



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

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

May 4, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Hector Fernandez
[REDACTED]

SUBJECT: APPEAL BY HECTOR FERNANDEZ OF REJECTION OF APPLICATION FOR 7318 ELECTRONIC MAINTENANCE TECHNICIAN (CBT-7318-904470).

Dear Hector Fernandez:

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 15, 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 under "Meetings" no later than end of day on Wednesday, May 10, 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 by **5:00 p.m. on Tuesday, May 9, 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 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 and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, 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 (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are 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/.

I. Speaking before the Civil Service Commission

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

J. Public Comment and Due Process

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

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

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

Information on Disability Access

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

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

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

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

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

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <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: 0014 - 23 - 4
2. For Civil Service Commission Meeting of: May 15, 2023
3. Check One:
Ratification Agenda
Consent Agenda
Regular Agenda X
4. Subject: **Appeal of Rejection of Application by Hector Fernandez for 7318 Electronic Maintenance Technician (CBT-7318-904470)**
5. Recommendation: Adopt the report and deny the appeal by Hector Fernandez.
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 Alkerman
Date: May 4, 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

Hector Fernandez



Jeffrey Tumlin – Director of Transportation

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Kimberly Ackerman – Chief People Officer, SFMTA Human Resources

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London Breed, Mayor

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Gwyneth Borden, Vice Chair
Stephanie Cajina, Director

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

Jeffrey Tumlin, Director of Transportation

MEMORANDUM

DATE: May 4, 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 ^{SN}
Examinations and Classification Manager, SFMTA Human Resources

SUBJECT: **Appeal of Rejection of Application by Hector Fernandez for 7318 Electronic Maintenance Technician (CBT-7318-904470)**

BACKGROUND

The job advertisement (job ad) for the class Electronic Maintenance Technician (7318) examination was originally opened by the Municipal Transportation Agency, Human Resources Division, Exams and Classification (E&C) unit on October 19, 2021, and it was originally closed on December 15, 2021, under recruitment ID CBT-7318-904470. The job ad was reopened under the same recruitment ID to broaden the applicant pool on March 25, 2022, and closed on April 8, 2022. Applicants who had applied during the original opening did not need to reapply.

To qualify for the 7318 examination, applicants needed to possess the following minimum qualifications (MQs) by April 8, 2022 (closing date of the most recent job ad).

Training

Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics.

Experience

Three (3) years of verifiable journey-level industrial electronic experience or industrial instrumentation and control experience, performing installation,



calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the level of the electronic component (such as, integrated circuits, transistors, diodes, capacitor, resistor, etc.).

License

Possession of a valid California driver's license

The E&C unit reviewed Mr. Fernandez's (Fernandez) application and credited Fernandez for possessing the required two (2) years of training, and license under the minimum qualifications. However, after a course of communications, and re-review of additional information, Fernandez was rejected for lacking the three (3) years of required experience under the minimum qualifications.

Fernandez submitted a timely appeal and contests that his experience should qualify him for the 7318 examination.

ISSUE

Does Fernandez meet the minimum qualifications to participate in the 7318 examination for recruitment CBT-7318-904470?

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.

Information About the Hiring Process – Section “Employment Applications and Minimum Qualifications

A link in the examination announcement, also referred to as the Job Ad, included a link to the Department of Human Resources website that speaks to Information About the Hiring Process. Under the **Employment Applications and Minimum Qualifications** section it states, “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.” **[Attachment 1]**



FINDINGS

1. Fernandez was appointed to Automotive Mechanic, class code 7381 on 4/9/16. Then on 3/19/22, he was appointed to Maintenance Controller, class code 7340, where he remains today. **[Attachment 2]**
2. The examination announcement for CBT-7318-904470 was originally posted on October 19, 2021, and closed on December 15, 2021. **[Attachment 3]**
3. Fernandez submitted a timely application, with no attachments, to compete in the recruitment process on October 22, 2021. **[Attachment 4]**
4. Fernandez updated his application to include two (2) attachments on February 3, 2022, including **[Attachment 5]**:
 - Letter regarding 7318 Electronic Maintenance Technician Verification
 - California Driver License, class B (front and back)
5. The examination announcement for CBT-7318-904470 was re-opened on March 25, 2022, and closed on April 8, 2022. **[Attachment 6]**
6. No appeals were received related to both examination announcements.
7. Fernandez received his first not-qualified notice on January 31, 2022. **[Attachment 7]**
8. Fernandez submitted the following information during the reconsideration period. **[Attachment 8]**:
 - California Driver License, class B (front and back)
 - Letter from Adrian Scott (Scott), Transit Shop Supervisor I dated 2/1/22
 - Unofficial transcripts from City College of San Francisco (CCSF)
9. The E&C unit sent an email requesting information from the SFMTA Labor Unit for records of acting assignments for Fernandez to the 7318 class. No evidence of acting assignments was found. **[Attachment 9]**
10. The E&C unit sent an email requesting Fernandez's personnel file to review performance evaluations, and/or other documentation to support out-of-class work. No information was found. **[Attachment 10]**
11. The E&C unit sent an email to Emily Williams, Chief Transit Administration Officer for confirmation and verification of the letter submitted by Scott, on behalf of Fernandez that



was non-contemporaneous in nature. **[Attachment 11]**

12. The E&C unit received a response from the Transit Division on 12/18/22. The finding was that Transit was unable to confirm and verify the non-contemporaneous letter from Scott. **[Attachment 12]**
13. Based on Transit's inability to confirm and verify the information as outlined on the letter by Scott and the lack of contemporaneous documentation by way of acting assignments or documentation in Fernandez' performance evaluations, the E&C unit recommended to Kimberly Ackerman, Chief People Officer to not certify the non-contemporaneous work that was submitted as a part of Fernandez's application. Ackerman reviewed the letter and information provided and declined to certify the non-contemporaneous information. **[Attachment 13]**
14. Fernandez received his second not-qualified notice on January 12, 2023. **[Attachment 14]**
15. Fernandez filed a timely appeal on the rejection of his application on January 18, 2023, with the following attachments **[Attachment 15]**:
 - Narrative with information regarding employment at Serramonte Ford, Serramonte Volkswagen, and Boardwalk Volkswagen
 - Second Not Qualified notice
 - Seven (7) Work Orders for work performed at SFMTA with associated diagrams

ANALYSIS

Fernandez contests that his experience should qualify him for the 7318 examination.

Fernandez was previously an Automotive Mechanic for approximately five (5) years, and recently promoted to Maintenance Controller.

The hierarchy of classifications in the automotive series starts with 7381 Automotive Mechanic and progresses in responsibility to the 7382 Automotive Mechanic Assistant Supervisor, 7249 Automotive Mechanic Supervisor I and finally the 7228 Automotive Transit Shop Supervisor I. These classifications are represented by Machinists Union, Local 1414. This is a citywide classification series and per the classification specifications, these classes are responsible for mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment. **[Attachment 16]** While the Maintenance Controller isn't within the series, it is a part of the automotive mechanic career path as the Maintenance Controllers are



responsible for the planning, scheduling, maintenance, and review of repairs of rubber tire vehicles at the SFMTA. **[Attachment 17]**

The electronic maintenance technician series (subject series of this appeal) starts with 7430 Assistant Electronic Maintenance Technician and progresses in responsibility to the 7318 Electronic Maintenance Technician, and finally the 7329 Electronic Maintenance Technician Assistant Supervisor. These classifications are represented by IBEW Local 6.

The 7318 Electronic Maintenance Technician is a skilled journey-level classification, and is responsible for evaluating electronic systems, circuits, and components; working from schematics, drawings, blueprints to perform corrective and preventive, non-routine repair, modification, troubleshooting, calibration, removal and installation of complex electronic systems, equipment, and transit vehicles. The assignments may involve responsibility for the circuits, components, and related equipment used in connection with the operation of electronically controlled light rail and trolley vehicles. **[Attachment 18]**

The Electronic Maintenance Technician series is separate from the Mechanic series and responsible for different work. While the mechanics might repair the vehicle by removing and replacing defective parts, they are not responsible for inspecting, fixing and maintaining the electrical circuits and complex electronic systems. This is the work of the Electronic Maintenance Technician series and hence why the minimum qualifications require the experience be at the level of the electronic component. Additionally, electrical work and electronic work are not synonymous. While both do involve working with electricity, electronics work involves working on systems that control movement or otherwise tell a device actions to perform.

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

1. Application Review

a. Work Experience Listed on Application

- i. Auto Mechanic, 7380, San Francisco Municipal Transportation Agency (April 2016 - job ad close April 2022) *“currently working at Flynn Division on 60 flynn Hybrid Electric Buses”* (application)

The experience stated on his application was not considered qualifying as the Auto Mechanic performs “skilled mechanical work in maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment.” The scope of work for the auto-mechanic series includes installing circuits, the ability to read electrical schematics, and troubleshooting malfunction in alternate fuel vehicles including hybrid vehicles, it is distinct



from the required minimum qualifications of the Electronic Maintenance Technician which requires, “performing installation, instrumentation calibration, maintenance, troubleshooting, repair and modification of electronic systems and related electrical components and electronic sub-systems to the electronic component level.”

This was not considered qualifying experience and Fernandez was not credited any time toward the experience requirements of the minimum qualifications.

2. Attachments

a. Attachments Submitted with Application

- i. California Class B Driver’s license (front and back)

This was considered qualifying under the license requirement and Fernandez was credited for possession of the California Driver’s License under the minimum qualifications.

- ii. Letter dated February 1, 2022, from Adrian Scott, Transit Shop Supervisor I.

The information provided in the letter is considered non-contemporaneous as it was documented after the work was performed, and the duties that are not within the scope of an Automotive Mechanic. Also, because the information would have been considered qualifying, further steps had to be taken to verify the authenticity of the letter. According to CSC Rule 410.9, “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.” The E&C unit reached out to the appointing division’s administration in August 2022, requesting validation of duties as outlined in the letter supported by work samples i.e., work orders, logs, emails, etc. The management at the Transit Division was unable to validate the information provided in that letter and therefore, the non-contemporaneous information was not certified by Kim Ackerman, Chief People Officer (current working title for SFMTA’s Human Resources Director).

As such, no credit was given to Fernandez based on the listed experience presented in this letter.

b. New Verification Attachments Received After First Not Qualified Notice

- i. Transcripts showing certification of accomplishment received 12/17/2021 in Intermediate Electronics



This was considered qualifying training and Fernandez was credited for fulfilling the two (2) years training requirement of the minimum qualifications.

c. **New Verification Attachments Received with Appeal**

i. Narrative + Seven (7) Work Orders of work performed at SFMTA

Although all verification should have been submitted during the reconsideration period, the E&C unit reviewed these additional documents to determine if the experience would be qualifying and met the requirements for consideration. Fernandez attached seven (7) work orders to support the narrative. The information presented reinforces that Fernandez was performing work that is appropriate for the class to which is he was assigned as an Automotive Mechanic, specifically, he explains that he routinely troubleshot, repaired and replaced battery modules, contactors, fuses and wiring internal to 600 volts, high voltage BAE ESS battery. There is no information in these documents stating that Fernandez was assigned to perform electronics work to the electronic component level.

No credit was given to Fernandez based on the information presented in the work orders.

ii. Serramonte Ford, Serramonte Volkswagen, and Boardwalk Volkswagen Employment Info (statement, not verification; exact dates not specified)

Fernandez mentions that while employed at Serramonte Ford he was a journey-level technician and his duties included, “diagnosing, testing, and repairing electrical and electronic components including high voltage battery assemblies and components, electronic battery control modules ABS control modules, instrument cluster boards, ECM control modules, TCM control modules, and door control modules. Repairs of electronic modules included soldering and desoldering of resistors, transistors, diodes, and capacitors on circuit boards. Much of the same circuit work is listed during the time that he was employed at Volkswagen of Serramonte, too.

On face value this experience appears could be considered qualifying; however Fernandez did not list these employers and experience as a part of their original application materials. There is no mention of these employers on their job application or resume. A link in the examination announcement included a link to the Department of Human Resources website that speaks to Information About the Hiring Process. Under the **Employment Applications and Minimum Qualifications** section it states, “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.” As the employers were not listed on any application materials, they were not considered. This ensures uniformity of the application review in this recruitment process. Additionally, we only have a statement at this time and not official verification from these employers.

No credit was given to Fernandez based on the listed experience presented in his appeal narrative.

CONCLUSION

The minimum qualifications for the 7318 examination require three (3) years of verifiable journey-level industrial electronic experience or industrial instrumentation and control experience, performing installation, calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the level of the electronic component (such as, integrated circuits, transistors, diodes, capacitor, resistor, etc.).

Based on the information that was received and reviewed by the final filing date of the job ad, E&C found that although Fernandez has the required training and driver license for the 7318 minimum qualifications, his application materials lack to demonstrate the three (3) years of the required qualifying experience.

Based on the information added by Fernandez in his appeal, however, SFMTA does advise Fernandez to apply to a new 7318 recruitment and provide information about these other employment experiences on the application materials, detailing the positions, date of employment and work performed. SFMTA cannot guarantee acceptance of the application as qualified without seeing what is written on the application, but Fernandez has stated experience in his appeal that appears could be qualifying.

RECOMMENDATION

Adopt the report and deny the appeal by Hector Fernandez.



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Attachment	Description	Page
1	Information About the Hiring Process	H.FERN-001
2	CCSF Job Appointment Summary	H.FERN-017
3	2021 Job Advertisement Reference Material in lieu of Job Advertisement showing open on October 19, 2021, and close on December 15, 2021 for Electronic Maintenance Technician, 7318 (CBT-7318-904470)	H.FERN-018
4	Fernandez application	H.FERN-019
5	Added Attachments to Application	H.FERN-021
6	2022 Job Advertisement for Electronic Maintenance Technician, 7318 (CBT-7318-904470)	H.FERN-024
7	First Not-Qualified (NQ) Notice, dated January 21, 2022	H.FERN-029
8	Additional documents submitted by Fernandez to MTA	H.FERN-031
9	Email exchange between the E&C unit and MTA Labor Relations Unit to verify if Acting Assignment records existed	H.FERN-037
10	Email exchange between the E&C unit and Valarie Coleman, Manager Requesting Personnel File	H.FERN-041
11	Email exchange between the E&C unit and MTA Transit Division to verify Non-Contemporaneous Documentation	H.FERN-043
12	Transit's response to Non-Contemporaneous Documentation	H.FERN-044
13	Non-Contemporaneous Denial	H.FERN-050
14	Second Not-Qualified Notice sent January 12, 2023	H.FERN-053
15	Notice of Appeal – William Fernandez + Attachments	H.FERN-057
16	7381 Automotive Mechanic Classification Specification Document	H.FERN-141
17	7340 Maintenance Controller Classification Specification Document	H.FERN-147
18	7318 Electronic Maintenance Technician Classification Specification Document	H.FERN-153

Information About the Hiring Process

Benefits Information

Looking for benefits information? Learn more about the city benefits and visit the [Benefits Overview page](#).

This web page contains information on the definition of terms for the hiring process.

Announcements

Applicants must be guided solely by the provisions of the announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction at <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>.

Entrance

Refers to classifications where all applicants file under the same conditions.

Promotive

Refers to classifications where permanent City employees are given additional points for competent employment and service time.

Class Based Testing

Routinely conducted for classifications utilized citywide and the exam process results in creation of an eligible list with a specific duration date.

Continuous Testing

Routinely conducted for classes for which there is a continuous need of eligibles. On a continuous list class, the exam process is administered periodically and each time an exam for a class is given, names of successful candidates are added to an existing list with an eligibility period. Names are removed from a continuous list at the end of the eligibility period.

Position Based Testing

Routinely conducted for a specific position and the exam process results in creation of an eligible list with a specific duration date.

Most positions in the City are filled through the Civil Service Examination (Testing) process. The Selection and Hiring Resources Division at the Department of Human Resources is responsible for administering and coordinating recruitment, developing examinations, administering and scoring examinations, and generating eligible lists for use by hiring departments throughout the City.

Appealing Examination Announcements

Written appeals concerning an examination announcement must be received within five (5) business days from the original issue date of the announcement. Petitioners will be notified in writing concerning their appeals. Decisions may be reconsidered only if the request is received from the petitioner by noon of the fifth business day following mailing of the decision notice. Following this appeal period, only questions dealing with interpretation of requirements will be considered. Decisions made by the Human Resources Director can be appealed to the Civil Service Commission.

Applicant Processing

Applicants must be guided solely by the provisions of the job opportunity announcement, including requirements, time periods, and other particulars, except when superseded by federal, state or local laws, rules or regulations. The Department of Human Resources reserves the right to revise the examination plan in order to meet the requirements of law, applicable rules and regulations.

In the event that three (3) or fewer applicants meet the minimum requirements for a classification, the Department of Human Resources reserves the right to modify the examination plan and to rank the candidates on the basis of an evaluation of each candidate's training, education, and/or experience. Unless otherwise noted, applicants must possess the minimum qualifications required by law and the job opportunity announcement by the final filing date. Required qualifications must be maintained throughout employment. Clerical errors may be corrected by the posting of a notice

on the permanent employment opportunities bulletin board at One South Van Ness Ave, 4th Floor, San Francisco, Ca 94103.

Once the job announcement is closed, all applications are reviewed for minimum qualification requirements to determine qualification for further testing. Applicants who do not qualify are notified by mail or email. Applicants who qualify proceed to the next phase of the examination process which may include a written test, an oral or assessment interview, performance test, supplemental application, or other examination. Once the testing process is complete, examinations are scored and candidates are notified of test results. For most City tests, a score report will be publicly posted showing the scores and number of candidates at each score. For Fire and Police tests, the names of candidates who pass the examination are placed on an eligible list in rank order.

Applicants with Disabilities

In accordance with relevant federal, state, and local laws, an individual with a disability who meets the minimum eligibility requirements of a job announcement may receive a reasonable accommodation to make sure that the examination for that announcement measures the person's ability to do the job instead of reflecting limitations caused by the disability. Those who qualify for a job announcement and require a reasonable accommodation for any part of the selection process stated in that announcement must notify the examination analyst listed in the job announcement. Notification can be done by telephone, or if hearing impaired by TDD at 415-557-4810, or in writing at the address listed on the examination announcement as soon as possible.

Information about exempt employment of individuals who are severely disabled:

Civil Service Rule 115 provides for the exempt employment of qualified individuals who are severely disabled. The program defines an alternative process through which individuals with severe disabilities can join the City's Permanent workforce without going through the Civil Service examination process. Positions in the [Rule 115 program](#) are filled by permanent exempt appointment. While employees in these positions are not subject to examination, appointees filling such positions are subject to a one-year evaluation period. If the appointee performs the job satisfactorily during the evaluation period, he or she will be advanced to regular Permanent Civil Service (PCS) status.

For more information [please contact the Department of Human Resources](#).

Applications

All applicants, including City employees, will need to fill out a job application (<https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>), and submit it as indicated on the job announcement. Applicants are encouraged to keep copies of all documents submitted. Submitted documents become a permanent part of the exam records and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

Please carefully read the 'How to Apply' section of the job announcement to determine if paper applications are accepted. In general, most recruitments only accept applications via the online application process (<https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>).

Appointment Screening

After receiving a conditional offer of employment, prospective employees may be required to pass a medical examination, which might include drug testing. Some positions (e.g., patient contact positions) in the Department of Public Health require that employees meet departmental Disease Immunity Standards for certain vaccine-preventable diseases and/or that employees undergo periodic tuberculosis testing. Most new appointees will be fingerprinted. Some departments or positions require a background check and/or security clearance. When reached for employment, candidates who are required to drive must be insurable under the City's automobile liability insurance. Qualifications must be maintained throughout employment.

Appointments

Permanent Civil Service

Permanent Civil Service positions in the City & County of San Francisco may be full-time or part-time. The benefits to Permanent Civil Service positions include membership in the retirement system, health coverage on the first pay period following employment, and salary step increases based on union contract. You will need to file an application, show that you meet the minimum qualifications as defined by the job announcement, and then go through an examination process.

Provisional Appointments

When a department needs to fill a vacancy that is covered by the civil service process, but no applicant pool of eligible employees is available, departments are allowed to hire Provisional (or temporary) employees. Provisional employees may not receive the same benefits as permanent employees and they may be "bumped" or laid off in favor of a permanent employee.

In order for a provisional appointee to be able to retain his or her job, he or she must apply to compete for a permanent civil service appointment when the job announcement is issued. They then must go through the permanent civil service job application process (explained above) in order to become a Permanent employee. Provisional employees are not guaranteed permanent selection.

Exempt (Permanent Exempt or Temporary Exempt)

A job in this category is exempt from the Permanent civil service process described above. An exemption is granted for a variety of reasons, but usually because of the level of the position (e.g., department head), because the duties are highly specialized (e.g., confidential secretary to a department head), or because the process by which the person achieved that particular classification constitutes a sufficient test (e.g., attorney, doctor).

Employees in exempt positions are appointed by department heads, commissions, or the mayor, and serve at will. Benefits are similar to permanent civil service or provisional employees. Recruitment and selection for exempt positions is the responsibility of the person/commission who has the authority to appoint the candidate to the position (e.g., if a commission or the Mayor has the authority to appoint a person as head of the department, then they are responsible for the job announcement and selection procedures used to choose the person to be employed).

Change of Address or Name Changes

Applicants and Eligibles are responsible for notifying the Department of Human Resources of any changes to their name or address throughout the application/examination process, and prior to employment.

Applicants and Eligibles may update their contact information at <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>.

Classification

Positions in the City have been classified by the Department of Human Resources according to their duties and responsibilities. Positions that are comparable in the type of work performed and in the level of difficulty and responsibility are placed in the same class so that they will be treated alike for recruitment, examination, transfer and pay.

The Department of Human Resources assigns positions to classifications. Each classification has a job code number and a descriptive title, as well as a list of typical duties and responsibilities. [Go to the Classification & Compensation database.](#)

Copies of Application Documents

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

Conviction History Review

It is the policy of the City and County of San Francisco (City) to consider a candidate's conviction history as part of the employment vetting process. All selected candidates from outside the City, including employees at the Community College District (CCD), Unified School District (USD), and Courts (CRT), will undergo pre-employment fingerprinting and the results from the CA Department of Justice and Federal Bureau of Investigation will be used to determine if a job-related connection exists between the conviction (and/or arrest in limited circumstances) and the specific duties and responsibilities of the position that may impact a candidate's eligibility.

Current City employees (not including employees from CCD, USD, and CRT) who are moving to a position not subject to any statutory bar, can undergo fingerprinting (if necessary) and conviction history review within 30 calendar days of appointment.

Disaster Service Workers

All City and County employees are designated by both State and City law as "Disaster Service Workers." In the event of a declaration of emergency, any employee of the City and County of San Francisco may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations,

times, and under conditions that are significantly different than the normal work assignment and may continue into the recovery phase of the emergency. [Go to the Disaster Service Worker Website.](#)

Diversity Statement

The City and County of San Francisco is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC). [Read all City & County of San Francisco Equal Employment Opportunity statements.](#)

Eligible Lists

The purpose of an examination is to provide a list of qualified persons to be considered for employment. Candidates are ranked on an eligible list according to their overall scores in the examination. Vacancies are filled from among the available candidates according to the certification rule used for the list. This rule is stated on the examination announcement and on the eligible list. The duration of the list, or, of eligibles who pass the examination, will be determined prior to posting the eligible list.

The eligible list is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission. The Human Resources Director may approve use of the eligible list resulting from a particular selection process to make permanent Civil Service appointments to other position(s) involving the same or similar title in any department.

Employment Applications and Minimum Qualifications

To take an examination, you must meet the job ad's minimum qualifications, which usually consist of educational and previous job experience. Your application should show that you meet the minimum qualifications; however, you may also be asked to present an official college transcript, or a license. 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.

Papers filed with an application are not returned.

City employees receive credit for the duties of their classification unless their appointing officer officially assigns other duties in writing, at the time of the assignment, and in accordance with Civil Service Commission rules. It is the supervisor's and the employee's responsibility to ensure that work out of classification is appropriately and timely documented. Failure to do so may mean disqualification for the examination.

Part-time and volunteer experience may also be used to meet experience requirements. One year of full-time employment is equivalent to 2000 hours. Any overtime hours worked above forty (40) hours per week are not included in the calculation to determine full-time employment.

Applications completed improperly may be cause for ineligibility, disqualification, or may lead to lower scores.

Employment, Character and Background Investigation

Prior to appointment in some departments, candidates being considered for hire may be required to complete a personal history statement and pass a background investigation to determine fitness for employment. The investigation is limited to job-relevant and legally mandated matters and may include a reference check, verification of employment history and education, military and financial history, fingerprinting, and criminal and motor vehicle records. All statements are subject to verification, and deliberate inaccuracies or incomplete statements may bar the candidate from employment.

Exams

The City is dedicated to recruiting and hiring fairly and on the basis of merit. In furtherance of this goal, the majority of City jobs are filled through a civil service examination process. The purpose of the examination is to create an applicant pool of qualified persons to be considered eligible for employment. Open positions for which examinations are given are announced on a weekly basis at <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>.

All candidates will be required to present identification showing a photograph at each part of the examination. Acceptable identification includes: driver license; city, state, or federal issued Identification card; passport; student body card; alien registration receipt card.

If you pass the exam, you will be placed in an applicant pool, also called an eligible list, ranked according to your score on the exam (separate eligible lists are established for each job announcement). Applicants are selected from the eligible list based on a certification rule, also posted on your job announcement.

If you are selected from the eligible list, you will be notified via email or regular mail that you have been Referred to the department for consideration. Be sure to read this letter carefully and in its entirety, and follow all of the instructions exactly and in the time specified. If you fail to respond to the letter as it instructs you, the department is not required to consider you for this position.

You will remain active on the eligible list until you request to be inactive, refuse the number of times allowed by the examination announcement, are selected for employment, or until the expiration of the eligible list.

