraft belt loaders and towbars both diesel and gas engine. His current rate is \$39.00 an hour as a non union employee. He is a full-time non-exempt employee working a 40 hour work week schedule.

Please feel free to reach out if you have any questions or need further information.

Best Regards,



Kristina Vasquez  
Human Resources Manager

dnata USA  
612 Westfield Road, San Francisco, CA 94128  
T: +1 650.239.0244 M: +1 628.777.6019 | dnata.com

California

DRIVER LICENSE

FEDERAL LIMITS APPLY



*Vincent Khoi Bao*

DL

EXP 07/18/2027

LN CHU

FN VINCENT KHOI BAO

CLASS C

END NONE

DOB

RESTR NONE

SEX M

HGT 5'08"

WGT 143 LB

HAIR BLK

EYES BRN

ISS

# City College of San Francisco

Department of Aeronautics

## Aviation Maintenance Technician Certificate

This Certifies That

VINCENT KWAI BAO CHU

HAS SUCCESSFULLY SATISFIED THE REQUIREMENTS OF THE CURRICULUM APPROVED BY THE FEDERAL AVIATION ADMINISTRATION AND THE CITY COLLEGE OF SAN FRANCISCO

IN

**Powerplant Technology**

DECEMBER 21, 1994

Federal Aviation Administration  
No. 1994-10-000000000000000000

SENATORS ACKNOWLEDGE THE ABOVE

*[Signature]*  
Senator [Name]  
*[Signature]*  
Senator [Name]



# Attachment 3

**From:** [Susan Lee from City and County of San Francisco](#)  
**To:** [REDACTED]  
**Subject:** Electrical Transit System Mechanic (7371) Qualifications Review  
**Date:** Thursday, December 8, 2022 1:32:37 PM

---

EXT

12/8/22

[REDACTED]

Dear Candidate:

Thank you for submitting your application for Electrical Transit System Mechanic - San Francisco Municipal Transportation Agency (7371) - (T00040). After a careful review of your application, it has been determined that you do not possess the **Experience** required to fulfill the minimum qualifications for this position as stated in the examination announcement. All applicants must meet all of the minimum qualifications by the announcement deadline 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:

License: Possession of a valid driver's license at the time of appointment

**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.

Exams staff is working remotely. If you wish to have your application be reconsidered for this recruitment, please reply to this message and include verification as stipulated below by



**Thursday, December 15, 2022** at 5:00 PM. If we do not receive verification documents or an email specifying why verification is unable to be provided by **Thursday, December 15, 2022** at 5:00 PM, 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 have the name of the applicant
- • Must have the job title(s) and duties performed
- • Must have the dates of employment
- • Must have the types of employment (part-time/full-time)
- • 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 close of business (5:00 p.m.) on **Thursday, December 15, 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>.

Best,

Susan Lee

SFMTA Examinations & Classification Unit

RECRUITMENT: CBT – 7371 – T00040

This message is from outside of the SFMTA email system. Please review the email carefully before

V.CHU-017

responding, clicking links, or opening attachments.

# Attachment 4

**From:** [REDACTED]  
**To:** [Lee, Susan](#)  
**Subject:** Re: Electrical Transit System Mechanic (7371) Qualifications Review  
**Date:** Saturday, December 10, 2022 12:48:38 PM  
**Attachments:** [Golden Gate Auto Repair.jpg](#)  
[GSE Verification.jpg](#)  
[Drivers License.png](#)  
[Alstom.pdf](#)

EXT

Hello Susan Lee,  
I politely request your reconsideration moving forward as a candidate for employment. I have attached the required documents to verify my employment qualifications. Thank you. Respectfully Vincent Chu.

On Thursday, December 8, 2022 at 01:32:32 PM PST, Susan Lee from City and County of San Francisco <notifications@careers.sf.gov> wrote:

12/8/22

[REDACTED]  
Dear Candidate:

Thank you for submitting your application for Electrical Transit System Mechanic - San Francisco Municipal Transportation Agency (7371) - (T00040). After a careful review of your application, it has been determined that you do not possess the **Experience** required to fulfill the minimum qualifications for this position as stated in the examination announcement. All applicants must meet all of the minimum qualifications by the announcement deadline 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:

License: Possession of a valid driver's license at the time of appointment

**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.

Exams staff is working remotely. If you wish to have your application be reconsidered for this recruitment, please reply to this message and include verification as stipulated below by **Thursday, December 15, 2022** at 5:00 PM. If we do not receive verification documents or an email specifying why verification is unable to be provided by **Thursday, December 15, 2022** at 5:00 PM, 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 have the name of the applicant
- Must have the job title(s) and duties performed
- Must have the dates of employment
- Must have the types of employment (part-time/full-time)
- 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 close of business (5:00 p.m.) on **Thursday, December 15, 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>.

Best,

Susan Lee

SFMTA Examinations & Classification Unit

RECRUITMENT: CBT – 7371 – T00040

This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.

SF, CA 94121

Phone Number: 415-330-0928

SF, Dec 9, 2022

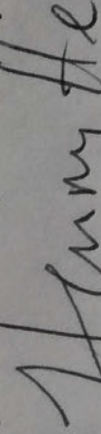
Dear Madam/Sir.

This letter is to verify that Vincent Chu was an employee at Golden Gate Auto Repair since April 1, 2014 to January 1, 2018. He was a full time employee, working 40 hours per week.

