



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

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

January 25, 2024

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Maung M. Gyi

SUBJECT: APPEAL BY MAUNG M. GYI OF THE REJECTION OF THEIR APPLICATION FOR 7253 ELECTRICAL TRANSIT MECHANIC SUPERVISOR I (CBT-7253-T00083).

Dear Maung M. Gyi:

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 **February 5, 2024, 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, January 31, 2024. 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, January 30, 2024**, 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. **You will have up to 5 minutes for your presentation.** 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

SANDRA ENG
Executive Officer

Attachment

Cc: Jeffrey Tumlin, Municipal Transportation Agency
Kimberly Ackerman, Municipal Transportation Agency
William Miles II, Municipal Transportation Agency
Shivani Nath, Municipal Transportation Agency
John Doherty, IBEW Local 6
Osha Ashworth, IBEW Local 6
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org 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 in-person 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. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

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: soft@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: 0232 - 23 - 4
2. For Civil Service Commission Meeting of: February 5, 2023
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda X
4. Subject: **Appeal of Rejection of Application by Maung M Gyi for 7253 Electrical Transit
Mechanic Supervisor I (CBT-7253-T00083)**
5. Recommendation: Adopt the report and deny the appeal by Gyi.
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: Ackerman, Kimberly

Date: January 24, 2024
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

Maung M Gyi



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London Breed, Mayor

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

Jeffrey Tumlin, Director of Transportation

MEMORANDUM

DATE: January 24, 2024

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 Maung M Gyi for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00083)**

BACKGROUND

The job advertisement (job ad) for the Electrical Transit Mechanic Supervisor (CBT-7253-T00083) recruitment opened on September 27, 2023, and closed on October 11, 2023, by the Municipal Transportation Agency, Human Resources Division, Exams and Classification (E&C) unit.

To qualify for this recruitment, applicants must have possessed the following minimum qualifications (MQs) by October 11, 2023 (closing date of the job ad).

- 1. Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles;
AND*
- 2. Possession of a valid Class C driver license (must possess a California C Driver license at the time of appointment).*

***Note:** Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).*

The E&C unit reviewed Maung M Gyi's (Gyi) application and rejected Gyi for lacking three (3) years of required supervisory experience.



After review of documents provided during the reconsideration period, a second not qualified notice was sent on 11/02/23, and Gyi filed an appeal on 11/09/23. In the appeal, Gyi states:

*After initially filing for the position 7253 I was rejected upon which I requested reconsideration where I was again rejected under the basis of not having supervised **electrical** maintenance and repair of mass transit vehicles and equipment despite my being fully qualified based on my previous employment... and...that electric and hybrid vehicles hold a monopoly over the use electronics, and by that virtue are the only vehicles to be capable of electrical repairs, is a gross misunderstanding of the electrical and mechanical repairs of mass transit vehicles and equipment as wells [sic] as vehicles in general.*

ISSUE

Does Gyi meet the minimum qualifications to participate in the examination for class code 7253 for recruitment CBT-7253-T00083? Specifically, does Gyi have three (3) years of experience supervising staff who perform electrical and mechanical maintenance and repair of mass transit equipment and vehicles?

AUTHORITY/STANDARDS

Sec. 410.2 Examination Announcements

The examination announcement shall be the official notice of an examination and shall provide the qualifications, dates, and other particulars regarding the selection procedure. Applicants must be guided solely by the terms of the examination announcement.

Sec. 410.4 Appeals of Examination Announcements

Appeals concerning the provisions of an examination announcement must be received by the MTA Director of Transportation/Designee within five (5) business days from the issuance date. The MTA Director of Transportation/Designee shall rule on all appeals and shall notify appellants in writing of the decision. This decision is subject to appeal to the Commission as provided elsewhere in these Rules.

Sec. 410.9 Qualifications of Applicants

Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Experience gained in violation of Commission Rules shall not be recognized. City and County employees in Service Critical classes at the Municipal Transportation Agency shall receive credit only for the duties of the class to which appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Employees in Service-Critical classes at the Municipal Transportation



Agency may receive credit for duties not usually performed by incumbents in a Service-Critical class if their employee file contains contemporaneous documentation that the duties were assigned and performed. By way of example but not limitation, records that describe and verify the out-of-class assignment that may be accepted as documentation include a valid performance appraisal completed during the normal evaluation period, payroll records filed at the time of the assignment and Notice of Assignment. Credit for duties in Service-Critical classes at the Municipal Transportation Agency not usually performed by incumbents in a Service-Critical class based on non-contemporaneous documentation shall require the certification of the Municipal Transportation Agency Deputy Director, Labor Relations and Human Resources, and the approval of the Director of Transportation.

Sec 405.12.1 Examination Matters

An action by the MTA Director of Transportation/Designee, on examination matters, may be appealed to the Commission provided such appeal is received by the Executive Officer by close of business on the fifth (5th) working day (excluding Saturdays, Sundays, and holidays) following the postmarked mailing date of notification to the appellant. The appeal period shall be extended an additional five (5) working days (excluding Saturdays, Sundays, and holidays) where the notification to the appellant is sent exclusively by certified mail – return receipt requested. The Commission's action on the appeal shall be final and no reconsideration request shall be allowed.

FINDINGS

1. Gyi was appointed to the Electrical Transit System Mechanic, class code 7371, on 11/21/06 in a permanent civil service appointment, where Gyi remains today. **[Attachment A]**
2. The examination announcement for CBT-7253-T00083 was posted on September 27, 2023, and closed October 11, 2023. **[Attachment B]**
3. No appeals were received related to the job advertisement.
4. Gyi submitted a timely application, with their resume to compete in the recruitment process on October 9, 2023. **[Attachment C]**
5. Gyi received their first not-qualified notice on October 18, 2023, and was given the opportunity to submit any new information by October 25, 2023, for reconsideration. **[Attachment D]**
6. Gyi submitted a driver's license, and a letter from SF Auto Repair Center for reconsideration. **[Attachment E]**
7. Upon review, The E&C unit did not find that the additional documents submitted verified possession of the minimum qualifications. Gyi received a second not-qualified notice on November 2, 2023, detailing the reasons for rejection of the application. **[Attachment F]**



8. Gyi filed an appeal on the rejection of his application on November 9, 2023. [**Attachment G**]
9. E&C received confirmation from SFMTA, Employee Relations on December 26, 2023, that Gyi did not have any formal Acting Assignments on file with SFMTA. [**Attachment H**]
10. E&C reviewed personnel file for performance evaluations and no performance evaluations were found. [**Attachment I**]

ANALYSIS

The classification of the subject appeal is the Electrical Transit Mechanic Supervisor I, 7253, which is the second-line supervisor for individuals in SFMTA’s Electrical Mechanic series. Incumbents in this class are responsible to manage supervisors who oversee the maintenance, and service personnel responsible for electrical, mechanical, hydraulic, and electronic services and repair of trolley coaches, street cars, light rail vehicles (LRV) or cables cars. They also evaluate maintenance of transit vehicles, electrical mechanical hydraulic, pneumatic, and electronic equipment. [**Attachment J**]

The Electrical Transit Mechanic series consists of the subject classification as mentioned above, which is the highest level of the three (3) classes in the series. The second highest level is the Electrical Transit Mechanic Assistant Supervisor, 7380 [**Attachment K**]. This is the first-supervisory level in the series and is designed to give incumbents who are in the lowest level in the series the Electrical Transit System Mechanic, 7371 [**Attachment L**] to gain the necessary supervisory experience to move up the career path. These classifications are represented by IBEW Local 6, and are solely utilized by SFMA, making them SFMTA-specific.

Although the Electrical Transit System Mechanic, 7371 (class Gyi is appointed to) performs the relevant maintenance and repair work necessary to qualify for the minimum qualification, the class lacks supervisory duties, which is necessary to qualify for the 7253 class (subject appeal). It is recognized that Gyi is a long-term employee in a service critical class for SFMTA. Therefore, although Gyi had not claimed any out of class work, careful attention was placed, and Gyi’s personnel file was reviewed for any supervisory duties that may have been assigned and documented by way of contemporaneous documentation. In addition, E&C consulted with SFMTA’s Employee Relations unit for documented acting assignments that would possibly yield supervisory responsibilities. Unfortunately, no information was found to give credits to Gyi toward qualifying for the subject recruitment.



Gyi was not credited for their first listed work experience as a Mechanic/Smog Tech/Lead at San Francisco Auto Repair Center, Inc. because they did not exercise any supervisory duties. Even if supervisory duties were exercised based on the information provided. It would further need to be demonstrated that the facility did maintain and repair mass transit equipment and vehicles in addition to the frequency and scope of repairs. No verification was submitted for this experience to be considered further.

Gyi was also not credited for their second listed work experience as a Foreman/Supervisor at San Francisco Repair Center, Inc. In the application Gyi stated that he

Supervised the maintenance mechanics servicing personal, commercial, fleet, and mass transit vehicles and equipment for companies such as Cannon Kip transport, Incredible Adventure Tours, UCSF Transportation, Sheedy Equipment, Tutor Saliba Co., and Viacom. Services provided a wide range of hybrid, gasoline, and diesel vehicles, such as troubleshooting and repairing electronics, hydraulics, pneumatics, and mechanical systems.

While Gyi was supervising, there is not enough information to understand the type of work that Gyi supervised specifically, whether **electrical and mechanical maintenance and repair** was performed on mass transit vehicles and equipment, and the scope and frequency of the work. Based on an interview with a SFMTA subject matter expert (SME), it was found that unless an applicant is working at a mass transit facility such as SFMTA, AC Transit, BART, etc. there is a high likelihood that the scope of electrical repairs is limited. Based on this it can be reasonably concluded that because it is not on-going work and very limited in scope, the specific work orders would not rise to the level of frequency and the scope of work one would gain working in a mass transit maintenance and repair in a three (3) year-period.

Further, there is no mention of mass transportation related equipment. Although, Sheedy Equipment is listed as a company that is serviced, Sheedy is known for construction equipment that may be used to haul steel and pile driving equipment for railway construction (which is a form of mass transit) but is not in itself a type of mass transportation equipment. Examples of mass transportation equipment are accessories such as wheelchair ramps, fare boxes, and surveillance cameras.

In addition to this equipment, an interview by the Talent Acquisition manager, William Miles, with a Subject Matter Expert (SME) on the electrical series confirmed that individuals in the Electrical Transit Mechanic series need to be highly skilled and knowledgeable in how to repair the system that converts 600 Volt Alternating Current (AC) to Direct Current (DC) power. Unlike the Automotive Mechanics, the Electrical Transit Mechanics perform work on vehicles that run on electrical components – such as electrified rails and overhead trolley lines. As such, the Electrical Transit Mechanics regularly perform repairs to the poles and equipment connected to the lines. The Electrical Mechanic series also performs rail system service and maintenance, and one needs knowledge of those components to safely perform that work.



Gyi submitted their driver's license, and a letter of verification from SF Auto Repair Center during the reconsideration period. On face-value the driver's license appears to be adequate but will only be reviewed for candidates who have moved through all phases of the recruitment process and are offered a conditional job offer.