Identification/Right to Work

All persons employed by the City and County of San Francisco are required to comply with the Immigration Reform and Control Act of 1986 by presenting documents to verify identity and authorization to work in the United States. Acceptable forms of identification as required by the Federal Immigration and Naturalization Service may be found in the pamphlet "Federal Immigration and Naturalization Service Requirements."

License to Drive

If your job duties require you to drive, you must have the appropriate licenses and maintain insurability under your department's automobile liability insurance policy. Only employees with a valid California Driver License will be authorized to operate a City and/or private vehicle. The City will use the State Department of Motor Vehicles' Pull Notice Program to obtain information about employees as actions appear on their driving records. The City will base driver-related decisions on compliance with the California Vehicle Code, as well as the City's efforts to reduce vehicular accidents and exposure to liability.

Medical Examination

Depending on the classification or position in which you are to be employed, you may be required to pass a medical examination, including drug testing, as a condition of employment. Most medical

examinations are conducted by the Department of Public Health, San Francisco General Hospital Medical Center, Occupational Health Service (OHS) located in Building 9, 2nd floor, Potrero Avenue and 22nd Street.

Physical Examination

Depending on the classification or position in which you are to be employed, before appointment, you may be required to pass a physical examination by the department physician. This exam includes a urine test to screen for the presence of drugs or alcohol. Appointees may also be required to pass an additional physical exam prior to the completion of their probationary periods.

Position Based Testing (PBT)

Note: Position Based Testing processes are administered under [Civil Service Rule 111A: Position Based Testing](#).

PBT Appeal Procedures for Examination Announcements

Appeals of the examination announcement based on challenges to the position description and/or the minimum qualifications must be in writing and must be submitted directly to and received by the Executive Officer of the Civil Service Commission within five (5) business days after the examination announcement issuance date (see Civil Service Rule 111A.35 for specific requirements for submitting appeals and appeal hearing procedures.) Appeals on other terms of the announcement must be made in writing to, and received by the Human Resources Director, not later than the fifth (5) business day after the examination announcement issuance date. The decision of the Human Resources Director on these matters is final. The certification rule for an examination announcement cannot be appealed.

PBT Appeal Procedures for Applicants

Appeals of rejection of application for an examination, due to applicants not meeting the minimum qualifications for an examination, must be submitted to the Human Resources Director within five (5) business days of the postmark date of written notification of this determination. Appeals based on an applicant not being selected as best qualified to participate in an examination process must be submitted to the Human Resources Director within five (5) business days of the postmark date of written notification of this determination. The decision of the Human Resources Director on these matters is final.

PBT Exams

Each type of selection device used to determine the eligibility of candidates is described on the announcement. Scores on written examinations and oral or oral/performance examinations may be standardized when it is determined that there are significant differences in scores due to multiple examination panels or there is a psychometric value to using standard scores. A copy of Examination Procedures and Practices, excerpted from Civil Service Rule 111A and a listing of Examination Raters will be posted at all Qualification Appraisal Interview sites; candidates MUST read the rule before taking the exam. All candidates will be required to present identification showing a photograph at each part of the examination. Acceptable identification includes: driver license; city, state, or federal issued Identification card; passport; student body card; alien registration receipt card.

PBT Appeal Procedures for Examinations

Procedures for appeals of examination matters are specified in [Civil Service Rule 111A](#)

Requirements at the Time of Hire

Social Security Number

You must have a Social Security number.

Authorization to Work

You must present documents to verify identity and authorization to work in the United States as required by the Immigration Reform Control Act of 1986. Failure to provide these documents may result in loss of eligibility. Acceptable verification documents are listed in the information pamphlet entitled Federal Immigration and Naturalization Service Requirements available at the Department of Human Resources Employment Information Center, One South Van Ness Ave, 4th Floor. Any applicant or employee seeking to have the City provide documentation to the Department of Homeland Security (including the U.S. Citizenship and Immigration Services) about possible or actual employment with the City must obtain the approval of the appointing authority of the employing department and the Director of Human Resources.

Oath of Office

You are required to take the Oath of Office as specified in the California State Constitution.

No Strike Provision

Unless you are a uniformed member of the Police or Fire departments, or an employee of the Unified School District or the Community College District, you will be required to sign an acknowledgement of receipt of a copy of Charter Section A8.346 - Disciplinary Action Against Striking Employees. A separate Charter provision prohibits strikes by public safety employees. For more information, see the Employee Obligations section of the Employee Handbook.

Acknowledgements

In addition to the No Strike Provision, new employees may be required to sign other acknowledgements of receipt, such as this Employee Handbook, the City's harassment policy, City or departmental policies regarding use of computers, and other City and departmental policies.

Tax Forms

You will need to fill out a Withholding Exemption Certificate (IRS form W-4), which determines the amount of taxes withheld from your paycheck. If at any time during your employment your withholding status changes (for example, if you marry, divorce or purchase a home), you should fill out a new W-4 form to ensure that the proper amount is withheld.

Warrant Recipient Designation

You are required to complete a warrant recipient form at the time of hire. This form designates an individual to receive an employee's earned but unpaid wages in the event of your death.

Safety-Sensitive Position Requirements

In compliance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991 employing the Federal Motor Carrier Safety Administration (FMCSA) and Federal Transit Administration (FTA) regulations, drug and alcohol testing for employees in "safety-sensitive" positions are required. The selected applicants for safety-sensitive positions will be required to pass a Pre-Employment drug test prior to appointment and shall be subject to Random, Post-Accident, Reasonable Suspicion, Return-To-Duty, and Follow-Up testing during employment. Prior to appointment to an FMCSA position, each applicant who has participated in a DOT drug and alcohol testing program within the immediately preceding two years will be required to sign a consent form

authorizing the City to contact his/her prior employers concerning his/her drug and alcohol test history.

Security Clearance

Prior to employment in certain positions or classifications, departments may require a background review of criminal history, motor vehicle (driving) record, personnel history and employment records. The requirement for a background review will be published on the examination announcement. Candidates for employment with the Airport Commission may be required to have a security clearance. In order to determine eligibility for security clearance, candidates may be required to undergo a criminal history check including fingerprinting. Unless otherwise specified on the announcement, candidates for employment with the Airport Commission will be required to provide a complete employment history for the past ten (10) years, and to provide an explanation of all breaks in employment during that period. Candidate's employment will be verified by an Airport Personnel representative.

Seniority Credit in Promotional Examinations

Class Based Testing (CBT) Promotive Applicants

Applicants for promotive only or combined promotive and entrance examinations shall meet the requirements of the examination announcement under which they apply. If otherwise qualified, City employees with permanent, probationary, temporary civil service, or holdover status and who have had six months of verifiable satisfactory experience in any class in any status (including provisional) qualify as promotive applicants. Such employees are entitled to up to sixty additional points for seniority and satisfactory performance rating after passing the examination(s). Deductions from seniority points will be made for applicable disciplinary actions.

Position Based Testing (PBT) Promotive Applicants

Applicants for promotive only or combined promotive and entrance examinations shall meet the requirements of the examination announcement under which they apply. If otherwise qualified, City employees with six consecutive months (1040 hours) of verifiable experience in any job classification in any appointment type qualify as promotive applicants. Such employees are entitled to up to sixty additional points after passing the examination(s).

Special Condition - Bilingual Proficiency

Some positions may require bilingual fluency in a variety of languages depending upon the department's bilingual needs. Only those eligibles who pass the bilingual proficiency test will be considered for bilingual positions. Applicants must indicate on the application form the language(s) in which they claim proficiency.

Transportation Security Administration (TSA) Security Clearance

Candidates for employment with the San Francisco Airport Commission are required to provide a complete employment history for the past ten (10) years and an explanation of all gaps in employment during that period. The past ten (10) years of the candidate's employment will be verified. In addition, candidates will be required to undergo a criminal history check, including FBI fingerprints, in order to determine eligibility for security clearance and may be required to undergo drug/alcohol screening. Per Civil Service Commission Rule Section 110.9.1, every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Failure to obtain and maintain security clearance may be basis for termination from employment with the Airport Commission.

Verification of Experience and/or Education

Applicants may be required to submit verification of qualifying education and experience, at any point in the application, examination, or departmental selection processes. Verification of work experience typically must be on the employer's letterhead, and must include the applicant's name, job title, description of job duties, dates of service, and signature of the employer. San Francisco City and County employees do not need to submit verification of their City employment but must submit verification of outside experience. San Francisco City and County employees will not receive credit for experience obtained outside of their classification unless recorded in accordance with the provisions of the Civil Service Rule 110.9.1.

For information on how to verify education requirements, including verifying foreign education credits or degree equivalency, please visit [How to 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.

Veteran's Preference

In order to be eligible for Veteran's Entitlement, an applicant must have served on active (non-reserve) duty and been released from active duty under conditions other than dishonorable. This service must have been:

- At least 30 days of active duty in time of war or peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States; or
- During the period from September 16, 1940, through January 31, 1955; or
- After January 31, 1955, at least 181 consecutive days of active duty.
- Applicants must not have been discharged under dishonorable conditions, or as the result of a court martial.

Veteran's Entitlement provides additional credit of five percent (5%) of the qualifying score on an entrance eligible list.

Additional information about Veteran's Preference:

- Widows/widowers or surviving domestic partners of deceased eligible veterans may also qualify for Veteran's Entitlement credit.
- Veteran's Entitlement is limited to an application for entrance employment.
- The applicant must notify the Department of Human Resources of his/her veteran status when he/she submits the initial job application, complete the Application for Veteran's Preference form and verify eligibility.
- The applicant must attain a passing score on an entrance selection process to be entitled to the Veteran's Entitlement credit.
- Applicants must not have already used Veteran's Entitlement in an entrance examination which resulted in the applicant's permanent appointment.
- Once the probationary period is passed, Veteran's Entitlement points are to be removed from all other eligible lists on which there is standing.
- Veterans with a permanent service connected disability that is of record in the US Veteran's Administration may apply for a disability credit of ten percent (10%) of the qualifying score.
- Disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

- [Veteran's Preference Application](#)
-



[Back to Top](#)

CCSF Job Appointment Summary

Emp

ID [REDACTED]

Empl Record 0

Personalize | Find | View All | [Icons] | First 1-3 of 3 | Last

Job Appointment Summary

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exempt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept	Location	Cert Date	Ctywd Strty Date	Company Seniority Date	Vacation Anniversary Date	Sick Anniversary Date
03/19/2022	03/19/2022	DTA	Job Code Change	Active	7340	130	PCS NA	NA	F	903301	3.00	01079217	01/14/2022	MTA	MTA001	01/14/2022	01/14/2022	04/09/2016	04/09/2016	04/09/2016
07/01/2017	04/09/2016	POS	Position Data Update	Active	7381	130	PCS NA	NA	F	903568	7.00	01099503	01/14/2016	MTA	MTA001	01/14/2016	01/14/2016	04/09/2016		
04/09/2016	04/09/2016	HIR	New Hire	Active	7381	130	PCS NA	NA	F	903568	7.00	01099503	01/14/2016	MTA	MTA001	01/14/2016	01/14/2016	04/09/2016		

Save | Return to Search | Notify

ATTACHMENT 2

ATTACHMENT 3

Reference Material for 2021 Job Ad

Diana Sambat published the job **Electronic Maintenance Technician - City and County of San Francisco - Multiple Departments Citywide - (7318)** in Various Locations, San Francisco, CA, United States as **Public to Your Website and Job Aggregators**

Oct 19, 2021

You unpublished the job **Electronic Maintenance Technician - City and County of San Francisco - Multiple Departments Citywide - (7318)** in Various Locations, San Francisco, CA, United States from **Your Website and Job Aggregators**

Dec 15, 2021

ATTACHMENT 4

Electronic Maintenance Technician - City and County of San Francisco - Multiple Departments Citywide - (7318) ☆☆☆☆☆
San Francisco, CA • REF830
From: Default Career Page on Oct 22, 2021

Rejected
Did Not Meet Minimum Qualifications

ASSIGN TO ANOTHER JOB **ADD TO COMMUNITY**

Attachments ADD

- 2022-02-03 14-23.pdf
- 2022-02-03 14-39.pdf

Assessments BROWSE

PREFERRED MARKETPLACE

No assessment orders for this candidate yet

Linked to VIEW ALL

Jobs

- 7340-Maintenance Controller Interview | Final Selection
- 7340 Maintenance Controller

Hector Fernandez 
7381 Auto Mechanic at SFMTA

HF

Profile **Resume**

Experience Add

- Apr 2016 - Current
7 years, a month
7381 Auto Mechanic
SFMTA
Currently working at Flynn Division on 60 ft. Hybrid Electric Buses.

Education Add

- Aug 2019 - Dec 2021
2 years, 6 months
Not Provided - Not Provided
City College of San Francisco
Basic Electronics Certificate and Intermediate Electronics Certificate.

In Review | Calculate Score and Rank

[See more jobs](#)

Application fields



Tags

Add tag



London Breed, Mayor

Gwyneth Borden, Chair
Amanda Eaken, Vice Chair
Cheryl Brinkman, Director
Steve Heminger, Director

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

Jeffrey Tumlin, Director of Transportation

Date: February 1, 2022

ATTACHMENT 5

Re: Letter of 7318 Electronic Maintenance Technician Verification.

To Whom it May Concern,

This is to certify that Mr. Hector Fernandez has been employed with the City and County of San Francisco with an effective date of April 09, 2016. Since 2017, Mr. Fernandez has been assigned as the lead man in charge for all New Flyer Hybrid BAE and Allison Propulsion Control and Energy Storage System High Voltage maintenance and repairs at Flynn Division and has performed the full range of duties related to position 7318 with great ease.

Duties include removing/installing/testing/troubleshooting/soldering/calibration and modification of electrical systems down to the component level including diodes/capacitors/relays/resistors/transistors and circuit boards related to BAE and Allison High Voltage components which include High Voltage batteries, Traction Motors, DPIMS (Dual Power Inverter Modules), APS (Accessory Power System) and PCS (Propulsion Control System).

Mr. Fernandez has performed exceptionally when performing additional duties as lead man include troubleshooting/assisting/coordinating with the Radio shop to expedite repairs on all systems interconnected through the J1939 CAN Network, including ORBstar, farebox, GPS, Clipper, Destination Signs, Fleetwatch, People Counter, Onboard Video Cameras, and bus stop announcements. Please give Hector Fernandez full consideration in the hiring process.

As the Superintendent of Flynn Division, I attest to the best of my knowledge that Mr. Hector Fernandez's daily duties surpass experience requirements for this position, 7318. Point of contact of this memorandum is the undersigned.

Email is Adrian.scott@SFMTA.com, Office phone (415) 401-3809.

Adrian Scott
7228 Transit Shop Supervisor I
Flynn Division
1940 Harrison St.
San Francisco, CA. 94103

CLASS: B - Veh, No A & No M/C
ENDORSEMENTS: P-Psgr

RESTRICTIONS: K/40-Self Certification-CDL intrastate only
M/42-May not operate Class A passenger vehicles
46-Must wear corrective lenses when driving commercially
E/64-Class A/B-limited to vehicles with automatic transmission

This card is not acceptable for official federal purposes. This license is issued only as a license to drive a motor vehicle. It does not establish eligibility for employment, voter registration, or public benefits.

Art Rg

Rev 08/29/2017

21103D24978290301

013183

California ^{USA}

COMMERCIAL
DRIVER LICENSE

FEDERAL
LIMITS
APPLY



CLASS B

END P

DL

EXP

1/2026

LN FERNANDEZ
FN HECTOR

DOB

RSTR CORR LENS
K M 46 E

SEX M

HGT 5'-11"

DD

HAIR BLK

WGT 165 lb

EYES BRN

ISS

04/13/2021

Hector Fernandez



ATTACHMENT 6

SF | Careers

Electronic Maintenance Technician - City and County of San Francisco - Multiple Departments Citywide - (7318)

Various Locations, San Francisco, CA, United States

Full-time

Certification Rule: Rule of 3

Exam Type: Class Based Test

Work Hours: Regular

Job Code and Title: 7318-Electronic Maintenance Technician

Fill Type: Permanent Civil Service

Eligible List Type: Combined Promotive and Entrance

Company Description

The City and County of San Francisco has Electronic Maintenance Technician vacancies at the San Francisco [International Airport](#), [Municipal Transportation Agency](#), and [Public Utilities Commission](#).

San Francisco is a vibrant and dynamic city, on the forefront of economic growth & innovation, urban development, arts & entertainment, as well as social issues & change. This rich tapestry of culture and ideas is sustained by our City's commitment to heighten the quality of life for San Franciscans and residents of the greater Bay Area. Our employees play an important role not only in making our City what it is today, but also in shaping the future of San Francisco.

.....THE JOB AD HAS BEEN REOPENED TO BROADEN THE APPLICANT POOL. APPLICANTS WHO HAVE ALREADY SUBMITTED THEIR APPLICATION DO NOT NEED TO REAPPLY.....

Deadline to Apply: April 8, 2022

Job Description

Annual Salary: \$122,642 - \$135,226

Under general supervision, the Electronic Maintenance Technician performs a wide variety of highly skilled technical work in the trouble-shooting, maintenance, testing, repair, calibration, fabrication, installation and modification of a wide variety of electronic equipment and related control system components.

Essential Functions:

1. Performs corrective and preventive maintenance, non-routine repair, modification, and troubleshooting

-
1. Performs corrective and preventive maintenance, non-routine repair, modification, and troubleshooting, calibration, removal and installation of complex electronic systems, equipment and transit vehicles.
 2. Tests and calibrates electronic equipment using established test procedures; operates Diagnostic Test Equipment, signal generators, oscilloscopes, transmission measuring test sets, meters, and other devices required to maintain electronic systems and equipment; utilizes various schematics, blueprints, wire lists, equipment manuals, and other resources.
 3. Inspects newly installed equipment including circuits and systems to evaluate performance under operating conditions; may assist in the design fabrication, testing, and evaluation of prototypes.
 4. Maintains records of work performed; develops documentation for the maintenance installation, removal and modification of electronic systems and equipment.
 5. Instructs other personnel in system maintenance procedures and operations; may advise and assist management personnel and others on operating problems involving electronic transit equipment.
 6. Operates special hand and power tools, such as soldering equipment, drill press grinder, crimper, saws, wire-rap tools, and other related equipment.
 7. Inspects, maintains and repairs network communication systems, supervisory control, remote signal and remote control equipment, instrumentation and control systems, and flow, pressure and level sensor calibrations.
 8. Inspects, maintains and repairs radio, fire alarm and security systems, video equipment, digital electronic equipment, telemetering, communication, protective relays, meters and other electronic and auxiliary apparatus.
 9. Inspects, maintains and repair various miscellaneous electrical equipment in powerhouse, switch yard and sub-station; may act as an emergency operator at an unattended powerhouse station.
 10. Operates a motor vehicle to respond to service requests at various locations.
 11. The above is not intended to be an all-inclusive list and employees may perform other related duties as required.

Nature of Work: Work involves some physical effort and dexterity in the use of fingers, limbs and body; exposure to some physical working conditions where minor injuries may occur. Normal color vision and a high degree of mechanical dexterity are mandatory. Incumbents are required to work with potentially hazardous equipment and materials, high voltage, chemicals, heavy equipment requiring lifting, and in confined spaces or dark and damp locations and on ladders for long periods of time. The nature of the work may require driving a vehicle to various work locations in inclement weather conditions such as in rain, sleet, snow on icy muddy roads.

Qualifications

Training: Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics.

Experience: Three (3) years of verifiable journey-level industrial electronic experience or industrial instrumentation and control experience, performing installation, calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the level of the electronic component (such as, integrated circuits, transistors, diodes, capacitor, resistor, etc.).

License: Possession of a valid California driver's license

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.

Note on Departmental Requirements Depending on hiring department, some positions require:

- Possession of Class B Commercial Driver's License. Employees appointed to these Departments may be required to obtain the Class B Driver's License within six (6) months from the appointment date.
- Two (2) years of experience working on and around utility power transmission and/or distribution systems up to 115 thousand volts.
- Maintenance and repair of Transit Vehicles and/or Transit Vehicle Electronic Equipment, Signals and Motive Power Electronics.
- Availability to work shifts, weekends, and holidays.
- Availability after hours by phone or pager by the employing department so that he/she can be notified during a departmental emergency to immediately report to work, in accordance with the relevant Union Memorandum of Understanding.
- Experience working with SIMPLEX fire alarm system and the Monitor Dynamics Inc. (MDI) access control system.

Additional Information

Verification: Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. More information can be found at: <https://sfdhr.org/information-about-hiring-process#verification>. 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.

Exam Process: Written Multiple-Choice Examination (Weight - 100%): Job-related areas to be tested may include but not be limited to: knowledge of electronics and electrical principles and theory, including digital and analog circuits, ability to evaluate electronic systems, circuits and components; troubleshoot signal, data and radio communications, power and signal equipment, ability to work from schematics, drawings and blueprints to perform maintenance as required and skill to apply safety procedures in the course of work. *This is a standardized examination and, therefore, test questions and test answers are not available for public inspection or review.*

Minimum Qualification Supplemental Questionnaire (Weight - Qualifying): Candidates will be prompted to complete a Supplemental Questionnaire prior to being placed on the eligible list. Failure to complete the questionnaire may result in disqualification from the selection process.

Exam Analyst Information: If you have any questions regarding the Exam Process, please contact the exam analyst, Larry.Dominguez@sfmta.com. *Please note: all your information will be kept confidential according to EEO guidelines. LD | CBT-7318-904470 | CPE*

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](#)

- [Copies of Application Documents](#)
- [Diversity Statement](#)
- [Seniority Credit in Promotional Exams](#)

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 at City and County of San Francisco \(smartrecruiters.com\)](#)] The terms of this announcement may be appealed under Civil Service Rule 110.4. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th 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>

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

The San Francisco Municipal Transportation Agency (SFMTA) has determined that Class 7318 Electronic Maintenance Technician is a “safety-sensitive” position, under regulations issued by the Federal Transit Administration (49 CFR Part 655). Federal law requires that all transit employees who perform safety-sensitive functions be subject to random, post-accident, reasonable suspicion, return-to-duty and follow-up drug and alcohol testing. All applicants for Safety-Sensitive positions shall undergo urine drug testing prior to employment and within 90 days prior to performing Safety-Sensitive functions for the first time. Receipt by the SFMTA of a negative test result is required prior to the employee being placed on the payroll. A positive, adulterated, negative dilute or substituted test will result in a decision not to hire, and the applicant’s name will be removed from the list of eligibles for Safety-Sensitive positions. The SFMTA will not consider hiring any person who tested positive, adulterated, substituted or refused to submit to testing for a minimum of two years following the positive test.

In addition, each applicant who has worked for a Department of Transportation (DOT) – regulated employer(s) within the last two years will be required to sign a consent form, prior to appointment, authorizing SFMTA to obtain information from their prior employers concerning their 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.

Airport-Specific Conditions of Employment: Transportation Security Administration (TSA) Security Clearance: Candidates for employment with the San Francisco Airport Commission are required to undergo a criminal history record check, including FBI fingerprints, and Security Threat Assessment in order to determine eligibility for security clearance and may be required to undergo drug/alcohol screening. Per Civil Service Commission Rule Section 110.9.1, every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Failure to obtain and maintain security clearance may be basis for termination from employment with the Airport Commission.

Customs Clearance: This position may require that the incumbent be qualified for unescorted access to the San

Francisco International Airport U.S. Customs Security Area. An application for a U.S. Custom Access Seal may be submitted to Customs ONLY after employment has commenced. Employment in this position requires that the incumbent submit an application for, successfully acquire and maintain a Customs Access Seal. Per Civil Service Commission Rule 110.9.1, every applicant must possess and maintain the qualifications required by law and by the examination announcement for this examination. Failure to acquire or maintain customs access, a requirement for this position, may be basis for termination from employment with the Airport Commission. Customs Access Seal requirements and procedures are located in the Code of Federal Regulations, Title 19, Part 122, Sections 181 or 189.

CONDITION OF EMPLOYMENT: All City and County of San Francisco employees are required to be vaccinated against COVID-19 as a condition of employment. For details on how it is applicable to your employment, please click [here](#).

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.

[Cookies Settings](#)

ATTACHMENT 7

Lawrence Dominguez Electronic Maintenance Technician (7318) Qualifications Review

Jan 31, 2022

1/31/22

[REDACTED]

Dear Hector Fernandez:

Thank you for submitting your application for the 7318 Electronic Maintenance Technician. After a careful review of your application, it has been determined that you do not possess the:

Experience and License

required to fulfill the minimum qualifications for this position as stated in the examination announcement. All applicants must meet all of the minimum qualifications and provide the necessary documents in order to progress in the examination.

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

EDUCATION: Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics; AND

EXPERIENCE: Three (3) years of verifiable journey-level industrial electronic experience or industrial instrumentation and control experience, performing installation, calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the level of the electronic component (such as, integrated circuits, transistors, diodes, capacitor, resistor, etc.); AND

LICENSE: Possession of a valid California driver's license.

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 **Monday, February 7, 2022 at 5:00 PM**. If we do not receive verification documents or an email specifying why verification is unable to be provided by Monday, February 7, 2022 at 5:00 PM, your application will not proceed in this examination process.

Education must be verified by submitting a copy of your degree or transcripts from an accredited academic institution.

Experience must be verified by submitting verification of qualifying work experience. Verification of work experience must be on the employer's letterhead; must show the name of the applicant; job title(s) and duties performed; dates of employment; types of employment (part-time/full-time); and must be signed by the employer. City employees will receive credit for

H.FERN-029

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.

License must be verified by submitting a copy of your valid driver's license.

