



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

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

June 22, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Jesus S. Olazaba
[REDACTED]

SUBJECT: APPEAL BY JESUS S. OLAZABA OF THE 7328 OPERATING ENGINEER EXAMINATION.

Dear Jesus Olazaba:

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 **July 3, 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, June 28, 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, June 27, 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: Carol Isen, Department of Human Resources
Kate Howard, Department of Human Resources
Anna Biasbas, Department of Human Resources
Dave Johnson, Department of Human Resources
Shawn Sherburne, Department of Human Resources
Melissa White, Public Utilities Commission
Wendy Macy, Public Utilities Commission
Michelle Chee, Public Utilities Commission
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.

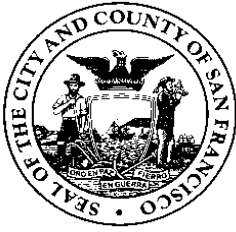
Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees 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 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: **0085-23-4**
2. For Civil Service Commission Meeting of: **July 03, 2023**
3. Check One:

Ratification Agenda	<input type="checkbox"/>
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>
Human Resources Director's Report	<input type="checkbox"/>
4. Subject: **Register No. 0085-23-4: Appealing the 7328 Operating Engineer Examination**
5. Recommendation: **Deny the appeal and adopt the report of the Public Utilities Commission Human Resources**
6. Report prepared by: **Melissa White** Telephone number: **415.308.6765**
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:

Human Resources Director: 

Date: 06.21.23

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

Jesus S Olazaba



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City and County of San Francisco

**London Breed
Mayor**



Department of Human Resources

**Carol Isen
Human Resources Director**

DATE: June 22, 2023

TO: The Honorable Civil Service Commission

THROUGH: Carol Isen, Human Resources Director
Anna Biasbas, Employment Services Director
Department of Human Resources

FROM: Melissa White, Principal Human Resources Analyst
Public Utility Commission
Dave Johnson, Assistant Employment Services Director
Department of Human Resources

SUBJECT: Register No. 0085-23-4: Appealing the 7328 Operating Engineer Examination

Background

The 7328 Operating Engineer job ad [see Attachment A] was posted from May 19, 2022 to June 20, 2022. Twelve (12) qualified candidates were invited to the performance exam on April 12, 2023 and April 13, 2023 and eleven (11) candidates participated.

The 7328 Operating Engineer exam required candidates to operate a backhoe to dig and backfill a trench while following safety procedures. The fact that knowledge of safety practices and regulations for heavy equipment may be evaluated was specified in the Job Ad. As a part of the performance exam, the four (4) raters were instructed to immediately stop candidates during the exam if they failed to follow the safety procedures, and that those candidates would be disqualified [see p. 2 in Attachment B].

Candidate Jesus Olazaba was disqualified based on not following safety procedures when taking the exam on April 13, 2023. Mr. Olazaba claims that he performed the test correctly and was disqualified due to a “defect on the machine” and that the “boom wasn’t unlocking properly”. Mr. Olazaba filed an appeal with the Civil Service Commission [CSC] of his disqualification from the Operating Engineer - Universal (CBT-7328-U00010) performance exam [see Attachment C] on April 18, 2023.

Issues

Was the boom lock on the backhoe defective? Was Mr. Olazaba’s disqualification appropriate?

Standards/Authority

CSC Rule: 111.14.2 Appeals

3) An appeal based on inconsistencies in examination administration shall be made in writing and filed with the Human Resources Director not later than the (5th) business day after the examination.

4) In acting on appeals, only the applications, records, and questions and answers which constitute the record of the examination shall be considered. Appeals will only be sustained when the candidate presents evidence that clearly substantiates a charge or charges as to the above listed items. In the absence of an appeal under this section, later appeals shall be precluded.

CSC Rule: 111.15 Inspection of Ratings by Participants

111.15.1 Composite ratings for examinations administered under this section shall be available for a minimum period of two (2) working days during which period each participant may inspect their own ratings. The identity of the examiner giving any mark or grade shall not be disclosed.

111.15.2 Any appeal shall be filed in writing within the inspection period and shall be limited to failure of the raters to apply uniform standards. Appeals must state the specific grounds upon which they are based and provide facts which support the allegations. Failure to state the specific grounds for the appeal and provide facts shall nullify the appeal.

111.15.3 All appeals properly filed under this section shall be resolved in accordance with the appeal provisions of these Rules. Appeals shall not be considered merely because candidates believe they are entitled to a higher score. Neither the Commission nor the Human Resources Director shall substitute their judgment for the judgment of the raters. Ratings of less than the minimum passing score shall not be raised to more than the minimum passing score.

