

**Additional Information
Submitted by Appellant**

January 29, 2024

From: Maung M. Gyi
To: San Francisco Civil Service Commission
Re: APPEAL BY MAUNG M. GYI OF THE REJECTION OF THEIR APPLICATION FOR
7253 ELECTRICAL TRANSIT MECHANIC SUPERVISOR I (CBT-7253-T00083)

Dear Members of the Civil Service Commission,

My name is Maung Gyi. I have been an Electrical Transit System Mechanic (7371) at SFMTA since 2006 working primarily on Light Rail Vehicles. During several of these past years I was also Lead Worker on the night shift for Light Rail Vehicle maintenance and repair crews, primarily heavy repair. Light Rail Vehicles are electrical mass transit vehicles.

I am appealing the rejection of my application to test for 7253 Electrical Transit System Supervisor-1 (7253 test). My application has been rejected twice and recently recommended for a third rejection, all for basically the same mistake.

Instead of looking at whether I supervised electrical and mechanical maintenance and repair of mass transit equipment and vehicles, as the test application requires, I have been rejected for not having supervised work on electrical mass transit vehicles. Supervising work on electrical mass transit vehicles is not required by the application. (Attachment 1, p.8-9, "How to Qualify.")

That is a very important distinction. All mass transit vehicles require electrical and mechanical maintenance but electrical mass transit vehicles are a different and very specialized vehicle. SFMTA uses them but did not make experience in supervising maintenance and repair of those specialized vehicles a requirement for taking the 7253 test. However, that is the reason for disqualifying me from taking the test.

For example, the Staff Report to the Civil Service Commission recommended rejection of my application to take the 7253 test. The reason given was that during my pre-SFMTA. employment at San Francisco Repair Center, Inc., where I was Shop Supervisor for 19 years, I had not supervised the repair and maintenance of electric mass transit vehicles.

At p.6 the Staff Report says,

"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."
(Attachment 5 p.28, para. 3)

This statement of my qualifications completely ignores the fact that I have been an Electrical

Transit Mechanic at SFMTA for nearly 18 years, working on electrical mass transit vehicles. Many of those years included being Lead Worker.

Furthermore, the “How to qualify” section of the 7253 exam does not require “the same scope of electrical repair responsibilities as workers in the Electrical Transit Mechanic series.” It requires,

“1. Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles.”
(Attachment 1, p. 8-9. “How to qualify”)

In contrast to the Staff Report, Angela Ng, Human Resources Analyst who was the contact person for this test application, acknowledged that.

“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 during the period you were employed there [19 years as Shop Supervisor] 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.”

Ms. Ng is mistaken in believing that there is only mechanical maintenance and repair for vehicles that are not considered electric vehicles. Furthermore, the 7253 test announcement does not require experience in the maintenance and repair of electrical mass transit vehicles.

Also, please notice that Ms. Ng considered supervision of electrical and mechanical repairs to Hybrid mass transit vehicles as a qualifying experience while the Staff Report made clear that they did not believe it was a qualifying experience because it didn’t use overhead lines or tracks.
(Attachment 5, p.28 para. 3)

There is nothing about overhead lines or tracks in the “How to qualify” section of the 7253 test announcement. (Attachment 1, p.8-9)

I am being held to a different standard than people whose applications were processed according to the language of the test announcement. Furthermore, this different standard being imposed on me is not even clear to the people who are imposing it on me.

II. My Supervisory Experience at San Francisco Repair Center

I was Shop Supervisor for San Francisco Repair Center from September 1987 to October 2006 totaling 19 years. (Attachment 3). As Ms. Ng acknowledged, we had several clients with Mass Transit vehicles and equipment and I supervised the mechanical and electrical work on all of those vehicles. They were all under contract so there was always at least one mass transit vehicle or piece of equipment in the work space and I spent time supervising the maintenance and repair of all of it.

I also supervised work on other kinds of vehicles but 19 years supervising work on several

different kinds of Mass Transit vehicles and equipment should be comparable to at least three years of full-time experience supervising maintenance and repair of mass transit equipment and vehicles.

Full time work is defined in the "How to qualify" section of the 7253 test announcement as 2000 hours of qualifying experience, based on a 40 hour week, not including overtime. (Attachment 1, p.8-9). 2000 hours divided into 40 hour weeks is 50 weeks and there are only 52 weeks in the year. To reach that 2000 hours it would mean limited time off for vacation or sick leave. I assume that exceptions have had to be made to the requirement of 3 years of 2000 working hours per year.

III. My Experience as a Lead Worker

The supervisory experience and skills I developed at San Francisco Repair Center were not wasted at SFMTA.

I have been a Lead Worker assisting in supervision of the electrical and mechanical maintenance and repair of SFMTA mass transit equipment and vehicles for several of the nearly 18 years I have been an Electrical Transit System Mechanic at SFMTA. My personnel file has been reviewed for my application and appeal to take the 7253 exam and this information is in it.