The verification documentation must be received no later than close of business (5:00 p.m.) on Monday, February 7, 2022 at 5:00 PM. 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,

L. Dominguez

SFMTA Examinations & Classification Unit

RECRUITMENT: CBT-7318-904470



London Breed, Mayor

Gwyneth Borden, Chair
Amanda Eaken, Vice Chair
Cheryl Brinkman, Director
Steve Heminger, Director

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

Jeffrey Tumlin, Director of Transportation

Date: February 1, 2022

ATTACHMENT 8

Re: Letter of 7318 Electronic Maintenance Technician Verification.

To Whom it May Concern,

This is to certify that Mr. Hector Fernandez has been employed with the City and County of San Francisco with an effective date of April 09, 2016. Since 2017, Mr. Fernandez has been assigned as the lead man in charge for all New Flyer Hybrid BAE and Allison Propulsion Control and Energy Storage System High Voltage maintenance and repairs at Flynn Division and has performed the full range of duties related to position 7318 with great ease.

Duties include removing/installing/testing/troubleshooting/soldering/calibration and modification of electrical systems down to the component level including diodes/capacitors/relays/resistors/transistors and circuit boards related to BAE and Allison High Voltage components which include High Voltage batteries, Traction Motors, DPIMS (Dual Power Inverter Modules), APS (Accessory Power System) and PCS (Propulsion Control System).

Mr. Fernandez has performed exceptionally when performing additional duties as lead man include troubleshooting/assisting/coordinating with the Radio shop to expedite repairs on all systems interconnected through the J1939 CAN Network, including ORBstar, farebox, GPS, Clipper, Destination Signs, Fleetwatch, People Counter, Onboard Video Cameras, and bus stop announcements. Please give Hector Fernandez full consideration in the hiring process.

As the Superintendent of Flynn Division, I attest to the best of my knowledge that Mr. Hector Fernandez's daily duties surpass experience requirements for this position, 7318. Point of contact of this memorandum is the undersigned.

Email is Adrian.scott@SFMTA.com, Office phone (415) 401-3809.

Adrian Scott
7228 Transit Shop Supervisor I
Flynn Division
1940 Harrison St.
San Francisco, CA. 94103

CLASS: B - Veh, No A & No M/C
ENDORSEMENTS: P-Psgr

RESTRICTIONS: K/40-Self Certification-CDL intrastate only
M/42-May not operate Class A passenger vehicles
46-Must wear corrective lenses when driving commercially
E/64-Class A/B-limited to vehicles with automatic transmission

This card is not acceptable for official federal purposes. This license is issued only as a license to drive a motor vehicle. It does not establish eligibility for employment, voter registration, or public benefits.

Art Rg

Rev 08/29/2017

21103D24978290301

013183

California ^{USA}

COMMERCIAL
DRIVER LICENSE

FEDERAL
LIMITS
APPLY



DL [REDACTED]

EXP [REDACTED] /2026

LN FERNANDEZ
FN HECTOR

[REDACTED]

DOB [REDACTED]

RSTR CORR LENS
K M 46 E

SEX M

HGT 5'-11"

DD [REDACTED]

CLASS B

END P



HAIR BLK

WGT 165 lb

EYES BRN

ISS

04/13/2021

Hector

Display Transcript

Hector Fernandez
Mar 07, 2022 05:12 pm



This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

If you see a grading symbol of **RD**, your grade has not been reported to the Admissions Office.

[Click here to see GPA calculation](#)

Ehrs = Earned Hours, QPts= Quality Points

Institution Credit Transcript Totals

Transcript Data

STUDENT INFORMATION

Name : Hector Fernandez

Curriculum Information

Current Program

Major and Department: Electronic Engineering
Tech., Engineering &
Technology(Weid)

This is NOT an Official Transcript

AWARDED:

Undergraduate Award: Certificate of Accomplishment **Degree Date:** Dec 17, 2021

Curriculum Information

Major: Intermediate Electronics

INSTITUTION CREDIT -Top-

Term: Fall 2001

Academic Standing: *Good Standing*

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
POLS	1	01	American Government	D	3.000	3.00	
PSYC	1	01	General Psychology	B	3.000	6.00	

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	6.000	12.00	2.00
Cumulative:	6.000	6.000	6.000	6.000	12.00	2.00

Unofficial Transcript

Term: Spring 2002

Academic Standing: *Good Standing*

Academic Transcript

						End Dates
ADMJ	80	01	Intro to Probation & Parole	C	3.000	6.00
SPCH	11	01	Basic Public Speaking	A	3.000	12.00

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	6.000	18.00	3.00
Cumulative:	44.000	30.000	30.000	41.000	78.00	1.90

Unofficial Transcript

Term: Spring 2004

Academic Standing: *Good Standing*

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
ENGL	1B	01	University Read & Composition	W	3.000	0.00		
MATH	860	01	Intermediate Algebra	W	4.000	0.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	7.000	0.000	0.000	0.000	0.00	0.00
Cumulative:	51.000	30.000	30.000	41.000	78.00	1.90

Unofficial Transcript

Term: Fall 2019

Academic Standing: Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
ELEC	101	01	Essentials of Electronics	A	2.500	10.00		
ENGN	10A	01	Intro to Engin: The Profession	A	2.000	8.00		
MATH	95	01	Trigonometry	B	3.000	9.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	7.500	7.500	7.500	7.500	27.00	3.60
Cumulative:	58.500	37.500	37.500	48.500	105.00	2.16

Unofficial Transcript

Term: Spring 2020

Academic Standing: Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
ELEC	104B	01	Microcontroller Interfacing	A	2.500	10.00		
MATH	90	01	Precalculus Algebra	A	5.000	20.00		

Term Totals (Credit Classes)

Academic Transcript

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	7.500	7.500	7.500	7.500	30.00	4.00
Cumulative:	66.000	45.000	45.000	56.000	135.00	2.41

Unofficial Transcript

Term: Fall 2020

Academic Standing: Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
ELEC	102B	01	Practical Digital Circuits	A	2.500	10.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	2.500	2.500	2.500	2.500	10.00	4.00
Cumulative:	68.500	47.500	47.500	58.500	145.00	2.47

Unofficial Transcript

Term: Spring 2021

Academic Standing: Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
ELEC	102A	01	Active Analog Electronics	B	2.500	7.50		
ELEC	103B	01	Intermedite Digital Circuits	B	2.500	7.50		
ELEC	104A	01	Wireless Communication	A	2.500	10.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	7.500	7.500	7.500	7.500	25.00	3.33
Cumulative:	76.000	55.000	55.000	66.000	170.00	2.57

Unofficial Transcript

Term: Fall 2021

Academic Standing: Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
ELEC	103A	01	Building Audio Amp and more	A	2.500	10.00		
ET	50	01	Technical Mathematics	A	4.000	16.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.500	6.500	6.500	6.500	26.00	4.00
Cumulative:	82.500	61.500	61.500	72.500	196.00	2.70

ATTACHMENT 9

Nath, Shivani

From: Dominguez, Larry
Sent: Thursday, August 4, 2022 4:11 PM
To: Compensation
Subject: RE: Acting Assignments for 7318 Electronic Maintenance Technician

Thank you. Much appreciated!

Larry

From: Compensation <Compensation@sfmta.com>
Sent: Thursday, August 4, 2022 4:08 PM
To: Dominguez, Larry <Larry.Dominguez@sfmta.com>
Cc: Compensation <Compensation@sfmta.com>
Subject: RE: Acting Assignments for 7318 Electronic Maintenance Technician

Hi Larry,
 Please see below.

<u>APPLICANT DSW#</u>	<u>CLASS</u>	<u>PAYROLL RECORDS? 7318 ACTING ASSIGNMENT?</u>
Fernandez, Hector 172699	7340 (3/19/22 - present) 7381 Automotive Mechanic (4/9/16 - 3/18/22)	No (acting assignment from 11/29/21 through 3/18/22 was to 7340)
[REDACTED]	7381 Automotive Mechanic (8/26/17 - present)	No (acting assignment from 9/14/20 through 6/30/21 was to 7382)
[REDACTED]	7371 Electrical Transit System Mechanic (1/20/15 – present)	No
[REDACTED]	7371 Electrical Transit System Mechanic (3/10/18 – present)	Yes 5/14/21-6/30/23
[REDACTED]	7381 Automotive Mechanic (4/20/19 - present)	No
[REDACTED]	7371 Electrical Transit System Mechanic (3/10/18 – present)	No

		7371 Electrical Transit System Mechanic (4/1/13 – present)
		No

Thanks,
Sabrina Blanco
Human Resources



Phone 415.646.4566

Email Sabrina.Blanco@sfmta.com

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



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From: Dominguez, Larry <Larry.Dominguez@sfmta.com>

Sent: Thursday, August 4, 2022 2:07 PM

To: Compensation <Compensation@sfmta.com>

Subject: Acting Assignments for 7318 Electronic Maintenance Technician

Hi,

Please let me know if the SFMTA employees listed below had acting assignments as a 7318 Electronic Maintenance Technician (and if so, provide dates/hours).

Thank you.

Larry

<u>APPLICANT DSW#</u>	<u>CLASS</u>	<u>PAYROLL RECORDS? 7318 ACTING ASSIGNMENT?</u>
Fernandez, Hector 172699	7340 (3/19/22 - present) 7381 Automotive Mechanic (4/9/16 - 3/18/22)	
[REDACTED]	7381 Automotive Mechanic (8/26/17 - present)	
[REDACTED]	7371 Electrical Transit System Mechanic (1/20/15 – present)	
[REDACTED]	7371 Electrical Transit System Mechanic (3/10/18 – present)	
[REDACTED]	7381 Automotive Mechanic (4/20/19 - present)	
[REDACTED]	7371 Electrical Transit System Mechanic (3/10/18 – present)	
[REDACTED]	7371 Electrical Transit System Mechanic (4/1/13 – present)	

Lawrence Dominguez
Exam and Classification Unit
Human Resources
415.646.2296
Larry.Dominguez@sfmta.com



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



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ATTACHMENT 10

Dominguez, Larry

From: Dominguez, Larry
Sent: Friday, August 5, 2022 8:48 AM
To: Coleman, Valerie
Subject: Personnel Files

Hi Valerie,

Please provide the personnel files for the following employees:

Fernandez, Hector

[REDACTED]

Thanks,
Larry

Laurence Dominguez

Exam and Classification Unit
Human Resources
415.646.2296
Larry.Dominguez@sfmta.com



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



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ATTACHMENT 11

HECTOR FERNANDEZ

Dear Emily Williams:

The SFMTA Exams Unit is in receipt of an employment verification letter for **HECTOR FERNANDEZ** written by Adrian Scott, 7228 Transit Shop Supervisor I. The letter indicates that **HECTOR FERNANDEZ** was performing 7318 Electronic Maintenance Technician duties during the time period from 2017 to present (see letter attached).

According to City & County of San Francisco and Municipal Transportation Agency records, **HECTOR FERNANDEZ** was employed in class 7381 Automotive Mechanic from 4/9/2016 to 3/18/2022. There were no payroll records, acting assignment documentation or performance appraisal submitted by the employee nor found in the personnel file to support the experience claimed in the letter.

As the job responsibilities mentioned in the letter are not typically performed by this classification, please confirm the dates of employment, and certify if the employee was performing the duties as outlined in the letter. If you certify that they were performing the duties please indicate the steps that you took to verify the accuracy of the information along with any documentation that will support your decision.

If you have any questions, please contact me at the email below.

Thank you,

Larry

ATTACHMENT 12

Dominguez, Larry

From: Ye, Sammy
Sent: Sunday, December 18, 2022 8:04 AM
To: Nath, Shivani; Williams, Emily
Cc: Dominguez, Larry; Sambat, Diana; Miles II, William
Subject: RE: Non-Contemporaneous Verification 7318 Electronic Maintenance Technician
Attachments: 7381, [REDACTED], Division Certification of NCV.pdf

Good Morning Shivani,

After reviewing documentations that we were able to retrieve, we are only able to certify [REDACTED] Li with the experience that could qualify him for the 7318 position. Please see attached the signed certification and let us know if you need anything else. Thank you.

1. Hector Fernandez
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]

Sammy Ye
(she, her, hers)
Strategic Workforce Planning Manager
Transit Administration



Office 415.579.9724
Mobile 415.317.0182

San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 7th floor
San Francisco, CA 94103



From: Nath, Shivani <Shivani.Nath@sfmta.com>
Sent: Wednesday, November 30, 2022 3:57 PM
To: Ye, Sammy <Sammy.Ye@sfmta.com>; Williams, Emily <Emily.Williams@sfmta.com>
Cc: Dominguez, Larry <Larry.Dominguez@sfmta.com>; Sambat, Diana <Diana.Sambat@sfmta.com>; Miles II, William <William.MilesII@sfmta.com>
Subject: RE: Non-Contemporaneous Verification 7318 Electronic Maintenance Technician

Perfect, thank you!

From: Ye, Sammy <Sammy.Ye@sfmta.com>
Sent: Wednesday, November 30, 2022 2:44 PM
To: Nath, Shivani <Shivani.Nath@sfmta.com>; Williams, Emily <Emily.Williams@sfmta.com>
Cc: Dominguez, Larry <Larry.Dominguez@sfmta.com>; Sambat, Diana <Diana.Sambat@sfmta.com>; Miles II, William <William.MilesII@sfmta.com>
Subject: RE: Non-Contemporaneous Verification 7318 Electronic Maintenance Technician

Hi Shivani,

Yes, I spoke to Louis and there's just one final candidate in question, which is [REDACTED].

Sammy Ye
(she, her, hers)
Strategic Workforce Planning Manager
Transit Administration



Office 415.579.9724
Mobile 415.317.0182

San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 7th floor
San Francisco, CA 94103



From: Nath, Shivani <Shivani.Nath@sfmta.com>
Sent: Tuesday, November 29, 2022 12:39 PM
To: Ye, Sammy <Sammy.Ye@sfmta.com>; Williams, Emily <Emily.Williams@sfmta.com>
Cc: Dominguez, Larry <Larry.Dominguez@sfmta.com>; Sambat, Diana <Diana.Sambat@sfmta.com>; Miles II, William <William.MilesII@sfmta.com>
Subject: Non-Contemporaneous Verification 7318 Electronic Maintenance Technician

Hi Sammy,

I am following up on the requested documents . I have copied the latest correspondence between you Bill and the team during my absence here below. Please advise if you have met with Luis Guzzo and when you will have information on the remainder of the candidates? Thanks Shivani

~~~~~  
~~~~~

*" From: Ye, Sammy <Sammy.Ye@sfmta.com>
Sent: Tuesday, November 1, 2022 5:25 PM
To: Dominguez, Larry <Larry.Dominguez@sfmta.com>; Miles II, William <William.MilesII@sfmta.com>; Williams, Emily <Emily.Williams@sfmta.com>
Cc: Sambat, Diana <Diana.Sambat@sfmta.com>; Nath, Shivani <Shivani.Nath@sfmta.com>; Ackerman, Kimberly <Kimberly.Ackerman@sfmta.com>
Subject: RE: Non-Contemporaneous Verification - [REDACTED]*

Hi Larry,

Thanks, we already responded to Shivani regarding [REDACTED]. Louis is out of the office this week, we will follow up with him when he returns to the office for the other candidates.

Sammy Ye
(she, her, hers)
Strategic Workforce Planning Manager
Transit Administration"

From: Nath, Shivani
Sent: Wednesday, October 12, 2022 10:52 AM
To: Ye, Sammy <Sammy.Ye@sfmta.com>; Williams, Emily <Emily.Williams@sfmta.com>
Cc: Sambat, Diana <Diana.Sambat@sfmta.com>
Subject: RE: Non-Contemporaneous Verification - [REDACTED]

Hi Sammy,

Thanks for this. Based on the highlighted information below, it is E&C's understanding that TD Admin was unable to corroborate that applicant [REDACTED] was performing (based on the non-contemporaneous letter) "7318 Electronic Maintenance Technician duties during the time period from 2014 to present". Therefore, E&C will be sending a memo to to Kim A, Chief People Officer recommending not to not certify the non-contemporaneous information for recruitment 7318 Electronic Maintenance Technician (recruitment ID CBT-7318-904470), based on a lack of support.

Please advise if our understanding in incorrect by close of business October 13, 2022. If we do not hear back E&C will move forward with sending the memo to Kim.

In addition there are several other applicants that are pending a response from TD Admin for this subject recruitment:

1. Hector Fernandez
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]

Please provide responses to those inquires as well.

Thanks,

Shivani

From: Ye, Sammy <Sammy.Ye@sfmta.com>
Sent: Monday, October 10, 2022 3:43 PM
To: Nath, Shivani <Shivani.Nath@sfmta.com>; Williams, Emily <Emily.Williams@sfmta.com>
Cc: Sambat, Diana <Diana.Sambat@sfmta.com>
Subject: RE: Non-Contemporaneous Verification - [REDACTED]

Hi Shivani,

We have reviewed the documentations once again with Louis Guzzo, 9183 CMO of Fleet Maintenance. After further review, Mr. Guzzo has confirmed that most of the repairs on the workorder logs were identified as electrical mechanical repairs and not electronic repairs. The documentations provided were the only documentations that Transit is able to provide at this time. If the decisions based on your review that the repairs highlighted are electrical, thus not meeting the minimum qualifications for the 7318s, then we need to move forward with the exam as this has already caused delays with the adoption of the 7318 eligible list. Thank you.

Sammy Ye

(she, her, hers)

Strategic Workforce Planning Manager

Transit Administration



Office 415.579.9724

Mobile 415.317.0182

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 7th floor

San Francisco, CA 94103



From: Nath, Shivani <Shivani.Nath@sfmta.com>

Sent: Wednesday, September 21, 2022 9:33 AM

To: Williams, Emily <Emily.Williams@sfmta.com>

Cc: Ye, Sammy <Sammy.Ye@sfmta.com>; Sambat, Diana <Diana.Sambat@sfmta.com>

Subject: RE: Non-Contemporaneous Verification - [REDACTED]

Hi Emily –

I was out of the office yesterday, so apologies for the delayed response on this important matter.

Agreed, the documents don't mean too much at face value. Although meeting with Louis G would likely provide clarity on the documents, for non-contemporaneous matters I'd like for E&C to be removed from meeting directly with the subject matters experts. Mostly because it is in a phase of the recruitment process where it isn't a matter of experience clarification but has now shifted to verification of the duties that were outlined in a non-contemporaneous letter.

You have already done your due diligence by meeting with Louis G. Now it is a matter of placing your findings in a memo & a decision to verify or not. If the decision is to verify (that is TD was able to gather info from Louis G that demonstrates that Troung did perform the duties as outlined in the letter, and TD is recommending that it should be certified), then it will be reviewed and submitted to the Chief People Officer for review, and whether or not to certify the letter, and if so, also submitted to the Director of Transportation for additional approval as such statements would be an admittance of out-of-class assignments.

PS I have briefly shown the documents with Bill and he noted that many of the things highlighted are electrical, not electronic, and don't show specific evidence of repair work down to the electronic component level, as required in the

minimum qualifications. Thus, if we were to consider these documents we would need a summary, in writing, that explains how these items show possession of the minimum qualifications.

Thanks,

Shivani

From: Williams, Emily <Emily.Williams@sfmta.com>
Sent: Monday, September 19, 2022 3:01 PM
To: Nath, Shivani <Shivani.Nath@sfmta.com>
Cc: Ye, Sammy <Sammy.Ye@sfmta.com>; Sambat, Diana <Diana.Sambat@sfmta.com>
Subject: RE: Non-Contemporaneous Verification - [REDACTED]

If needed, to understand what the documents are showing - they are pretty technical at least from my perspective.

From: Nath, Shivani <Shivani.Nath@sfmta.com>
Sent: Monday, September 19, 2022 2:57 PM
To: Williams, Emily <Emily.Williams@sfmta.com>
Cc: Ye, Sammy <Sammy.Ye@sfmta.com>; Sambat, Diana <Diana.Sambat@sfmta.com>
Subject: RE: Non-Contemporaneous Verification - [REDACTED]

- minus Larry. I need clarity on this response.

Hi Emily,

If I am understanding your email correctly TD's position is that based on the attachments you are certifying the letter. But to understand why, we should meet with Luis Guzzo?

Please let me know.

Thanks,

Shivani

From: Williams, Emily <Emily.Williams@sfmta.com>
Sent: Wednesday, September 14, 2022 11:04 AM
To: Dominguez, Larry <Larry.Dominguez@sfmta.com>
Cc: Ye, Sammy <Sammy.Ye@sfmta.com>; Sambat, Diana <Diana.Sambat@sfmta.com>; Nath, Shivani <Shivani.Nath@sfmta.com>
Subject: RE: Non-Contemporaneous Verification - [REDACTED]

Hi Larry,

Please see attached.

I would like to ask that you set up a time to Louis Guzzo for a quick orientation to the documents so you can understand why they are demonstrating the experience needed for the 7318.

Thanks,
Emily

From: Dominguez, Larry <Larry.Dominguez@sfmta.com>
Sent: Monday, August 22, 2022 4:51 PM
To: Williams, Emily <Emily.Williams@sfmta.com>
Cc: Ye, Sammy <Sammy.Ye@sfmta.com>; Sambat, Diana <Diana.Sambat@sfmta.com>; Nath, Shivani <Shivani.Nath@sfmta.com>
Subject: Non-Contemporaneous Verification - [REDACTED]

Dear Emily Williams:

The SFMTA Exams Unit is in receipt of an employment verification letter for [REDACTED] written by Salvador Syquia, 7216 Electrical Transit Shop Supervisor I (Retired 7/1/22). The letter indicates that [REDACTED] was performing 7318 Electronic Maintenance Technician duties during the time period from 2014 to present (see letter attached).

According to City & County of San Francisco and Municipal Transportation Agency records, [REDACTED] was employed in class 7371 Electrical Transit System Mechanic from 4/1/2013 to present. There were no payroll records, acting assignment documentation or performance appraisal submitted by the employee nor found in the personnel file to support the experience claimed in the letter.

As the job responsibilities mentioned in the letter are not typically performed by this classification, please confirm the dates of employment, and certify if the employee was performing the duties as outlined in the letter. If you certify that they were performing the duties, please indicate the steps that you took to verify the accuracy of the information along with any documentation that will support your decision.

If you have any questions, please contact me at the email below.

Thank you,

Larry

Lawrence Dominguez

Exam and Classification Unit
Human Resources
415.646.2296
Larry.Dominguez@sfmta.com



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



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ATTACHMENT 13

MEMORANDUM

DATE: January 5, 2023

TO: Jeffrey Tumlin
Director of Transportation, SFMTA

Kimberly Ackerman
Director of Human Resources, SFMTA

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

SUBJECT: **Non-Contemporaneous Verification for Hector Fernandez**

Hector Fernandez applied to the 7318 Electronic Maintenance Technician recruitment (CBT-7318-904470), which requires the following experience:

- 1. Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics; AND*
- 2. Three (3) years of verifiable journey-level industrial electronic experience or industrial instrumentation and control experience, performing installation, calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the level of the electronic component (such as, integrated circuits, transistors, diodes, capacitor, resistor, etc.); AND*
- 3. Possession of a valid California driver's license.*

Mr. Fernandez was a 7381 Automotive Mechanic from 4/9/16 to 3/18/22.

The experience gained as a 7381 Automotive Mechanic is not considered qualifying experience for the 7318 Electronic Maintenance Technician classification.

The 7318 journey-level job class is characterized by its responsibility for maintenance and repair work on various types of electronic equipment. Assignments may involve responsibility for the circuits, components, and related equipment used in connection with the operation of electronically controlled light rail and trolley vehicles. Other assignments may involve responsibility for maintaining electronic communication systems, telemetering, remote control equipment and powerhouse equipment. The 7381 Automotive Mechanic performs skilled mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment.



A verification letter dated 2/1/22, was written for Mr. Fernandez by Adrian Scott, Superintendent of Flynn Division. The letter stated the following:

“This is to certify that Mr. Hector Fernandez has been employed with the City and County of San Francisco with an effective date of April 09, 2016. Since 2017, Mr. Fernandez has been assigned as the lead man in charge for all New Flyer Hybrid BAE and Allison Propulsion Control and Energy Storage System High Voltage maintenance and repairs at Flynn Division and has performed the full range of duties related to position 7318 with great ease.

Duties include removing/onstalling/testing/troubleshooting/soldering/calibration and modification of electrical systems down to the component level including diodes/capacitors/relays/resistors/transistors and circuit boards related to BAE and Allison High Voltage components which include High Voltage batteries. Traction Motors, CPIMS (Dual Power Inverter Modules). Aps (Accessory Power System) and PCS (Propulsion Control System).

Mr. Fernandez has performed exceptionally when performing additional duties as lead man include troubleshooting/assisting/coordinating with the Radio shop to expedite repairs on all systems interconnected through the J1939 CAN Network, including ORBstar, farebox, GPS, Clipper, Destination Signs, Fleetwatch, People Counter, Onboard Video Cameras, and bus stop announcements. Please give Hector Fernandez full consideration in the hiring process.

As the Superintendent of Flynn Division, I attest to the best of my knowledge that Mr. Hector Fernandez’s daily duties surpass experience requirements for this position, 7318.”

Because the verification letter submitted by Adrian Scott was written after duties were performed instead of being documented at the time of assignments, such as through a performance appraisal or acting assignment, this document is considered non-contemporaneous. Under Civil Service rules, any non-contemporaneous verification must be certified by the SFMTA Human Resources Director and approved by the Director of Transportation:

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



*Municipal Transportation Agency Deputy Director, Labor Relations and Human Resources,
and the approval of the Director of Transportation.*

Per Civil Service Rules, if such non-contemporaneous letters are to be certified and approved, there should be some contemporaneous documentation on file that supports what was claimed to have been performed.

The verification letter submitted by Adrian Scott for Mr. Fernandez has been reviewed, and the Transit division was provided time to submit supplementary evidence that would support the statements made in this letter, specifically that Mr. Fernandez has been performing the requirements of the 7318 class of three years of journey-level industrial electronic experience or industrial instrumentation and control experience to the level of the electronic component. Transit responded that they had no additional documents to provide that would support such experience having been assigned and performed.