As a Lead Mechanic:

- Performed Preventive Maintenance - 30,000 Mile Inspection, 90,000 Mile Inspection. Such as brake system, Engine tune up, Fuel filter, Air filter, Suspension system, HVAC, Steering system, and Fuel injection system.
- Replace and Repair – Water Pump, Timing Belt, Hoses, and Mechanical Linkage.
- Diagnostic using Snap on Scanner to find the problem. Such as, no charging, no start, no heat, and no cold air on all domestic import vehicle.
- Toyota – Camry, Corolla, Pilot.
- Honda – Civic, Accord, and Rav 4.
- Ford – Focus, Mustang, F150, and F350.
- Determines what is needed to repaired and how to repair on the vehicle.
- Inspect and Repair ignition systems, starting systems, switches, relay, wiring systems, lighting systems, AC/DC.
- Respond to broken down vehicles and brings back to shop.

If you have any further questions, please call 415-330-0928



612 Westfield Road, 2<sup>nd</sup> Floor  
Suite 210, San Francisco CA, 94128  
Phone: (650) 743-2232

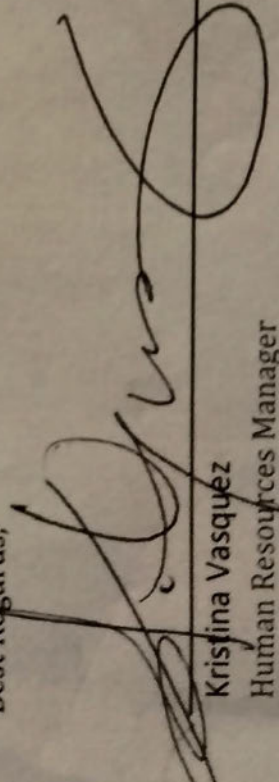
Date: 5/19/2022

To whom it may concern:

This letter serves as an employment verification for Vincent Chu. He has been employed with Dnata at the San Francisco International Airport since July 1<sup>st</sup>, 2021 as a GSE Tech - A (Ground Service Mechanic) Mechanical Maintenance. Vincent is the primary GSE Tech for overseeing and servicing company automotive vehicles, airfield equipment, aircraft loaders, aircraft belt loaders and towbars both diesel and gas engine. His current rate is \$39.00 an hour as a non union employee. He is a full-time non-exempt employee working a 40 hour work week schedule.

Please feel free to reach out if you have any questions or need further information.

Best Regards,



Kristina Vasquez  
Human Resources Manager

dnata USA  
612 Westfield Road, San Francisco, CA 94128  
T: +1 650.239.0244 M: +1 628.777.6019 | dnata.com

California

USA DRIVER LICENSE

FEDERAL LIMITS APPLY



DL

EXP 07/18/2027

LN CHU

FN VINCENT KHOI BAO

CLASS C

END NONE

DOB

RESTR NONE



SEX M

HAIR BLK

EYES BRN

HGT 5'08"

WGT 143 lb

ISS

DD

*Vincent Chu*



US - AMER  
Service Delivery Center  
Automated People Mover

679 N McDonnell Road  
San Francisco CA 94128  
Phone: +1 (650) 821 7345  
Fax: +1 (650) 821 7371  
www.alstom.com

San Francisco, 5/9/2022

Dear Madam/Sir,

This letter is to verify that Vincent Chu was an employee at Bombardier/Alstom.

Employment History:

Start Date: June 09, 2020 to June 03, 2021

Type of Employment: Full-time

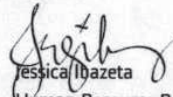
Job Title: Maintenance Technician

Description of duties performed

- ❖ Perform corrective and preventive maintenance, inspections, repairs, and adjustments to all systems, subsystems, and components of an electronic, mechanical, electro-mechanical, hydraulic, and pneumatic nature.
- ❖ Trouble-shoot complex systems and components to identify problems or failures.
- ❖ Diagnose and trouble-shoot causes of equipment failures.
- ❖ Use various electronic test equipment to diagnose/isolate faults.
- ❖ Responds to recovery in the system using Radio following radio and recovery protocols
- ❖ Install/repair complex wiring assemblies including modifications
- ❖ Observe all established safety procedures.
- ❖ Perform administrative and housekeeping duties.
- ❖ Works with medium voltage equipment (600V).

If you have any further questions, please feel free to contact me at + 1 (650) 821 7357.

Sincerely,



Jessica Hazeta

Human Resource Business Partner



# Attachment 5

**From:** [Susan Lee from City and County of San Francisco](#)  
**To:** [REDACTED]  
**Subject:** Response to Reconsideration Request: Electrical Transit System Mechanic (7371)  
**Date:** Friday, January 13, 2023 6:53:14 PM

---

EXT

1/13/23

[REDACTED]

Dear Vincent Chu:

Thank you for submitting additional documents to support your reconsideration request for Electrical Transit System Mechanic - San Francisco Municipal Transportation Agency (7371) - (T00040). A second review of your application along with the additional information you submitted has been conducted.

According to the job ad, the minimum qualifications required for all applicants are the following.

License: Possession of a valid driver's license at the time of appointment

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.

You provided a copy of the following documents:

- Verification letter from Alstom from June 2020 to June 2021 (dated: 05/09/2022)
- Verification Letter from Golden Gate Auto Repair from April 2014 to January 2018 (dated: 12/09/2022)
- Verification letter from GSE from July 2021 to present (dated 05/19/2022)
- California Driver License: U5150346 (exp: 07/18/2027)

The information you provided does not indicate that you possess the required 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. According to the verification letter from GSE, you were a Ground Service Mechanic that worked company automotive vehicles, airfield equipment, aircraft loaders, aircraft belt loaders and towbars both diesel and gas engine oil and filter changes, spark plug changes, tire rotations, brake inspections, scheduled maintenances, low level recalls, and minor diagnosis. The letter did not provide evidence that you have experience with any duties involving the troubleshooting, repairs and/or maintenance of electromechanical/electrical/electronic systems similar to SFMTA light rail and electric trolley vehicles and therefore, is not considered qualifying experience.