The verification letter does not provide any additional information regarding the technical experience outside of what was already listed on the application. The majority of statements made in the verification letter received focus on smog checks and associated repairs to pass smog checks. It should be noted that according to DMV, smog checks are not required for electric vehicles and thus those serviced needed to have been performed on vehicles that are at least partially gasoline powered. There was additional information on the supervisory responsibilities that helped further confirm that Gyi was performing tasks aligned with general supervisory work; however as mentioned above there is not enough information to support that they were supervising the work of staff who perform electrical and mechanical maintenance and repair of mass transit equipment and vehicles.

Gyi in their appeal makes reference to hybrid vehicles. Hybrid vehicles are free moving vehicles and are not connected to electrical overhead lines or rails; thus, Mechanics who only work on hybrid mass transit vehicles do not have the same scope of electrical repair responsibilities as workers in the Electrical Transit Mechanic series.

It should be noted for Gyi that this experience may help them qualify for positions in SFMTA's Automotive Mechanic series, which perform maintenance repairs on SFMTA's hybrid fleet. With the mentioned supervisory experience and their years of experience as a mechanic, they may be able to qualify for 7382 Automotive Mechanic Assistant Supervisor. However, it should be noted that by choosing this position, one would no longer be gaining electrical repair experience and thus Gyi would need to make a personal choice between the electrical or mechanical series.

Based on all the information received, all information was reviewed accurately.

CONCLUSION

Gyi contests that they should be qualified for the current 7253 examination. Based on the information received, Gyi lacks all three (3) years of the required minimum qualifications by the filing deadline that must have included supervising staff who perform electrical and mechanical maintenance and repair of mass transit equipment and vehicles as discussed above.

RECOMMENDATION

Adopt the report and deny the appeal by Gyi.



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A	Gyi CCSF Job Appointment Summary	GYI -001
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C	Gyi application with Resume	GYI-013
D	Gyi First Not-Qualified (NQ) Notice	GYI-021
E	Additional Documentation Submitted By Gyi During Reconsideration Period	GYI-023
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G	Gyi Notice of Appeal	GYI-028
H	Confirmation from SFMTA, Employee Relations regarding no Acting Assignments	GYI-034
I	Request for Personnel File to demonstrate review was conducted	GYI-039
J	Electrical Transit Mechanic Supervisor I, 7253 Class Spec	GYI-042
K	Electrical Transit Mechanic Assistant Supervisor, 7380 Class Spec	GYI-048
L	Electrical Transit System Mechanic, 7371 Class Spec	GYI-055

ATTACHMENT A

CCSF Job Appointment Summary

Maung M Gyí (Maung)

Emp

Empl Record 0

Job Appointment Summary

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exempt Cat	FullPart Time	Elig List #	Rank	POS #	Dept Sen Date	Dept	Location	Cert Date	Ctywd Snty Date	Company Seniority Date	Vacation Anniversary Date	Sick Anniversary Date
07/01/2017	11/21/2006	POS	Position Data Update	Active	7371	006	PCS NA	NA	F	052722	17.00	01089032	10/16/2006	MTA	MTA001	10/16/2006	10/16/2006	11/21/2006	11/21/2006	11/21/2006
08/17/2012	11/21/2006	DTA	Data Conversion	Active	7371	006	PCS NA	NA	F	052722	17.00	01089032	10/16/2006	MTA	MTA001	10/16/2006	10/16/2006			
07/02/2010	11/21/2006	DTA	Redesignation	Active	7371	006	PCS		F	052722	17.00		10/16/2006	MTA	MTA001	10/16/2006	10/16/2006			
11/21/2006	11/21/2006	HIR	New - Permanent Civil Service	Active	7371	006	PCS		F	052722	17.00		10/16/2006	DPT	DPT001	10/16/2006	10/16/2006			



SF | Careers

SF.GOV SF | DHR

Career Opportunity
Electrical Transit Mechanic Supervisor I - San Francisco Municipal Transportation Agency (7253) - (T00083)

Recruitment: REF28986H

Published: September 27, 2023

Contact:

Angela Ng - Angela.Ng@sfmta.com

Sorry, this opening is closed

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

Share

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Department: Municipal Transportation Agency
Job class: [7253-Electrical Transit Mechanic Supervisor I](#)
Salary range: \$120,510.00 - \$146,432.00
Role type: Permanent Civil Service [What does this mean?](#)
Hours: Full-time
Exam type: Class Based Test
Rule: Rule of 3 [What does this mean?](#)
List type: Combined Promotive and Entrance

About:

This is a Class-Based SFMTA Test conducted in accordance with CSC Rule 410.

The SFMTA, a department of the City and County of San Francisco, oversees Muni (the historic Municipal Railway), parking and traffic, bicycling, walking and taxis. Over one million people get around San Francisco and rely on us to ensure safe and reliable travel.

Our Vision: Excellent transportation choices for San Francisco.

Our Mission: We connect San Francisco through a safe, equitable, and sustainable transportation system.

Application Opening: September 27, 2023

Deadline to Apply: Application filing will be open continuously at least through October 11, 2023 and will close anytime thereafter

Recruitment ID: CBT-7253-T00083

Role description

Under direction, the Electrical Transit Mechanic Supervisor I, supervises on an assigned shift, through subordinate supervisors, a crew of service and craft personnel, responsible for

maintenance, repair and service of trolley coaches, street cars, light rail vehicles (LRVs) or cable cars.

ESSENTIAL DUTIES INCLUDE:

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. Supervises a shift of supervisory, maintenance and service personnel, responsible for electrical, mechanical, hydraulic, and electronic services and repair of trolley coaches, street cars, light rail vehicles (LRV) or cable cars
2. Evaluates the maintenance needs of transit vehicles, electrical, mechanical, hydraulic, pneumatic and electronic equipment; and develops and reviews preventive maintenance plans and procedures
3. Establishes goals and objectives for the shop/shift; plans and implements budgets
4. Monitors the development and advancement of subordinates
5. Oversees the maintenance of records and documents related to employees, and other documents related to the service, repair, and maintenance of transit vehicles
6. Uses a computer and programs such as Microsoft Outlook, Powerpoint, Excel, EAMS, SHOPS, PeopleSoft, and other related programs
7. Oversees and conducts safety meetings and training to ensure compliance with state and federal safety regulations (includes hazardous materials), MUNI wide objectives, etc.
8. Coordinates responses to derailments and accidents by visiting and inspecting sites
9. Communicates effectively in writing and orally with other personnel representatives of other departments or division managers, subordinates, local unions, and the public

10. Coordinates with outside vendors and interdepartmental support shops to ensure the availability of equipment and supplies
11. Inspects shop equipment, machinery, and tools; provides direction to subordinate supervisors in the cleaning and day-to-day maintenance of all non-revenue vehicles, shops, and yards
12. Represents the division on committees and interview panels
13. May be required to move, maneuver, and park transit vehicles as needed
14. May fill in for class 7216 Electrical Transit Mechanic Shop Supervisor I
15. Performs other duties as required

NATURE OF WORK

May be required to work any shift including nights, weekends, and holidays

How to qualify

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. Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles; **AND**
2. Possession of a valid Class C driver license (must possess a California Class C Driver license at the time of appointment)

- **Note:** Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).

Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.

One year of full-time employment is equivalent to 2000 hours. (2000 hours of qualifying work experience is based on a 40-hour work week.) Any overtime hours that you work above forty (40) hours per week are not included in the calculation to determine full-time employment.

Verification: Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <https://sfdhr.org/how-verify-education-requirements>

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Resumes will not be accepted in lieu of a completed City and County of San Francisco application.

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

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

Minimum Qualification Supplemental Questionnaire (MQSQ): Candidates will be required to complete a MQSQ as part of the employment application. This MQSQ is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications (MQ) for this position. The MQSQ will be used to evaluate if the applicant possesses the required minimum qualifications.

Trade Supervisory Written Examination (Weight: 50%): Candidates will be administered a written multiple-choice examination that includes test items that relate to various supervisory practices and procedures (e.g., directing subordinates, delegating tasks to subordinates, providing customer service, demonstrating appropriate supervisory/leadership behavior, addressing and/or evaluating subordinate issues, behavior and performance, etc.) as well as reading comprehension items. This is a standardized examination, and therefore, test questions and test answers are not available for public inspection or review.

The examination is administered via computer or in paper format. Qualified candidates will be notified of the particular format to be used in their test appointment notification.

The score you achieve on this examination shall be valid and "banked" for three years, starting from the date of the examination. This means that, during this three-year time period, you will not be required to take this test again should you apply and be found eligible for a future announcement for which this particular test is used. Please note this test is used for other supervisory classes therefore your test score may be applied to one or more of these classes if you choose to apply to future recruitments. If the test for this future announcement is held within one year of the date of this examination, your score will be automatically applied to that announcement. However, after one year, you have the option to either (a) apply your test score to the other announcement or (b) re-take the test. Re-testing is permitted no sooner than one year from the date of the examination and only in association with your eligibility for another

announcement for which this test is used. Please note that, should you re-test, your re-test score would become your official score since it is the most recent.

Only those applicants who pass the Trade Supervisory Written Examination will receive a score on the Supplemental Questionnaire.

Training and Experience Evaluation (Weight: 50%): Candidates will be sent a Supplemental Questionnaire via email. The Supplemental Questionnaire is designed to measure knowledge, skills and/or abilities in job-related areas. It is important that the information provided on the supplemental application be accurate and complete. All statements made on the application materials are subject to verification. Only candidates who pass the Trade Supervisory Written Examination will have their Supplemental Questionnaire scored.

Candidates must achieve a passing score on all exam components listed above in order to be placed on the eligible list/score report.

What else should I know?

Eligible List/Score Report: A confidential eligible list of qualifying candidates will be created and used for certification purposes only. A 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 selection 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.

The duration of the eligible list resulting from this examination process will be **12 months**, and may be extended with the approval of the Human Resources Director.

To find Departments which use this classification, please see [Position-Counts-by-Job-Codes-and-Department-FY-2023-24.pdf](#) ([sfdhr.org](#)).

Medical Examination/Drug Testing: Candidates who are being considered for appointment for positions 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 7253 Electrical Transit Mechanic Supervisor I is a "safety-sensitive" position, under regulations issued by the Federal Transit Administration (49 CFR Part 655). Federal law requires that all transit employees who perform safety-sensitive functions be subject to random, post-accident, reasonable suspicion, return-to-duty and follow-up drug and alcohol testing. All applicants for Safety-Sensitive positions shall undergo urine drug testing prior to employment and within 90 days prior to performing Safety-Sensitive functions for the first time. Receipt by the SFMTA of a negative test result is required prior to the employee being placed on the payroll. A positive, adulterated, negative dilute or substituted test will result in a decision not to hire, and the applicant's name will be removed from the list of eligibles for Safety-Sensitive positions. The SFMTA will not consider hiring any person who tested positive, adulterated, substituted or refused to submit to testing for a minimum of two years following the positive test.

In addition, each applicant who has worked for a Department of Transportation (DOT)-regulated employer(s) within the last two years will be required to sign a consent form, prior to appointment, authorizing SFMTA to obtain information from his/her prior employers concerning his/her drug and alcohol test history. Each applicant will also be required to provide SFMTA with information regarding whether, during the last two years, the applicant tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, safety-sensitive transportation work covered by DOT drug and alcohol testing rules. SFMTA will not hire any applicant for a safety-sensitive position who fails to provide this information or fails to provide written consent for the release of information from prior employers.