Therefore, it is recommended not to certify the non-contemporaneous information provided for Mr. Fernandez for the 7318 Electronic Maintenance Technician recruitment (recruitment ID CBT-7318-904470), based on a lack of support.

If certified and approved, this letter can be used towards meeting the minimum qualifications for the 7318 Electronic Maintenance Technician examination. If not certified and approved, the decision will be final, and the candidate will not be able to move forward in the examination process.

The documentation submitted to date has been provided below for your review. Please mark one of the options below in the appropriate section to indicate your determination.

I can be reached at Shivani.nath@sfmta.com if you have any questions.

SFMTA Human Resources Director

- After review, I certify the non-contemporaneous verification provided.
- After review, I do not certify the non-contemporaneous verification provided.

Signature: Ackerman, Kimberly Date: January 9, 2023

Director of Transportation

- After review, I approve the certification of the non-contemporaneous verification provided.
- After review, I do not approve the certification of the non-contemporaneous verification provided.

Signature: _____ Date: _____

ATTACHMENT 14

Lawrence Dominguez Response to Reconsideration Request: 7318 Electronic Maintenance Technician (CBT-7318-904470)

Jan 12, 2023

Dear Hector Fernandez:

Thank you for submitting additional documents to support your reconsideration request for 7318 Electronic Maintenance Technician. 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:

1. Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics; AND
2. Three (3) years of verifiable journey-level industrial electronic experience or industrial instrumentation and control experience, performing installation, calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the level of the electronic component (such as, integrated circuits, transistors, diodes, capacitor, resistor, etc.); AND
3. Possession of a valid California driver's license.

You provided a copy of the following documents:

-Non-contemporaneous verification letter from SFMTA, Transit Shop Supervisor I, Adrian Scott regarding your experience as a lead in charge of the New Flyer Hybrid BAE and Allison Propulsion Control and Energy Storage System High Voltage maintenance and repairs at Flynn Division (dated: 2/1/22).

-Driver's license (exp: 1/31/26)

-Unofficial transcript (printout dated: 3/7/22)

The information you provided does not demonstrate that you possess the required three (3) years of verifiable journey-level industrial electronic experience or industrial instrumentation and control experience, performing installation, calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the level of the electronic component (such as, integrated circuits, transistors, diodes, capacitor, resistor, etc.)

required to qualify for 7318 Electronic Maintenance Technician. The experience gained as a 7381 Automotive Mechanic is not considered qualifying experience for the 7318 Electronic Maintenance Technician classification. Because the verification letter submitted by Adrian Scott was written after duties were performed instead of being documented at the time of assignments, such as through a performance appraisal or acting assignment, this document is considered non-contemporaneous. Under Civil Service rules, any non-contemporaneous verification must be certified by the SFMTA Human Resources Director and approved by the Director of Transportation:

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

Per Civil Service Rules, if such non-contemporaneous letters are to be certified and approved, there should be some contemporaneous documentation on file that supports what was claimed to have been performed.

The verification letter submitted by Adrian Scott has been reviewed, and the Transit division was provided time to submit supplementary evidence that would support the statements made in this letter, specifically that you have been performing the requirements of the 7318 class of three years of journey-level industrial electronic experience or industrial instrumentation and control experience to the level of the electronic component. Transit responded that they had no additional documents to provide that would support such experience having been assigned and performed.

The SFMTA Human Resources Director reviewed the documentation and did not certify the non-contemporaneous verification provided.

The documents that you provided do not show that you possess the experience, at this time, required to meet the minimum qualifications for 7318 Electronic Maintenance Technician. 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.

Respectfully,

L. Dominguez

SFMTA Examinations & Classification Unit

RECRUITMENT: CBT-7318-904470



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

ATTACHMENT 15

NOTICE OF RECEIPT OF APPEAL

DATE: January 23, 2023
REGISTER NO.: 0014-23-4
APPELLANT: HECTOR FERNANDEZ

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

Dear Jeffrey Tumlin:

The Civil Service Commission has received the attached letter from Hector Fernandez, appealing the rejection of their application for 7318 Electronic Maintenance Technician (CBT-7318-904470) 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. CSC Form 13 is available on the Civil Service Commission's website at www.sf.gov/CivilService on the "File an action request for a Civil Service Commission hearing" page.

In the event that Hector Fernandez'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 23rd deadline, or if required departmental representatives will not be available to attend the April 3rd 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: Hector Fernandez
January 23, 2023
Page 2

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



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

**LONDON N. BREED
MAYOR**

Sent via Email

January 23, 2023

Hector Fernandez
[REDACTED]

Subject: Register No. 0014-23-4: Appealing the Rejection of their Application for 7318 Electronic Maintenance Technician Examination.

Dear Hector Fernandez:

This is in response to your appeal submitted to the Civil Service Commission on January 19, 2023, appealing the rejection of your application for 7318 Electronic Maintenance Technician (CBT-7318-904470) examination. Your appeal has been forwarded to the Municipal Transportation Agency for investigation and response to the Civil Service Commission.

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

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

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

Sincerely,

CIVIL SERVICE COMMISSION

Handwritten signature of Lavena Holmes in black ink.

LAVENA HOLMES
Deputy Director



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.
 0014-23-4
 X1 J Tuohimäki
 To: K. Kacherman
 C. W. Miller
 C. S. Nash
 CC:

APPEAL TO THE CIVIL SERVICE COMMISSION

<p>INSTRUCTIONS: 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.</p>	<p>TYPE OF APPEAL: (Check One) <input checked="" type="checkbox"/> Examination Matters (by close of business on 5th working day) <input type="checkbox"/> Employee Compensation Matters (by close of business on 7th working day) - Limited application <input type="checkbox"/> Personal Service Contracts (Posting Period) <input 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)</p>
---	---

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

Hector Fernandez 2500 Mariposa Street Room 108
 Full Name of Appellant Work Address Work Telephone

7340 Maintenance Controller SFMTA
 Job Code Title Department

[Redacted]
 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: Hector.Fernandez@SFMTA.com [Redacted]

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

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

Hector Fernandez 1-19-2023
 Original Signature of Appellant or Authorized Representative Date

CSC-12 (5/2021)

Date Received by Civil Service Commission: [Signature] 11:50am 1/19/2023

State the basis of this appeal in detail. For more information about appeal rights and deadlines, please review the Civil Service Rules located on the Civil Service Commission's website at www.sfgov.org/CivilService.

Attached is the 7318 application rejection email which states "the Transit division was provided time to submit supplementary evidence that would support the statements made in this letter, specifically that you have been performing the requirements of the 7318 class of three years of journey-level industrial electronic experience or industrial instrumentation and control experience to the level of the electronic component. Transit responded that they had no additional documents to provide that would support such experience having been assigned and performed." My immediate supervisor during my time at Flynn division Robert Skellen was unaware of such request or requested documentation would have been provided. Effective March 19, 2022, I became a 7340 Maintenance Controller at Potrero Division. During my time as a 7381 Diesel Mechanic at Flynn Division and Kirkland Division, I routinely troubleshoot, repaired and replaced battery modules, contactors, fuses and wiring internal to a 600 volt, High Voltage BAE ESS battery. On such short notice, I was only able to locate seven work orders of such repairs which I have attached. Given more time, I can supply additional work orders, I have also attached diagrams and pictures of BAE ESS batteries. At Flynn, I also tested, troubleshoot, repaired and replaced BAE PCS assemblies. I was only able to locate one work order of such repairs but if requested I can provide additional work orders, I have attached that work order and a picture of a PCS BAE assembly and its internals. I also routinely tested, troubleshoot, repaired and replaced circuit boards and power supplies for Destination Signs. These repairs sometimes included soldering and desoldering of connections on circuit boards. I have supplied two work orders of repairs on destination sign boards and pictures of such boards for reference. Before my time at SFMTA, I worked for almost 4 years at Serranorte Ford in Colma.

CSC-12 (5/2021)

(Use additional sheets if needed)

State the basis of this appeal in detail. For more information about appeal rights and deadlines, please review the Civil Service Rules located on the Civil Service Commission's website at www.sfgov.org/CivilService.

During my time at Serramonte Ford, I specialized in Full Electric and hybrid vehicles. As a journeyman technician, my duties included diagnosing, testing, and repairing electrical and electronic components including High Voltage battery assemblies and components, electronic battery control modules, ABS control modules, Instrument cluster boards, ECM control modules, TCM control modules, and door control modules. Repairs of electronic modules included soldering and desoldering of resistors, transistors, diodes and capacitors on circuit boards. Before Serramonte Ford, I worked at Serramonte Volkswagen in Colma for over two years and at Boardwalk Volkswagen in Redwood City for over five years. Full electric and Hybrid vehicles were not around during my time at Volkswagen, but my journeyman duties were similar to that of Serramonte Ford. I ~~perform~~ performed testing, troubleshooting, replacements and repairs of Radios, Gateway modules, ECM modules, liftgate modules, door modules, Instrument Cluster, TCM modules, ABS modules and sunroof modules. Repairs routinely required soldering/desoldering of resistors, transistors, diodes and capacitors on circuit boards. Given some time, I can provide job verification letters for all 3 dealerships.

Fernandez, Hector

From: Lawrence Dominguez from City and County of San Francisco
<notifications@careers.sf.gov>
Sent: Thursday, January 12, 2023 4:12 PM
To: Fernandez, Hector
Subject: Response to Reconsideration Request: 7318 Electronic Maintenance Technician (CBT-7318-904470)

EXT

Dear Hector Fernandez:

Thank you for submitting additional documents to support your reconsideration request for 7318 Electronic Maintenance Technician. 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:

1. Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics; AND
2. Three (3) years of verifiable journey-level industrial electronic experience or industrial instrumentation and control experience, performing installation, calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the level of the electronic component (such as, integrated circuits, transistors, diodes, capacitor, resistor, etc.); AND
3. Possession of a valid California driver's license.

You provided a copy of the following documents:

-Non-contemporaneous verification letter from SFMTA, Transit Shop Supervisor I, Adrian Scott regarding your experience as a lead in charge of the New Flyer Hybrid BAE and Allison Propulsion Control and Energy Storage System High Voltage maintenance and repairs at Flynn Division (dated: 2/1/22).

-Driver's license (exp: 1/31/26)

-Unofficial transcript (printout dated: 3/7/22)

The information you provided does not demonstrate that you possess the required three (3) years of verifiable journey-level industrial electronic experience or industrial instrumentation and control experience, performing installation, calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the level of the electronic component (such as, integrated circuits, transistors, diodes, capacitor, resistor, etc.)

required to qualify for 7318 Electronic Maintenance Technician. The experience gained as a 7381 Automotive Mechanic is not considered qualifying experience for the 7318 Electronic Maintenance Technician classification. Because the verification letter submitted by Adrian Scott was written after duties were performed instead of being documented at the time of assignments, such as through a performance appraisal or acting assignment, this document is considered non-contemporaneous. Under Civil Service rules, any non-contemporaneous verification must be certified by the SFMTA Human Resources Director and approved by the Director of Transportation:

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

Per Civil Service Rules, if such non-contemporaneous letters are to be certified and approved, there should be some contemporaneous documentation on file that supports what was claimed to have been performed.

The verification letter submitted by Adrian Scott has been reviewed, and the Transit division was provided time to submit supplementary evidence that would support the statements made in this letter, specifically that you have been performing the requirements of the 7318 class of three years of journey-level industrial electronic experience or industrial instrumentation and control experience to the level of the electronic component. Transit responded that they had no additional documents to provide that would support such experience having been assigned and performed.

The SFMTA Human Resources Director reviewed the documentation and did not certify the non-contemporaneous verification provided.

The documents that you provided do not show that you possess the experience, at this time, required to meet the minimum qualifications for 7318 Electronic Maintenance Technician. 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.

Respectfully,

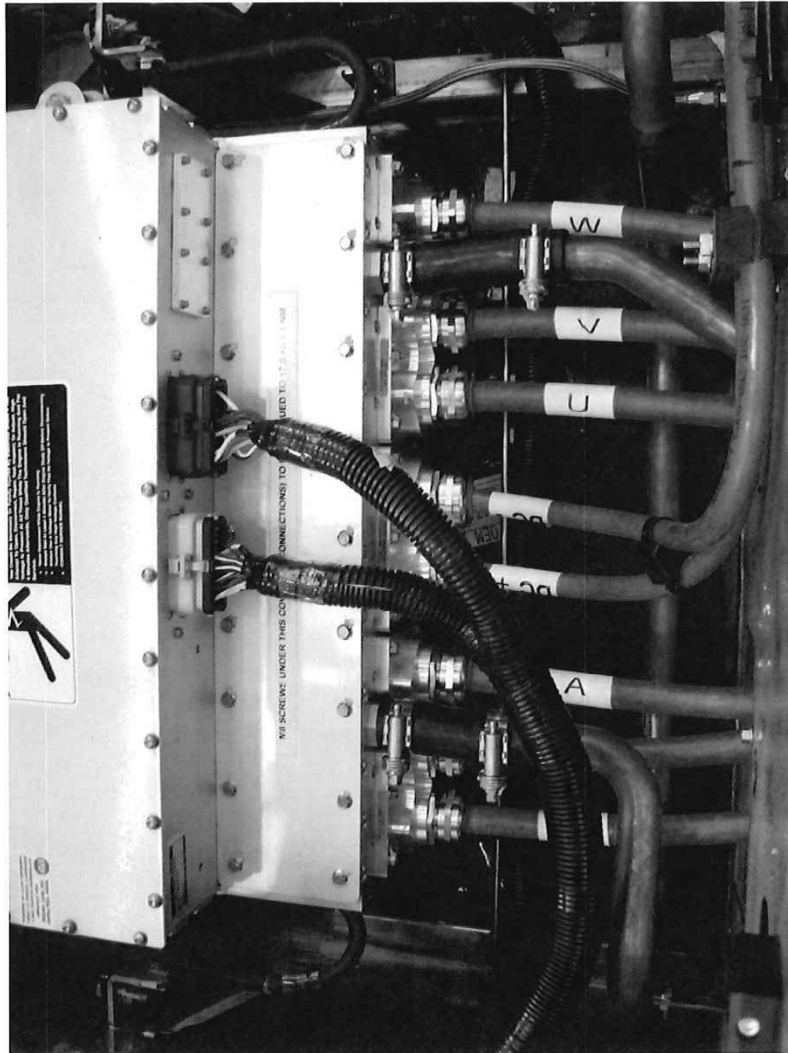
L. Dominguez

SFMTA Examinations & Classification Unit

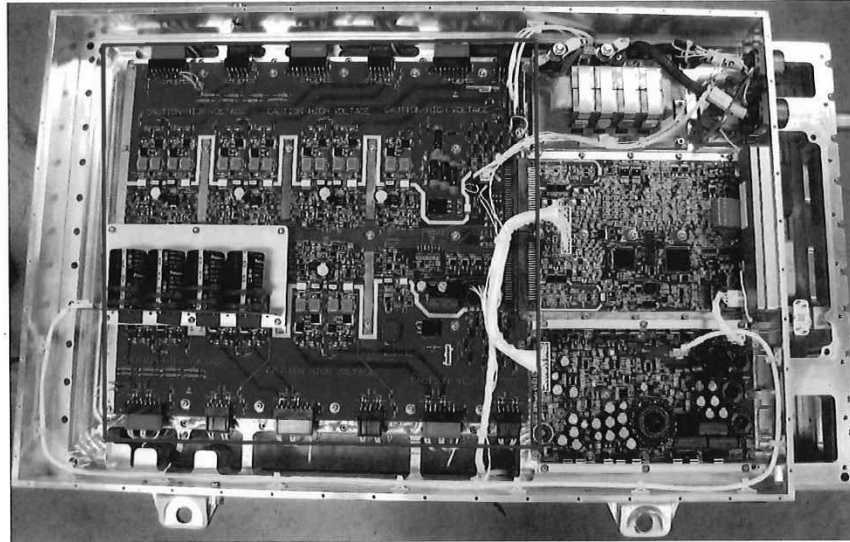
RECRUITMENT: CBT-7318-904470

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

Propulsion Control System (PCS)



BAE PCS
assembly and
work order



ACS_17227-57

High Voltage Circuit Card Assembly (A1)
Figure 5-36

- (5) Replace High Voltage Circuit Card Assembly
 - (a) Remove ESD protection from HV CCA (A1) (ITEM 13) and Wire Harness Assemblies.
 - (b) Locate mounting area of HV CCA (A1) (ITEM 13) in PCS chassis.
 - (c) Use extreme caution when handling HV CCA (A1) (ITEM 13) to avoid damaging components on underside.
 - (d) Apply Nyetact 571H-10 to J2 and J4 connector sockets prior to installing HV CCA (A1) (ITEM 13).
 - (e) Carefully insert and slide HV CCA (A1) (ITEM 13) at a 3-5 inch angle from the rear of PCS into J2 and J4 connector sockets while aligning mounting holes.
 - (f) Engage and tighten twenty-three M3.5 screws (ITEM 14) that secure HV CCA (A1) (ITEM 13) to PCS chassis by finger tightening. Once all screws are aligned, torque

CHAPTER 5- REMOVE AND REPLACE

Page 103

May 05/2014

San Francisco Municipal Transportation Agency
 Bus Maintenance
Work Order Summary Comprehensive Report

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Page 1 of 3

Equipment: **6728**
 Work Order: 874785

WO Description: Follow-up to Road Call / STALLED , Faulty PCS

Date Completed: 3/19/22

Closure Mileage: 144,188.3

Warranty:

Standard WO: Original WO - Activity: 874784 - 10

Work Order Type: Incident
 Work Order Status: Completed

Component Movement: Yes

Activity

Activity	Activity Note	System	Assembly	Component	Defect Code	Repair Code
10	PCS FAULTS SEE COMMENTS	BUS-PROPULSION-SYSTEM-HYBRID	CONTROL-MODULE	PCS-ASSY	BUS-Broken/Failed	BUS-Replaced

Checklist

No Data Available

Labor

Activity	Activity Note	Employee	Hours
10	PCS FAULTS SEE COMMENTS	BMCVEIGH	2
10	PCS FAULTS SEE COMMENTS	BMCVEIGH	3
10	PCS FAULTS SEE COMMENTS	ESHAO	7
10	PCS FAULTS SEE COMMENTS	HFERNAND	7
10	PCS FAULTS SEE COMMENTS	MGARZARO	7

Component Movement

Activity	Existing Child Asset	Replacement Child Asset
10	PCS-15A0267	PCS-21G1964

Parts

Work Order	874785
-------------------	--------

San Francisco Municipal Transportation Agency
 Bus Maintenance
Work Order Summary Comprehensive Report

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Page 2 of 3

Run By Fernandez, Hector

Part	Part Description	Store	Quantity
013-02-0001	SCREW, LOCK M16 X 1.5 X 40 LG. - REAR AXLE BOLT	FLYNN	20
013-05-0440	PCS ASSEMBLY, SR1962	FLYNN	1
061-40-0604	BATTERY, AGM - SIDE TERMINAL, DEKA 8A8D-T978, NEO / NFX	FLYNN	2
013-16-0003	PANEL, FRANGIBLE - "TURN HANDLE", PERFORATED, SR1907 / 1849	FLYNN	1

Comments

Date	User	Comment Text
[07/NOV/2021 00:17]	BMCVEIGH	BUS BROKE DOWN DURING RTEST, TOWED IN. INSTALLED BOTH DRIVESHAFTS. BUS DOES NOT START. HAS 2 X PCS FAULTS G063 GATE DRIVE B FAULT 2 HIGHSIDE G066 GATE DRIVE C FAULT 1 LOWSIDE PERFORMED GATE DRIVE TEST, FAILED GATE DRIVES OPEN IN PCS
[19/MAR/2022 04:59]	BMCVEIGH	REPLACED BOTH BATTERYS. START BUS AND CHECK FOR COOLANT LEAKS. ROAD TEST BUS LOW COOLANT LIGHT CAME ON TOP UP ACTM COOLANT. TOP UP ROOF COOLANT AND REPLACED TANK PRESSURE CAP. REPROGRAM SIGNS. BUS NEEDS TO BE WASHED, HAS SPLT COOLANT ON ROOF
[18/MAR/2022 21:21]	ESHAO	INSTALLED NEW PCS UNIT. RETURNED OLD UNIT CORE. PROGRAMED NEW PCS TO COACH. TOPPED OFF COOLANT AND WILL NEED TO RECHECKE COOLANT LEVEL ON ROOF AND AT LOWER PUMP ON S/S COACH STILL NEEDS COOLANT HOSE CAMPAIGN AND REGEN RELOCATING SWITCH AND TWO NEW BATTERIES AND CLEAR ALL FAULT CODES AND ROADTEST.

Work Order 874785

San Francisco Municipal Transportation Agency
 Bus Maintenance
Work Order Summary Comprehensive Report

Printed on 1/18/23 5:54 PM

Page 3 of 3

Run By Fernandez, Hector

Date	User	Comment Text
[19/MAR/2022 01:53]	DYU	PCS Serial Numbers: Old: Rev G - 15A0267 New: Rev AA - 21G1964

Work Order	874785
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San Francisco Municipal Transportation Agency
Bus Maintenance

Work Order Summary Comprehensive Report

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Page 1 of 2

Run By Fernandez, Hector

Equipment: **6724**
Work Order: 830427

WO Description: FOLLOW UP / CEL , NO START.

Standard WO: BUS-PULLIN
Work Order Type: Corrective
Work Order Status: Completed

Closure Mileage: 152,426.4
Original WO - Activity: 830410 - 10
Defect Card: 5302440

Date Completed: 9/23/21
Warranty:
Component Movement:

Activity

Activity	Activity Note	System	Assembly	Component	Defect Code	Repair Code
10	CHECK ENGINE LIGHT / NO START	BUS-PROPULSION-SYSTEM-HYBRID	ESS-BATTERY-TUB	FUSE	BUS-Burned Out	BUS-Removed And Replaced - New

Checklist

No Data Available

Labor

Activity	Activity Note	Employee	Hours
10	CHECK ENGINE LIGHT / NO START	HFERNAND	6
10	CHECK ENGINE LIGHT / NO START	NDINH	6

Component Movement

No Data Available

Parts

Part	Part Description	Store	Quantity
013-02-0001	SCREW, LOCK M16 X 1.5 X 40 LG. - REAR AXLE BOLT	FLYNN	20
013-09-0888	CONTACTOR ASSY, WIRED - BAE HYBRID SYSTEM	FLYNN	3
080-40-2313	SEALANT, FLANGE - LIQUID ANAEROBIC, WHITE, TB1110F, 100G TUBE	FLYNN	1
013-05-0131	FUSE, FWP - 250A 700A, EATON / COOPER BUSSMAN FWP-250A	FLYNN	2

Work Order 830427

San Francisco Municipal Transportation Agency
 Bus Maintenance
Work Order Summary Comprehensive Report

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Page 2 of 2

Run By Fernandez, Hector

Comments

Date	User	Comment Text
[23/SEP/2021 21:24]	HFERNAND	-Opened ESS battery, found blown fuse, removed and replaced total of 3 contactors and 2 fuses, re-assembled battery and road-tested ok. no faults present after road-test.
[20/SEP/2021 14:58]	WZHOU	STOP SYSTEM , CHECK ENGINE LIGHTS ON . NO GAS PEDAL/THROTTLE . RESET BATTERY, NO START CODE F054,075,076,212. G246

Work Order	830427
-------------------	--------

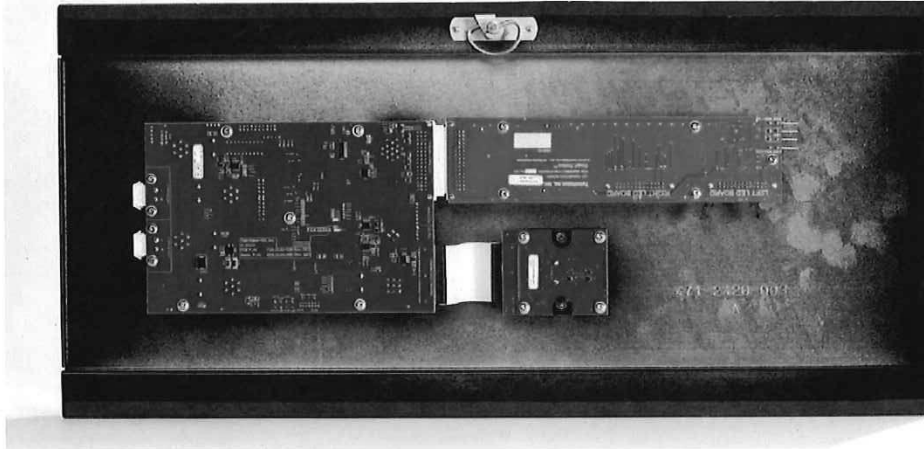


Figure 3-2. System Master Controller

The system master controller does not use switches or jumper cables to address the signs. Instead, the system master controller utilizes each sign's unique ID to identify and communicate to the sign.

Vehicle power is supplied to the system master controller from the vehicle power source over a cable (PN# 806-8510-xxx, where "xxx" denotes numerical cable length). The system master controller disperses the power and data to the sign branches over interconnect cables. Each sign circuit is fused to the system master controller.

3.4 Sign ID Board for Side, Dash and Rear Signs

The *Sign ID Board* is a separate Printed Circuit Board (PCB) that contains a unique sign identifier that is assigned to the sign during manufacturing. The sign ID identifies the sign and serves as a sign's system address. Hard coded sign IDs replace the use of jumpers and dip switches for use in identifying the signs in the sign system. The sign ID board is cabled to the sign driver board.

3.5 Sign Driver Board for Side, Dash and Rear Signs

The *Sign Driver Board (SDB)* receives destination data from the system master controller, processes the data and displays the resulting message on a sign. The SDB component is included in curb and street signs. The SDB is mounted inside the street and curb side signs on the rear cover.