Due to the need for additional details not provided on the verification letter from Golden Gate Auto Repair, the owner listed, Henry He, was contacted. They were unable to confirm your experience at this position included troubleshooting, repairs and/or maintenance of electromechanical/electrical/electronic systems similar to SFMTA light rail and electric trolley vehicles and therefore, is not considered qualifying experience.

Due to the need for additional details not provided on the verification letter from Alstom, the Human Resource Business Partner, Jessica Ibazeta, was contacted. They confirmed that there was a 6-month period which you had spent training under supervision and this period of training is not considered qualifying journey-level experience. Therefore, your experience at Alstom is approximately 6 months of qualifying experience which is less than the required 4 years.

The documents that you provided do not show that you possess the experience, at this time, required to meet the minimum qualifications for 7371 Electrical Transit System Mechanic. Therefore, your application for this recruitment will not continue to the next step in the exam process.

Thank you for your time and interest in this recruitment. 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.

We encourage you to continue to seek employment opportunities with the San Francisco Municipal Transportation Agency. You may obtain employment information from our website at [www.sfmta.com/JoinOurTeam](http://www.sfmta.com/JoinOurTeam).

Respectfully,

Susan Lee

SFMTA Examinations & Classification Unit

RECRUITMENT: CBT- 7371 – T00040

This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

# Attachment 6

## NOTICE OF RECEIPT OF APPEAL

DATE: January 23, 2023

REGISTER NO.: 0010-23-4

APPELLANT: VINCENT CHU

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 Vincent Chu, appealing the rejection of their application for 7371 Electrical Transit System Mechanic 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 to [civilservice@sfgov.org](mailto:civilservice@sfgov.org). CSC Form 13 is available on the Civil Service Commission's website at [www.sf.gov/CivilService](http://www.sf.gov/CivilService) on the "File an action request for a Civil Service Commission hearing" page.

In the event that Vincent Chu'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 March 23, 2023**, so that it may be heard by the Civil Service Commission at its meeting on April 3, 2023. If you will be unable to transmit the staff report by the March 23<sup>rd</sup> deadline, or if required departmental representatives will not be available to attend the April 3<sup>rd</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: Vincent Chu  
January 23, 2023  
Page 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.sf.gov/CivilService](http://www.sf.gov/CivilService).

Sincerely,

CIVIL SERVICE COMMISSION



LAVENA HOLMES  
Deputy Director

Attachment

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



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED  
MAYOR**

*Sent via Email*

January 23, 2023

Vincent Chu



**Subject: Register No. 0010-23-4: Appealing the Rejection of their Application for 7371 Electrical Transit System Mechanic Examination.**

Dear Vincent Chu:

This is in response to your appeal submitted to the Civil Service Commission on January 17, 2023, appealing the rejection of your application for 7371 Electrical Transit System Mechanic 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.sf.gov/CivilService](http://www.sf.gov/CivilService).

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script that reads "Lavena Holmes".

LAVENA HOLMES  
Deputy Director

Received 1/17/23 1:08 pm. SE



CIVIL SERVICE COMMISSION  
City and County of San Francisco

25 Van Ness Avenue, Suite 720  
San Francisco, California 94102-6033  
Executive Officer  
(628) 652-1100

CSC Register No.
0010-23-4
To: J. Tumlin
CC: K. Ackerman
W. Miles
S. Nath
S. Lee

APPEAL TO THE CIVIL SERVICE COMMISSION

<b>INSTRUCTIONS:</b> Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above within the designated number of days following the postmarked mailing date or email date (whichever is applicable) of the Department of Human Resources' or Municipal Transportation Agency's notification to the appellant. The appellant's/authorized representative's original signature is required. (E-mail is not accepted.) It is recommended that you include all relevant information and documentation in support of your appeal.	<b>TYPE OF APPEAL:</b> (Check One) <input type="checkbox"/> Examination Matters (by close of business on 5 <sup>th</sup> working day) <input type="checkbox"/> Employee Compensation Matters (by close of business on 7 <sup>th</sup> working day) - Limited application <input type="checkbox"/> Personal Service Contracts (Posting Period) <input checked="" type="checkbox"/> Other Matters (i.e., Human Resources Director/Executive Officer Action) (30 Calendar days) <input type="checkbox"/> Future Employability Recommendations (See Notice to Employee)
--	--

"During the Shelter Order dated March 17, 2020, we are accepting appeals by email at civilservice@sfgov.org"

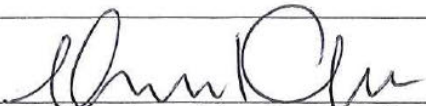
Full Name of Appellant VINCENT CHU	Work Address	Work Telephone
Job Code 7371	Title ELECTRICAL TRANSIT SYSTEM MECHANIC	Department
Residence Address	City	State
	Zip	Home Telephone
Full Name of Authorized Representative (if any)	Telephone Number of Representative (including Area Code)	

**NOTE:** If this is deemed to be a timely and appealable matter, the department will submit a staff report to the Civil Service Commission to request that it be scheduled for hearing. You will be notified approximately one week in advance of the hearing date, at which time you will be able to pick up a copy of the department's staff report at the Commission's offices. If you would instead prefer Commission staff to email you a copy of the meeting notice and staff report, please provide your email address below.

**Email:**

COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE. (Use additional page(s) if necessary)

Does the basis of this appeal include <b>new</b> information not previously presented in the appeal to the Human Resources Director? If so, please specify.	Check One: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

Original Signature of Appellant or Authorized Representative:  Date: 1/15/2023

CSC-12 (5/2021)

Date Received by Civil Service Commission: \_\_\_\_\_

To whom it may concern.