Findings

During the pre-exam inspection of the backhoe on April 13, 2023, Mr. Olazaba notified a rater that he was having trouble unlocking the boom. The rater provided additional instruction to unlock the boom. During the exam, Mr. Olazaba was able to unlock the boom and attach the bucket. He should have then locked it back in position before driving the backhoe, which he indicated he felt that he did. However, the backhoe lock was not engaged. The raters stopped Mr. Olazaba once this safety concern was identified. Safety was compromised at this time because if the boom is not locked while the backhoe is moving, the boom arm cannot be controlled and can cause catastrophic damage to personnel and property in the vicinity. Knowledge and application of this safety standard is a requirement for safely operating a backhoe. Mr. Olazaba was disqualified due to failure to operate the equipment safely.

Analysis

When arriving at the site, Mr. Olazaba signed the *Information for Oral/Performance Examination Candidate* form [see Attachment D], which states, “*I understand that if I wish to challenge the manner in which this test is administered, I am to file a protest in writing prior to leaving the test center today.*” Mr. Olazaba did not file a protest before leaving the exam site.

Mr. Olazaba claims there was a defect in the locking mechanism on the backhoe boom, which did not allow him to properly unlock the boom. Additionally, he claims that because of the defect, he thought the lock was engaged on the boom before he began driving the backhoe to the designated digging area. Mr. Olazaba believes that he should not have been disqualified from the exam.

Prior to the start of the performance exam, candidates were given five (5) minutes to familiarize themselves with the backhoe they would be using for the exam. Once Mr. Olazaba’s five (5) minutes concluded, Mr. Olazaba, as indicated above, spoke with the raters about the locking mechanism. He stated he was having trouble unlocking the boom. The raters addressed his concerns and confirmed that there was nothing wrong with the locking mechanism, and he simply needed to pull the locking lever with more force to engage the lock on the boom. Mr. Olazaba was able to unlock the boom when applying additional force during the exam.

As part of the exam, the candidates must properly attach the bucket to the boom. To attach the bucket, one must first unlock the boom from its starting position. Mr. Olazaba was able to unlock the boom and attach the bucket. Once the bucket was attached, Mr. Olazaba began driving the backhoe, but he did not reengage the lock on the boom leaving it unsecured during transport. All raters noted the boom lock was not engaged. Because this is a serious safety issue, the raters stopped the test and disqualified Mr. Olazaba in accordance with established procedure.

As previously indicated, eleven (11) candidates, including Mr. Olazaba, took the 7328 Operating Engineer exam on April 12 and April 13, 2023 including candidates scheduled right before and right after Mr. Olazaba. The same backhoe was used for all candidates during the exam. No other candidates reported issues with the boom lock and no other candidates failed to engage the boom lock. Additionally, the raters consistently reset the backhoe after every candidate to ensure the backhoe was in the correct exam starting configuration. The raters did not find any issues with the boom lock during the administration of the exam.

Conclusion

Mr. Olazaba claims that the boom lock on the backhoe was defective resulting in his inability to properly relock the boom for transport which led to his disqualification from the 7328 Operating Engineer performance exam. The evidence presented above supports that the exam was consistently administered to all candidates, the boom lock was not defective, and the disqualification of Mr. Olazaba by the raters for making a critical safety error was appropriate. Finally, DHR points to CSC rule 111.15.3 which states that “*neither the Commission nor the Human Resources Director shall substitute their judgment for the judgment of the raters.*”

Recommendation

Uphold the assessment and determination of 7328 Operating Engineer rating panel that the boom lock was not defective, and that the disqualification was appropriate when the raters identified a critical violation of safety procedures, and deny the appeal by Mr. Olazaba.

Attachments

A: Job Ad

B: Rater Guidelines and Instructions

C: Mr. Olazaba's Appeal

D: Information for Oral/Performance Examination Candidate

Career Opportunity

Operating Engineer, Universal (CBT -7328- U00010) - Citywide

Recruitment: REF22904A

Published: February 23, 2023

Accepting applications until: March 08, 2023

Contact:

Michelle Chee - MChee@sfgwater.org

Sorry, this opening is closed

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

Share

Share

Department: Citywide

Job class: [7328-Operating Engineer, Universal](#)

Salary range: \$102,362.00 - \$124,410.00

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

Hours: Full-time

Exam type: Class Based Test

Rule: Rule of 5 [what does this mean?](#)

List type: Combined Promotive and Entrance

About:

GENERAL INFORMATION

- **Application Opening:** February 23, 2023
- **Application Deadline:** March 8, 2023
- **Analyst Name:** Michelle Chee
- **Location:** Multiple
- **Annual Salary:** [\\$124,410](#)
- **List ID:** CBT-7328-U00010

THIS IS A CITYWIDE EXAM

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 the diverse population of 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.