An interconnect cable (PN# 806-8500-xxx, where "xxx" denotes numerical cable length) provides communication between the SDB and the system master controller using RS-485 protocol and 24 VDC sign power. **Table 3-3** lists and describes sign driver board components.

Table 3-3. Sign Driver Board Components

Luminator TwinVision

Destination
Sign
Boards &
work orders

The following series of photographs illustrate the front sign. Front sign components are fastened to the sign back panel. **Figure 4-2** illustrates the back of the LED boards, power supply, system master controller, sign transition board and cabling.

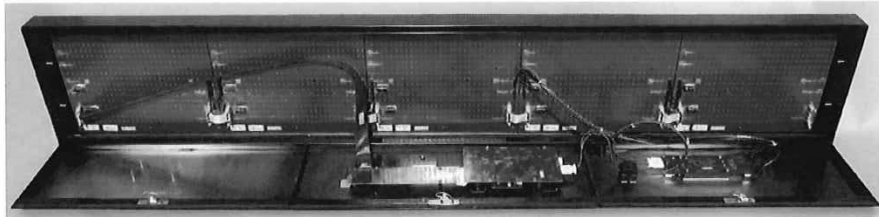


Figure 4-2. Exposed Front Sign LED Panel

Figure 4-3 illustrates the front sign internal components that are mounted on the front sign center panel.

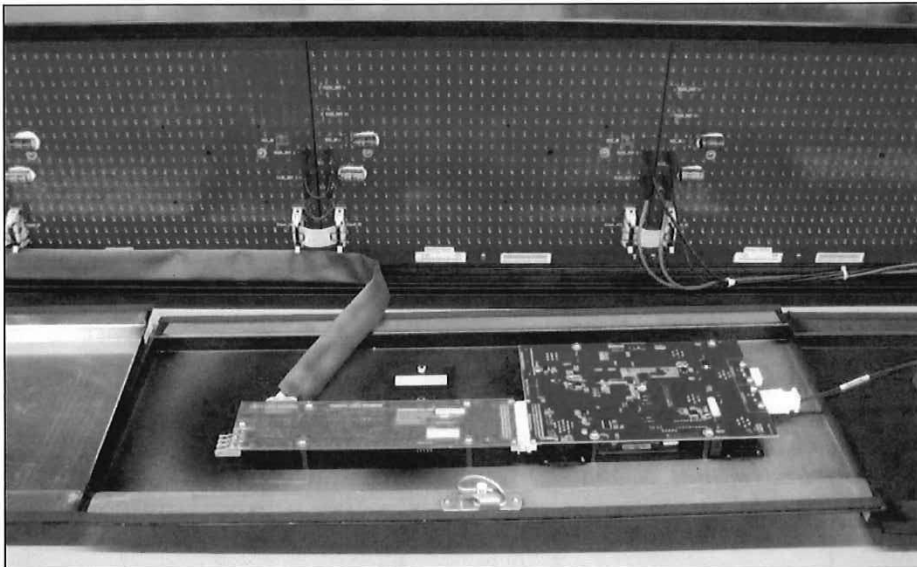


Figure 4-3. Front Sign Components

The front sign contains five LED panels **Figure 4-4** illustrates the front sign LED panels as seen from the front of the sign. **Figure 4-4** shows the front external view of the resulting display matrix (surface).

11.2 Side Sign



This graphic depicts a typical Side Sign. The different side signs may vary slightly from this graphic presentation.

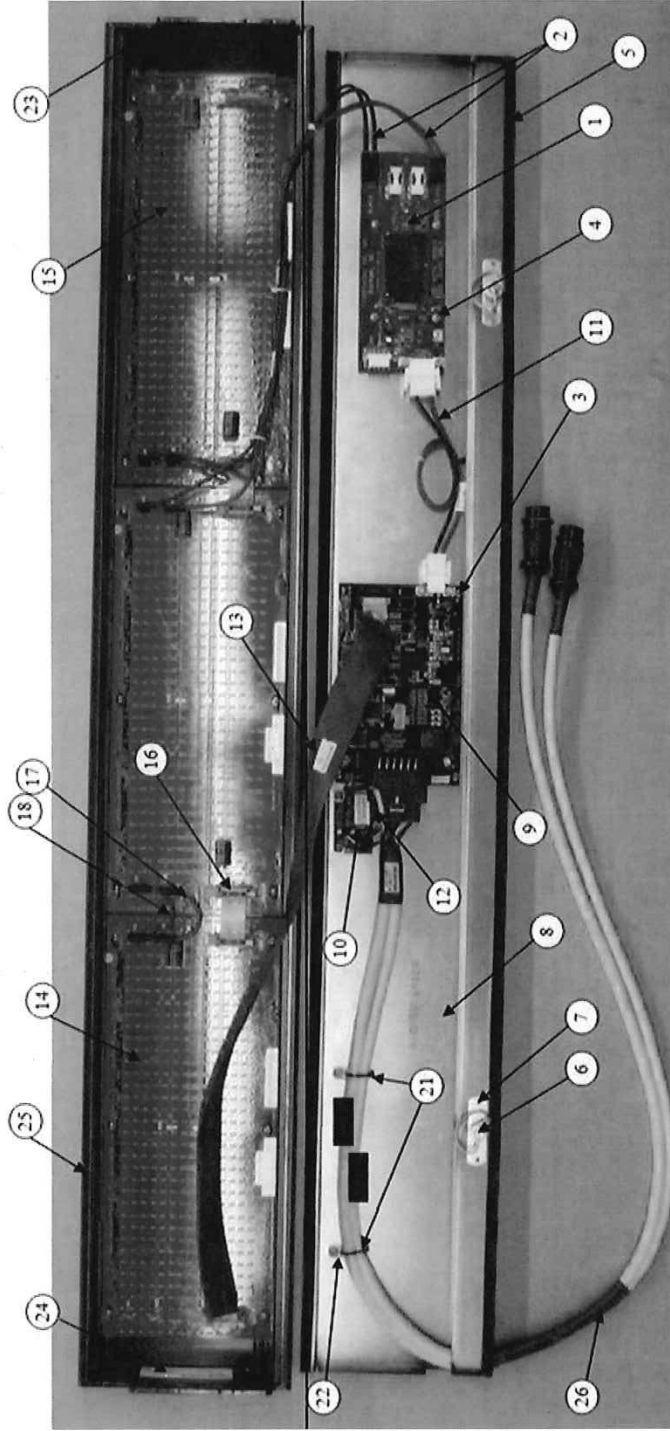


Figure 11-5. Typical Side Sign, Front View

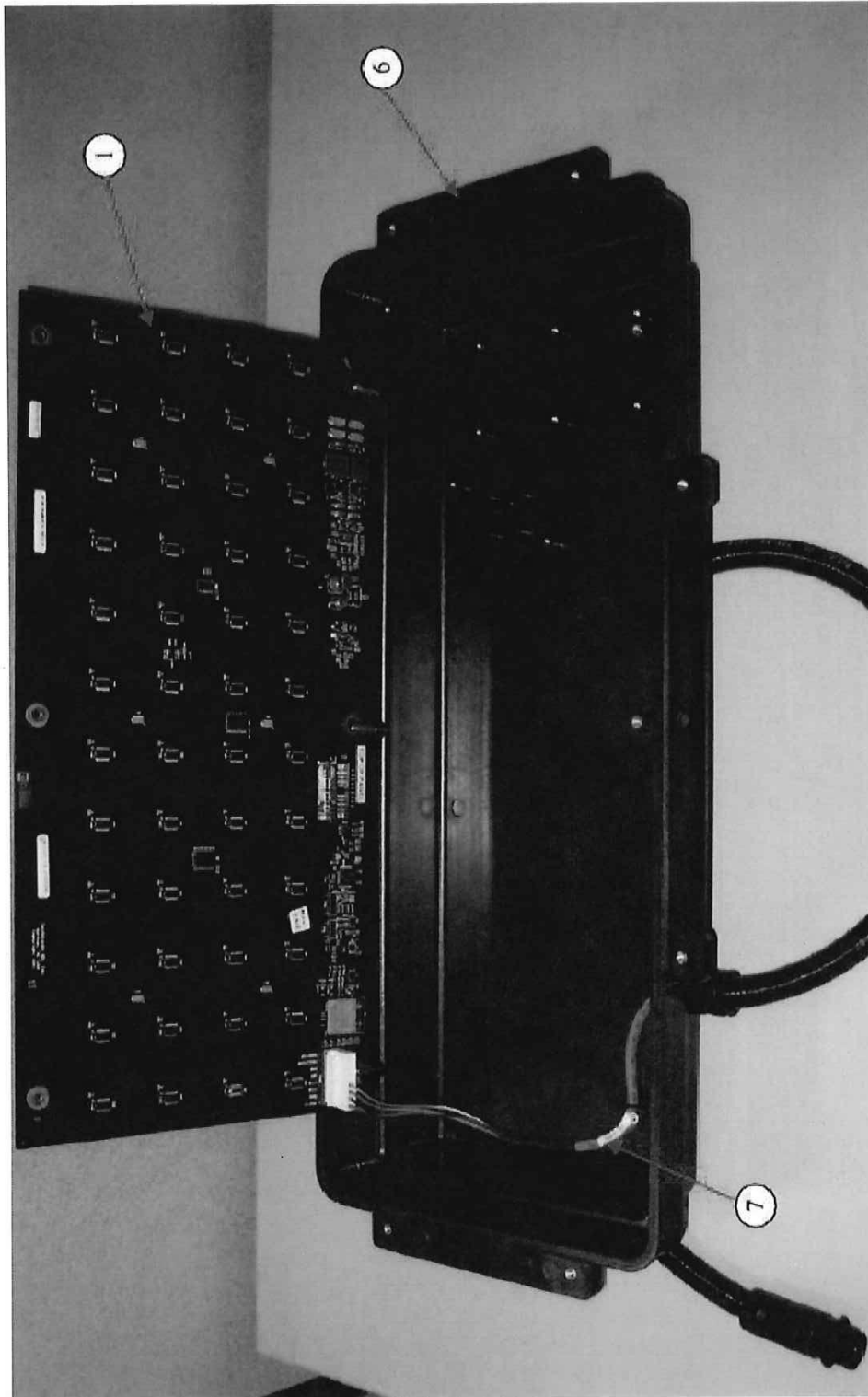


Figure 11-9. Typical Rear Sign with Cover and PWA Removed

San Francisco MUNI

* MUNI - Work Order Print Package

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Work Order 2850434

DESTINATION & RUN SIGNS INOP - REPEATER

WO Type	Priority	WO Status	Maint Type	Status By
Corrective		Closed	Defect Card	HECTOR FERNANDEZ
Created By N		Requested By		
AARON DURAN		AARON DURAN		
Due Date	Cal Interval	Calendar UM	On Time Before Window	Follow on to WO #
				Ref WO #
				Template
Forecast Dte	Due Start	Calc Basis	Finish Date	Last Updated
	3/10/2019		3/10/2019	3/11/2019
Labor	Material			
687004	687004			
Equipment Information				
Equip Class	Equip Type	Equipment	Asset Class	Asset Type
Motor Coach	NF Hybrid 60 - BAE	6703	NEW FLYER 60 HYBRID - BAE	Mobile
				Motor Coach
				F
				Under Wrnty
				F
				War Applies
				F
Project Information				
Campgn/Proj		Activity		Planner ID
				ADURAN DURAN, AARON
Maintenance Pattern Informati				
Pattern Code		Element		Gen Next
				F
Incident/Accident Information				
Incident ID		Accident Report ID		
Labor				
Task 1, Job 1	FERNANDEZ, HECTOR	2:00		
Work Order Notes				
Work Order				
Updated By		Last Updated		
Transaction Summary				
Planned		Estimated		Actual
Labor Hours	0:00	Labor Hours	0:00	Labor Hours
Crew Size	0	Crew Size	0	Crew Size
Labor Cost	0.0000	Labor Cost	0.0000	Labor Cost
Inv Cost	0.0000	Inv Cost	0.0000	Inv Cost
Purchase Cos	0.0000	Purch Cost	0.0000	Purch Cost
Tool Cost	0.0000	Tool Cost	0.0000	Tool Cost
Service Cost	0.0000	Service Cost	0.0000	Service Cost
<hr/>		<hr/>		<hr/>
Total Costs	0.0000	Total Costs	0.0000	Total Costs
				2,075.0500

Task										
Task #	Task Code			Last Updated			Need Appvl			
1	DESTINATION & RUN SIGNS INOP - REPE			3/10/2019			F			
Task Status	Reason			Status Date			Status By			
Closed				3/10/2019			HECTOR FERNANDEZ			
Facility				Sub Facility						
FLYNN	Flynn			RR			Running Repair			
Sched Start		Sched Finish		Actual Start			Actual Fin		Rev Hours	
3/10/2019				3/10/2019			3/10/2019			
Equipment			Asset Class	Asset Type	Equip Class		Equip Type	Service Equipment Class		
6703 NEW FLYER 60 HYBRID - BAE			Mobile	Motor Coach	Motor Coach		NF Hybrid 60 -			
Eq Default	Eq Modified	Test Equip	Under Wrnty	War Applies						
T	F	F	F	F						
MSR ID	Need Date		MSR Status	Date		By				
	3/10/2019									
Delivery										
Usage Stamp										
Reading Type		Ltd Usg Amt	Reading UM	Position			Usg Date	Usg Stp Date	Req Read Tkn	No Valid Usg
									F	T
Work Order Task Notes										
Work Order										
Task #										
Updated By					Last Updated					
Jobs										
Task #	Job #	WO Job Code			Symptom		Severity	Addressed		
1	1	DESTINATION & RUN SIGNS INOP - REPEATER						T		
System		Component			Sub Comp		Position	Asset Class	Asset Type	
								Mobile	Motor Coach	
From Job Pln	No Pblm Fnd	Repeater Cnt								
	F									
Defects/Repairs										
Task #	Job #	System			Component		Sub Component		Position	
1	1	BODY/DESTINATION SIGNS			DEST SIGN OCU				FRONT	
Defect		Repair			Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code		
NO OUTPUT		R/R W/NEW			03/10/2019 07:59AM	HFERNAND				
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment		Serial Comp Move	Safety Sensitive		
F	F	F	F					F		
Task #	Job #	System			Component		Sub Component		Position	
1	1	BODY/DESTINATION SIGNS			DESTINATION SIGN POWER SUPPLY				Front Left	
Defect		Repair			Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code		
NO OUTPUT		R/R W/NEW			03/10/2019 07:58AM	HFERNAND				
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment		Serial Comp Move	Safety Sensitive		
F	F	F	F					F		

Work Order Job Notes

Work Order 2850434

Task # 1

Job # 1

Updated By	Last Updated
HFERNAND	3/10/2019 8:06:00AM

multiple repeater for destination signs not changing with OCU or ORBSTAR, replaced OCU unit, programmed, updated software and sign data and found condition still present. Inspected and found street-side destination sign inop, removed and replaced power supply for s/s destination sign and found all signs now are operating as designed. re-checked ok.

Task Completion Form

Work Order | Task # | Task Code | Task Status | Rev Hours | Printed On Date
 |01/18/2023 06:42:58 PM

Sched Start | Sched Finish | Actual Start | Under Wrnty

Equipment | Equip Asset Type | Equip Asset Class | Primary Eq | Equip Class

Facility | Sub Facility

Comments | Start Date _____ | Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Job Completion Form

Work Order	Task #	Job #	WO Job Code	Printed On Date
				01/18/2023 06:42:58 PM
Symptom	System	Component	Sub Comp	Position
Skill Code		Skill Compliant	Addressed	No Pblm Fnd
Severity				
Note				

Comments _____ Start Date _____ Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Equipment History

Equipment 6703		NEW FLYER 60 HYBRID - BAE			Primary Eq	
Work Order	Task #	Task Code	Actual Start	Actual Fin		
2850434	1	DESTINATION & RUN SIGNS INOP - REPEATER	3/10/2019	3/10/2019		
Job #	WO Job Code	Severity	Symptom			
1	DESTINATION & RUN SIGNS INOP - REPEATER					
System	Component	Sub Comp	Position			

Equipment Readings

Equipment 6703		NEW FLYER 60 HYBRID - BAE			Primary Eq	
Reading Type	Reading UM	Reading	Reading Date	Reading	Date	
Diesel Fuel	Gallons	31915	03/15/21 09:33:33PM	<input type="text"/>	<input type="text"/>	
Reading Type	Reading UM	Reading	Reading Date	Reading	Date	
Mileage	Miles	118469	03/15/21 09:33:33PM	<input type="text"/>	<input type="text"/>	

Parts/Tools /Services

Actual

Task #	Job #	Item Type	Muni Code		Issue Price	UM
1	0	Inventory	013-18-0026	OCU, DESTINATION SIGN - LT2U, SMART SERIES, TV	1,350.47	Each
Part	Service	Stocked	Tool			
T	F	T	F			
Act Qty	Act Price	Act Cost				
1.00	1,334.00	1,334.00				
Task #	Job #	Item Type	Muni Code		Issue Price	UM
1	0	Inventory	021-18-0080	PCB, SIGN DRIVER 485 C26/A16 - SIDE SIGN, NFX & CCW NEO	1,012.17	Each
Part	Service	Stocked	Tool			
T	F	T	F			
Act Qty	Act Price	Act Cost				
1.00	682.47	682.47				

Procedures

Step Order	Step Time	Step Text

San Francisco MUNI

* MUNI - Work Order Print Package

Printed On 1/18/2023 at 6:39:16 PM

Work Order 2833694

ALL DESTINATION SIGNS INOP

WO Type	Priority	WO Status	Maint Type	Status By
Road Call		Closed	Road Call Follow-up	REMIGIO M. MIGUEL
Created By N	Requested By			
KHALID PITTMAN	KHALID PITTMAN			
Due Date	Cal Interval	Calendar UM	On Time Before Window	Follow on to WO #
			Ref WO #	Template
Forecast Dte	Due Start	Calc Basis	Finish Date	Last Updated
	1/24/2019		1/25/2019	1/25/2019
Labor	Material			
687004	687004			
Equipment Information				
Equip Class	Equip Type	Equipment	Asset Class	Asset Type
Motor Coach	NF Hybrid 60 - BAE	6723	NEW FLYER 60 HYBRID - BAE	Mobile
			Motor Coach	Under Wrnty
			F	F
War Applies				
Project Information				
Campgn/Proj	Activity		Planner ID	
Maintenance Pattern Informati				
Pattern Code	Element		Gen Next	
			F	
Incident/Accident Information				
Incident ID	Accident Report ID			
Labor				
Task 1, Job 1	FERNANDEZ, HECTOR	1:00	Task 1, Job 1	HUM, DAVID
				1:00
Task 1, Job 1	PITTMAN, KHALID	0:30		
Work Order Notes				
Work Order				
Updated By	Last Updated			

Transaction Summary

Planned	Estimated	Actual
Labor Hours 0:00	Labor Hours 0:00	Labor Hours 2:30
Crew Size 0	Crew Size 0	Crew Size 3
Labor Cost 0.0000	Labor Cost 0.0000	Labor Cost 73.2250
Inv Cost 0.0000	Inv Cost 0.0000	Inv Cost 1,975.7600
Purchase Cos 0.0000	Purch Cost 0.0000	Purch Cost 0.0000
Tool Cost 0.0000	Tool Cost 0.0000	Tool Cost 0.0000
Service Cost 0.0000	Service Cost 0.0000	Service Cost 0.0000
<hr/>	<hr/>	<hr/>
Total Costs 0.0000	Total Costs 0.0000	Total Costs 2,048.9850

Task

Task #	Task Code		Last Updated		Need Appvl	
1	ALL DESTINATION SIGNS INOP		1/25/2019		F	
Task Status	Reason		Status Date		Status By	
Closed			1/25/2019		REMIGIO M. MIGUEL	
Facility	Sub Facility					
WOODS	WOODS	HD	Heavy Duty			
Sched Start	Sched Finish		Actual Start		Actual Fin	
1/24/2019			1/24/2019		1/25/2019	
Equipment	Asset Class		Asset Type		Equip Class	
6723	NEW FLYER 60 HYBRID - BAE		Mobile		Motor Coach	
Eq Default	Eq Modified		Test Equip		Under Wrnty	
T	F		F		F	
MSR ID	Need Date		MSR Status		Date	
	1/24/2019				By	
Delivery						
Usage Stamp						
Reading Type	Ltd Usg Amt		Reading UM		Position	
					Usg Date	
					Usg Stp Date	
					Req Read Tkn	
					No Valid Usg	
					F F	

Work Order Task Notes

Work Order	
Task #	
Updated By	Last Updated

Jobs

Task #	Job #	WO Job Code		Symptom		Severity		Addressed	
1	1	ALL DESTINATION SIGNS INOP						T	
System	Component			Sub Comp		Position		Asset Class	
								Mobile	
From Job Pln	No Pblm Fnd		Repeater Cnt						
	F								

Defects/Repairs

Task #	Job #	System	Component	Sub Component	Position		
1	1	BODY/DESTINATION SIGNS	DESTINATION SIGN CONTROL ASSY				
Defect		Repair	Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code	
BURNED OUT		R/R W/NEW	01/25/2019 07:16AM	HFERNAND			
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment	Serial Comp Move	Safety Sensitive
F	F	F	F				F
Task #	Job #	System	Component	Sub Component	Position		
1	1	BODY/DESTINATION SIGNS	DESTINATION SIGNS				
Defect		Repair	Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code	
NO OUTPUT		INSPECT	01/24/2019 11:52AM	KPITTMAN			
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment	Serial Comp Move	Safety Sensitive
F	F	F	F				F

Work Order Job Notes

Work Order	2833694
Task #	1
Job #	1
Updated By	Last Updated
KPITTMAN	1/24/2019 11:55:00AM
reset battery for 5 min. all destination signs still inop	
HFERNAND	1/25/2019 7:17:00AM
removed and replaced masterboard, programmed new board, re-checked ok.	

Task Completion Form

Work Order | Task # | Task Code | Task Status | Rev Hours | Printed On Date
 |01/18/2023 06:39:17 PM

Sched Start | Sched Finish | Actual Start | Under Wrnty

Equipment | Equip Asset Type | Equip Asset Class | Primary Eq | Equip Class

Facility | Sub Facility

Comments | Start Date | Finish Date

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Job Completion Form

Work Order | Task # | Job # | WO Job Code | Printed On Date
 | 01/18/2023 06:39:17 PM

Symptom | System | Component | Sub Comp | Position

Skill Code | Skill Compliant | Addressed | No Pblm Frnd | Severity

Note

Comments | Start Date _____ | Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Equipment History

Equipment 6723		NEW FLYER 60 HYBRID - BAE		Primary Eq	
Work Order 2833694	Task # 1	Task Code ALL DESTINATION SIGNS INOP	Actual Start 1/24/2019	Actual Fin 1/25/2019	
Job # 1	WO Job Code ALL DESTINATION SIGNS INOP		Severity	Symptom	
System	Component	Sub Comp		Position	

Equipment Readings

Equipment 6723		NEW FLYER 60 HYBRID - BAE		Primary Eq	
Reading Type Diesel Fuel	Reading UM Gallons	Reading 36086	Reading Date 02/06/21 09:31:59PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Mileage	Reading UM Miles	Reading 134820	Reading Date 02/06/21 09:31:59PM	Reading <input type="text"/>	Date <input type="text"/>

Parts/Tools /Services

Actual

Task # 1	Job # 0	Item Type Inventory	Muni Code 013-18-0002	COVER ASSY, HEADSIGN - W / CONTROLLER & LED TRANSITION BOARD	Issue Price 1,975.76	UM Each
Part T	Service F	Stocked T	Tool F			
Act Qty 1.00	Act Price 1,975.76	Act Cost 1,975.76				

Procedures

Step Order	Step Time	Step Text
------------	-----------	-----------



Be cognizant and follow applicable National, State/Provincial, and local Fire and Safety Regulations.

This is a Diesel Electric Hybrid vehicle which contains 633VDC high voltage equipment in the engine compartment and on the rooftop of the vehicle. High voltage cables can be identified by an orange outer covering. It is possible to receive a fatal electric shock from the hybrid system. Use extreme caution when handling orange high voltage cables or hybrid components, as this could result in severe injury or death!

If working near high voltage cabling or components, use 1,000 VDC electrical gloves, rubber-soled shoes, and make sure you and the environment are perfectly dry.



In the event of a fire: Wear full protective clothing and a self-contained breathing apparatus on positive pressure, and extinguish fires with Class ABC fire extinguisher.

Lithium ion batteries contain flammable liquid electrolyte that may vent, ignite and produce sparks when subjected to high temperatures exceeding 302°F (150°C), when damaged or abused (for example, mechanical damage or electrical overcharge). Burning cells can ignite other batteries in close proximity.

In the event of a spill: Restrict access to area until completion of clean-up. DO NOT touch spilled material. Prevent material from contaminating soil and from entering sewers and waterways. Contain the spilled liquid with dry sand or earth. Absorb spilled material with an inert absorbent (dry sand or earth). Scoop contaminated absorbent into an acceptable waste container. Scrub the area with detergent and water; collect all contaminated wash water for proper disposal.

Wear neoprene or natural rubber gloves if handling an open or leaking battery and wear eye protection.



ONLY enter the vehicle through the entrance door to retrieve the chock blocks, apply the parking brake and access the Master Run switch, if it is safe to do so. Alternatively, if it is not safe to enter the vehicle, the parking brake and Master Run switch may be accessed through the driver's side window.