I, Vincent Chu appeals to the decision made by Susan Lee. That I was not qualified for this job, Electrical Transit System Mechanic (7371) - (T0040)

School: City College of San Francisco

License: A&P Aircraft Maintenance. Two and a half years to complete. This license certifies me as an Airframe, Power Plant, and Electronic Tech.

School: California Institute of Automotive Technology

Certificate A-6 Automotive Electrical Systems. Eight months to complete. These two licenses equal two years of experience.

My Dnata work experience certifies me as a GSE Tech-A (Journey Level) Job duties include diagnostics and troubleshoot and failure of equipment.

One of the highest ratings there is. Tech-B and C are the lower levels.

Aircraft Loaders systems include Mechanical, Hydraulics, Electrical, PCM, Circuitry, Relays, Switches, and Diesel Engines.

Belt Loader systems include Charging Systems, Circuitry, conveyors, and Mechanical Engines. One and a half years of experience.

GPU otherwise as Ground Power Unit, provides 120 V AC or 28 V DC.

My duties, include diagnostics and troubleshoot the cause of equipment failures.

At Golden Gate Auto Repair, I was the lead performer of Diagnostics, Troubleshoot, Engine Problems, Electrical Circuits, Failure of headlights, Charging Systems, and AC Systems. Four years of experience.

I believe that I have enough qualifications required for this position, Electrical Transit Systems Mechanic. Please reconsider.

My email is [REDACTED]. Please call or text at [REDACTED]

Includes -

-Resume

-Transmittal date 1/13/23 6:53 PM

-License

-Certificate

-Current DL

-Verification Paper

Thank you respectfully,

Vincent Chu

1/15/23





## Response to Reconsideration Request: Electrical Transit System Mechanic (7371)

From: Susan Lee from City and County of San Francisco (notifications@careers.sf.gov)

To: [REDACTED]

Date: Friday, January 13, 2023 at 06:53 PM PST

1/13/23

Dear Vincent Chu:

Thank you for submitting additional documents to support your reconsideration request for Electrical Transit System Mechanic - San Francisco Municipal Transportation Agency (7371) - (T00040). A second review of your application along with the additional information you submitted has been conducted.

According to the job ad, the minimum qualifications required for all applicants are the following.

License: Possession of a valid driver's license at the time of appointment

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.

You provided a copy of the following documents:

- Verification letter from Alstom from June 2020 to June 2021 (dated: 05/09/2022)
- Verification Letter from Golden Gate Auto Repair from April 2014 to January 2018 (dated: 12/09/2022)
- Verification letter from GSE from July 2021 to present (dated 05/19/2022)
- California Driver License: U5150346 (exp: 07/18/2027)

The information you provided does not indicate that you possess the required 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. According to the verification letter from GSE, you were a Ground Service Mechanic that worked company automotive vehicles, airfield equipment, aircraft loaders, aircraft belt loaders and towbars both diesel and gas engine oil and filter changes, spark plug changes, tire rotations, brake inspections, scheduled maintenances, low level recalls, and minor diagnosis. The letter did not provide evidence that you have experience with any duties involving the troubleshooting, repairs and/or maintenance of electromechanical/electrical/electronic systems similar to SFMTA light rail and electric trolley vehicles and therefore, is not considered qualifying experience.

Due to the need for additional details not provided on the verification letter from Golden Gate Auto Repair, the owner listed, Henry He, was contacted. They were unable to confirm your experience at this position included troubleshooting, repairs and/or maintenance of electromechanical/electrical/electronic systems similar to SFMTA light rail and electric trolley vehicles and therefore, is not considered qualifying experience.

Due to the need for additional details not provided on the verification letter from Alstom, the Human Resource Business Partner, Jessica Ibazeta, was contacted. They confirmed that there was a 6-month period which you had spent training under supervision and this period of training is not considered qualifying journey-level experience. Therefore, your experience at Alstom is approximately 6 months of qualifying experience which is less than the required 4 years.

The documents that you provided do not show that you possess the experience, at this time, required to meet the minimum qualifications for 7371 Electrical Transit System Mechanic. Therefore, your application for this recruitment will not continue to the next step in the exam process.

Thank you for your time and interest in this recruitment. 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.

We encourage you to continue to seek employment opportunities with the San Francisco Municipal Transportation Agency. You may obtain employment information from our website at [www.sfmta.com/JoinOurTeam](http://www.sfmta.com/JoinOurTeam).

1/15/23, 7:21 PM

Yahoo Mail - Response to Reconsideration Request: Electrical Transit System Mechanic (7371)

Respectfully,

Susan Lee

SFMTA Examinations & Classification Unit

RECRUITMENT: CBT- 7371 – T00040

**Full Name:**

Vincent K b Chu

**Address:**

[REDACTED]

**Email Address:**

[REDACTED]

**Phone Number:**

[REDACTED]

**Work Experience:**

**GSE Technician**

Dnata - San Francisco, CA  
July 2021 to Present

perform diagnostic broken tug, belt loader , and container loader, dollies, equipments , perform electrical failure , hydraulics systems, tires brakes

**Maintenance Technician**

Bombardier - San Francisco, CA  
April 2020 to July 2021

perform PM on the train, heavy service , door jam, electrical issue, initiate train to automatic system, railrepair and maintenance, work with 600 volts system, switches , station door service at the airport.