Role description

Under general supervision, the Operating Engineer, Universal operates heavy construction equipment in conjunction with the maintenance and construction of roads, streets, and underground utilities and performs servicing on equipment. The essential functions of this job include: operating backhoes, loaders, cranes, motor graders, bulldozers, rollers, pavers, milling machines, forklifts, extended boom forklifts, tractors and tub grinders; and performing related duties and responsibilities as required. Operating Engineers also perform maintenance tasks such as greasing, cleaning and inspecting equipment; and may be required to calculate loads using equipment load charts. This position may require the ability to wear appropriate forms of safety protection equipment such as ear protectors, eye goggles, respirators and safety vests.

Nature of Work: This position requires sustained physical effort frequently under adverse weather conditions and/or disagreeable working conditions, being exposed to hazardous materials, raw sewage, loud noises; and may include working weekends, nights, holidays and/or temporarily outside the San Francisco city limits.

Essential Duties

- Operates backhoes, loaders, cranes, forklifts, and extended forklifts to hoist machinery, construction materials, chemicals, vegetation, etc. in connection with various construction and maintenance projects.
- Operates motor graders, bulldozers, rollers, planers, pavers, milling machines, and tub grinders in connection with construction and maintenance projects.
- Services and makes minor repairs to heavy equipment; tasks include lubrication of equipment, changing oil and oil filter, etc.,
- Operates backhoes, loaders and bulldozers to trench and excavate areas and remove debris; or to load and backfill materials in connection with sewer and street repair, mudslide prevention, dam maintenance and other projects, and heater, planer in excavating and making street repairs.
- Operates milling machines, pavers, and rollers in connection with asphalt paving.
- Operates tractors with agricultural attachments such as rototillers and rotary mowers to clear areas for weed and fire control.

- Operates an air compressor to operate pneumatic tools and other construction equipment.
- Prepares and maintains routine records of equipment operations.
- Performs other related duties as required.

How to qualify

1. Three (3) years of verifiable operating engineer experience. At least one (1) year of this experience must have been in operating a backhoe:

AND

2. Possession of a Class B Driver's License and a valid Medical Examiner's Certificate issued by the California Department of Motor Vehicles. A copy of the certificate must be submitted at the time of appointment.

Please attached a copy/picture of your driver's license in your application.

For crane operation, must have a valid certificate of competency issued in accordance with Cal/OSHA by an accredited certifying agency for the type of cranes operated by City Departments.

Special conditions: Some positions may require additional qualifications such as special conditions that may differ from the standard minimum qualifications associated with this classification.

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

Verification of Education and Experience:

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted. Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment process.

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. It is highly recommended that all work experience, education, and other information is written in your SmartRecruiter application and not just as attachments. Resumes will not be accepted in lieu of a completed City and County of San Francisco application. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

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.

What else should I know?

How To Apply

Applications for City and County of San Francisco jobs are only accepted through an online process. Select the "I'm Interested" button and follow instructions on the screen.

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

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

Having Trouble? If you are having trouble with the application, please visit [Smart Recruiter's FAQs](#) or email supportfeedback@smartr.me. It is suggested you use Google Chrome or Microsoft Edge web browser to submit the application.

EXAM INFORMATION

Exam Type: Combined, Promotive and Entrance

Certification Rule: Rule of Five (5)

Eligible List Duration: Twelve (12) months.

The duration of the eligible list may be extended with the approval of the Human Resources Director.

Selection Procedures

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

1. Minimum Qualification Supplemental Questionnaire (MQSQ) completed online (Qualifying)
2. In-Person Oral/Performance (100%)

Minimum Qualification Supplemental Questionnaire (MQSQ)

Once the application is closed, qualified candidates will be sent a Minimum Qualification Supplemental Questionnaire (MQSQ) to complete online. Failure to complete this step by the established deadline may result in disqualification. Only qualified candidates will be invited to the oral/performance examination.

The oral/performance exam will take place the week of April 10, 2023.