Revision B: Mar 19 2012

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BAE ESS
High Voltage
Battery diagrams
and work
orders



NEW FLYER

EMERGENCY RESPONDER GUIDE

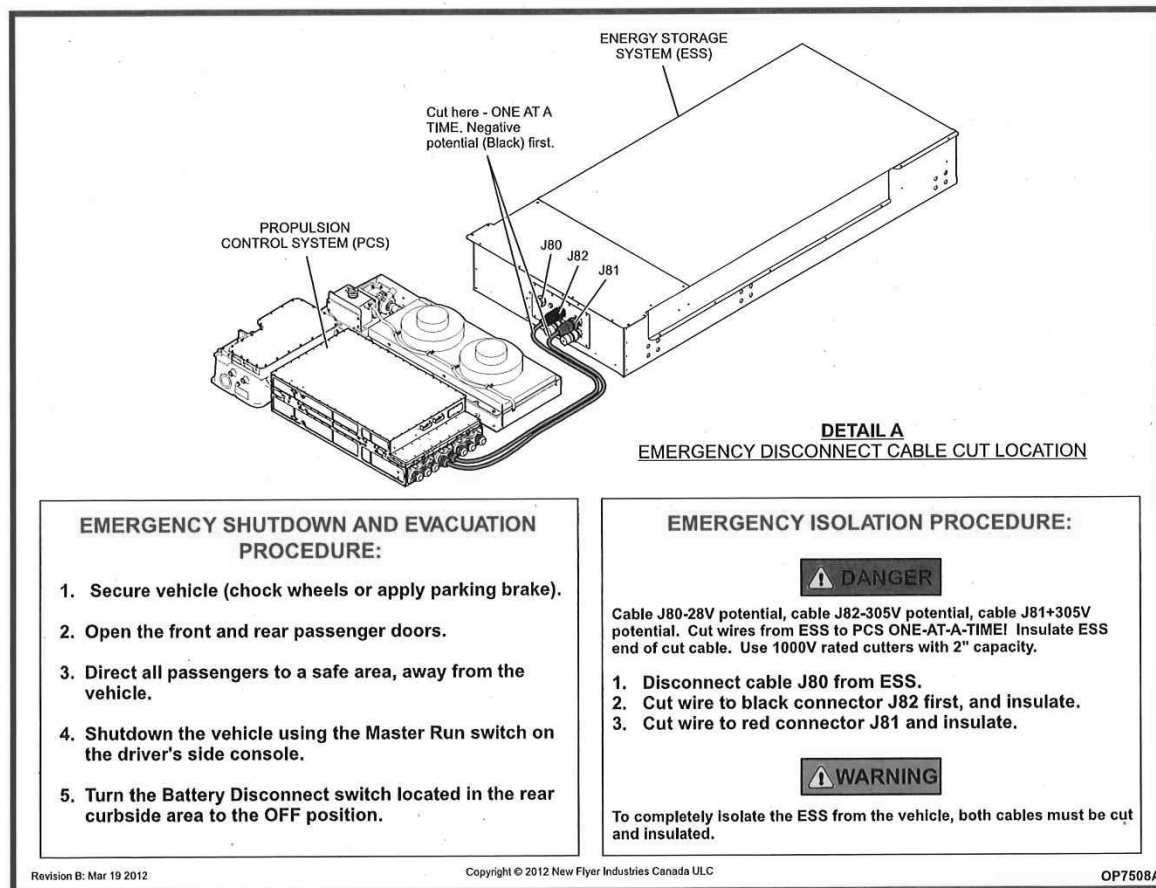
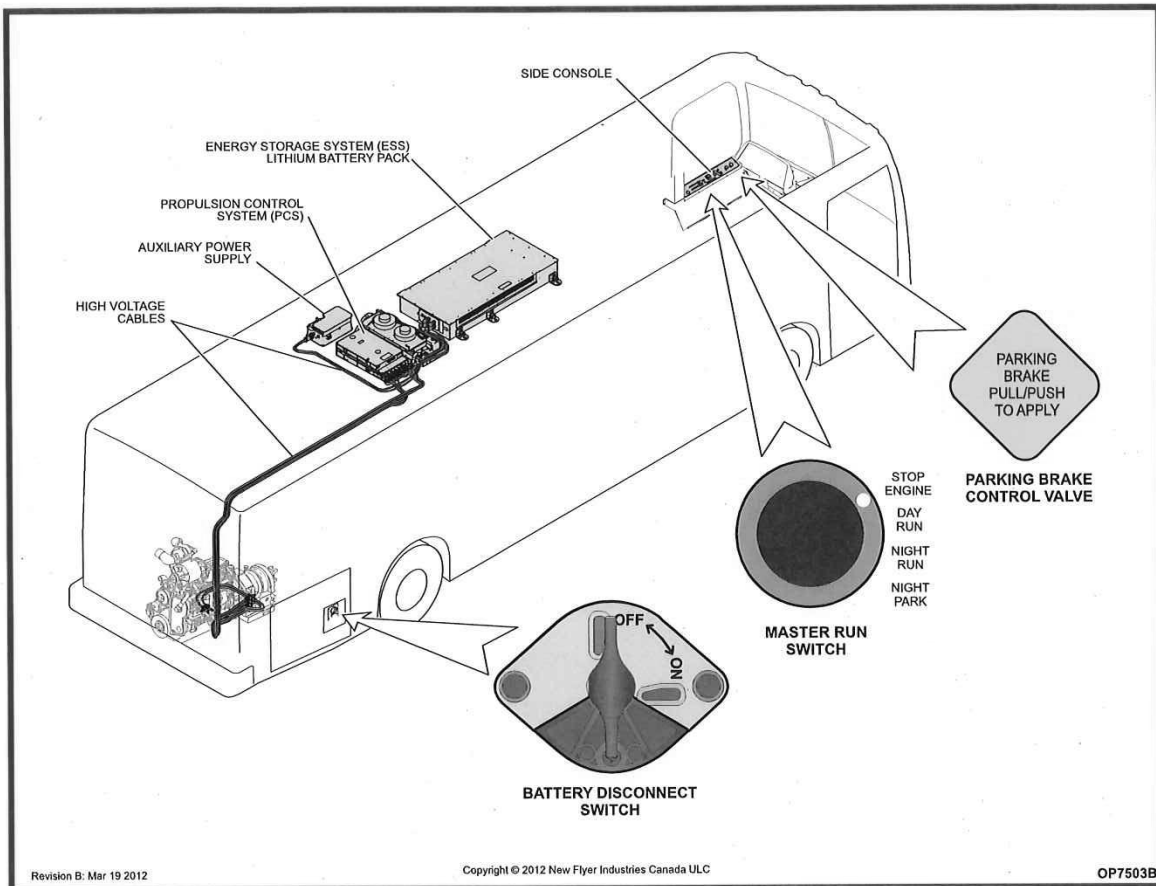
BAE Hybrid® Electric Drive System



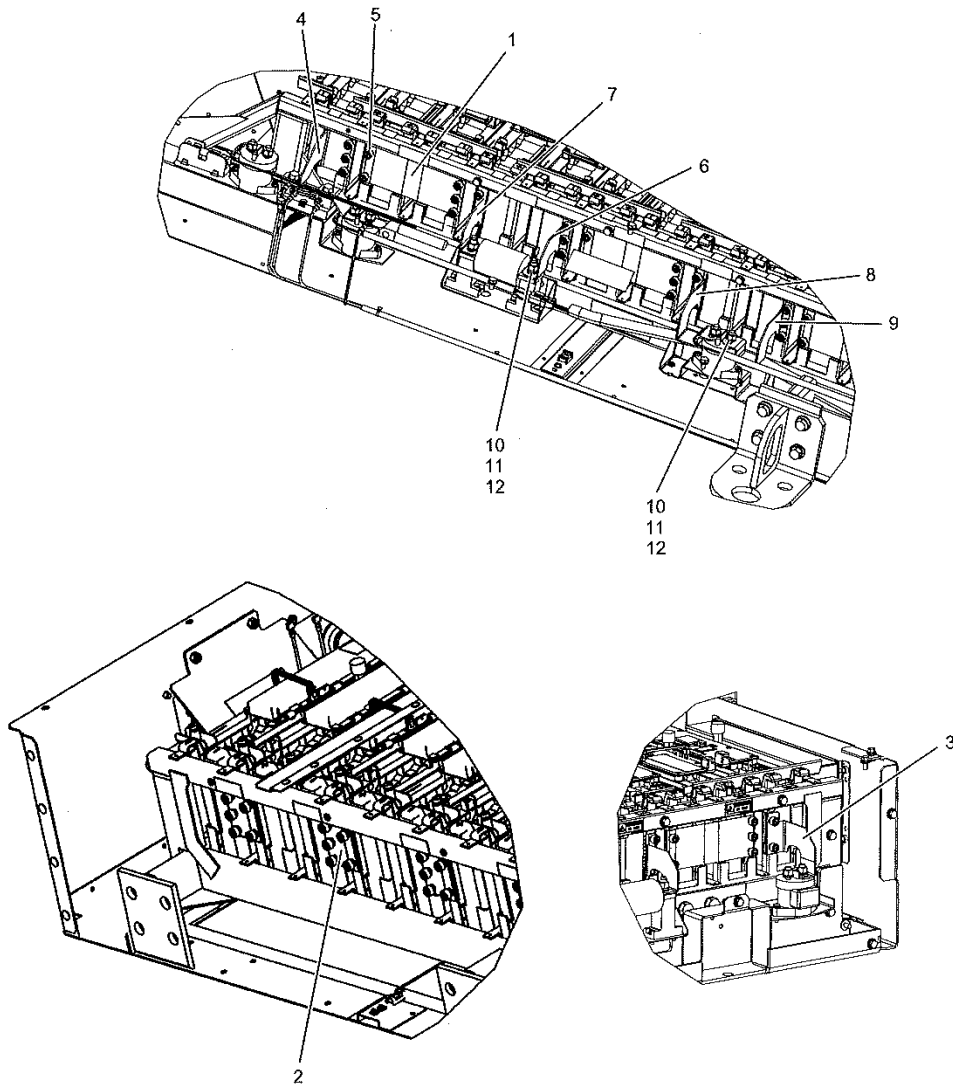
This is a Diesel Electric Hybrid vehicle which contains 633VDC high voltage equipment in the engine compartment and on the rooftop of the vehicle. High voltage cables can be identified by an orange outer covering.

Revision B: Mar 19 2012

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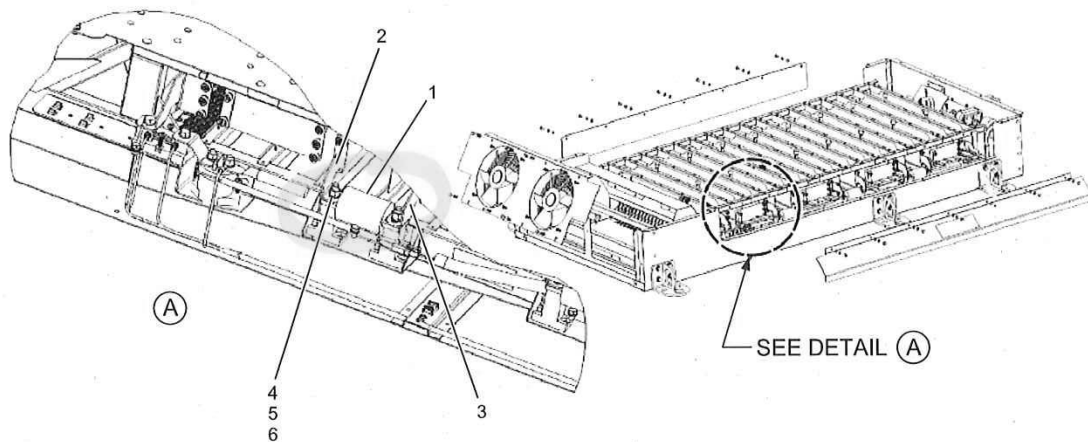
C. Bus Bars and Clamps



ACS_17227-32

Bus Bars
Figure 5-10

I. 250A Fuse

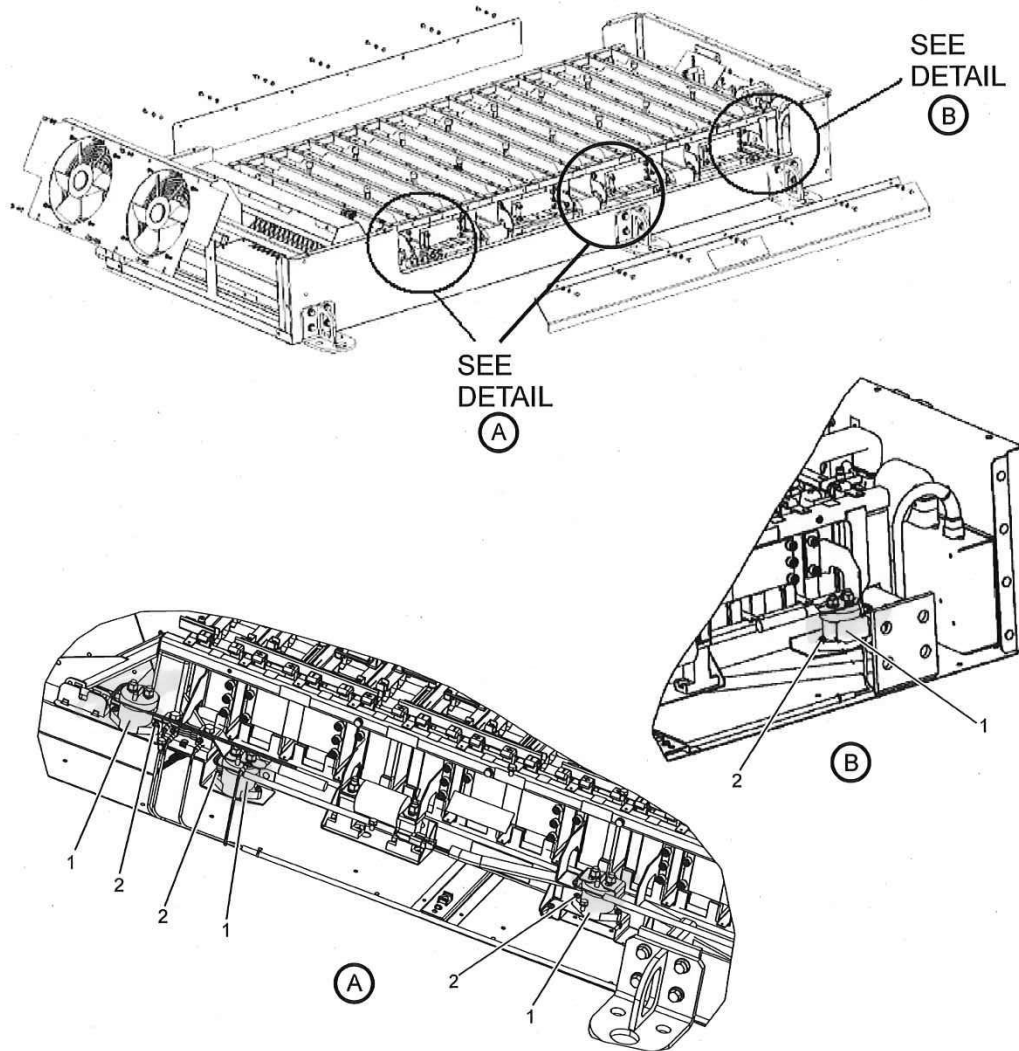


ACS_17227-41

Fuse
Figure 5-19

Item Number	Part Number	Description	Quantity
1	400287-002	250A Fuse	2
2	401074-001	Negative Fuse Bus Bar	2
3	401075-001	Positive Fuse Bus Bar	2
4	400969-005	Hex Nut, 3/8" - 16	4
5	400968-007	Split Washer, 3/8"	4
6	400959-018	Flat Washer, 3/8"	4

G. Contactor



ACS_17227-39

Contactor
Figure 5-17

CHAPTER 5- REMOVE AND REPLACE

Page 45

May 05/2014

BAE SYSTEMS PROPRIETARY INFORMATION/WARNING: EXPORT CONTROLLED — Subject to the restrictions on the Title page

San Francisco MUNI

* MUNI - Work Order Print Package

Printed On 1/18/2023 at 5:30:40 PM

Work Order 2872138

REPLACE ALL ESS MODULES AND CONTACTORS

WO Type Corrective	Priority	WO Status Closed	Maint Type	Status By LUONG KHUU
Created By N RICK HOANG	Requested By RICK HOANG			
Due Date	Cal Interval	Calendar UM	On Time Before Window	Follow on to WO # Ref WO # Template
Forecast Dte	Due Start 5/2/2019	Calc Basis	Finish Date 5/16/2019	Last Updated 5/16/2019
Labor 687029	Material WORK_EXPENSE_TEMP			
Equipment Information				
Equip Class Motor Coach	Equip Type Orion 40' Hybrid	Equipment 8430	ORION VII 40' HYBRID	Asset Class Mobile Asset Type Motor Coach Under Wrnty T War Applies F
Project Information				
Campgn/Proj	Activity		Planner ID RHOANG	HOANG, RICK
Maintenance Pattern Informati				
Pattern Code	Element		Gen Next F	
Incident/Accident Information				
Incident ID	Accident Report ID			

Labor

Task 1, Job 1	FERNANDEZ, HECTOR	7:00	Task 1, Job 1	SALISE, JOSE MARI G.	7:00
---------------	-------------------	------	---------------	----------------------	------

Work Order Notes

Work Order

Updated By	Last Updated
------------	--------------

Transaction Summary

Planned	Estimated	Actual
Labor Hours 0:00	Labor Hours 0:00	Labor Hours 14:00
Crew Size 0	Crew Size 0	Crew Size 2
Labor Cost 0.0000	Labor Cost 0.0000	Labor Cost 410.0600
Inv Cost 0.0000	Inv Cost 0.0000	Inv Cost 433.8000
Purchase Cos 0.0000	Purch Cost 0.0000	Purch Cost 0.0000
Tool Cost 0.0000	Tool Cost 0.0000	Tool Cost 0.0000
Service Cost 0.0000	Service Cost 0.0000	Service Cost 0.0000
<hr/>	<hr/>	<hr/>
Total Costs 0.0000	Total Costs 0.0000	Total Costs 843.8600

Task												
Task #	Task Code				Last Updated			Need Appvl				
1	REPLACE ALL ESS MODULES AND CONT				5/16/2019			F				
Task Status	Reason			Status Date		Status By		Dormant				
Closed				5/16/2019		LUONG KHUU		F				
Facility				Sub Facility								
WOODS	WOODS			RR		Running Repair						
Sched Start			Sched Finish			Actual Start		Actual Fin		Rev Hours		
5/2/2019						5/2/2019		5/16/2019				
Equipment				Asset Class		Asset Type		Equip Class		Equip Type	Service Equipment Class	
8430 ORION VII 40' HYBRID				Mobile		Motor Coach		Motor Coach		Orion 40' Hybri		
Eq Default		Eq Modified		Test Equip		Under Wrnty		War Applies				
T		F		F		T		F				
MSR ID		Need Date		MSR Status		Date		By				
		5/2/2019										
Delivery												
Usage Stamp												
Reading Type		Ltd Usg Amt		Reading UM		Position		Usg Date		Usg Stp Date	Req Read Tkn	No Valid Usg
											F	T
Work Order Task Notes												
Work Order												
Task #												
Updated By						Last Updated						
Jobs												
Task #	Job #	WO Job Code				Symptom			Severity	Addressed		
1	1	REPLACE ALL ESS MODULES AND CONTACTORS								T		
System		Component				Sub Comp			Position	Asset Class	Asset Type	
										Mobile	Motor Coach	
From Job Pln		No Pblm Fnd		Repeater Cnt								
		F										
Defects/Repairs												
Task #	Job #	System				Component			Sub Component		Position	
1	1	HEV/PROPULSION				BATTERY MODULE (HEV)					ALL	
Defect		Repair				Repair Date		Repair Employee		Repair Supervisor	WO Work Certify Code	
UNDERVOLTAGE		R/R W/NEW				05/15/2019 12:26PT		JSALISE				
Under Warranty	Warranty Repair	Warranty Applies		Move Pending	Comp Move ID	Equipment			Serial Comp Move	Safety Sensitive		
F	F	F		F						F		
Task #	Job #	System				Component			Sub Component		Position	
1	1	HEV/PROPULSION				CONTACTOR					ALL	
Defect		Repair				Repair Date		Repair Employee		Repair Supervisor	WO Work Certify Code	
BURNED OUT		R/R W/NEW				05/15/2019 12:26PT		JSALISE				
Under Warranty	Warranty Repair	Warranty Applies		Move Pending	Comp Move ID	Equipment			Serial Comp Move	Safety Sensitive		
F	F	F		F						F		

Work Order Job Notes

Work Order 2872138

Task # 1

Job # 1

Updated By	Last Updated
LKHUU Q/A INSPECTIONS. RELEASED BACK IN SERVICES	5/16/2019 2:13:00PM
JSALISE REPLACED ALL BATTERY MODULES AND ALL CONTACTORS	5/15/2019 12:29:00PM
RHOANG To be swing in	5/2/2019 1:32:00PM

Task Completion Form

Work Order | Task # | Task Code | Task Status | Rev Hours | Printed On Date
 |01/18/2023 05:30:41 PM

Sched Start | Sched Finish | Actual Start | Under Wrnty

Equipment | Equip Asset Type | Equip Asset Class | Primary Eq | Equip Class

Facility | Sub Facility

Comments | Start Date | Finish Date

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Job Completion Form

Work Order | Task # | Job # | WO Job Code | Printed On Date
 |01/18/2023 05:30:41 PM

Symptom | System | Component | Sub Comp | Position

Skill Code | Skill Compliant | Addressed | No Pblm Fnd | Severity

Note

Comments | Start Date _____ | Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Equipment History

Equipment 8430		ORION VII 40' HYBRID		Primary Eq	
Work Order	Task #	Task Code	Actual Start	Actual Fin	
2872138	1	REPLACE ALL ESS MODULES AND CONTACTORS	5/2/2019	5/16/2019	
Job #	WO Job Code	Severity	Symptom		
1	REPLACE ALL ESS MODULES AND CONTACTORS				
System	Component	Sub Comp	Position		

Equipment Readings

Equipment 8430		ORION VII 40' HYBRID		Primary Eq	
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
ATF Fluid	Quarts	0	04/01/08 05:56:43AM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
Coolant	Quarts	26	06/15/11 11:15:54PM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
DEF Fluid	Gallons	1	09/26/16 12:08:40AM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
Diesel Fuel	Gallons	98017	04/07/20 07:42:23PM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
Engine Oil	Quarts	1	04/03/20 06:40:11PM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
Mileage	Miles	442936	04/07/20 07:42:23PM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
Multigrade Oil	Quarts	87	04/03/20 06:40:11PM	<input type="text"/>	<input type="text"/>

Parts/Tools /Services

Actual

Task #	Job #	Item Type	Muni Code	Issue Price	UM
1	0	Inventory	019-00-0073	87.68	Each
MODULE ASSY, BATTERY - LITHIUM ION (MIN / MULT = 2)					
Part	Service	Stocked	Tool		
T	F	T	F		
Act Qty	Act Price	Act Cost			
16.00		0.00			
Task #	Job #	Item Type	Muni Code	Issue Price	UM
1	0	Inventory	019-06-0007	144.60	Each
CONTACTOR, 200 AMP DC - TEC / KILOVAC EV200AAANA					
Part	Service	Stocked	Tool		
T	F	T	F		
Act Qty	Act Price	Act Cost			
3.00	144.60	433.80			

Procedures

Step Order	Step Time	Step Text

San Francisco MUNI

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Work Order 2847274

SEND TO FLYNN, R&R ALL ESS BATTERY MODULES & SAVE #1,2,13

WO Type	Priority	WO Status	Maint Type	Status By
Road Call		Closed	Road Call Follow-up	USBALDO GONZALEZ
Created By N	Requested By			
ALAN CRESCI	ALAN CRESCI			
Due Date	Cal Interval	Calendar UM	On Time Before Window	Follow on to WO #
				Ref WO #
				Template
Forecast Dte	Due Start	Calc Basis	Finish Date	Last Updated
	3/1/2019		3/6/2019	3/6/2019
Labor	Material			
687029	WORK_EXPENSE_TEMP			
Equipment Information				
Equip Class	Equip Type	Equipment	Asset Class	Asset Type
Motor Coach	N-Flyer - BAE 40	8653	NEW FLYER 40FT BAE	Mobile
				Motor Coach
				F
				F
Project Information				
Campgn/Proj	Activity		Planner ID	
Maintenance Pattern Informati				
Pattern Code	Element		Gen Next	
			F	
Incident/Accident Information				
Incident ID	Accident Report ID			
411842 CHECK ENGINE				
Labor				
Task 1, Job 1	CRESCI, ALAN	0:30	Task 1, Job 1	FERNANDEZ, HECTOR
				7:00
Task 1, Job 1	PHUNG, VO	1:00	Task 1, Job 1	SALISE, JOSE MARI G.
				7:00
Work Order Notes				
Work Order				
Updated By	Last Updated			

Defects/Repairs

Task #	Job #	System	Component	Sub Component	Position		
1	1	HEV/PROPULSION	{(SYSTEM)				
Defect	Repair	Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code		
LOW LEVEL	INSPECT	03/02/2019 04:45AM	VPHUNG				
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment	Serial Comp Move	Safety Sensitive
F	F	F	F				F
Task #	Job #	System	Component	Sub Component	Position		
1	1	HEV/PROPULSION	BATTERY MODULE (HEV)				
Defect	Repair	Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code		
UNDERVOLTAGE	R/R W/NEW	03/06/2019 12:27PM	JSALISE				
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment	Serial Comp Move	Safety Sensitive
F	F	F	F				F