**Maintenance Technician United Rental - San Francisco, CA**

March 2018 to June 2020

service boom, electrical lift, bulldozer, diesel and gasoline engine, electrical, motor, and hydraulics

**Mechanic**

Golden gate auto repair  
April 2014 to January 2018

Lead mechanic

**Mechanic**

Fell st auto repair

January 2010 to January 2014

**Education:**

City College of San Francisco

Associate's in college , June 1994 to June 1998

**Skills:**

Automotive Repair (10+ years)

Vehicle Maintenance (10+ years)

Oil Change (10+ years)

Suspension (10+ years)

Mechanic Experience (10+ years)

Automotive Diagnostics (7 years)

Brake Repair (10+ years)

Transmissions

Mechanical Knowledge (10+ years)

Tractor-Trailer

Diesel Engine Repair (2 years)

Alignment

Facilities Maintenance

Blueprint Reading

Tire Service

Customer service

Industrial maintenance

Customer relationship management

Service Technician Experience

Equipment Repair

Electrical Experience

**Certifications and Licenses:**

Bar certification EI and EO tech

Present

smog inspector, diagnostic and repair tech

A & P License

Aircraft Maintenance

Power Plant & Airframe

**Assessments:**

***Automotive maintenance — Proficient***

June 2021

***Knowledge of vehicles, vehicle maintenance, and repairs***

Full results: Proficient

***Mechanical skills: Monitoring — Familiar***

June 2021

Understanding of machine dials, gauges, displays, and data charts

Full results: Familiar

***Work style: Reliability — Highly Proficient***

June 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: Highly Proficient

***Basic mechanical knowledge — Familiar***

June 2021

Understanding and applying mechanical concepts and processes

Full results: Familiar

***Basic attention to detail — Completed***

June 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: Completed



# ALSTOM

## US - AMER

Service Delivery Center  
Automated People Mover

679 N McDonnell Road  
San Francisco CA 94128  
Phone: +1 (650) 821 7345  
Fax: +1 (650) 821 7371  
www.alstom.com

San Francisco, 5/9/2022

Dear Madam/Sir,

This letter is to verify that Vincent Chu was an employee at Bombardier/Alstom.

### Employment History:

Start Date: June 09, 2020 to June 03, 2021

Type of Employment: Full-time

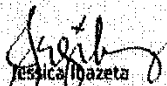
Job Title: Maintenance Technician

Description of duties performed

- ❖ Perform corrective and preventive maintenance, inspections, repairs, and adjustments to all systems, subsystems, and components of an electronic, mechanical, electro-mechanical, hydraulic, and pneumatic nature.
- ❖ Trouble-shoot complex systems and components to identify problems or failures.
- ❖ Diagnose and trouble-shoot causes of equipment failures.
- ❖ Use various electronic test equipment to diagnose/isolate faults.
- ❖ Responds to recovery in the system using Radio following radio and recovery protocols.
- ❖ Install/repair complex wiring assemblies including modifications.
- ❖ Observe all established safety procedures.
- ❖ Perform administrative and housekeeping duties.
- ❖ Works with medium voltage equipment (600V).

If you have any further questions, please feel free to contact me at + 1 (650) 821 7357.

Sincerely,



Jessica Diazeta  
Human Resource Business Partner



# City College of San Francisco

Department of Administration

## Aircraft Maintenance Technician Certificate

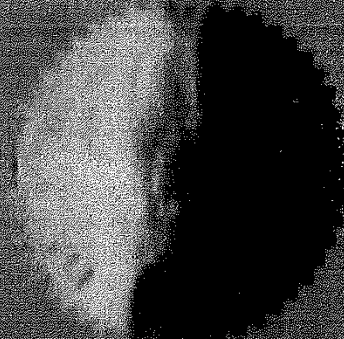
San Francisco, Calif.

VINCENT FREDERICK DRE

has successfully completed the requirements of the certificate program in  
Aircraft Maintenance Technician and is hereby recommended for the certificate.

IN

Powerplant Technology



Signature of Authority  
*[Handwritten Signature]*

Signature of Authority  
*[Handwritten Signature]*

*California Institute of Automotive Technology*

*Department of San Francisco*

*San Francisco, Calif.*

*Vincent Mei-Bao Chu*

*U.S. Engine Performance*

*and is hereby awarded this*

*Certificate of Completion*



# Golden Gate Auto Repair

---

2380 San Bruno Ave

SF, CA 94121

Phone Number: 415-330-0928

SF, Dec 9, 2022

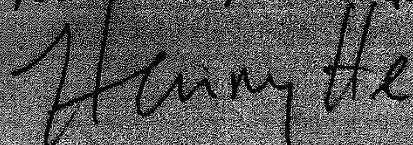
Dear Madam/Sir.

This letter is to verify that Vincent Chu was an employee at Golden Gate Auto Repair since April 1, 2014 to January 1, 2018. He was a full time employee, working 40 hours per week.

As a Lead Mechanic:

- Performed Preventive Maintenance - 30,000 Mile Inspection, 90,000 Mile Inspection. Such as brake system, Engine tune up, Fuel filter, Air filter, Suspension system, HVAC, Steering system, and Fuel injection system.
- Replace and Repair – Water Pump, Timing Belt, Hoses, and Mechanical Linkage.
- Diagnostic using Snap on Scanner to find the problem. Such as, no charging, no start, no heat, and no cold air on all domestic import vehicle.
- Toyota – Camry, Corolla, Pilot.
- Honda – Civic, Accord, and Rav 4.
- Ford – Focus, Mustang, F150, and F350.
- Determines what is needed to repaired and how to repair on the vehicle.
- Inspect and Repair ignition systems, starting systems, switches, relay, wiring systems, lighting systems, AC/DC.
- Respond to broken down vehicles and brings back to shop.

If you have any further questions, please call 415-330-0928



Henry He

Owner and Manager.