Oral/Performance (100%)

Candidates deemed qualified will be admitted to an in-person oral/performance exam designed to measure knowledge, skills and/or abilities in job-related areas which may include but not be limited to: Ability to operate heavy equipment related to maintenance, construction, grading operations, trenching/excavating, loading/backfilling; knowledge of safety practices and regulations for heavy equipment; and communication skills.

A passing score must be achieved on the exam component in order to continue in the selection process and be placed on the eligible list.

Additional selection processes may be conducted by the hiring department prior to making final hiring decisions

Score Report/Eligible List

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

Information Regarding Employment with the City and County of San Francisco:

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

Terms of Announcement and Appeal Rights

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources [website](#). 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>.

SAFETY SENSITIVE POSITION REQUIREMENTS: The City and County of San Francisco's Substance Abuse Policy, in compliance with the Department of Transportation Omnibus Transportation Employer Testing Act of 1991 employing the Federal Motor Carrier Safety Administration (FMCSA) and Federal Transit Administration (FTA) regulations, requires drug and alcohol testing for employees in "safety-sensitive" positions. This Class 7350 Transmission and Distribution Line Worker position qualifies as "safety-sensitive" as defined by the FMCSA and FTA regulations. 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 "safety-sensitive" position, each applicant who has participated in a DOT drug and alcohol testing program within the immediately preceding three (3) 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.

Medical Examination

Prior to appointment, candidates must successfully pass a medical examination to determine his/her ability to perform the essential functions of the job and/or the ability to meet the physical minimum requirements.

All your information will be kept confidential according to EEO guidelines.

Job Analyst Information: If you have any questions regarding this recruitment or application process, please contact the job analyst, Michelle Chee by email at mchee@sfgov.org.

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

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

Sorry, this opening is closed

AppID _____

7328 OPERATING ENGINEER - UNIVERSAL
Rater Guidelines

RATING 1: Pre-Check Safety

Verbally, complete a basic pre-check of backhoe (There is no need to open the hood). All fluids have been properly prepped. Verbally state what fluids you would normally check, and other outer equipment you would inspect.

RESPONSE:

[Redacted response area]

- 5 – **Superior/Good:** majority of the checks above
- 3 – **Acceptable/Fair:** some, enough to be safe but not all
- 1 - **Poor :** Less than half, not enough to safely operate

1	2	3	4	5
---	---	---	---	---

Comments:

RATING 2: Operational Safety

If candidate fails to attach bucket properly/safely, candidate will automatically fail the exam and will NOT proceed.

[REDACTED]

5 – Superior/Good: Completes all tasks with operational safety standards

3 – Acceptable/Fair: Completes tasks with borderline safety habits

1 – Poor: Not able to complete tasks safely

1	2	3	4	5
---	---	---	---	---

Comments:

RATING 3 – Vehicle Operations

[REDACTED]

- [REDACTED]

5 – Superior/Good

3 – Acceptable/Fair

1 - Poor

1	2	3	4	5
---	---	---	---	---

Comments:

RATING 4 – Communication Skills

5 – Superior/Good

[Redacted]

3 – Acceptable/Fair

[Redacted]

1 – Poor

[Redacted]

1	2	3	4	5
---	---	---	---	---

Comments:

Rater Name: _____

Date: _____



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

**LONDON N. BREED
MAYOR**

NOTICE OF RECEIPT OF APPEAL

DATE: April 21, 2023
REGISTER NO.: 0085-23-4
APPELLANT: JESUS S. OLAZABA

Carol Isen
Human Resources Director
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Dear Carol Isen:

The Civil Service Commission has received the attached letter from Jesus S. Olazaba, appealing the 7238 Operating Engineer 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 Jose S. Olazaba’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 June 22, 2023**, so that it may be heard by the Civil Service Commission at its meeting on July 3, 2023. If you will be unable to transmit the staff report by the June 22nd deadline, or if required departmental representatives will not be available to attend the July 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.

You may contact me at Sandra.Eng@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

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Anna Biasbas, Department of Human Resources
Jeanne Buick, Department of Human Resources
Kate Howard, Department of Human Resources
Dave Johnson, Department of Human Resources
Stephanie Mayorga-Tipton, Department of Human Resources
Mawuli Tugbenyoh, Department of Human Resources
Wendy Macy, Public Utilities Commission
Melissa White, Public Utilities Commission



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

**LONDON N. BREED
MAYOR**

Sent via Email

April 21, 2023

Jesus S. Olazaba
[REDACTED]

Subject: Register No. 0085-23-4: Appealing the 7238 Operating Engineer Examination.