Work Order Job Notes

Work Order	2847274
Task #	1
Job #	1
Updated By	Last Updated
VPHUNG	3/2/2019 4:57:00AM
CHECKED CUMMINS NO CODE STORED. CHECKED BAE F246, F247 STORED. DOWNLOADED ESS PROFILES ATTACHED UNDER DOCUMENT. ALSO SENT PROFILES TO RICK HOANG.	
JSALISE	3/8/2019 12:30:00PM
REPLACED ALL BATTERY MODULES.	
ACRESCI	3/1/2019 10:53:00AM
CHECK ENGINE LIGHT IS NOT ON AT THIS TIME, CHECKED FOR CODES IN CUMMINS AND FOUND 1117 LOOS OF POWER WITH IGN ON 5 COUNTS INACTIVE. FUTHER DIAG NEEDED	

Task Completion Form

Work Order	Task #	Task Code	Task Status	Rev Hours	Printed On Date 01/18/2023 05:21:45 PM
Sched Start	Sched Finish	Actual Start	Under Wrnty		
Equipment	Equip Asset Type		Equip Asset Class	Primary Eq	Equip Class
Facility	Sub Facility				

Comments Start Date _____ Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Job Completion Form

Work Order | Task # | Job # | WO Job Code | Printed On Date
 |01/18/2023 05:21:45 PM

Symptom | System | Component | Sub Comp | Position

Skill Code | Skill Compliant | Addressed | No Pblm Fnd | Severity

Note

Comments | Start Date _____ | Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Equipment History

Equipment 8653		NEW FLYER 40FT BAE		Primary Eq	
Work Order 2847274	Task # 1	Task Code SEND TO FLYNN, R&R ALL ESS BATTERY MODULES & SAVE #1,2,13	Actual Start 3/1/2019	Actual Fin 3/6/2019	
Job # 1	WO Job Code R&R ALL ESS BATTERY MODULES & SAVE #1,2,13	Severity	Symptom		
System	Component	Sub Comp	Position		

Equipment Readings

Equipment 8653		NEW FLYER 40FT BAE		Primary Eq	
Reading Type ATF Fluid	Reading UM Quarts	Reading 2	Reading Date 03/26/20 01:35:05AM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type DEF Fluid	Reading UM Gallons	Reading 649	Reading Date 03/22/21 08:04:16PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Diesel Fuel	Reading UM Gallons	Reading 47024	Reading Date 03/22/21 08:04:16PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Engine Oil	Reading UM Quarts	Reading 1	Reading Date 04/01/20 09:12:22PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Mileage	Reading UM Miles	Reading 268975	Reading Date 03/22/21 08:04:16PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Multigrade Oil	Reading UM Quarts	Reading 105	Reading Date 02/20/21 07:05:32PM	Reading <input type="text"/>	Date <input type="text"/>

Parts/Tools /Services

Actual

Task # 1	Job #	Item Type 0 Inventory	Muni Code 019-00-0073	MODULE ASSY, BATTERY - LITHIUM ION (MIN / MULT = 2)	Issue Price 87.68	UM Each
Part T	Service F	Stocked T	Tool F			
Act Qty 16.00	Act Price	Act Cost 0.00				

Procedures

Step Order	Step Time	Step Text

San Francisco MUNI

* MUNI - Work Order Print Package

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Work Order 2837112

COACH IS AT FLYNN TO REPLACE ALL ESS BATTERY MODULES, SAVE 3 AND 4

WO Type	Priority	WO Status	Maint Type	Status By		
Corrective		Closed	MISCELLANEOUS WORK	REMIGIO M. MIGUEL		
Created By N	Requested By					
RICK HOANG	RICK HOANG					
Due Date	Cal Interval	Calendar UM	On Time Before Window	Follow on to WO #	Ref WO #	Template
Forecast Dte	Due Start	Calc Basis	Finish Date	Last Updated		
	2/3/2019		2/11/2019	2/11/2019		
Labor	Material					
687029	WORK_EXPENSE_TEMP					
Equipment Information						
Equip Class	Equip Type	Equipment	Asset Class	Asset Type	Under Wrnty	War Applies
Motor Coach	N-Flyer - BAE	8654	NEW FLYER 40FT BAE	Mobile	Motor Coach	F
	40					F
Project Information						
Campgn/Proj	Activity		Planner ID			
			RHOANG		HOANG, RICK	
Maintenance Pattern Informati						
Pattern Code	Element		Gen Next			
			F			
Incident/Accident Information						
Incident ID	Accident Report ID					

Labor					
Task 1, Job 1	FERNANDEZ, HECTOR	7:00	Task 1, Job 1	SALISE, JOSE MARI G.	7:00

Work Order Notes

Work Order	
Updated By	Last Updated

Transaction Summary			
Planned	Estimated	Actual	
Labor Hours	0:00	Labor Hours	14:00
Crew Size	0	Crew Size	2
Labor Cost	0.0000	Labor Cost	410.0600
Inv Cost	0.0000	Inv Cost	0.0000
Purchase Cos	0.0000	Purch Cost	0.0000
Tool Cost	0.0000	Tool Cost	0.0000
Service Cost	0.0000	Service Cost	0.0000
<hr/>		<hr/>	
Total Costs	0.0000	Total Costs	410.0600

Task									
Task #	Task Code	REPLACE ALL ESS BATTERY MODULES,			Last Updated	Need Appvl			
1					2/11/2019	F			
Task Status	Reason	Status Date	Status By	Dormant					
Closed		2/11/2019	REMIGIO M. MIGUEL	F					
Facility	Sub Facility	Running Repair							
WOODS	WOODS	RR							
Sched Start	Sched Finish	Actual Start	Actual Fin	Rev Hours					
2/3/2019		2/3/2019	2/11/2019						
Equipment	Asset Class	Asset Type	Equip Class	Equip Type	Service Equipment Class				
8654	NEW FLYER 40FT BAE	Mobile	Motor Coach	Motor Coach	N-Flyer - BAE 4				
Eq Default	Eq Modified	Test Equip	Under Wrnty	War Applies					
T	F	F	F	F					
MSR ID	Need Date	MSR Status	Date	By					
	2/3/2019								
Delivery									
Usage Stamp									
Reading Type	Ltd Usg Amt	Reading UM	Position	Usg Date	Usg Stp Date	Req Read Tkn	No Valid Usg		
							F	T	

Work Order Task Notes

Work Order									
Task #									
Updated By					Last Updated				

Jobs

Task #	Job #	WO Job Code	Symptom	Severity	Addressed
1	1	REPLACE ALL ESS BATTERY MODULES, SAVE 3 AND 4			T
System	Component	Sub Comp	Position	Asset Class	Asset Type
				Mobile	Motor Coach
From Job Pln	No Pblm Fnd	Repeater Cnt			
	F				

Defects/Repairs

Task #	Job #	System	Component	Sub Component	Position
1	1	HEV/PROPULSION	BATTERY MODULE (HEV)		
Defect	Repair	Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code
UNDERVOLTAGE	R/R W/NEW	02/11/2019 12:20PM	HFERNAND		
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment
F	F	F	F		
				Serial Comp Move	Safety Sensitive
					F

Work Order Job Notes

Work Order 2837112

Task # 1

Job # 1

Updated By

Last Updated

HFERNAND

2/11/2019 12:22:00PM

removed and replaced all 16 ESS modules, saved #3 and #4. programmed new modules, re-checked ok.

Task Completion Form

Work Order | Task # | Task Code | Task Status | Rev Hours | Printed On Date
 |01/18/2023 05:16:27 PM

Sched Start | Sched Finish | Actual Start | Under Wrnty

Equipment | Equip Asset Type | Equip Asset Class | Primary Eq | Equip Class

Facility | Sub Facility

Comments | Start Date | Finish Date

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Job Completion Form

Work Order | Task # | Job # | WO Job Code | Printed On Date
 |01/18/2023 05:16:27 PM

Symptom | System | Component | Sub Comp | Position

Skill Code | Skill Compliant | Addressed | No Pblm Fnd | Severity

Note

Comments | Start Date _____ | Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Equipment History

Equipment 8654		NEW FLYER 40FT BAE		Primary Eq	
Work Order 2837112	Task # 1	Task Code REPLACE ALL ESS BATTERY MODULES, SAVE 3 AND 4 / PART DUE 2/7	Actual Start 2/3/2019	Actual Fin 2/11/2019	
Job # 1	WO Job Code REPLACE ALL ESS BATTERY MODULES, SAVE 3 AND 4	Severity	Symptom		
System	Component	Sub Comp	Position		

Equipment Readings

Equipment 8654		NEW FLYER 40FT BAE		Primary Eq	
Reading Type ATF Fluid	Reading UM Quarts	Reading 3	Reading Date 02/22/20 01:38:29AM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type DEF Fluid	Reading UM Gallons	Reading 823	Reading Date 03/19/21 11:01:43PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Diesel Fuel	Reading UM Gallons	Reading 48529	Reading Date 03/21/21 10:09:51PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Engine Oil	Reading UM Quarts	Reading 1	Reading Date 02/29/20 08:26:48PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Mileage	Reading UM Miles	Reading 289707	Reading Date 03/21/21 10:09:51PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Multigrade Oil	Reading UM Quarts	Reading 6	Reading Date 02/29/20 08:26:48PM	Reading <input type="text"/>	Date <input type="text"/>

Parts/Tools /Services

Actual

Task # 1	Job # 0	Item Type Inventory	Muni Code 019-00-0073	MODULE ASSY, BATTERY - LITHIUM ION (MIN / MULT = 2)	Issue Price 87.68	UM Each
Part T	Service F	Stocked T	Tool F			
Act Qty 16.00	Act Price	Act Cost 0.00				

Procedures

Step Order	Step Time	Step Text

San Francisco MUNI

* MUNI - Work Order Print Package

Printed On 1/18/2023 at 5:01:41 PM

Work Order 2866275

REPLACE ALL ESS MODULES

WO Type Corrective	Priority	WO Status Closed	Maint Type	Status By USBALDO GONZALEZ
Created By N RICK HOANG		Requested By RICK HOANG		
Due Date	Cal Interval	Calendar UM	On Time Before Window	Follow on to WO # Ref WO # Template
Forecast Dte	Due Start 4/18/2019	Calc Basis	Finish Date 4/24/2019	Last Updated 4/24/2019
Labor 687029	Material WORK_EXPENSE_TEMP			
Equipment Information				
Equip Class Motor Coach	Equip Type Orion 40' Hybrid	Equipment 8454	ORION VII 40' HYBRID	Asset Class Mobile Asset Type Motor Coach Under Wrnty T War Applies F
Project Information				
Campgn/Proj	Activity		Planner ID RHOANG	HOANG, RICK
Maintenance Pattern Informati				
Pattern Code	Element		Gen Next F	
Incident/Accident Information				
Incident ID	Accident Report ID			

Labor

Task 1, Job 1	FERNANDEZ, HECTOR	7:00	Task 1, Job 1	SALISE, JOSE MARI G.	7:00
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Work Order Notes

Work Order

Updated By	Last Updated
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Transaction Summary

Planned	Estimated	Actual
Labor Hours 0:00	Labor Hours 0:00	Labor Hours 14:00
Crew Size 0	Crew Size 0	Crew Size 2
Labor Cost 0.0000	Labor Cost 0.0000	Labor Cost 410.0600
Inv Cost 0.0000	Inv Cost 0.0000	Inv Cost 0.0000
Purchase Cos 0.0000	Purch Cost 0.0000	Purch Cost 0.0000
Tool Cost 0.0000	Tool Cost 0.0000	Tool Cost 0.0000
Service Cost 0.0000	Service Cost 0.0000	Service Cost 0.0000
<hr/>	<hr/>	<hr/>
Total Costs 0.0000	Total Costs 0.0000	Total Costs 410.0600

Task

Task #	Task Code	Last Updated			Need Appvl		
1	REPLACE ALL ESS MODULES	4/24/2019			F		
Task Status	Reason	Status Date	Status By		Dormant		
Closed		4/24/2019	USBALDO GONZALEZ		F		
Facility	Sub Facility						
WOODS	WOODS	HD	Heavy Duty				
Sched Start	Sched Finish	Actual Start	Actual Fin	Rev Hours			
4/18/2019		4/18/2019	4/24/2019				
Equipment	Asset Class	Asset Type	Equip Class	Equip Type	Service Equipment Class		
8454	ORION VII 40' HYBRID	Mobile	Motor Coach	Motor Coach	Orion 40' Hybri		
Eq Default	Eq Modified	Test Equip	Under Wrnty	War Applies			
T	F	F	T	F			
MSR ID	Need Date	MSR Status	Date	By			
	4/18/2019						
Usage Stamp							
Reading Type	Ltd Usg Amt	Reading UM	Position	Usg Date	Usg Stp Date	Req Read Tkn	No Valid Usg
						F	T

Work Order Task Notes

Work Order	
Task #	
Updated By	Last Updated

Jobs

Task #	Job #	WO Job Code	Symptom	Severity	Addressed
1	1	REPLACE ALL ESS MODULES			T
System	Component	Sub Comp	Position	Asset Class	Asset Type
				Mobile	Motor Coach
From Job Pln	No Pblm Fnd	Repeater Cnt			
	F				

Defects/Repairs

Task #	Job #	System	Component	Sub Component	Position
1	1	HEV/PROPULSION	BATTERY MODULE (HEV)		
Defect	Repair	Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code
UNDERVOLTAGE	R/R W/NEW	04/24/2019 12:41PI	HFERNAND		
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment
F	F	F	F		
				Serial Comp Move	Safety Sensitive
					F

Work Order Job Notes

Work Order 2866275

Task # 1

Job # 1

Updated By	Last Updated
HFERNAND	4/24/2019 12:42:00PM
removed and replaced all 16 battery modules, programmed and re-checked ok.	
UGONZALE	4/24/2019 3:19:00PM
QA, Road test and return to service.	

Task Completion Form

Work Order | Task # | Task Code | Task Status | Rev Hours | Printed On Date
 |01/18/2023 05:01:42 PM

Sched Start | Sched Finish | Actual Start | Under Wrnty

Equipment | Equip Asset Type | Equip Asset Class | Primary Eq | Equip Class

Facility | Sub Facility

Comments | Start Date | Finish Date

_____ _____ _____ _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Costs

ID	Type	Description	Qty	U/M	Price
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Job Completion Form

Work Order | Task # | Job # | WO Job Code | Printed On Date
 |01/18/2023 05:01:42 PM

Symptom | System | Component | Sub Comp | Position

Skill Code | Skill Compliant | Addressed | No Pblm Fnd | Severity

Note

Comments | Start Date _____ | Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Equipment History

Equipment 8454		ORION VII 40' HYBRID		Primary Eq	
Work Order 2866275	Task # 1	Task Code REPLACE ALL ESS MODULES	Actual Start 4/18/2019	Actual Fin 4/24/2019	
Job # 1	WO Job Code REPLACE ALL ESS MODULES	Severity	Symptom		
System	Component	Sub Comp	Position		

Equipment Readings

Equipment 8454		ORION VII 40' HYBRID		Primary Eq	
Reading Type ATF Fluid	Reading UM Quarts	Reading 3	Reading Date 02/09/20 01:17:20AM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Coolant	Reading UM Quarts	Reading 37	Reading Date 01/15/10 07:12:43PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type DEF Fluid	Reading UM Gallons	Reading 0	Reading Date 09/12/19 06:46:04PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Diesel Fuel	Reading UM Gallons	Reading 90820	Reading Date 04/07/20 06:38:42PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Engine Oil	Reading UM Quarts	Reading 2	Reading Date 02/20/20 06:37:55PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Mileage	Reading UM Miles	Reading 417601	Reading Date 04/07/20 06:38:42PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Multigrade Oil	Reading UM Quarts	Reading 214	Reading Date 02/20/20 06:37:55PM	Reading <input type="text"/>	Date <input type="text"/>

Parts/Tools /Services

Actual

Task # 1	Job #	Item Type Inventory	Muni Code 019-00-0073	Issue Price 87.68	UM Each
MODULE ASSY, BATTERY - LITHIUM ION (MIN / MULT = 2)					
Part T	Service F	Stocked T	Tool F		
Act Qty 16.00	Act Price	Act Cost 0.00			

Procedures

Step Order	Step Time	Step Text

San Francisco MUNI

* MUNI - Work Order Print Package

Printed On 1/18/2023 at 5:08:04 PM

Work Order 2866276

REPLACE ALL ESS MODULES

WO Type		Priority	WO Status	Maint Type	Status By		
Corrective			Closed		LEONARDO C. PASCUAL		
Created By N				Requested By			
RICK HOANG				RICK HOANG			
Due Date	Cal Interval	Calendar UM	On Time Before Window	Follow on to WO #	Ref WO #	Template	
Forecast Dte	Due Start	Calc Basis	Finish Date	Last Updated			
	4/18/2019		4/26/2019	4/26/2019			
Labor				Material			
687029				WORK_EXPENSE_TEMP			
Equipment Information							
Equip Class	Equip Type	Equipment		Asset Class	Asset Type	Under Wrnty	War Applies
Motor Coach	Orion 40' Hybrid	8456	ORION VII 40' HYBRID	Mobile	Motor Coach	T	F
Project Information							
Campgn/Proj			Activity			Planner ID	
						RHOANG HOANG, RICK	
Maintenance Pattern Informati							
Pattern Code			Element			Gen Next	
						F	
Incident/Accident Information							
Incident ID			Accident Report ID				
Labor							
Task 1, Job 1	FERNANDEZ, HECTOR		7:00	Task 1, Job 1	JOHNSON, JEFF		7:00
Task 1, Job 1	ROWDEN, ANDRE		1:00				
Work Order Notes							
Work Order							
Updated By				Last Updated			

Defects/Repairs

Task #	Job #	System	Component	Sub Component	Position		
1	1	BRAKES/AIR SYSTEM	((SYSTEM))				
Defect		Repair		Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code
NO DEFECT FOUND		INSP NO DEFECT FOUND		04/26/2019 02:21PT	AROWDEN		
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment	Serial Comp Move	Safety Sensitive
F	F	F	F				F
Task #	Job #	System	Component	Sub Component	Position		
1	1	HEV/PROPULSION	BATTERY MODULE (HEV)				
Defect		Repair		Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code
UNDERVOLTAGE		R/R W/NEW		04/25/2019 10:17AT	HFERNAND		
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment	Serial Comp Move	Safety Sensitive
F	F	F	F				F
Task #	Job #	System	Component	Sub Component	Position		
1	1	HEV/PROPULSION	CONTACTOR				
Defect		Repair		Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code
BURNED OUT		R/R W/NEW		04/25/2019 10:17AT	HFERNAND		
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment	Serial Comp Move	Safety Sensitive
F	F	F	F				F

Work Order Job Notes

Work Order	2866276
Task #	1
Job #	1
Updated By	Last Updated
AROWDEN	4/26/2019 2:22:00PM
Brake safety check ok	
HFERNAND	4/25/2019 10:18:00AM
removed and replaced all 16 battery modules, removed and replaced all 3 contactors, programmed new modules, road-tested and re-checked ok.	

Task Completion Form

Work Order | Task # | Task Code | Task Status | Rev Hours | Printed On Date
 |01/18/2023 05:08:06 PM

Sched Start | Sched Finish | Actual Start | Under Wrnty

Equipment | Equip Asset Type | Equip Asset Class | Primary Eq | Equip Class

Facility | Sub Facility

Comments | Start Date _____ | Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Job Completion Form

Work Order | Task # | Job # | WO Job Code | Printed On Date
 |01/18/2023 05:08:06 PM

Symptom | System | Component | Sub Comp | Position

Skill Code | Skill Compliant | Addressed | No Pblm Fnd | Severity

Note

Comments | Start Date _____ | Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Equipment History

Equipment 8456		ORION VII 40' HYBRID		Primary Eq	
Work Order 2866276	Task # 1	Task Code REPLACE ALL ESS MODULES	Actual Start 4/18/2019	Actual Fin 4/26/2019	
Job # 1	WO Job Code REPLACE ALL ESS MODULES	Severity	Symptom		
System	Component	Sub Comp	Position		

Equipment Readings

Equipment 8456		ORION VII 40' HYBRID		Primary Eq	
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
ATF Fluid	Quarts	11	03/22/20 01:55:21AM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
Coolant	Quarts	12	01/29/10 09:29:24PM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
DEF Fluid	Gallons	0	02/10/20 06:12:41PM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
Diesel Fuel	Gallons	87353	04/06/20 09:26:35PM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
Engine Oil	Quarts	14	03/22/20 01:55:21AM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
Hydraulic Fluid	Quarts	38	05/09/14 11:46:30PM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
Mileage	Miles	417752	04/06/20 09:26:35PM	<input type="text"/>	<input type="text"/>
Reading Type	Reading UM	Reading	Reading Date	Reading	Date
Multigrade Oil	Quarts	82	03/08/20 09:46:13PM	<input type="text"/>	<input type="text"/>

Parts/Tools /Services

Actual

Task # 1	Job # 0	Item Type Inventory	Muni Code 019-06-0007	Issue Price 144.60	UM Each
CONTACTOR, 200 AMP DC - TEC / KILOVAC EV200AAANA					
Part T	Service F	Stocked T	Tool F		
Act Qty 3.00	Act Price 144.60	Act Cost 433.80			

Procedures

Step Order	Step Time	Step Text

San Francisco MUNI

* MUNI - Work Order Print Package

Printed On 1/18/2023 at 5:10:07 PM

Work Order 2851588

R&R EGR VALVE ASSEMBLY/R&R ALL ESS BATTERY MODULES

WO Type	Priority	WO Status	Maint Type	Status By
Corrective		Closed	Defect Card	STEVEN PLANTE-MURPHY
Created By N	Requested By			
DAVID GHISELIN	DAVID GHISELIN			
Due Date	Cal Interval	Calendar UM	On Time Before Window	Follow on to WO #
				Ref WO #
				Template
Forecast Dte	Due Start	Calc Basis	Finish Date	Last Updated
	3/13/2019		3/19/2019	3/19/2019
Labor	Material			
687029	WORK_EXPENSE_TEMP			
Equipment Information				
Equip Class	Equip Type	Equipment	Asset Class	Asset Type
Motor Coach	Orion 30' Hybrid	8508	ORION VII 30' HYBRID	Mobile
				Motor Coach
				Under Wrnty
				T
				War Applies
				F
Project Information				
Campgn/Proj	Activity			Planner ID
				DGHISELI
				GHISELIN, DAVID
Maintenance Pattern Informati				
Pattern Code	Element			Gen Next
				F
Incident/Accident Information				
Incident ID	Accident Report ID			
Labor				
Task 1, Job 1	KHUU, LUONG	1:00	Task 1, Job 2	BLEY, JOHN K.
				7:00
Task 1, Job 2	FERNANDEZ, HECTOR	7:00	Task 1, Job 3	CARRANZA, ROBERT E.
				3:30
Work Order Notes				
Work Order				
Updated By	Last Updated			

Transaction Summary

Planned

Estimated

Actual

Labor Hours	0:00
Crew Size	0
Labor Cost	0.0000
Inv Cost	0.0000
Purchase Cos	0.0000
Tool Cost	0.0000
Service Cost	0.0000
<hr/>	
Total Costs	0.0000

Labor Hours	0:00
Crew Size	0
Labor Cost	0.0000
Inv Cost	0.0000
Purch Cost	0.0000
Tool Cost	0.0000
Service Cost	0.0000
<hr/>	
Total Costs	0.0000

Labor Hours	18:30
Crew Size	4
Labor Cost	560.4850
Inv Cost	554.4900
Purch Cost	0.0000
Tool Cost	0.0000
Service Cost	0.0000
<hr/>	
Total Costs	1,114.9750

Task

Task #	1	R&R EGR VALVE ASSEMBLY/R&R ALL ES	Last Updated	3/19/2019		Need Appvl	F		
Task Status	Closed	Reason	Status Date	Status By	STEVEN PLANTE-MURPHY		Dormant		
Facility	WOODS	Sub Facility	HD	Heavy Duty					
Sched Start	3/13/2019	Sched Finish	Actual Start	3/13/2019	Actual Fin	3/19/2019		Rev Hours	
Equipment	8508	Asset Class	Mobile	Asset Type	Motor Coach	Equip Class	Motor Coach	Equip Type	Orion 30' Hybri
Eq Default	T	Eq Modified	F	Test Equip	F	Under Wrnty	T	War Applies	F
MSR ID	Need Date		3/13/2019	MSR Status	Date	By			
Delivery									
Usage Stamp									
Reading Type	Ltd Usq Amt	Reading UM	Position	Usg Date	Usg Stp Date	Req Read Tkn	No Valid Usq		
							F	T	

Work Order Task Notes

Work Order	
Task #	
Updated By	Last Updated

Jobs

Task #	Job #	WO Job Code	Symptom	Severity	Addressed
1	1	HEV LIGHT ON			F
System	Component	Sub Comp	Position	Asset Class	Asset Type
				Mobile	Motor Coach
From Job Pln	No Pblm Fnd	Repeater Cnt			
	F				
Task #	Job #	WO Job Code	Symptom	Severity	Addressed
1	2	NEEDS ALL ESS MODULES REPLACE, SAVE 1,6,8			T
System	Component	Sub Comp	Position	Asset Class	Asset Type
				Mobile	Motor Coach
From Job Pln	No Pblm Fnd	Repeater Cnt			
	F				
Task #	Job #	WO Job Code	Symptom	Severity	Addressed
1	3	NEEDS EGR VALVE REPLACE, HOLD FOR HD			T
System	Component	Sub Comp	Position	Asset Class	Asset Type
				Mobile	Motor Coach
From Job Pln	No Pblm Fnd	Repeater Cnt			
	F				

Defects/Repairs

Task #	Job #	System	Component	Sub Component	Position
1	1	HEV/PROPULSION	(SYSTEM)		
Defect	Repair	Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code
UNDERVOLTAGE	TEST/TROUBLESHOOT	03/13/2019 08:15A	LKHUU		
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment
F	F	F	F		
Serial Comp Move	Safety Sensitive				
	F				
Task #	Job #	System	Component	Sub Component	Position
1	2	HEV/PROPULSION	BATTERY MODULE (HEV)		
Defect	Repair	Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code
UNDERVOLTAGE	R/R W/NEW	03/18/2019 12:56P	HFERNAND		
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment
F	F	F	F		
Serial Comp Move	Safety Sensitive				
	F				
Task #	Job #	System	Component	Sub Component	Position
1	3	COOLING SYSTEM	HOSES		
Defect	Repair	Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code
LEAKING	R/R W/NEW	03/19/2019 11:35A	RCARRANZ		
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment
F	F	F	F		
Serial Comp Move	Safety Sensitive				
	F				
Task #	Job #	System	Component	Sub Component	Position
1	3	EXHAUST SYSTEM	EGR VALVE		
Defect	Repair	Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code
EXCESSIVE WEAR	R/R W/NEW	03/19/2019 11:33A	RCARRANZ		
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment
F	F	F	F		
Serial Comp Move	Safety Sensitive				
	F				

Work Order Job Notes

Work Order 2851588

Task # 1

Job # 1

Updated By | Last Updated

LKHUU | 3/13/2019 8:17:00AM

IDS FAULT CODE F247, DOWN LOAD BATTERY PROFILE, ALL MODULE NEED
REPLACED, SAVE MODULES #1, 6, 8.
CUMMINS CODE 9121 EGR VAVLEL ACTUATOR OVER TEMP.