City and County of San Francisco Human Resources, created a chart comparing Supervisor and Lead Worker. (Attachment 6)

A Lead Worker is defined as "A working leader that assigns work and ensures completed for a specific work group."

Lead Workers and Supervisors both assign work and ensure that it is completed, enforce work rules, track work schedules enforce work rules, track work schedules and train employees. However, Supervisors have duties that take them away but Lead Workers stay on the floor training workers and ensuring that work is completed. I have been Lead Worker for long stretches when the Supervisor, Assistant Supervisor or both were not around and I was the only employee assigning, enforcing, tracking and training.

I believe that my many years of experience supervising and training employees in the maintenance and repair of mass transit equipment and vehicles is comparable to at least three years of 2000 hours per year of experience and that I should be permitted to take the 7253 test.

IV. CONCLUSION

Thank you for considering my appeal, I hope you will find that I am qualified to take the test for 7253 Electrical Transit System Supervisor-1.

Maung Gyi

- Attachment 1 = Test Announcement
- Attachment 2 = Angela Ng first rejection email
- Attachment 3 = Maung email with San Francisco Repair Center Letter
- Attachment 4 = Angela Ng November 2 Rejection email
- Attachment 5 = Staff Report to the Civil Service Commission
- Attachment 6 = San Francisco Human Resources: Supervisors v. Lead Workers

ATTACHMENT I



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

Apply Online

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

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?](#)

[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 \(sf.mta.org\)](#).

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.

Angela Ng

ATTACHMENT 2

From: Angela Ng from City and County of San Francisco notifications@careers.sf.gov
Subject: Electrical Transit Mechanic Supervisor I (7253) Qualifications Review
Date: October 18, 2023 at 4:57 PM
To: mmg888@yahoo.com

10/18/23

mmg888@yahoo.com

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 **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://stgov.org/civilservice/rules>.

Best,

Angela Ng

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

ATTACHMENT 3

From: MG mmg888@yahoo.com
Subject: Re: Electrical Transit Mechanic Supervisor I (7253) Qualifications Review
Date: October 24, 2023 at 11:20 PM
To: 54838779-cb4e-44d4-8aff-301726d02377@replies.careers.sf.gov

Dear Angela Ng,

Attached is a verification letter with the employer letterhead showing work experience and duties, at the time of my employment with the establishment.

Thank you,
Maung Gyi

**San Francisco Repair Center Inc-
2006.pdf**



On Oct 18, 2023, at 4:57 PM, Angela Ng from City and County of San Francisco <notifications@careers.sf.gov> wrote:

10/18/23

mmg888@yahoo.com

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 **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

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 initial "G".

Gerald M Lewis
General Manger/ Vice President



From: Angela Ng from City and County of San Francisco notifications@careers.sf.gov
Subject: Response to Reconsideration Request: Electrical Transit Mechanic Supervisor I (7253)
Date: November 2, 2023 at 4:15 PM
To: mmg888@yahoo.com

11/2/23

mmg888@yahoo.com

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.

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



London Breed, Mayor

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

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

Jeffrey Tumlin, Director of Transportation

MEMORANDUM

DATE: January 24, 2024

TO: Honorable Civil Service Commission

THROUGH: Kimberly Ackerman *ak*
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.

x



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

2



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]**

3



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 SFMTA, 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.

4

26



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.

5



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.

6

28

Supervisor v. Lead Worker

Last Updated on 2/26/19

Supervisor – An individual having authority and exercising independent judgment to effectively recommend to hire/promote, discipline, assign, reward or adjust the grievances of other employees. Please note, pursuant to Civil Service Rules, supervisors do not directly hire or discipline employees; rather, they recommend a course of action to a higher authority.

Lead Worker – A working leader that assigns works and ensures completed for a specified work group. While lead workers *may* assist in many supervisory functions, it will just be in preparing or offering input rather than making determinations/recommendations (*see blue, italicized notations*).

Function	Supervisors	Lead Workers
Work Assignments	Define job roles and responsibilities, determine work to be done, develop assignments, assign work and ensure completed	Assign work and ensure completed
Work Rules and Procedures	Establish and enforce	Enforce
Work Schedules, Overtime, Travel and Time Off	Set, approve and track	Track; <i>may recommend</i>
Training	Develop training plans, approve training course attendance, motivate, associate assignments with organization goals and train employees	Train employees
Performance Evaluation	Issue formal evaluations (pursuant to Appointing Officer oversight), provides input on areas of deficiency and applies corrective action	<i>May provide input regarding areas of deficiency and recommend corrective action</i>
Discipline	Recommend appropriate level of discipline (e.g., written warning, suspension and termination)	<i>May recommend that some form disciplinary action is necessary</i>
Grievances	Resolve	<i>May provide input</i>
Hiring / Promoting	Recommend employees	<i>May participate in interviews</i>