STATE OF ARIZONA

STATE OF ARIZONA



1205 BLACK BROWN IN USE

PLANTING AND LIMITATIONS  
PLANTING



*California Institute of Automotive Technology*

14500 Midway Dr., San Marcos, CA 92078

*This Certificate Test*

*Vincent Khai-Bao Chu*

*has successfully completed the California Bureau of Automotive Repair - Intermediate Course*

*A-6 Automotive Electrical Systems*

*and is therefore awarded this*

*Certificate of Completion*

*MAY 24, 2009*



California

DRIVER LICENSE



[REDACTED]

EXP 07/18/2027

LN CHU

FN VINCENT KHOI BAO

[REDACTED]

[REDACTED]

SEX M HT 5-10 WT 150 HA BRN EYES BRN

[REDACTED]

76-AD-1

DOB 07/18/1988 SEX M HT 5-10 WT 150 HA BRN EYES BRN

[REDACTED]

[REDACTED]





612 Westfield Rd. Suite #210  
San Francisco, CA 94128  
(650) 743 - 2232

January 17, 2023

To whom it may concern:

This letter serves as an employment verification for Vincent Chu. He has been employed with Dnata at the San Francisco International Airport since July 1st, 2021 as a GSE (Ground Service Equipment) Senior Level Tech – A Mechanical Maintenance. Mr. Chu is the primary GSE Tech responsible for overseeing and servicing company automotive vehicles, airfield equipment, aircraft loaders, aircraft belt loaders and towbars of both diesel and gas engine. He is also experienced in troubleshooting and diagnosis of electrical components such as the battery, starter, and alternator, and vast wiring systems. Mr. Chu displays outstanding communication as a liaison for the Dnata GSE Garage and Airfield Ramp Operations via radio, email and phone. In addition to his job functions regarding repairs and maintenance of equipment, Mr. Chu is also responsible for observing and adherence to all safety procedures imposed by Dnata and the San Francisco International Airport.

Vincent is a fulltime, non-exempt, non-union employee working on average 40+ hours a week at \$39.00 an hour.

Please feel free to contact me if you have any questions or need further information.

Best Regards,

A handwritten signature in black ink, appearing to read "Kristina Vasquez", written over the dnata MAS logo. The logo consists of the word "dnata" in blue and "MAS" in black, with a stylized airplane icon above the "S".

**dnata MAS**

---

Kristina Vasquez  
Human Resources Manager

---

dnata USA  
612 West Field Road, San Francisco, CA 94128  
T: +1 650.239.0244 M: +1 628.777.6019 | dnata.com |

---



# Attachment 7

# 7371-Electrical Transit System Mechanic

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

---

## Know the class code?

Class codes are four characters long.

Search

## Search by keyword:

Use a keyword to search for a class.

Search within title  Search within Job Descriptions

Search

---

Compensation set id:



## Electrical Transit System Mechanic

Job classification

V.CHU-050

<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

<b>Step:</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<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

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](#)

#### Human Resources

DHR Homepage

Career Events

Career Pathways

#### About San Francisco

[SF.gov](#)

[London Breed, Mayor](#)

[Privacy Policy](#)

**Provide Feedback**

[Job Seekers](#)





# Attachment 8

## Experience Verification Reference Check

Name of Applicant:	Vincent Chu
Recruitment ID:	T00040
Exam Class and Title:	Electrical Transit System Mechanic
Reference Business Name:	Alstom
Reference Contact Name:	Jessica Ibazeta
Reference Contact Phone:	650-821-7357

1. What was your title at time of employment?	Operation and Maintenance Manager
2. What's your current title?	Human Resources Business Partner (1 year)
3. What is/was your relationship to the applicant?	Oversaw both Operation and Maintenance Departments
4. What is/was the applicant's title?	Maintenance Technician
5. Could you confirm the dates of employment?	June 09, 2020 - June 03, 2021 (June 06, 2020)
6. Please provide us a description of the applicant's job duties?  Did this work include....	Journey level/Training: (6 mo training - individual working and on-going training)  General job description on EV: had training for them all but may not have performed all duties since was there for about a year; not sure she observed him performing all

Name of Analyst: Susan Lee Date of Employment Check: 12/23/2022





# Attachment 9

## Experience Verification Reference Check

Name of Applicant:	Vincent Chu
Recruitment ID:	T00040
Exam Class and Title:	Electrical Transit System Mechanic
Reference Business Name:	Golden Gate Auto Repair (Google: Golden Gate Suto Service)
Reference Contact Name:	Henry He
Reference Contact Phone:	415-330-0928

1. What was your title at time of employment?	Owner/Manager
2. What's your current title?	Owner/Manager
3. What is/was your relationship to the applicant?	Employer/Employee
4. What is/was the applicant's title?	Mechanic
5. Could you confirm the dates of employment?	April 1, 2014 - January 1, 2018 From Henry He started 11/12 of 2014 until mid-year of 2019 maybe June
6. Please provide us a description of the applicant's job duties?  Did this work include....	This phone verification was conducted in Cantonese as Henry had a hard time understanding the reason of this call in English: No Letterhead on letter - called to verify acknowledgment that this Reference letter was done and signed by Henry He. Henry does NOT acknowledge this letter; does not recall writing this letter  Length of Training: about 1 year (had some experience when on-boarding but had about 1 year of "learn as you do" before was able to work independently)  Mechanic work: repair - engines, breaks, transmission. Might have done some Hybrid battery replacement but shop mainly does Smog checks and Fail Smog repair.