Terms of Announcement and Appeal Rights: Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at [Careers with purpose | City and County of San Francisco \(sf.gov\)](#). The terms of this announcement may be appealed under Civil Service Rule 410.4. Such appeals must be submitted in writing to the San Francisco Municipal Transportation Agency ATTN: Human Resources Examinations and Classification Unit, 1 S Van Ness Avenue, 6th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

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

- [Information About The Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Veterans Preference](#)
- [Seniority Credit in Promotional Exams](#)
- [Right to Work](#)

- [Copies of Application Documents](#)
- [Diversity Statement](#)
- [SFMTA Employee Wellness Program](#)

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

1. Visit [Careers with Purpose | City and County of San Francisco \(sf.gov\)](#).
2. Type "7253" in to the "Search by class or keyword" field.
3. Click the link to open the Job Announcement.
4. Select the "Apply Now" 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 (@careers.sf.gov, @sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu, @smartalerts.info, and @smartrecruiters.com).

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

Exam Analyst Information: If you have any questions regarding the Exam Process, please contact the exam analyst, Angela.Ng@sfmta.com.

AN | CBT-7253-T00083 | Combined Promotive and Entrance

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

Sorry, this opening is closed

ATTACHMENT C

Maung Gyi - (REF28986H) - Electrical Transit Mechanic Supervisor I - San Francisco Municipal Transportation Agency (7253) - (T00083)

OFFICIAL COPY

Job Application

Maung Gyi

Submission: 23:02:17 on 2023-October-09	Email: [REDACTED]
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Experience

Mechanic/Smog Tech/Lead

1986-01 - 1987-01

San Francisco Repair Center Inc.

Street San Francisco, CA 94110- Smog check of incoming vehicles, smog related repairs, and calibration and maintenance of smog test equipment.- Coordinated with dispatchers and road crew of the day for road rescue on fleet account vehicles- Smog check and smog repair work orders are filed away for state audit,- Made daily reports at the end of the day for the accounting department- helped peers as needed.

Foreman/Supervisor

1987-01 - 2006-01

San Francisco Auto Repair Center Inc.

Street San Francisco, CA 94110- Supervised the maintenance mechanics servicing personal, commercial, fleet, and mass transit vehicles and equipment. For companies such as Cannon Kipp transport, Incredible Adventure tours, UCSF transportation, Sheedy equipment, Tutor Saliba Co., and Viacom. o Services provided cover a wide range of hybrid, gasoline, and diesel vehicles such as trouble shooting and repairing electronics, hydraulics. pneumatics, and mechanical systems. Along with smog checks, and smog emission control system repairs.- Trained subordinates on all related material, making certain safety and all other protocol were followed- Prioritized and delegated work to the appropriate mechanic and technician teams for maximum efficiency- Ensured the quality of workmanship and efficiency of the facility- Developed, assessed, ensured the execution of the work plan for the entire repair facility- Assessed and prepared budgets for the procurement of tools, equipment and other services, along with the coordination of their purchasing- Communicate with operation personnel/supervisors to establish priorities, time required to repair a vehicle, and make decisions on which vehicle to start repairs in order to get the vehicle back in service in a timely manner.- Employee feedback suggestions and ideas were carefully analyzed and considered.- Took notes on employee general and safety concerns, disseminated decisions and implemented issues of concern and ideas from previous safety meetings to ensure compliance with state and federal regulation (hazmat). - Assessed, prepared, and executed the budget of the repair facility- Maintained and created all records and documents relevant to the workplace- Maintained the excellence of the workplace required by the CA, BAR- Inspection of incoming vehicles (ex. State smog check vehicles, fleet vehicles, and other automotive vehicles).- Analyzing, diagnosing, evaluating, and comparing vehicle records to determine and schedule preventive maintenance and/or maintenance to be done on a given vehicle.- Ensuring and executing Smog repairs, regular repairs, and fleet vehicles repairs- Utilizing manufactures recommendations to perform preventative maintenance and malfunction repair.- Analysis of vehicle malfunction(s)- Determined repairs by inspecting, checking, and testing vehicle and equipment in relation to the appropriate schematics and manuals.- Scheduled the repairs of replacement of

Maung Gyi - (REF28986H) - Electrical Transit Mechanic Supervisor I - San Francisco Municipal Transportation Agency (7253) - (T00083)

electronics, electrical systems, hydraulics, pneumatics, and HVAC's components, and other mechanical systems.- Detailed maintenance records were kept, which was/is required by law.- identification of customer complaints- Communicated with customers to discuss repair and/or maintenance options, give estimated costs and estimate the time the vehicle will be completed. All to ensure their approval of the work.- Established goals and objectives for the company's growth.- Implement necessary knowledge and tools, leading and guiding personnel towards goals and accomplishments.- Oversaw and conducted safety meetings.- Ensured that related safety training classes had been completed by all employees.- Ensured all PPE and other safety equipment for all persons were properly fitted and in good working condition.- Provided items such as safety glasses, safety hats, knee pads, respirators, work gloves, work clothing.- Ensured exits and fire extinguisher locations were marked clearly.

Electric Transit System Mechanic

2006-11 - 2011-01

SFMTA

CA 94112- Working under the supervision of 7380 (Electric Transit System Mechanic, Assistant Supervisor) and 7253 (Electric Transit Mechanic, Supervisor 1) as a lead person for 3 years, from 2007 to 2010 at Metro Green Division:- I helped mechanics as needed and found solutions to problematic repair job situations.- Gave on the job training to new hires and veterans in various job functions.- Coordinated in shop cleanup in an attempt to avoid hazards and create a safe and clean work place.- Diagnosed, rebuilt, replaced and repaired HVAC units, LRV trucks (driving and trailing), Pantograph units, brakes, electronics, and electrical units.- Kept detailed information of equipment repairs, time usage, required parts and their availability and parts requisitions- Made reports detailing job status to the supervisor- Planning for future repairs and coordinating with the next shift on an ongoing job.- Filed detailed records of HVAC work done at HVAC Lab Green location.- Recorded amount of freon lost during a vehicle's lifetime, all essential information recorded in detail and filed for EPA audit.

Electric Transit System Mechanic

2011-01 - 2012-01

SFMTA MME Division

- Helped peer mechanics as needed and found solutions to problematic repair job situations.- Gave on the job training to new hires and veterans in various job functions.- Coordinated in shop cleanup in an attempt to avoid tripping hazards and create a safe and clean workplace.- Diagnosed, rebuilt, replaced and repaired HVAC units, LRV trucks (driving and trailing), Pantograph units, brakes, electronics, and electrical units.- Performed preventive maintenance on LRV's.- Kept detailed information of equipment repairs, time usage, planning of future repairs, required parts availability, parts requisitions. reporting detailed job status to the supervisor.- Planning for future repairs and coordinating with the next shift on an ongoing job.- Filed detailed records of HVAC work done at HVAC Lab Green location.- Recorded amount of freon lost during a vehicle's lifetime, all essential information recorded in detail and filed for EPA audit

Electric transit System Mechanic

2012-01 - 2014-01

SFMTA

94107- Performed preventive maintenance on LRV's.- Kept detailed information of equipment repairs, time usage, planning for future repairs, required parts availability.- reporting detailed job status to the supervisor.- Planned for future repairs and coordinating with the next shift on an ongoing job.- Filed detailed records of HVAC work done at HVAC Lab Green location.- Recorded amount of freon lost during a vehicle's lifetime, all essential information recorded in detail and filed for EPA audit.- Helped mechanics as needed and found solutions to problematic repair job situations.- Gave on the job training to new hires and veterans in various job functions.- Coordinated in shop cleanup in an attempt to avoid hazards, make a safe and clean place to work.- Diagnosed, rebuilt, replaced and repaired HVAC units,

**Maung Gyi - (REF28986H) - Electrical Transit Mechanic Supervisor I - San Francisco Municipal
Transportation Agency (7253) - (T00083)**

LRV trucks (driving and trailing), Pantograph units, brakes, electronics, and electrical units

Electric Transit System Mechanic

2014-01 - 2016-01

SFMTA

CA 94112 Duties 2014-2015 working under fleet engineer/engineering department as an engineering support personnel. Responsibilities included:- Shipping LRV vehicles to Pittsburg, CA, for mid-life retrofitting- Performing inspections of retrofit work done by contractor at the remote site and accepting vehicles to be shipped back to SFMTA.- Performed the repairs and/or replacement of components not included in the contract work are performed at a remote location or at SFMTA location.- Made records of all parts used and repaired for retrofit work including non-retrofit parts and repairs- Checked all safety components and brake rate tests performed via road test.- If all checks are passed, I then sign and release the Vehicle back to revenue service.

Electric Transit System Mechanic

2016-01 - Present

SFMTA

- Working under the supervision of 7380 (Electric Transit System Mechanic, Assistant Supervisor) and 7253 (Electric Transit Mechanic, Supervisor)- Diagnosed, rebuilt, replaced and repaired HVAC units, LRV trucks (driving and trailing), Pantograph units, brakes, electronics, and electrical units.- Performed HVAC retrofit training and shared knowledge with mechanics for HVAC retrofit project of 310 units.- Filed and maintained detailed records of HVAC work done at HVAC Lab.- Recorded amount of freon lost during a vehicle's lifetime, all essential information recorded in detail and filed for EPA audit.

Education

Smog technician Issuing Agency California DMV

California Bureau of Automotive Repairs, Consumer Affairs

Complete

ASE Master Technician Issuing Agency

ASE

*Certification
Complete*

Legal Aspect of Real Estate Issuing Agency

California Department of Real Estate

*Certification
Complete*

EPA 608, 609 Issuing Agency MEC/EPA

United States Environmental Protection Agency

Complete

Maung M Gyi



October 8, 2023.

San Francisco Municipal Transportation Agency
Human Resources - Vacancy Announcement:
(7253) – (T00083) Electrical Transit Mechanic Supervisor I

To whom it may concern,

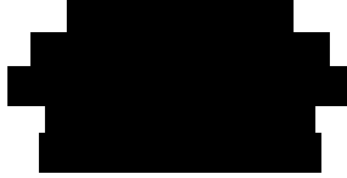
I am interested in the Electrical Transit Mechanic Supervisor I position that has been made available at the San Francisco Municipal Transportation Agency, which was announced on careers.sf.gov. I am actively employed with the San Francisco Municipal Transportation Agency (SFMTA). My current and past work experience has given me a solid base upon which I plan to further my career.

I have experience as a Supervisor, Foreman and as an Electric Transit System Mechanic. I have experience in a variety of fields including supervising service technicians and mechanics, repairs, planning for shop efficiency, supervising/performing inspections, and problem solving. And I have great interpersonal communication, and administrative skills from my many years of work. I believe my broad background will make me an excellent candidate for this position.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
Maung M. Gyi

Maung M Gyi



OBJECTIVE:

To secure a position with a well-known and established organization with a stable environment that will lead to a lasting relationship in the 7253 Electric Transit Mechanic Supervisor I position.