Dear Jesus S. Olazaba:

This is in response to your appeal submitted to the Civil Service Commission on April 18, 2023, appealing the 7238 Operating Engineer examination. Your appeal has been forwarded to the Department of Human Resources 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 Sandra.Eng@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

/s/


SANDRA ENG
Executive Officer

(No subject)

jesus olazaba <[REDACTED]>

Mon 4/17/2023 10:13 PM

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

 1 attachments (62 KB)

Civil-Service-Commission-Appeal-Form-CSC-12new.pdf;

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

Get [Outlook for iOS](#)

CSC Register No.

— —

To:

CC:

CSC Register No.

— —

To:

CC:

City and County of San Francisco

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

APPEAL TO THE CIVIL SERVICE COMMISSION

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.

TYPE OF APPEAL: (Check One)

* Examination Matters **(by close of business on 5th working day)**

Employee Compensation Matters **(by close of business on 7th working day) - Limited application**

Personal Service Contracts **(Posting Period)**

Other Matters (i.e., Human Resources Director/ Executive Officer Action) **(30 Calendar days)**

Future Employability Recommendations (See Notice to Employee)

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

Full Name of Appellant JESUS S OLAZABA	Work Address 320 E MILLBRAE AVE MILLBRAE CA 94030 Work Telephone
Job Code 7328 Title OPERATING ENGINEER	Department HR ANALYST
Residence Address <input type="text"/>	City <input type="text"/> State CA Zip 94533 Home Telephone (707)207-1063
Full Name of Authorized Representative (if any) MICHELLE CHEE	Telephone Number of Representative (including Area Code) <input type="text"/>

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

Email:

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

Does the basis of this appeal include new information not previously presented in the appeal to the Human Resources Director? If so, please specify.	Check One: Yes No
-------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------

_____JESUS S OLAZABA
 _____04/14/2023_____

Original Signature of Appellant or Authorized Representative Date

CSC-12 (5/2021) **Date Received by Civil Service Commission:** _____
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.

I'M SUBMITTING A PROTEST BECAUSE I PERFORMED THE PERFORMANCE TEST CORRECTLY AND I WAS DISQUALIFY FOR A DEFECT ON THE MACHINE THE BOOM WASEN'T UNLOCKING PROPERLY AND I TOLD THE INSPECTOR AT THE BEGINNING OF THE TEST ABOUT THAT PROBLEM AND I WAS TOLD TO PULL THE HANDLE HARD TO UNLOCK THE BOOM THEN WHEN I PROCEED TO LOCK THE BOOM BACK IN TO POSITION I FELT THE BOOM WAS COMPLETELY LOCK AND AS I WAS GETTING READY TO START MY EXCAVATION I WAS INFORMED THAT I WAS DISQUALIFY BECAUSE THE BOOM WASN'T LOCK



INFORMATION FOR ORAL/PERFORMANCE EXAMINATION CANDIDATES

Class No.: 7328 Title: Operating Engineer - Universal

Dates: April 12 & 13, 2023

Analyst in Charge: Michelle Chee

- 1. Please be advised that Civil Service Rules require that names of all raters remain anonymous. In addition, the raters will only refer to you by your Application ID number.

If, upon seeing your rater(s), you believe that it would be difficult for the rater(s) to evaluate your performance impartially or without bias, you must make your objection to the rater(s) known prior to the start of the examination.

- 2. You will be notified of the results of the exam by email.
- 3. Sharing information concerning test questions and answers with other candidates competing in the same examination process constitutes cheating as it gives them an unfair advantage. Civil Service Rules state that any person cheating, attempting to cheat, or assisting other persons in cheating in any phase of the examination process shall be prosecuted to the full extent of the Charter and other laws. Therefore, candidates who discuss or provide written transcriptions or recorded information regarding test content to anyone will be disqualified from this exam, possibly rejected from future exams and subject to punishment as provided by law. Similarly, you are prohibited from making notes of test questions or answers, copying questions or answers, and referring to unauthorized notes or aids of any kind during the examination. You must sign the Candidate Signature line below to indicate that you understand this notice and to affirm that you have no knowledge of the specific content of this examination. Further, since it is possible that some candidates may take this same examination at a later date, you must agree not to provide any exam content information to anyone following the administration of this test.

- ✓ I have no knowledge of the specific content of this examination and agree not to provide any exam content information to anyone during or following the administration of this examination.
- ✓ I understand that if I wish to challenge the manner in which this test is administered, I am to file a protest in writing prior to leaving the test center today.

Candidate Name: Jesus Olaraba

Candidate Signature: [Handwritten Signature]

Application ID: [Redacted]