Job # 2

Updated By | Last Updated

HFERNAND | 3/18/2019 12:58:00PM

removed and replaced all 16 modules, saved modules #1,6 and 8. programmed new
modules, re-checked ok.

Job # 3

Updated By | Last Updated

RCARRANZ | 3/19/2019 11:41:00AM

replaced egr valve, refilled cooling systems, replaced egr coolant inlet tube. cleared
codes.road test. system check ok at this time.

Task Completion Form

Work Order	Task #	Task Code	Task Status	Rev Hours	Printed On Date 01/18/2023 05:10:08 PM
Sched Start	Sched Finish	Actual Start	Under Wrnty		
Equipment	Equip Asset Type	Equip Asset Class	Primary Eq	Equip Class	
Facility	Sub Facility				

Comments _____ Start Date _____ Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Job Completion Form

Work Order	Task #	Job #	WO Job Code	Printed On Date
2851588	1	1	HEV LIGHT ON	01/18/2023 05:10:08 PM

Symptom	System	Component	Sub Comp	Position
---------	--------	-----------	----------	----------

Skill Code	Skill Compliant	Addressed	No Pblm Fnd	Severity
	F	F	F	

Note
 IDS FAULT CODE F247, DOWN LOAD BATTERY PROFILE, ALL MODULE NEED
 REPLACED, SAVE MODULES #1, 8, 8.
 CUMMINS CODE 9121 EGR VAVLEL ACTUATOR OVER TEMP.

Comments Start Date _____ Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Equipment History

Equipment 8508	ORION VII 30' HYBRID	Primary Eq
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Work Order 2851588	Task # 1	Task Code R&R EGR VALVE ASSEMBLY/R&R ALL ESS BATTERY MODULES	Actual Start 3/13/2019	Actual Fin 3/19/2019
Job # 1	WO Job Code HEV LIGHT ON		Severity	Symptom
System	Component	Sub Comp	Position	

Work Order 2851588	Task # 1	Task Code R&R EGR VALVE ASSEMBLY/R&R ALL ESS BATTERY MODULES	Actual Start 3/13/2019	Actual Fin 3/19/2019
Job # 3	WO Job Code NEEDS EGR VALVE REPLACE, HOLD FOR HD		Severity	Symptom
System	Component	Sub Comp	Position	

Work Order 2851588	Task # 1	Task Code R&R EGR VALVE ASSEMBLY/R&R ALL ESS BATTERY MODULES	Actual Start 3/13/2019	Actual Fin 3/19/2019
Job # 2	WO Job Code NEEDS ALL ESS MODULES REPLACE, SAVE 1,6,8		Severity	Symptom
System	Component	Sub Comp	Position	

Equipment Readings

Equipment 8508	ORION VII 30' HYBRID	Primary Eq
-------------------	----------------------	------------

Reading Type ATF Fluid	Reading UM Quarts	Reading 1	Reading Date 03/26/20 11:30:47PM	Reading	Date
Reading Type Coolant	Reading UM Quarts	Reading 45	Reading Date 01/27/10 09:48:19PM	Reading	Date
Reading Type DEF Fluid	Reading UM Gallons	Reading 1	Reading Date 09/10/20 11:24:24PM	Reading	Date
Reading Type Diesel Fuel	Reading UM Gallons	Reading 94697	Reading Date 03/15/21 12:28:23AM	Reading	Date
Reading Type Engine Oil	Reading UM Quarts	Reading 0	Reading Date 03/26/20 11:30:47PM	Reading	Date
Reading Type Mileage	Reading UM Miles	Reading 465200	Reading Date 03/15/21 12:28:23AM	Reading	Date
Reading Type Multigrade Oil	Reading UM Quarts	Reading 84	Reading Date 01/16/21 06:25:03PM	Reading	Date

Parts/Tools /Services

Actual

Task # 1	Job # 	Item Type 0 Inventory	Muni Code 019-00-0030	TUBE ASSY, EGR COOLANT - ISB	Issue Price 89.52	UM Each
Part T	Service F	Stocked T	Tool F			

Act Qty	1.00	Act Price	89.52	Act Cost	89.52		
Task #	1	Job #	0	Item Type	Inventory	Muni Code	019-00-0069
							KIT, EGR VALVE - (RX) CUMMINS 4955438RX
Issue Price	459.93	UM	Each				
Part	T	Service	F	Stocked	T	Tool	F
Act Qty	1.00	Act Price	459.93	Act Cost	459.93		
Task #	1	Job #	0	Item Type	Inventory	Muni Code	021-07-0146
							SEAL, O-RING - AIR TRANSFER PIPE, CUMMINS ISM, ISB, ISL
Issue Price	4.99	UM	Each				
Part	T	Service	F	Stocked	T	Tool	F
Act Qty	1.00	Act Price	5.04	Act Cost	5.04		

Procedures

Step Order	Step Time	Step Text

San Francisco MUNI

* MUNI - Work Order Print Package

Printed On 1/18/2023 at 5:12:41 PM

Work Order 2867156

REPLACE ALLESS MODULES SAVE 9,10.

WO Type Corrective	Priority	WO Status Closed	Maint Type	Status By LEONARDO C. PASCUAL
Created By N TIMOTHY TRICKEL		Requested By TIMOTHY TRICKEL		
Due Date	Cal Interval	Calendar UM	On Time Before Window	Follow on to WO #
Forecast Dte	Due Start 4/20/2019	Calc Basis	Finish Date 4/23/2019	Last Updated 4/23/2019
Labor 687029	Material WORK_EXPENSE_TEMP			
Equipment Information				
Equip Class Motor Coach	Equip Type Orion 30' Hybrid	Equipment 8521	ORION VII 30' HYBRID	Asset Class Mobile
				Asset Type Motor Coach
				Under Wrnty T
				War Applies F
Project Information				
Campgn/Proj		Activity	Planner ID TTRICKEL	TRICKEL, TIMOTHY
Maintenance Pattern Informati				
Pattern Code		Element	Gen Next F	
Incident/Accident Information				
Incident ID		Accident Report ID		

Labor

Task 1, Job 1	BLEY, JOHN K.	7:00	Task 1, Job 1	FERNANDEZ, HECTOR	7:00
---------------	---------------	------	---------------	-------------------	------

Work Order Notes

Work Order

Updated By	Last Updated
------------	--------------

Transaction Summary

Planned	Estimated	Actual
Labor Hours	Labor Hours	Labor Hours
0:00	0:00	14:00
Crew Size	Crew Size	Crew Size
0	0	2
Labor Cost	Labor Cost	Labor Cost
0.0000	0.0000	410.0600
Inv Cost	Inv Cost	Inv Cost
0.0000	0.0000	0.0000
Purchase Cos	Purch Cost	Purch Cost
0.0000	0.0000	0.0000
Tool Cost	Tool Cost	Tool Cost
0.0000	0.0000	0.0000
Service Cost	Service Cost	Service Cost
0.0000	0.0000	0.0000
<hr/>		
Total Costs	Total Costs	Total Costs
0.0000	0.0000	410.0600

Task									
Task #	Task Code				Last Updated			Need Appvl	
1	REPLACE ALLESS MODULES SAVE 9,10				4/23/2019			F	
Task Status	Reason			Status Date		Status By		Dormant	
Closed				4/23/2019		LEONARDO C. PASCUAL		F	
Facility	Sub Facility								
WOODS	WOODS			RR		Running Repair			
Sched Start	Sched Finish			Actual Start		Actual Fin		Rev Hours	
4/20/2019				4/20/2019		4/23/2019			
Equipment	Asset Class			Asset Type	Equip Class		Equip Type	Service Equipment Class	
8521	ORION VII 30' HYBRID			Mobile	Motor Coach	Motor Coach		Orion 30' Hybr	
Eq Default	Eq Modified	Test Equip	Under Wrnty	War Applies					
T	F	F	T	F					
MSR ID	Need Date		MSR Status	Date		By			
	4/20/2019								
Delivery									
Usage Stamp									
Reading Type	Ltd Usq Amt	Reading UM	Position			Usq Date	Usq Stp Date	Req Read Tkn	No Valid Usq
								F	T

Work Order Task Notes

Work Order	
Task #	
Updated By	Last Updated

Jobs

Task #	Job #	WO Job Code	Symptom	Severity	Addressed
1	1	REPLACE ALLESS MODULES SAVE 9,10.			T
System	Component	Sub Comp	Position	Asset Class	Asset Type
				Mobile	Motor Coach
From Job Pln	No Pblm Fnd	Repeater Cnt			
	F				

Defects/Repairs

Task #	Job #	System	Component	Sub Component	Position
1	1	HEV/PROPULSION	BATTERY MODULE (HEV)		
Defect	Repair	Repair Date	Repair Employee	Repair Supervisor	WO Work Certify Code
UNDERVOLTAGE	R/R W/NEW	04/22/2019 01:24PI	HFERNAND		
Under Warranty	Warranty Repair	Warranty Applies	Move Pending	Comp Move ID	Equipment
F	F	F	F		
				Serial Comp Move	Safety Sensitive
					F

Work Order Job Notes

Work Order 2867156

Task # 1

Job # 1

Updated By

Last Updated

HFERNAND

4/22/2019 1:25:00PM

removed and replaced all 16 battery modules, programmed modules, road-tested and re-checked ok.

Task Completion Form

Work Order	Task #	Task Code	Task Status	Rev Hours	Printed On Date 01/18/2023 05:12:42 PM
Sched Start	Sched Finish	Actual Start	Under Wrnty		
Equipment	Equip Asset Type		Equip Asset Class	Primary Eq	Equip Class
Facility	Sub Facility				

Comments Start Date _____ Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Job Completion Form

Work Order | Task # | Job # | WO Job Code | Printed On Date
 | 01/18/2023 05:12:42 PM

Symptom | System | Component | Sub Comp | Position

Skill Code | Skill Compliant | Addressed | No Pblm Fnd | Severity

Note

Comments | Start Date _____ | Finish Date _____

Time Worked

Name	ID	Hours	Minutes	Name	ID	Hours	Minutes

Parts

ID	Description	Qty	U/M	ID	Description	Qty	U/M

Costs

ID	Type	Description	Qty	U/M	Price

Equipment History

Equipment 8521		ORION VII 30' HYBRID		Primary Eq	
Work Order 2867156	Task # 1	Task Code REPLACE ALLESS MODULES SAVE 9,10.	Actual Start 4/20/2019	Actual Fin 4/23/2019	
Job # 1	WO Job Code REPLACE ALLESS MODULES SAVE 9,10.	Severity	Symptom		
System	Component	Sub Comp	Position		

Equipment Readings

Equipment 8521		ORION VII 30' HYBRID		Primary Eq	
Reading Type ATF Fluid	Reading UM Quarts	Reading 1	Reading Date 02/04/12 11:48:36PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Coolant	Reading UM Quarts	Reading 16	Reading Date 04/06/11 08:10:20PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type DEF Fluid	Reading UM Gallons	Reading 0	Reading Date 08/02/19 01:13:10AM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Diesel Fuel	Reading UM Gallons	Reading 97364	Reading Date 08/30/20 06:16:27PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Engine Oil	Reading UM Quarts	Reading 1	Reading Date 04/01/20 12:48:43AM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Mileage	Reading UM Miles	Reading 460717	Reading Date 08/30/20 06:16:27PM	Reading <input type="text"/>	Date <input type="text"/>
Reading Type Multigrade Oil	Reading UM Quarts	Reading 43	Reading Date 04/01/20 12:48:43AM	Reading <input type="text"/>	Date <input type="text"/>

Parts/Tools /Services

Procedures

Step Order	Step Time	Step Text

City College of San Francisco



Upon recommendation of the faculty and under authorization of the Board of Trustees
the

Certificate of Accomplishment

in

Intermediate Electronics

Is hereby presented unto

Hector Hernandez

With all Rights, Benefits and Privileges pertaining thereto.

Given at City College of San Francisco, in the State of California,

this seventeenth day of December, 2021

Chancellor, San Francisco Community College District

President, Board of Trustees

ATTACHMENT 16



SF | Careers

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7381-Automotive Mechanic

[SF | Careers](#) > 7381-Automotive 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:



Automotive Mechanic

Job classification

H.FERN-141

Class	7381
Title	Automotive Mechanic
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	Auto Machinist, Lodge 1414
Management level	9 - Non-Manager
Effective date	September 04, 2018

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1
Rate /hr:	\$51.7375
Rate /biweekly:	\$4,139.00
Rate /year:	\$107,614

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Mechanic

Job Code: 7381

INTRODUCTION

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

DISTINGUISHING FEATURES

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

SUPERVISION EXERCISED

None.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

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

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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

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

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

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

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

Experience:

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

License and Certification:

Possession of a valid California Class C driver license.

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

Substitution:

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

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

SUPPLEMENTAL INFORMATION

Other Requirements: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment, and to lift equipment. May be exposed to

potentially hazardous work conditions, and adverse weather and work conditions such as rain, cold, dirt and dust. May be assigned to work any shift including weekends and holidays.

PROMOTIVE LINES

To: 7382 Automotive Mechanic Assistant Supervisor

ORIGINATION DATE: 07/01/1977

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

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFMTA

Standard information

Disaster service work

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

Historic and future compensation

Effective (Sched)

Jul 01, 2022 (W)

Jan 08, 2022 (V)

Jul 01, 2021 (U)

Dec 26, 2020 (T)

Jul 01, 2020 (S)

Step 1

\$51.7375

\$49.1625

\$48.9125

\$47.2500

\$45.8750

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ATTACHMENT 17



SF | Careers

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7340-Maintenance Controller

[SF | Careers](#) > 7340-Maintenance Controller

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:

Maintenance Controller

Job classification

H.FERN-147

Class	7340
Title	Maintenance Controller
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	Auto Machinist, Lodge 1414
Effective date	April 02, 2018

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1
Rate /hr:	\$62.3000
Rate /biweekly:	\$4,984.00
Rate /year:	\$129,584

Job description

CITY AND COUNTY OF SAN FRANCISCO

MUNICIPAL TRANSPORTATION AGENCY

JOB CODE: 7340

JOB CODE TITLE: MAINTENANCE CONTROLLER

INTRODUCTION

Under general supervision, is responsible for planning the scheduling, maintenance and review of repairs of rubber tire vehicles at the San Francisco Municipal Railway Transportation Agency (SFMTA). The Maintenance Controller works in a coordinative capacity, identifying repair needs and evaluating maintenance needs on a fleet-wide basis, as well as focusing on the needs of individual vehicles. Performs related duties as required.

DISTINGUISHING FEATURES

This class is distinguished from Job Code 7241 Senior Maintenance Controller, in that the latter is responsible for supervising the work of all Maintenance Controllers, and for prioritizing and scheduling fleet-wide maintenance assignments.

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. Assesses maintenance staffing, equipment availability, maintenance and repair needs, to achieve departmental service mandates and goals.
2. Maintains continuing awareness of maintenance and repair needs, using a variety of sources including computer reports, written data, files, parts availability, logs and rubber tire vehicle records, in order to analyze, plan, and schedule fleet repairs and preventive maintenance.
3. Schedules and dispatches personnel to specific duties and tasks related to maintenance/repair of equipment and rubber tire vehicles, in conjunction with other personnel to ensure that all maintenance and repairs are completed as scheduled.
4. Tracks coach status and vehicle location, and coordinates the movement or placement of vehicles for repair, in order to assign vehicles to the appropriate repair section and determine priority of repair.
5. Receives and logs road call requests, and dispatches service personnel on road calls; acts as liaison between Maintenance and Central Control to ensure that all road call requests are properly responded to in a timely manner.
6. Reviews work orders, warranty forms, and outside contract invoices, to coordinate maintenance activities with other departmental personnel, outside vendors, contractors, etc., so that all available resources are effectively utilized; includes driving between department locations to coordinate maintenance and repair activities.
7. Reads, analyzes, edits, and interprets maintenance source documents, computer printouts and various reports to determine if potential or widespread defects exist in the equipment or vehicles, and schedules preventive maintenance.
8. Inputs and retrieves data, creates and works with spreadsheets, generates written reports/schedules pertaining to the emergency repair/routine maintenance and repair of vehicles, etc. in order to document information/keep accurate records related to job/unit activities.
9. Performs basic statistical and mathematical computations, using calculators and/or computers; includes addition, subtraction, multiplication, division, averages, and ratios, in order to correctly monitor the performance of staff, equipment and vehicles.

10. Interacts/communicates with contractors, vendors, and other departmental/City personnel in order to provide/receive information, carry out job-related activities and meet department goals; includes driving between departmental locations to coordinate maintenance and repair activities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the elements necessary to effectively plan, assign and schedule vehicle/equipment repair and maintenance; the equipment, parts, personnel and time needed to service/repair various rubber tire vehicles, and the capabilities of various maintenance shops; how to interpret warranties and contact vendors/ contractors.

Skills in: interacting with people in a manner that demonstrates concern for the individual and sensitivity to personal differences and feelings; establishing rapport; exercising tact and persuasion in dealing with co-workers, contractors, consultants, other departmental/City personnel; maintaining a professional manner and demeanor; effectively dealing with pressure and not letting it negatively impact performance; speaking in a precise, courteous and understandable manner, giving and receiving clear and concise information, instructions and directions to a variety of people; using appropriate terminology when speaking about technical matters; listening with understanding/comprehension; writing clearly and effectively; documenting all relevant information related to job activities; maintaining accurate records of unit activities; reading, comprehending and interpreting documents, warranties, invoices, contracts, etc.; performing basic arithmetic and statistical functions, in order to correctly evaluate the performance of staff, equipment and vehicles; working with and/or creating mathematical spreadsheets, creating related files, generating statistical reports on the computer; inputting and retrieving data, creating and/or working with spreadsheets using formulas, and preparing/generating reports and daily production schedules.

Ability to: analyze, which includes perceiving patterns in maintenance repair needs or identifying unusual activities, correlating facts into a logical sequence and making logical decisions, recognizing relationships between multiple factors and knowing what types of action are appropriate to resolve specific problems or to expedite situations to accomplish assigned goals; to plan and organize, which includes identifying and establishing priorities, projecting long range goals, activities and timetables for specific maintenance or repair projects, scheduling and coordinating tasks, resources and/or events in a logical manner in order to maximize use; anticipating problems and their consequences and proposing alternate courses of action, modifying project timetables and activities while adhering to established standards, meeting goals and timetables, and promoting efficiency; this includes the ability to coordinate/plan/assign/prioritize the work of mechanics, automotive service workers and other related personnel; and to drive between department locations, in case of emergency and for other department purposes.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

TRAINING AND EXPERIENCE

1. Four (4) years of full time verifiable journey-level experience in the maintenance and repair of vehicles (automotive/rubber tire/fleet) of which one (1) year must be in fleet control operations.

LICENSE AND CERTIFICATION

Some positions may require possession of a valid driver license.

SUPPLEMENTAL INFORMATION

Nature of work: Incumbents work in a 24 hours a day/7 days a week operation, with rotating, holiday and/or weekend shifts. This may involve exposure to noisy conditions, fumes, smoke, and airborne particles. May be subject to stand-by duties and mandatory overtime as assigned on a 24 hour per day basis.

PROMOTIVE LINES

To: 7241 Senior Maintenance Controller

From: 7340 Maintenance Controller

ORIGINATION DATE: 4/9/1984

AMENDED DATE: 9/22/2000; 10/22/2014

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): 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)

Jul 01, 2022 (W)

Jan 08, 2022 (V)

Jul 01, 2021 (U)

Step 1

\$62.3000

\$59.1875

\$58.8875

Historic compensation data is provided in hourly pay.

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



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ATTACHMENT 18



SF | Careers

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7318-Electronic Maintenance Tech

[SF | Careers](#) > 7318-Electronic Maintenance Tech

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:



Electronic Maintenance Tech

Job classification

H.FERN-153

Class	7318
Title	Electronic Maintenance Tech
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	Electrical Workers, Local 6
Management level	9 - Non-Manager
Effective date	January 26, 2015

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$56.3125	\$59.1125	\$62.0625	\$65.1625	\$68.4250
Rate /biweekly:	\$4,505.00	\$4,729.00	\$4,965.00	\$5,213.00	\$5,474.00
Rate /year:	\$117,130	\$122,954	\$129,090	\$135,538	\$142,324

Additional notes: Appointments to this job class may enter at Step 3 or higher.

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: ELECTRONIC MAINTENANCE TECHNICIAN

Job Code: 7318

INTRODUCTION

Under general supervision, the Electronic Maintenance Technician performs a wide variety of highly skilled technical work including, but not limited to, the trouble-shooting, maintenance, testing, repair, calibration, fabrication, installation and modification of transit electronic equipment and a wide variety of other types of electronic equipment and related control system components; and performs other duties as required.

DISTINGUISHING FEATURES

This journey-level job class is characterized by its responsibility for maintenance and repair work on various types of electronic equipment. Assignments may involve responsibility for the circuits,

components, and related equipment used in connection with the operation of electronically controlled light rail and trolley vehicles. Other assignments may involve responsibility for maintaining electronic communication systems, telemetering, remote control equipment and power house equipment. It is distinguished from 7336 Electronic Instrumentation Technician, Water Pollution Control, in that the latter is responsible for the maintenance and repair of electronic systems, instruments and equipment at the City's sewage treatment plant and pumping stations. This class is distinguished from the 7329 Electronic Maintenance Technician Assistant Supervisor, which is the advanced journey level in this series, and the latter is assigned to perform the more difficult and complex work and will supervise staff.

SUPERVISION EXERCISED

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Performs corrective and preventive maintenance, non-routine repair, modification, and troubleshooting, calibration, removal and installation of complex electronic systems, equipment and transit vehicles.
2. Tests and calibrates electronic equipment using established test procedures; operates Diagnostic Test Equipment , function generators, oscilloscopes, transmission measuring test sets, meters, and other devices required to maintain electronic systems and equipment; utilizes various schematics, blueprints, wire lists, equipment manuals, and other resources.
3. Inspects newly installed equipment including circuits and systems to evaluate performance under operating conditions; may assist in the design fabrication, testing, and evaluation of prototypes.
4. Maintains records of work performed; develops documentation for the maintenance installation, removal and modification of electronic systems and equipment.
5. Instructs other personnel in system maintenance procedures and operations; may advise and assist management personnel and others on operating problems involving electronic transit equipment.
6. Operates special hand and power tools, such as soldering equipment, drill press grinder, crimper, saws, wire-rap tools, and other related equipment.
7. Inspects, maintains and repairs network communication systems, supervisory control, remote signal and remote control equipment, instrumentation and control systems, and flow, pressure and level sensor calibrations.

8. Inspects, maintains and repairs radio, fire alarm and security systems, video equipment, digital electronic equipment, telemetering, communication, protective relays, meters and other electronic and auxiliary apparatus.

9. Inspects, maintains and repair various miscellaneous electrical equipment in powerhouse, switch yard and sub-station; may act as an emergency operator at an unattended powerhouse station.

10. Operates a motor vehicle to respond to service requests at various locations

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: electronics and electrical principles and theory, including digital and analog circuits

Ability to: evaluate electronic systems, circuits and components; troubleshoot signal, data and radio communications, power and signal equipment; work from schematics, drawings and blueprints; operate a motor vehicle and maintain insurability standards; use a computer and software applications.

Skill to: Instruct and advise other personnel on maintenance procedures; compose work records, documentation for maintenance; apply safety procedures in the course of work

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.

1. Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of a military training program in electronics

AND

2. Three (3) years of verifiable journey-level industrial or institutional electronic experience performing installation, instrumentation calibration, maintenance, troubleshooting, repair and modification of electronic systems and related electrical components and electronic sub-systems to the electronic component level; ; AND

3. Possession of a valid California driver's license

LICENSE AND CERTIFICATION

PROMOTIVE LINES

TO: 7329 Electronic Maintenance Technician Assistant Supervisor

H.FERN-156

FROM: 7430 Assistant Electronic Maintenance Technician

ORIGINATION DATE: May 17, 1977

AMENDED DATE: April 28, 2000, March 3, 2014

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFMTA

Standard information

Disaster service work

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

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (W)	\$56.3125	\$59.1125	\$62.0625	\$65.1625	\$68.4250
Jan 08, 2022 (V)	\$53.5000	\$56.1625	\$58.9625	\$61.9125	\$65.0125
Jul 01, 2021 (U)	\$53.2375	\$55.8875	\$58.6750	\$61.6000	\$64.6875
Dec 26, 2020 (T)	\$51.4250	\$53.9875	\$56.6875	\$59.5125	\$62.4875
Jul 01, 2020 (S)	\$49.9250	\$52.4125	\$55.0375	\$57.7750	\$60.6625

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