QUALIFICATIONS:

Licenses and Certifications:

- Smog technician Issuing Agency California DMV
- ASE Master Technician Issuing Agency ASE
- Legal Aspect of Real Estate Issuing Agency First Tuesday
- EPA 608, 609 Issuing Agency MEC/EPA

Experience:

- Shop Foreman/Supervisor: 1987-2006:
 - Developed, assessed, ensured the execution of the work plan for the entire repair facility
 - Supervised the maintenance mechanics servicing **personal, commercial, fleet,** and **mass transit** vehicles and equipment.
 - Trained subordinates on all related material, making certain safety and all other protocol were followed
 - Assessed and prepared budgets for the procurement of tools, equipment and other services, along with the coordination of their purchasing
 - Maintained and created all records and documents relevant to the workplace

- Maintained the excellent standards of the workplace required by the CA, BAR
- Communicated with customers to ensure their satisfaction
- Electric Transit System Mechanic 2006-present
 - Worked on HVAC systems and LRVs with regards to their maintenance and inspection
 - Trained Mechanics in HVAC and LRV fields
 - At all times prioritized the safety of others and myself
 - Maintained comprehensive records of repairs and other relevant information

Skills and College:

- Aprox. 20 years of Supervisory experience
- Strong knowledge of Smog check inspections
- Experience as ASE Master technician
- Knowledge of State and Federal law on auto repair
- Computer skills
 - **Software and Research Proficiency:**
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoints
 - QuickBooks
 - General internet usage
- Demonstrated passion for working with others and great organizer. Extremely motivated to work, great interpersonal and communication skills.

EMPLOYMENT:

- **Mechanic/Smog Tech/Lead** - 07/01/1986 to 09/01/1987: At San Francisco Repair Center Inc. 611 Florida Street San Francisco, CA 94110
 - Smog check of incoming vehicles, smog related repairs, and calibration and maintenance of smog test equipment.
 - Coordinated with dispatchers and road crew of the day for road rescue on fleet account vehicles
 - Smog check and smog repair work orders are filed away for state audit,
 - Made daily reports at the end of the day for the accounting department
 - helped peers as needed.
- **Foreman/Supervisor** - 09/01/1987 to 11/01/2006: At San Francisco Auto Repair Center Inc. 611 Florida Street San Francisco, CA 94110
 - Supervised the maintenance mechanics servicing **personal, commercial, fleet, and mass transit** vehicles and equipment. For companies such as *Cannon Kipp transport, Incredible Adventure tours, UCSF transportation, Shedy equipment, Tutor Saliba Co., and Viacom.*
 - Services provided cover a wide range of hybrid, gasoline, and diesel vehicles; such as trouble shooting and repairing electronics, hydraulics, pneumatics, and mechanical systems. Along with smog checks, and smog emission control system repairs.
 - Trained subordinates on all related material, making certain safety and all other protocol were followed
 - Prioritized and delegated work to the appropriate mechanic and technician teams for maximum efficiency
 - Ensured the quality of workmanship and efficiency of the facility
 - Developed, assessed, ensured the execution of the work plan for the entire repair facility
 - Assessed and prepared budgets for the procurement of tools, equipment and other services, along with the coordination of their purchasing
 - Communicate with operation personnel/supervisors to establish priorities, time required to repair a vehicle, and make decisions on which vehicle to start repairs in order to get the vehicle back in service in a timely manner.
 - Employee feedback suggestions and ideas were carefully analyzed and considered.
 - Took notes on employee general and safety concerns, disseminated decisions and implemented issues of concern and ideas from previous safety meetings to ensure compliance with state and federal regulation (haz-mat).
 - Assessed, prepared, and executed the budget of the repair facility
 - Maintained and created all records and documents relevant to the workplace
 - Maintained the excellence of the workplace required by the CA, BAR
 - Inspection of incoming vehicles (ex. State smog check vehicles, fleet vehicles, and other automotive vehicles).
 - Analyzing, diagnosing, evaluating, and comparing vehicle records to determine and schedule preventive maintenance and/or maintenance to be done on a given vehicle.
 - Ensuring and executing Smog repairs, regular repairs, and fleet vehicles repairs
 - Utilizing manufactures recommendations to perform preventative maintenance and malfunction repair.
 - Analysis of vehicle malfunction(s)
 - Determined repairs by inspecting, checking, and testing vehicle and equipment in relation to the appropriate schematics and manuals.
 - Scheduled the repairs of replacement of electronics, electrical systems, hydraulics, pneumatics, and HVAC's components, and other mechanical systems.
 - Detailed maintenance records were kept, which was/is required by law.
 - identification of customer complaints
 - Communicated with customers to discuss repair and/or maintenance options, give estimated costs and estimate the time the vehicle will be completed. All to ensure their approval of the work.
 - Established goals and objectives for the company's growth,
 - Implement necessary knowledge and tools, leading and guiding personnel towards goals and accomplishments.
 - Oversaw and conducted safety meetings.
 - Ensured that related safety training classes had been completed by all employees.
 - Ensured all PPE and other safety equipment for all persons were properly fitted and in good working condition.
 - Provided items such as safety glasses, safety hats, knee pads, respirators, work gloves, work clothing.
 - Ensured exits and fire extinguisher locations were marked clearly.

- **Electric Transit System Mechanic** - 11/18/2006 to 10/01/2011: At SFMTA 2200 San Jose Ave San Francisco, CA 94112
 - Working under the supervision of 7380 (Electric Transit System Mechanic, Assistant Supervisor) and 7253 (Electric Transit Mechanic, Supervisor 1) as a lead person for 3 years, from 2007 to 2010 at Metro Green Division:
 - I helped mechanics as needed and found solutions to problematic repair job situations.
 - Gave on the job training to new hires and veterans in various job functions.
 - Coordinated in shop cleanup in an attempt to avoid hazards and create a safe and clean work place.
 - Diagnosed, rebuilt, replaced and repaired HVAC units, LRV trucks (driving and trailing), Pantograph units, brakes, electronics, and electrical units.
 - Kept detailed information of equipment repairs, time usage, required parts and their availability and parts requisitions
 - Made reports detailing job status to the supervisor
 - Planning for future repairs and coordinating with the next shift on an ongoing job.
 - Filed detailed records of HVAC work done at HVAC Lab Green location.
 - Recorded amount of freon lost during a vehicle's lifetime, all essential information recorded in detail and filed for EPA audit.
- **Electric Transit System Mechanic** - 10/01/2011 to 01/14/2012: At SFMTA 601 25th Street San Francisco, CA 94107

Duties 2011 to 2012 at MME Division.

 - Helped peer mechanics as needed and found solutions to problematic repair job situations.
 - Gave on the job training to new hires and veterans in various job functions.
 - Coordinated in shop cleanup in an attempt to avoid tripping hazards and create a safe and clean workplace.
 - Diagnosed, rebuilt, replaced and repaired HVAC units, LRV trucks (driving and trailing), Pantograph units, brakes, electronics, and electrical units.
 - Performed preventive maintenance on LRV's.
 - Kept detailed information of equipment repairs, time usage, planning of future repairs, required parts availability, parts requisitions. reporting detailed job status to the supervisor,
 - Planning for future repairs and coordinating with the next shift on an ongoing job.
 - Filed detailed records of HVAC work done at HVAC Lab Green location.
 - Recorded amount of freon lost during a vehicle's lifetime, all essential information recorded in detail and filed for EPA audit
- **Electric transit System Mechanic** - 01/15/2012 to 01/17/2014: At SFMTA 601 25th Street San Francisco, CA 94107
 - Performed preventive maintenance on LRV's.
 - Kept detailed information of equipment repairs, time usage, planning for future repairs, required parts availability.
 - reporting detailed job status to the supervisor,
 - Planned for future repairs and coordinating with the next shift on an ongoing job.
 - Filed detailed records of HVAC work done at HVAC Lab Green location.
 - Recorded amount of freon lost during a vehicle's lifetime, all essential information recorded in detail and filed for EPA audit.
 - Helped mechanics as needed and found solutions to problematic repair job situations.
 - Gave on the job training to new hires and veterans in various job functions.
 - Coordinated in shop cleanup in an attempt to avoid hazards, make a safe and clean place to work.
 - Diagnosed, rebuilt, replaced and repaired HVAC units, LRV trucks (driving and trailing), Pantograph units, brakes, electronics, and electrical units
- **Electric Transit System Mechanic** - 01/18/2014 to 01/15/2016: At SFMTA 425 Geneva Ave San Francisco, CA 94112

Duties 2014-2015 working under fleet engineer/engineering department as an engineering support personnel. Responsibilities included:

 - Shipping LRV vehicles to Pittsburg, CA, for mid-life retrofitting
 - Performing inspections of retrofit work done by contractor at the remote site and accepting vehicles to be shipped back to SFMTA.
 - Performed the repairs and/or replacement of components not included in the contract work are performed at a remote location or at SFMTA location.

- Made records of all parts used and repaired for retrofit work including non-retrofit parts and repairs
- Checked all safety components and brake rate tests performed via road test.
- If all checks are passed, I then sign and release the Vehicle back to revenue service.
- **Electric Transit System Mechanic** - 2016 to present: At SFMTA 425 Geneva Ave San Francisco, CA 94112
- Working under the supervision of 7380 (Electric Transit System Mechanic, Assistant Supervisor) and 7253 (Electric Transit Mechanic, Supervisor)
- Diagnosed, rebuilt, replaced and repaired HVAC units, LRV trucks (driving and trailing), Pantograph units, brakes, electronics, and electrical units.
- Performed HVAC retrofit training and shared knowledge with mechanics for HVAC retrofit project of 310 units.
- Filed and maintained detailed records of HVAC work done at HVAC Lab.
- Recorded amount of freon lost during a vehicle's lifetime, all essential information recorded in detail and filed for EPA audit.

REFERENCES:

Kevin Nguyen



Sophal Ricky Sem



Gerald M. Lewis



ATTACHMENT D

Electrical Transit Mechanic Supervisor I (7253) Qualifications Review

Angela Ng from City and County of San Francisco <notifications@careers.sf.gov>

Wed 10/18/2023 4:57 PM

To: [REDACTED]

EXT

10/18/23
[REDACTED]

Dear Candidate:

Thank you for submitting your application for Electrical Transit Mechanic Supervisor I - San Francisco Municipal Transportation Agency (7253) – (T00083). After a careful review of your application, it has been determined that your application does not clearly show that you possess the required **Experience** as of the filing deadline of October 11, 2023. All applicants must meet all of the minimum qualifications by the announcement deadline and provide the necessary documents in order to progress in the examination.

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

- **Experience:** Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles; AND
- **License:** Possession of a valid Class C driver license (must possess a California Class C Driver license at the time of appointment)

Exams staff is working remotely. If you wish to have your application reconsidered for this recruitment, please reply to this message and include verification as stipulated below by **Wednesday, October 25, 2023**. If we do not receive verification documents or an email specifying why verification is unable to be provided by **Wednesday, October 25, 2023**, your application will not proceed in this examination process.