Name of Analyst: Susan Lee Date of Employment Check: 12/22/2022



# Attachment 10

## Experience Verification Reference Check

Name of Applicant:	Vincent Chu
Recruitment ID:	T00040
Exam Class and Title:	Electrical Transit System Mechanic
Reference Business Name:	Dnata
Reference Contact Name:	Kristina Vasquez
Reference Contact Phone:	650-239-0244

1. What was your title at time of employment?	HR Manager
2. What's your current title?	Same
3. What is/was your relationship to the applicant?	HR/staff no supervision
4. What is/was the applicant's title?	GSE A Tech Mechanic
5. Could you confirm the dates of employment?	7/1/2021 - Present
6. Please provide us a description of the applicant's job duties?  Did this work include....	Duties: oversee and service Belt loaders, tug, push backs (tractors) , cans (locks and stores luggage), locking mechanisms, towbars (attachments under the cars to connect vehicles) - gas/diesel equipment  Servicing = General maintenance on vehicles tire/brake/oil changes  Provided Contact for Vincent's previous supervisor for more detailed information: Salvador Ortiz 951-463-0356

Name of Analyst: Susan Lee Date of Employment Check: 03/28/2023





# Attachment 11

## Experience Verification Reference Check

Name of Applicant:	Vincent Chu
Recruitment ID:	T00040
Exam Class and Title:	Electrical Transit System Mechanic
Reference Business Name:	Dnata
Reference Contact Name:	Salvador Ortiz
Reference Contact Phone:	951-463-0356

1. What was your title at time of employment?	GSE Supervisor
2. What's your current title?	GSE Supervisor
3. What is/was your relationship to the applicant?	Supervisor
4. What is/was the applicant's title?	GSE A Tech Mechanic
5. Could you confirm the dates of employment?	7/1/2021 - Present
6. Please provide us a description of the applicant's job duties?  Did this work include....	<p>Training: Computer 1 - 2 weeks on basic safety and airport ; On the Job Training (OJT) is about 1 month (3-4 weeks)</p> <p>Duties: Most equipment were drivable and motorized (aircraft loaders, push-back tractors) - runs on gas and diesel [remove and replace; preventative and general maintenance May also service on Fleet and GMC vehicles (Servicing = General maintenance on vehicles - e.g: tire/brake/oil changes, lube, etc) Replace parts: regular car batteries, starters, alternators *Did perform diagnosis and troubleshooting on electrical harnesses - worked on lights, switches, fuses, relays, wiring</p>

Name of Analyst: Susan Lee Date of Employment Check: 03/28/2023





CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

# Attachment 12

January 31, 2023

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:

I am forwarding for your review, additional information submitted by Vincent Chu on their appeal of the rejection of their application for 7371 Electrical Transit System Mechanic examination. This matter was forwarded to the Municipal Transportation Agency on January 23, 2022, with CSC Register No.0010-23-4.

Sincerely,

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

Attachment

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



**From:** [vincent.chu](#)  
**To:** [Aldana, Elizabeth \(CSC\)](#)  
**Subject:** Re: Notice of Receipt of Appeal - Vincent Chu  
**Date:** Thursday, January 26, 2023 7:54:52 PM

---

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

Regarding to case register No, 0010-23-4.

Hello, My name is Vincent Chu. I am sending you my W2 forms from 2015, 2016, and 2017 to verify that I worked at Golden Gate Smog Test Only from April 1st 2014 to January 1st 2018. Now the shop has changed its name to "Golden Gate Auto Service". Their address is the same, the phone number is the same, and the owner is the same. I believe that the name change was the reason why they were not able to verify my work experiences.

The address is 2380 San Bruno Avenue, San Francisco 94134.

The phone number is 415 330 0928.

The owner and manager is Henry He.

On Monday, January 23, 2023 at 10:43:50 AM PST, Aldana, Elizabeth (CSC)

<elizabeth.aldana@sfgov.org> wrote:

Dear Vincent Chu:

Please find the attached notification regarding the appeal you filed. This shall serve as formal notification.

Elizabeth Aldana (She/Her)  
Civil Service Commission  
25 Van Ness Ave., Suite 720  
San Francisco, CA 94102  
628-652-1100 (P)  
628-652-1109 (F)

22222		[Redacted]		OMB No. 1545-0008	
c Employer's name, address, and ZIP code GOLDEN GATE SMOG TEST ONLY 2380 SAN BRUNO AVENUE SAN FRANCISCO CA 94134			1 Wages, tips, other compensation 25800.00	2 Federal income tax withheld 947.30	
			3 Social security wages 25800.00	4 Social security tax withheld 1599.60	
			5 Medicare wages and tips 25800.00	6 Medicare tax withheld 374.10	
			7 Social security tips	8 Allocated tips	
d Control number 2	b Employer identification number (EIN) 20-5878114		9	10 Dependent care benefits	
e Employee's first name and initial VINCENT			Last name CHU		Suff.
			11 Nonqualified plans	12a	
			13 Statutory employee <input type="checkbox"/>	Retirement plan <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>
			14 Other	12b	
				12c	
				12d	
f Employee's address and ZIP code			15 State CA	Employer's state ID number 274-9111-7	16 State wages, tips, etc. 25800.00
			17 State income tax 33.41	18 Local wages, tips, etc. 25800.00	19 Local income tax 232.20
			20 Locality name CA SDI		

Form W-2 Wage and Tax Statement **2017** Copy B-To Be Filed With Employee's FEDERAL Tax Return.