Experience must be verified by submitting verification of qualifying work experience. Verification of work experience must be on the employer's letterhead; must show the name of the applicant; job title(s) and duties performed; dates of employment; types of employment (part-time/full-time); and must be signed by the employer. City employees will receive credit for the duties of the class to which they are appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of the Civil Service Commission Rules.

If self-employment is claimed as experience, evidence of earnings and duties comparable to those listed is required by submitting copies of income tax papers listing occupation and total earnings.

The verification documentation must be received no later than close of business (5:00 p.m.) on

GYI-021

Wednesday, October 25, 2023. 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,

Angela Ng

SFMTA Examinations & Classification Unit
Recruitment: CBT-7253-T00083

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

ATTACHMENT E

San Francisco Repair Center Inc.

611 Florida Street
San Francisco, Ca 94110
Phone: (415)285-8588

Date: October 31 2006

To whom it may concern,

Mr. Maung M. Gyi has worked full time for San Francisco Auto Repair Center Inc. From September 1987 to October 2006, as shop supervisor, he oversaw the function of the repair facility and the employees. We are a complete and comprehensive repair facility serving community service needs. Through personal, commercial, fleet, and mass transit vehicles and equipment. Some of the commercial and transit accounts we service include:

Greyhound bus service, Cannon Kipp transport, Incredible Adventure tours, UCSF transportation, Sheedy equipment, Tutor Saliba Co., and Viacom. We also service a wide range of hybrid, gasoline, and diesel vehicles; along with troubleshooting and repairing electronics, hydraulics, pneumatics, and mechanical systems.

His other responsibilities include:

- Communicating with dispatchers and set priority on vehicles to be repaired in accordance with fleet/ transit requirements and parts availability.
- Responsible for smog check and smog repair customers.
- Check the state forms are filled out correctly.
- Communicate with customers for additional information and signatures.
- If the smog check test passes, a state certificate is issued.
- All failed tests; customers are advised on state-allowed repair options to proceed. -Failed Smog emission repairs; Mechanical electrical and electronic repairs are performed to manufacture and State Standard.
- Manage technicians and service-employee productivity.
- Observe, encourage and inspire all service department employees to secure customer loyalty.
- Hold meetings as needed.
- Maintain an at or above national average CSI score and follow up with all customer issues or concerns to ensure customer satisfaction. -Develop and execute effective customer relations policies.
- Advise, guide, and plan for team members to attain financial goals and company standards.
- Produce an environment that is conducive to managing daily workflow effectively and efficiently.
- Utilize pricing parameters and strategies to generate profit. -Interview, hire and mentor technicians and mechanics.
- Communicate with clients for additional approvals for repairs and parts. -Ensure superior quality of service is delivered.
- Comply with federal, state, and local regulations that affect service operations.

Sincerely,

A handwritten signature in black ink that reads "Gerald M Lewis". The signature is written in a cursive style with a large, stylized "G" and "L".

Gerald M Lewis
General Manger/ Vice President

California USA DRIVER LICENSE



DL [REDACTED]

CLASS CM1

EXP [REDACTED] /2025

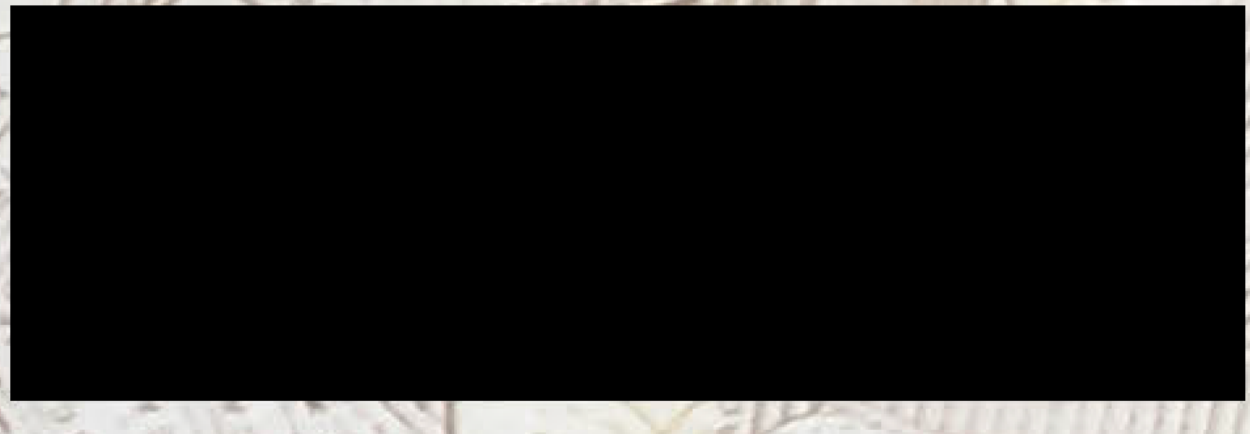
END NONE

LN GYI

FN MAUNG MAUNG

DOB [REDACTED]

RSTR CORR LENS



SEX M

HAIR BLK

EYES BLK

HGT 5'-10"

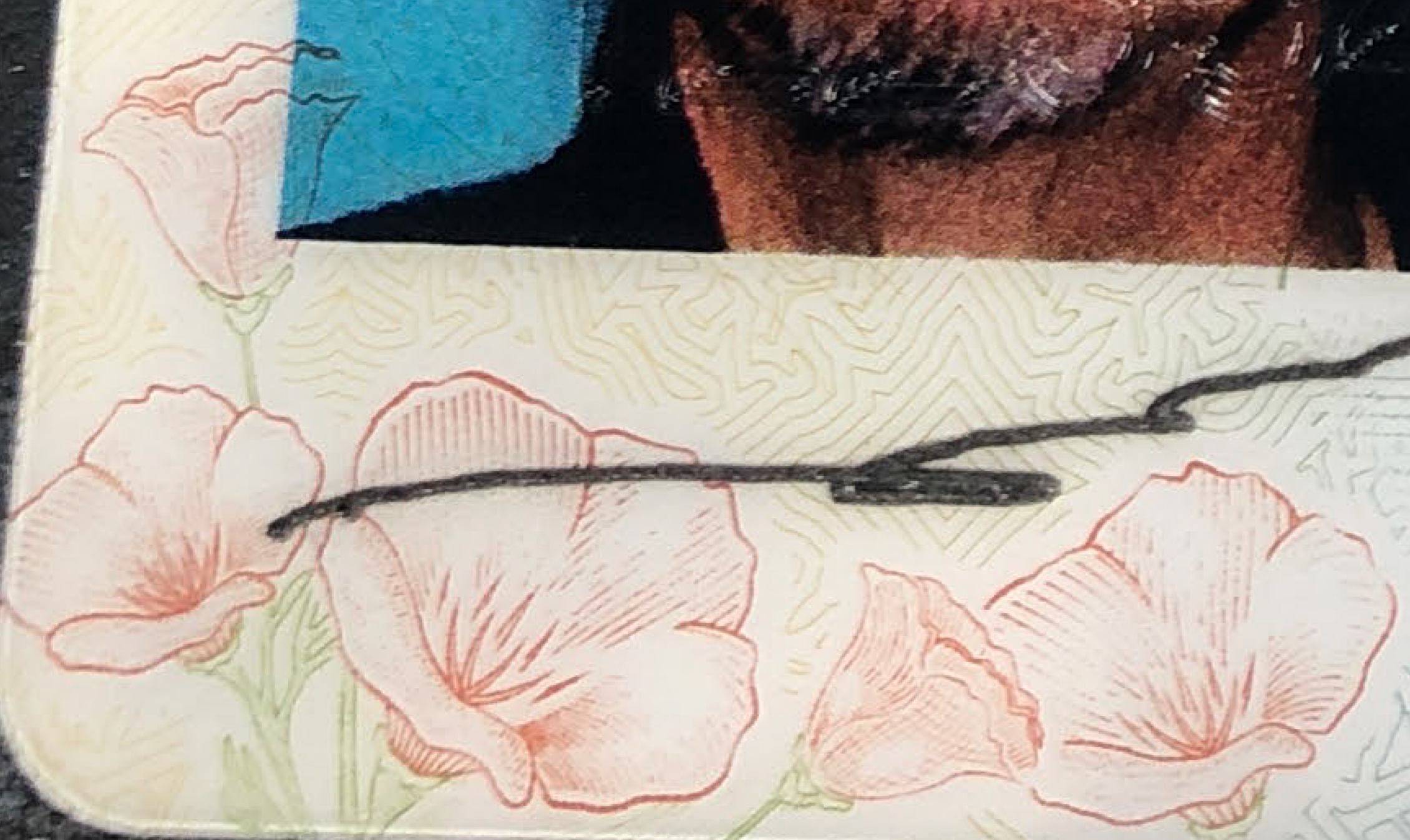
WGT 145 lb

MG54

ISS

08/18/2021

DD [REDACTED]



ATTACHMENT F

Response to Reconsideration Request: Electrical Transit Mechanic Supervisor I (7253)

Angela Ng from City and County of San Francisco <notifications@careers.sf.gov>

Thu 11/2/2023 4:15 PM

To: [REDACTED]

EXT

11/2/23
[REDACTED]

Dear Maung Gyi:

Thank you for submitting additional documents to support your reconsideration request for Electrical Transit Mechanic Supervisor I - San Francisco Municipal Transportation Agency (7253) – (T00083). 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.

Experience: Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles; **AND**

License: Possession of a valid Class C driver license (must possess a California Class C Driver license at the time of appointment)

You provided a copy of the following documents:

- Work verification letter from SF Repair Center Inc, from 09/1987 to 10/2006

The information you provided does not indicate that you possess the required 3 years of experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles required to qualify for 7253 Electrical Transit Mechanic Supervisor I.

The verification letter from SF Repair Center stated that you supervised troubleshooting and repair of hybrid, gasoline, and diesel vehicles; along with troubleshooting and repairing electronics, hydraulics, pneumatics, and mechanical systems for personal, commercial, fleet, and mass transit vehicles and equipment. SF Auto Repair Center serviced mass transit vehicles from companies such as Greyhound, Cannon Kipp, Incredible Adventure Tours, UCSF, Sheedy equipment, Tutor Saliba Co, and Viacom. However, these mass transit companies did not utilize hybrid or electric vehicles during the period you were employed there, so your experience would have only been over the mechanical maintenance and repair of mass transit vehicles and equipment. This was not considered as qualifying experience since you did not supervise electrical maintenance and repair of mass transit vehicles and equipment as well.

Your work experience as an Electric Transit System Mechanic (7371) from 01/2006 to 10/2023 was not considered as qualifying experience since a 7371 performs electrical and mechanical maintenance of mass transit vehicles and equipment but does not supervise it.

GYI-026

The minimum qualifications require experience supervising both mechanical and electrical maintenance and repair of mass transit equipment and vehicles. Your experience as a foreman/supervisor at SF Auto Repair Center from 09/1987 to 10/2006 and as an Electric Transit System Mechanic could not be considered qualifying experience. This gives you a total of approximately 0 years of qualifying experience, which is less than the required 3 years.

The documents that you provided do not show that you possess the experience, at this time, required to meet the minimum qualifications for 7253 Electrical Transit Mechanic Supervisor I. 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,
Angela Ng
SFMTA Examinations & Classification Unit

RECRUITMENT: CBT-7253-T00083

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



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

**LONDON N. BREED
MAYOR**

ATTACHMENT G

NOTICE OF RECEIPT OF APPEAL

DATE: November 16, 2023

REGISTER NO.: 0232-23-4

APPELLANT: MAUNG M. GYI

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 Maung M. Gyi, appealing the rejection of their application for 7253 Electrical Transit Mechanic Supervisor I 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 Maung M. Gyi'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 January 25, 2024**, so that it may be heard by the Civil Service Commission at its meeting on February 5, 2024. If you will be unable to transmit the staff report by the January 25th deadline, or if required departmental representatives will not be available to attend the February 5th 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: Maung M. Gyi
November 16, 2023
Page 2

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



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

LONDON N. BREED
MAYOR

Sent via Email

November 16, 2023

Maung M. Gyi



Subject: Register No. 0232-23-4: Appealing the Rejection of their Application for 7253 Electrical Transit Mechanic Supervisor I Examination.

Dear Maung M. Gyi:

This is in response to your appeal submitted to the Civil Service Commission on November 9, 2023, appealing the rejection of your application 7253 Electrical Transit Mechanic Supervisor I 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 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

CSC Appeal Form

MG [REDACTED]

Thu 11/9/2023 1:40 AM

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

 1 attachments (386 KB)

CSC Appeal Form;

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



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.
To:
CC:

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)

- x 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

Maung M Gyi

Full Name of Appellant

Work Address

Work Telephone

7371

Electric Transit System Mechanic

Green Heavy Overhaul

Job Code

Title

Department

Residence Address

City

State

Zip

Home Telephone

Full Name of Authorized Representative (if any)

Telephone Number of Representative (including Area Code)

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

Email:

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

Does the basis of this appeal include new information not previously presented in the appeal to the Human Resources Director? If so, please specify.

Check One:

Yes

X No

Original Signature of Appellant or Authorized Representative

11/09/2023

Date

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 am a 7371 Electric Transit System Mechanic for SFMTA working since January of 2006 applying for 7253 Electric Transit Mechanic Supervisor I. The requirements of the 7253 application are: Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit vehicles and equipment; AND Possession of a valid Class C driver license. With these in mind, my previous employment experience would fit these qualifications to the letter, even exceeding it given I had that job for 19 years. After initially filling for the position 7253 I was rejected upon which I requested a reconsideration where I was again rejected under the basis of not having supervised the **electrical** maintenance and repair of mass transit vehicles and equipment despite my being fully qualified based on my previous employment. While luckily my qualifications on the mechanical side is not under question, the interpretation by Angela Ng that electric and hybrid vehicles hold a monopoly over the use electronics, and by that virtue are the only vehicles to be capable of electrical repairs, is a gross misunderstanding of the electrical and mechanical repairs of mass transit vehicles and equipment as wells as vehicles in general.

ATTACHMENT H

Re: Notice of Appeal - Maung M. Gyi

Ng, Angela <Angela.Ng@sfmta.com>

Thu 12/28/2023 8:24 AM

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

Cc:Sambat, Diana <Diana.Sambat@sfmta.com>

Updating my response to include information after reviewing M.Gyi and M.Maloo's personnel files --

On your competitive app review form do you have examples of what mass transit equipment are? I don't have a clear understanding of what it is as based on the way that the MQs are written it is distinct from mass transit vehicles.

The CARS form has "mass transit equipment" defined as " e.g. motors, propulsion systems, generators, batteries"

An additional note on the CARS form regarding 7382s (non-qualifying) and their involvement with the mentioned mass transit equipment: *They do not repair the electric propulsion systems in hybrids. They only remove/replace. [This is the] Agreement between L6 and L1414 on division of labor when working on hybrids. Substantial repair of electrical traction, motors, generators, etc does not fall within purview of 7382. 7382 responsible for troubleshooting, removing, and replacing defective components. Responsible for overall maintenance of hybrid vehicles EXCEPT traction battery system and electrical components. Defective components themselves are sent to L6 machinists for repairs.*

Also, I understand that you checked P&P and did not see any acting compensation, but would you please also double check with our employee relations team to ensure that they don't have anything on file?

Per compensation on 12/26/23, no 7253 acting experience for either Maung Gyi or Mailei Maloo

Also, I'd like us to look at his personnel file to ensure that there are not performance evaluations that would support that he supervised. Will you please see this through, or if you are not in the office through the end of the year let me know and I can also look.

There were no performance evaluations in the personnel files for Maung Gyi or Mailei Maloo. There was also no additional information in their General Employment History that shows anything beyond what we already have from their applications and People & Pay records.

Angela Ng

HR Analyst, Examinations & Classification Unit

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 6th floor

San Francisco, CA 94103

415-646-4803

From: Ng, Angela <Angela.Ng@sfmta.com>

Sent: Tuesday, December 26, 2023 3:03 PM

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

Cc: Sambat, Diana <Diana.Sambat@sfmta.com>

Subject: Re: Notice of Appeal - Maung M. Gyi

On your competitive app review form do you have examples of what mass transit equipment are? I don't have a clear understanding of what it is as based on the way that the MQs are written it is distinct from mass transit

GYI-034

vehicles.

The CARS form has "mass transit equipment" defined as " e.g. motors, propulsion systems, generators, batteries"

An additional note on the CARS form regarding 7382s (non-qualifying) and their involvement with the mentioned mass transit equipment: *They do not repair the electric propulsion systems in hybrids. They only remove/replace. [This is the] Agreement between L6 and L1414 on division of labor when working on hybrids. Substantial repair of electrical traction, motors, generators, etc does not fall within purview of 7382. 7382 responsible for troubleshooting, removing, and replacing defective components. Responsible for overall maintenance of hybrid vehicles EXCEPT traction battery system and electrical components. Defective components themselves are sent to L6 machinists for repairs.*

Also, I understand that you checked P&P and did not see any acting compensation, but would you please also double check with our employee relations team to ensure that they don't have anything on file?

Per compensation on 12/26/23, no 7253 acting experience for either Maung Gyi or Mailei Maloa

Also, I'd like us to look at his personnel file to ensure that there are not performance evaluations that would support that he supervised. Will you please see this through, or if you are not in the office through the end of the year let me know and I can also look.

Currently waiting for Valerie Coleman to confirm contact for access to personnel files.

Angela Ng

HR Analyst, Examinations & Classification Unit

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

415-646-4803

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

Sent: Tuesday, December 26, 2023 1:15 PM

To: Ng, Angela <Angela.Ng@sfmta.com>

Cc: Sambat, Diana <Diana.Sambat@sfmta.com>

Subject: RE: Notice of Appeal - Maung M. Gyi

Hi Angela,

On your competitive app review form do you have examples of what mass transit equipment are? I don't have a clear understanding of what it is as based on the way that the MQs are written it is distinct from mass transit vehicles.

Also, I understand that you checked P&P and did not see any acting compensation, but would you please also double check with our employee relations team to ensure that they don't have anything on file?

Also, I'd like us to look at his personnel file to ensure that there are not performance evaluations that would support that he supervised. Will you please see this through, or if you are not in the office through the end of the year let me know and I can also look.

Thanks,

GYI-035

S

From: Nath, Shivani
Sent: Monday, November 20, 2023 3:14 PM
To: Ng, Angela <Angela.Ng@sfmta.com>
Cc: Sambat, Diana <Diana.Sambat@sfmta.com>
Subject: RE: Notice of Appeal - Maung M. Gyi

That was quick, thank you very much Angela, I will take a look.

From: Ng, Angela <Angela.Ng@sfmta.com>
Sent: Monday, November 20, 2023 10:20 AM
To: Nath, Shivani <Shivani.Nath@sfmta.com>
Cc: Sambat, Diana <Diana.Sambat@sfmta.com>
Subject: Re: Notice of Appeal - Maung M. Gyi

Hi Shivani,

The CSC Appeal Info Request questionnaire for Maung Gyi's 7253 appeal has been filled out. You can find it and the supporting docs in R Drive at --
R:\MERIT MASTER EXAMS\2023 - 2024\7253\CSC Appeals\Maung Gyi

Let me know if you have additional questions.

Angela Ng

HR Analyst, Examinations & Classification Unit

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

415-646-4803

From: Nath, Shivani <Shivani.Nath@sfmta.com>
Sent: Monday, November 20, 2023 9:38 AM
To: Ng, Angela <Angela.Ng@sfmta.com>
Cc: Sambat, Diana <Diana.Sambat@sfmta.com>
Subject: RE: Notice of Appeal - Maung M. Gyi

Hi Angela,

That is correct, there are two. The second one was filed by Mailei Maloa, and we believe it to be untimely based on the date that they filed the appeal with CSC. But we want to ensure that there is nothing in the correspondence between the two of you that could be brought up to the CSC as being unclear. It is my understanding that Maloa reached out to you on Thursday, November 9, 2023, at or about 4:39 p.m. (last day to file appeal based on your second NQ), and that you responded to his email on Monday, November 13, 2023 (as he reached you after work hours and Friday was a public holiday). Please send me a copy of that correspondence for review.

Thanks,

GYI-036

Shivani

From: Ng, Angela <Angela.Ng@sfmta.com>
Sent: Monday, November 20, 2023 9:08 AM
To: Nath, Shivani <Shivani.Nath@sfmta.com>
Cc: Sambat, Diana <Diana.Sambat@sfmta.com>
Subject: Re: Notice of Appeal - Maung M. Gyi

Shivani, I noticed you wrote that there are 2 appeals in the spreadsheet. I don't think I received the second one.

Thanks,

Angela Ng

HR Analyst, Examinations & Classification Unit

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

415-646-4803

From: Nath, Shivani <Shivani.Nath@sfmta.com>
Sent: Friday, November 17, 2023 1:46 PM
To: Ng, Angela <Angela.Ng@sfmta.com>
Cc: Sambat, Diana <Diana.Sambat@sfmta.com>
Subject: RE: Notice of Appeal - Maung M. Gyi

Angela, also please update the status report.

From: Nath, Shivani
Sent: Friday, November 17, 2023 1:41 PM
To: Ng, Angela <Angela.Ng@sfmta.com>
Cc: Sambat, Diana <Diana.Sambat@sfmta.com>
Subject: RE: Notice of Appeal - Maung M. Gyi

Hi Angela,

In Diana's absence I am reaching out to you directly on this appeal. Diana has confirmed that it is timely therefore I wanted to get the intake process started asap.

Please complete the attached intake questionnaire and save it along with requested attachments in the CSC folder that I created within the recruitment 23-24, 7253 recruitment folder.

If you have any questions, or need an extension please let me know.

Due: December 4, 2023.

Thanks,

Shivani

GYI-037

From: Sambat, Diana <Diana.Sambat@sfmta.com>
Sent: Thursday, November 16, 2023 4:50 PM
To: Nath, Shivani <Shivani.Nath@sfmta.com>
Subject: RE: Notice of Appeal - Maung M. Gyi

Hi Shivani,

The deadline to file an appeal was COB November 9 and the CSC documents state this appeal was filed on November 9, therefore this appeal would be considered timely.