22222		[Redacted]		OMB No. 1545-0008	
c Employer's name, address, and ZIP code GOLDEN GATE SMOG TEST ONLY 2380 SAN BRUNO AVENUE SAN FRANCISCO CA 94134			1 Wages, tips, other compensation 25800.00	2 Federal income tax withheld 947.30	
			3 Social security wages 25800.00	4 Social security tax withheld 1599.60	
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e Employee's first name and initial VINCENT			Last name CHU		Suff.
			11 Nonqualified plans	12a	
			13 Statutory employee <input type="checkbox"/>	Retirement plan <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>
			14 Other	12b	
				12c	
				12d	
f Employee's address and ZIP code			15 State CA	Employer's state ID number 274-9111-7	16 State wages, tips, etc. 25800.00
			17 State income tax 33.41	18 Local wages, tips, etc. 25800.00	19 Local income tax 232.20
			20 Locality name CA SDI		

Form W-2 Wage and Tax Statement **2017** Copy C For EMPLOYEE'S RECORDS, (See Notice to Employee)

22222		[Redacted]		OMB No. 1545-0008	
c Employer's name, address, and ZIP code GOLDEN GATE SMOG TEST ONLY 2380 SAN BRUNO AVENUE SAN FRANCISCO CA 94134			1 Wages, tips, other compensation 25800.00	2 Federal income tax withheld 947.30	
			3 Social security wages 25800.00	4 Social security tax withheld 1599.60	
			5 Medicare wages and tips 25800.00	6 Medicare tax withheld 374.10	
			7 Social security tips	8 Allocated tips	
d Control number 2	b Employer identification number (EIN) 20-5878114		9	10 Dependent care benefits	
e Employee's first name and initial VINCENT			Last name CHU		Suff.
			11 Nonqualified plans	12a	
			13 Statutory employee <input type="checkbox"/>	Retirement plan <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>
			14 Other	12b	
				12c	
				12d	
f Employee's address and ZIP code			15 State CA	Employer's state ID number 274-9111-7	16 State wages, tips, etc. 25800.00
			17 State income tax 33.41	18 Local wages, tips, etc. 25800.00	19 Local income tax 232.20
			20 Locality name CA SDI		

Form W-2 Wage and Tax Statement **2017** Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return.

LLLLLL

OMB No. 1545-0008

c Employer's name, address, and ZIP code

GOLDEN GATE SMOG TEST ONLY  
2380 SAN BRUNO AVENUE  
SAN FRANCISCO CA 94134

1	Wages, tips, other compensation	2	Federal income tax withheld
3	Social security wages	4	Social security tax withheld
5	Medicare wages and tips	6	Medicare tax withheld
7	Social security tips	8	Allocated tips
9	Nonqualified plans	10	Dependent care benefits
11	Nonqualified plans	12a	
13	Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b	
14	Other	12c	
		12d	

d Control number

2

b Employer identification number (EIN)

20-5878114

e Employee's first name and initial

Last name

Suff.

VINCENT

CHU

f Employee's address and ZIP code

15 State Employer's state ID number  
CA 274-9111-7

16 State wages, tips, etc.

17 State income tax

18 Local wages, tips, etc.

19 Local income tax

20 Locality name  
CA SDI

Form W-2 Wage and Tax Statement

2016

Copy B To Be Filed With Employee's FEDERAL Tax Return

22222

OMB No. 1545-0008

c Employer's name, address, and ZIP code

GOLDEN GATE SMOG TEST ONLY  
2380 SAN BRUNO AVENUE  
SAN FRANCISCO CA 94134

1	Wages, tips, other compensation	2	Federal income tax withheld
3	Social security wages	4	Social security tax withheld
5	Medicare wages and tips	6	Medicare tax withheld
7	Social security tips	8	Allocated tips
9	Nonqualified plans	10	Dependent care benefits
11	Nonqualified plans	12a	
13	Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b	
14	Other	12c	
		12d	

d Control number

2

b Employer identification number (EIN)

20-5878114

e Employee's first name and initial

Last name

Suff.

VINCENT

CHU

f Employee's address and ZIP code

5 State Employer's state ID number  
CA 274-9111-7

16 State wages, tips, etc.

17 State income tax

18 Local wages, tips, etc.

19 Local income tax

20 Locality name  
CA SDI

Form W-2 Wage and Tax Statement

2016

Copy C For EMPLOYEE'S RECORDS, (See Notice to Employee)

22222

OMB No. 1545-0008

c Employer's name, address, and ZIP code

GOLDEN GATE SMOG TEST ONLY  
2380 SAN BRUNO AVENUE  
SAN FRANCISCO CA 94134

1	Wages, tips, other compensation	2	Federal income tax withheld
3	Social security wages	4	Social security tax withheld
5	Medicare wages and tips	6	Medicare tax withheld
7	Social security tips	8	Allocated tips
9	Nonqualified plans	10	Dependent care benefits
11	Nonqualified plans	12a	
13	Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b	
14	Other	12c	
		12d	

d Control number

2

b Employer identification number (EIN)

20-5878114

e Employee's first name and initial

Last name

Suff.

VINCENT

CHU

f Employee's address and ZIP code

5 State Employer's state ID number  
CA 274-9111-7

16 State wages, tips, etc.

17 State income tax

18 Local wages, tips, etc.

19 Local income tax

20 Locality name  
CA SDI

Form W-2 Wage and Tax Statement

2016

Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return

Employer's name, address, and ZIP code

OMB No. 1545-0008

GOLDEN GATE SMOG TEST ONLY  
2380 SAN BRUNO AVENUE  
SAN FRANCISCO CA 94134

Control number  
2

b Employer identification number (EIN)  
20-5878114

Employee's first name and initial

Last name

Suff.

VINCENT

Employee's address and ZIP code

State Employer's state ID number  
A 274-9111-7

16 State wages, tips, etc.

17 State income tax

18 Local wages, tips, etc.

19 Local income tax

20 Locality name

W-2 Wage and Tax Statement

2015

Copy B-To Be Filed With Employee's FEDERAL Tax Return.

22222

a Employer's social security number

OMB No. 1545-0008

Employer's name, address, and ZIP code

GOLDEN GATE SMOG TEST ONLY  
2380 SAN BRUNO AVENUE  
SAN FRANCISCO CA 94134

Control number  
2

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Suff.

VINCENT

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W-2 Wage and Tax Statement

2015

Copy C For EMPLOYEE'S RECORDS, (See Notice to Employee)

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W-2 Wage and Tax Statement

2015

Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return.