Diana R. Sambat
Examinations Supervisor
Talent Acquisition – Human Resources



Phone: 415.646.2290

From: Nath, Shivani <Shivani.Nath@sfmta.com>
Sent: Thursday, November 16, 2023 3:23 PM
To: Sambat, Diana <Diana.Sambat@sfmta.com>
Subject: FW: Notice of Appeal - Maung M. Gyi

Hi Diana,

Here is an appeal that came in today. Can you please if the appeal is timely?

Thanks,

Shivani

From: Aldana, Elizabeth (CSC) <elizabeth.aldana@sfgov.org>
Sent: Thursday, November 16, 2023 12:43 PM
To: Tumlin, Jeffrey <Jeffrey.Tumlin@sfmta.com>
Cc: Ackerman, Kimberly <Kimberly.Ackerman@sfmta.com>; Miles II, William <William.MilesII@sfmta.com>; Nath, Shivani <Shivani.Nath@sfmta.com>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>
Subject: Notice of Appeal - Maung M. Gyi

Dear Jeffrey Tumlin:

Please find the attached notification regarding the appeal filed by Maung M. Gyi. Your review and action is required. This shall serve as formal notification; you will not receive a hard copy via interoffice mail.



Elizabeth Aldana (she/her)
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102
628-652-1100 (P)
628-652-1109 (F)

ATTACHMENT I

Re: Contact for reviewing personnel files

Ng, Angela <Angela.Ng@sfmta.com>

Wed 12/27/2023 9:29 AM

To:Hernandez, Dena <Dena.Hernandez@sfmta.com>

Cc:Coleman, Valerie <Valerie.Coleman@sfmta.com>;Lim, Brian <Brian.Lim@sfmta.com>

Hi Dena,

1. Maung Gyi, DSW [REDACTED]
2. Mailei Maloa, DSW [REDACTED]

Thanks! Can you let me know where I should meet you? This is my first time having to pull up a personnel file. I'll be there at 8!

Angela Ng

HR Analyst, Examinations & Classification Unit

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

415-646-4803

From: Hernandez, Dena <Dena.Hernandez@sfmta.com>

Sent: Wednesday, December 27, 2023 9:26 AM

To: Ng, Angela <Angela.Ng@sfmta.com>

Cc: Coleman, Valerie <Valerie.Coleman@sfmta.com>; Lim, Brian <Brian.Lim@sfmta.com>

Subject: RE: Contact for reviewing personnel files

Good morning, Angela tomorrow between 8am – 9am is good for me. Can I please have the names of the persons so I can pull the files?

Sincerely,

Dena Hernandez

Dena Hernandez

Human Resources, Talent Acquisition Unit



San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 6th Floor

San Francisco, Ca 94103



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From: Lim, Brian <Brian.Lim@sfmta.com>
Sent: Wednesday, December 27, 2023 9:03 AM
To: Hernandez, Dena <Dena.Hernandez@sfmta.com>
Subject: FW: Contact for reviewing personnel files

From: Coleman, Valerie <Valerie.Coleman@sfmta.com>
Sent: Wednesday, December 27, 2023 8:47 AM
To: Lim, Brian <Brian.Lim@sfmta.com>
Subject: FW: Contact for reviewing personnel files

Can you assist Angela

From: Ng, Angela <Angela.Ng@sfmta.com>
Sent: Wednesday, December 27, 2023 8:46 AM
To: Coleman, Valerie <Valerie.Coleman@sfmta.com>
Subject: Re: Contact for reviewing personnel files

Would tomorrow 12/28 be okay? I can do between 8 to 10am or anytime after 12pm.

Thank you,
Angela Ng
HR Analyst, Examinations & Classification Unit

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

415-646-4803

From: Coleman, Valerie <Valerie.Coleman@sfmta.com>
Sent: Wednesday, December 27, 2023 8:28 AM
To: Ng, Angela <Angela.Ng@sfmta.com>
Subject: RE: Contact for reviewing personnel files

Hi Angela,

When do you want to review?

From: Ng, Angela <Angela.Ng@sfmta.com>
Sent: Tuesday, December 26, 2023 2:05 PM
To: Coleman, Valerie <Valerie.Coleman@sfmta.com>
Subject: Contact for reviewing personnel files

Hi Valerie,

GYI-040

I need to review a couple of personnel files this week for appeals. Is Wallina the contact person to get access to the file room?

Thank you,

Angela Ng

HR Analyst, Examinations & Classification Unit

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 6th floor

San Francisco, CA 94103

415-646-4803

ATTACHMENT J



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7253-Electrical Trnst Mech Sprv 1

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Know the class code?

Class codes are four characters long.

Search

Search by keyword:

Use a keyword to search for a class.

Search within title Search within job descriptions

Search

Compensation set id:



Electrical Trnst Mech Sprv 1

Job classification

GYI-042

Class	<u>7253</u>
Title	Electrical Trnst Mech Sprv 1
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	<u>Electrical Workers, Local 6</u>
Effective date	June 08, 2018

Current compensation plan

Effective: Jan 06, 2024

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$59.2375	\$62.1875	\$65.3500	\$68.5875	\$71.9875
Rate /biweekly:	\$4,739.00	\$4,975.00	\$5,228.00	\$5,487.00	\$5,759.00
Rate /year:	\$123,214	\$129,350	\$135,928	\$142,662	\$149,734

Additional notes: Appointments to this job class enter at Step 5.

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Electrical Transit Mechanic Supervisor I

Job Code: 7253

INTRODUCTION

Under direction, the Electrical Transit Mechanic Supervisor I, supervises on an assigned shift, through subordinate supervisors, a crew of service and craft personnel, responsible for maintenance, repair and service of trolley coaches, street cars, light rail vehicles (LRVs) or cable cars.

DISTINGUISHING FEATURES

The 7253 Electrical Transit Mechanic Supervisor I is the second-level supervisor in the electrical transit mechanic series. This job code is distinguished from job code 7380 Electrical Transit Mechanic Assistant Supervisor in that the latter supervises directly a small group of

subordinate mechanical, crafts and service personnel engaged in the maintenance, repair and service of vehicles. The next higher job code 7216 Electrical Transit Shop Supervisor I is responsible for the planning, coordination and the overall management of a transit shop.

SUPERVISION EXERCISED

Incumbents in this job code supervise the 7380 Electrical Transit Mechanic Assistant Supervisor as well as their subordinate staff and others, as necessary. They may also fill in for the 7216 Electrical Transit Shop Supervisor I.

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. Supervises a shift of supervisory, maintenance and service personnel, responsible for electrical, mechanical, hydraulic, and electronic services and repair of trolley coaches, street cars, light rail vehicles (LRV) or cable cars.
2. Evaluates the maintenance needs of transit vehicles, electrical, mechanical, hydraulic, pneumatic and electronic equipment; and develops and reviews preventive maintenance plans and procedures.
3. Establishes goals and objectives for the shop/shift; plans and implements budgets.
4. Monitors the development and advancement of subordinates.
5. Oversees the maintenance of records and documents related to employees, and other documents related to the service, repair, and maintenance of transit vehicles; uses a computer and computer related programs.
6. Oversees and conducts safety meetings and training to ensure compliance with state and federal safety regulations (includes hazardous materials), MUNI wide objectives, etc.
7. Coordinates responses to derailments and accidents by visiting and inspecting sites.

8. Coordinates with outside vendors and interdepartmental support shops to ensure the availability of equipment and supplies.
9. Inspects shop equipment, machinery, and tools; provides direction to subordinate supervisors in the cleaning and day-to-day maintenance of all rolling stock, shops, and yards.
10. Performs other duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: electrical, mechanical, hydraulic and electronic maintenance procedures for planning and scheduling service and repairs of transit vehicles; electrical testing and inspection procedures and practices; safety regulations, regulatory agency requirements and shop safety procedures, including hazardous materials as they relate to electrical transit vehicles; preventative maintenance to institute procedures to make repairs before a breakdown occurs, anticipate problems, and be proactive rather than reactive.

Ability to: effectively plan, prioritize, assign, train and direct subordinate staff in the repair, maintenance and service of transit vehicles; assist the professional development of staff through training, coaching and performance evaluation; speak clearly and effectively, listen and elicit information, give oral instructions, answer questions, express ideas and explain work-related information to others; prepare and maintain documents and reports related to the repair, service and maintenance of electrical transit vehicles, prepare budgets and various needs assessments using computers and related programs; relate tactfully and effectively with other personnel, representatives of other departments or division managers, subordinates and the public; develop solutions to complex maintenance problems involving policies, methods, techniques and procedures; operate a motor vehicle; use a computer and related computer programs.

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

Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles.

LICENSE AND CERTIFICATION

Possession of a valid Class C driver license. Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).

Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To:

From:

ORIGINATION DATE:

AMENDED DATE: 6/8/2018

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

BUSINESS UNIT(S): SFMTA

Standard information

Disaster service work

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

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jan 06, 2024 (Y)	\$59.2375	\$62.1875	\$65.3500	\$68.5875	\$71.9875
Jul 01, 2023 (X)	\$57.9375	\$60.8250	\$63.9125	\$67.0750	\$70.4000
Jul 01, 2022 (W)	\$56.5250	\$59.3375	\$62.3500	\$65.4375	\$68.6875
Jan 08, 2022 (V)	\$53.7000	\$56.3750	\$59.2375	\$62.1750	\$65.2625
Jul 01, 2021 (U)	\$53.4375	\$56.1000	\$58.9375	\$61.8625	\$64.9375



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7380-Electrl Trnst Mech, Asst Sprv

SF | Careers > 7380_Electrl Trnst Mech, Asst Sprv

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:



Electrl Trnst Mech, Asst Sprv

Job classification

GYI-048

Class	<u>7380</u>
Title	Electrl Trnst Mech, Asst Sprv
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	<u>Electrical Workers, Local 6</u>
Effective date	June 08, 2018

Current compensation plan

Effective: Jan 06, 2024

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$53.7500	\$56.4250	\$59.2375	\$62.1875	\$65.3500
Rate /biweekly:	\$4,300.00	\$4,514.00	\$4,739.00	\$4,975.00	\$5,228.00
Rate /year:	\$111,800	\$117,364	\$123,214	\$129,350	\$135,928
Additional notes: Appointments to this job class enter at Step 5.					

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Electrical Transit Mechanic, Assistant Supervisor

Job Code: 7380

INTRODUCTION

Under direction, during an assigned shift, supervises a crew of Electrical Transit System Mechanics and support personnel performing skilled electrical/mechanical work in connection with the maintenance, preventive maintenance, and repair of electrically powered transit vehicles and equipment.

DISTINGUISHING FEATURES

This is the first supervisory level in the Electrical Transit Mechanic Supervisor series, which requires a high degree of journey-level competence. This job code is distinguished from the lower job code 7371 Electrical Transit System Mechanic in that the latter performs at

GYI-049

the journey level with no supervisory responsibility. This job code is distinguished from the higher job code 7253 Electrical Transit Mechanic Supervisor I in that the latter is the second supervisory level with operational responsibility for an entire shift of craft and service personnel.

SUPERVISION EXERCISED

Incumbents in this job code exercise supervision over Electrical Transit System Mechanics and other semi-skilled craft and support personnel.

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. Supervises a group of skilled craft and service personnel.
2. Inspects incoming equipment to determine damage and/or malfunctions.
3. Maintains, repairs and/or supervises the maintenance and repair of mechanical, electrical, electronic, hydraulic, and pneumatic equipment of street cars, trolley coaches, cable cars and light rail vehicles.
4. Makes emergency repairs to electrical and/or mechanical transit equipment, and/or dispatches repair crews to the site of the breakdown.
5. Disseminates information to subordinates, supervisors/managers, and other departmental personnel verbally and in writing; conducts safety meetings, trains employees, apprises management of event/problems, and prepares work orders.
6. Requisitions supplies and parts to ensure availability of parts to perform repairs in a timely manner.
7. Performs mathematical calculations for payroll and preventive maintenance computations.
8. Reads and understands shop manuals, blueprints, diagrams, schematics, and plans.

9. Uses computer vehicle maintenance Programs/Systems and Microsoft Office.

10. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: maintenance, preventive maintenance and repair practices and methods; machinery, tools, diagnostic and test equipment, mobile test devices used in the maintenance and repair of mechanical, electrical, electronic, hydraulic, and pneumatic equipment; electrical, mechanical, and electronic testing and inspection procedures and practices used in the maintenance and repair of transit vehicles and equipment; the proper procedures that must be followed when handling hazardous materials or electrical voltage up to 750 volts and/or high amperage + or - 1200; appropriate use of equipment and machinery, proper attire, and the maintenance of a clean and hazard free work area.

Ability to: analyze malfunctions in transit vehicles and determine repair requirements; read schematics, plans and blueprints; assign work, oversee and review work completed; train and evaluate subordinate staff performance; prepare and maintain relevant records and reports; convey instructions, policies, procedures, and ideas verbally in a clear, concise and courteous manner to subordinates, peers, supervisors, other departmental personnel and members of the public; read and comprehend shop manuals and written materials; prepare and maintain documents and reports related to the maintenance and repair of transit vehicles and shop operations; perform mathematical calculations ; relate tactfully and effectively using discretion and sound judgment with subordinates, supervisors/managers, representatives of other departments, and members of the public even in hostile situations and/or under pressure; use tools and operate equipment in an appropriate manner; ensure proper functioning of tools; and use computer applications such as Microsoft office and Vehicle Maintenance Programs/Systems.

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

Three (3) years of journey-level experience in the maintenance and repair of electrical/mechanical transit vehicles equivalent to City and County of San Francisco job code 7371 Electrical Transit System Mechanic.

LICENSE AND CERTIFICATION

Possession of a valid Class C driver license. Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).

Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To:

From:

ORIGINATION DATE:

AMENDED DATE: 6/8/2018

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

BUSINESS UNIT(S): SFMTA

Standard information

Disaster service work

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City

requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jan 06, 2024 (Y)	\$53.7500	\$56.4250	\$59.2375	\$62.1875	\$65.3500
Jul 01, 2023 (X)	\$52.5625	\$55.1875	\$57.9375	\$60.8250	\$63.9125
Jul 01, 2022 (W)	\$51.2750	\$53.8375	\$56.5250	\$59.3375	\$62.3500
Jan 08, 2022 (V)	\$48.7125	\$51.1500	\$53.7000	\$56.3750	\$59.2375

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ATTACHMENT L



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7371-Electrical Transit System Mech

SF | Careers > 7371_Electrical_Transit_System_Mech

Know the class code?

Class codes are four characters long.

Search

Search by keyword:

Use a keyword to search for a class.

Search within title Search within job descriptions

Search

Compensation set id:



Electrical Transit System Mech

Job classification

Class	7371
Title	Electrical Transit System Mech
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	Electrical Workers, Local 6
Effective date	June 08, 2018

Current compensation plan

Effective: Jan 06, 2024

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$47.3250	\$49.6875	\$52.1625	\$54.7875	\$57.5250
Rate /biweekly:	\$3,786.00	\$3,975.00	\$4,173.00	\$4,383.00	\$4,602.00
Rate /year:	\$98,436	\$103,350	\$108,498	\$113,958	\$119,652

Additional notes: Appointments to this job class enter at Step 5.

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Electrical Transit System Mechanic

Job Code: 7371

INTRODUCTION

Under **general supervision**, performs **skilled journey-level** mechanical, **electronic** and electrical work in connection with the **maintenance** and **repair** of **electrically powered transit equipment and vehicles** (including, but not limited to: trolley coaches, street cars, light rail vehicles and cable cars). Performs related duties as required.

DISTINGUISHING FEATURES

Reviewed NQ notices from recent 7318 recruitment and read that the 7371 series is not considered qualifying. Why is this the case? I believe it should be as they "test, troubleshoot and maintain electronic parts and circuits. or does maintain not mean repair, modify(as repair is the MQ for 7318 series).

indicates electronic work here, so would a person in this class qualify for Electronics series?

Should consider adding clarity on what types of vehicles the automotive series works on too. or look at expanding on maintenance and what that entails since we get appeals from auto mechanics who believe they qualify because they work on hybrid and other alternative fuel vehicles.

Also since this class does not qualify for 7318, we should be make it more apparent on what electronic work this position does. if "maintenance (written under MQs) is not meant to be synonymous with repair (written under 7318 MQS) then we should clarify maintenance.

This class encompasses a range of levels from entrance through the fully experienced journey level. This class is distinguished from the automotive series by its responsibility for maintenance of electrically powered vehicles. It is distinguished from the 7380 Electrical Transit Mechanic, Assistant Supervisor and 7253 Electrical Transit Mechanic Supervisor I which are supervisory classes.

SUPERVISION EXERCISED

None.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 409, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Diagnoses, replaces and/or repairs worn or defective electrical, electronic, pneumatic, mechanical, HVAC, or hydraulic equipment/parts on Muni Railway equipment, including, but not limited to: street cars, trolley coaches, cable cars and light rail vehicles by replacing affected parts through the process of disconnecting wires and air lines, unbolting worn or defective parts, and rebolting and reconnecting wires and air lines to new parts.
2. Tests, troubleshoots and maintains AC/DC electrical and electronic parts and circuits which include relays, contacts, controllers and batteries using meters, and other testing devices to determine the cause of a faulty circuit/component.
3. Reads and interprets electric, electronic, pneumatic, and hydraulic schematics for the purpose of trouble shooting systematic problems.
4. Inspects electrical, electronic, mechanical, hydraulic or pneumatic equipment and parts on electrically powered vehicles and cable cars to ensure the vehicle is in safe operating condition.
5. Safely operates and moves electrical transit equipment for shop work, pull-outs and road testing.
6. Assigns electrical transit equipment to operations, including preparing vehicles assignment sheet, obtaining maintenance or repair information from operations, moving transit vehicles and other related

vehicles in the yard, and assigning parking location of electrical vehicles.

7. Adheres to all Federal, State and local safety standards and regulations while using tools and heavy equipment and working around high voltage and a highly-pressurized system.

8. Makes service calls for emergency road repair by driving an electrical transit vehicle or a non-revenue vehicle to the location of the disabled vehicle and examines/repairs the vehicle so it can resume service; may require pushing, towing, or operating defective vehicles back to the shop.

9. Maintains shop work area by properly storing equipment and tools; this includes cleaning the tools and work area in order to maintain a safe work environment.

10. Generates and maintains appropriate records of road call and vehicle maintenance data; includes operation of computers and may require using computers to input and retrieve work/maintenance data.

11. Notifies supervisor either in writing or verbally of additional needed repairs, parts needed to complete work, unexpected delays/challenges and work completed.

12. Correctly references parts manuals to correctly identify and order replacement parts.

13. Communicate effectively with Central Control, Operations, and others using radios, phones, computers, and other communication devices.

14. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the appropriate use of lubricants, fasteners, (bolts, nuts, and screws), electric and electronic parts and components, and wires of various sizes and hazardous materials; the proper safety procedures that must be followed when handling hazardous materials and electrical voltage up to 750 volts or high amperage + or - 1200. This includes the appropriate and safe use of equipment and machinery, proper attire, and the maintenance of a clean and hazard-free work area.

Ability to: use tools and electrical testing devices refers to the appropriate use of tools and operation of equipment needed to perform assigned duties. This includes using various pneumatic tools such as screwdrivers, wrenches, pliers, cutters and crimpers, torque wrenches, electric/air drills, impact tools and wrenches, multimeter, megger, continuity testers, jacks and hoists, while working with up to 750 volts of DC and/or 208/480 3 phase AC power ; interpret wiring color codes, schematics, parts and other diagrams and to correctly locate wires, air lines, hydraulics and associated components; climb ladders, work in tight confined places; crawl under and work on top of transit vehicles and lift/carry/manipulate machinery weighing up to 50 pounds on a sustained basis without injury; interact with co-workers and members of the public in a manner that demonstrates concern for the individual and sensitivity to personal differences and feelings; exercising tact when dealing with co-workers supervisors and members of the public; maintaining professional manner and demeanor; observing all rules concerning slurs, sexual harassment, etc. exhibiting willingness and flexibility when assigned new tasks; read and understand written documents including memos, instructions, bulletins and maintenance, policy and procedure manuals.; verbally communicate in a clear and concise manner to supervisors and co-workers when speaking about job-related matters; and write clear and accurate descriptions of corrective actions taken including filling out of work order, accident or incident forms and/or mileage reports.

MINIMUM QUALIFICATIONS

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

TRAINING AND EXPERIENCE

Four (4) years of verifiable full-time experience as a journey-level mechanic performing troubleshooting, repairs and/or maintenance of electromechanical/ electrical/ electronic and mechanical systems similar to those found in SFMTA light rail and electric trolley vehicles such as, control circuitry, AC/DC motors, generators, inverters, and air conditioning equipment.

Substitutions (Only one of the following may be applied):

- i. Graduation from a trade school or technical school approved by the state's Department of Education with a major course of study in electromechanical, electrical or electronic technology, or a closely related field, may substitute for two years of the required experience.
- ii. Possession of an A.A. or A.S. degree, or higher degree, from an accredited college or university in electromechanical, electrical or electronic technology, or a closely related field, may substitute for two years of the required experience.

LICENSE AND CERTIFICATION

Possession of a valid Class C driver license. Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).

Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.

SUPPLEMENTAL INFORMATION

Nature of work: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around large transit vehicles and confined, small areas. May require exposure to high voltage wires and other potentially hazardous working conditions; and work in adverse weather or work conditions such as rain, cold, dirt, dust and/or in traffic. Some positions require normal color vision.

Incumbents may be assigned to any shift including night, weekends and holidays.

PROMOTIVE LINES

To:

From:

ORIGINATION DATE:

AMENDED DATE: 6/8/2018

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

conducted for this job code.

BUSINESS UNIT(S): SFMTA

Standard information

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Historic and future compensation

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Jul 01, 2023 (X)	\$46.2875	\$48.6000	\$51.0125	\$53.5875	\$56.2625
Jul 01, 2022 (W)	\$44.3000	\$46.5125	\$48.8125	\$51.2750	\$53.8375
Jan 08, 2022 (V)	\$42.0875	\$44.1875	\$46.3750	\$48.7125	\$51.1500

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