



**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

Mailei Maloa
[REDACTED]

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

Dear Mailei Maloa:

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
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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

- Civil Service Commission Register Number: 0234 - 23 - 4
- For Civil Service Commission Meeting of: February 5, 2023
- Check One:
Ratification Agenda
Consent Agenda
Regular Agenda
- Subject: **Appeal of Rejection of Application by Mailei Maloa for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00083)**
- Recommendation: Adopt the report and deny the appeal by Maloa.
- Report prepared by: Shivani Nath Telephone number: (415) 646-2120
- Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A**
- Reviewed and approved for Civil Service Commission Agenda:
Municipal Transportation Agency Director: Ackerman, Kimberly
Date: January 24, 2024
- 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**

- 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

Mailei Maloa



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London Breed, Mayor

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Gwyneth Borden, Vice Chair
Stephanie Cajina, Director

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

Jeffrey Tumlin, Director of Transportation

MEMORANDUM

DATE: 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 Mailei Maloa 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 Mailei Maloa's (Maloa) application and rejected Maloa for lacking two (2) years and five (5) months of required experience.

After review of documents provided during the reconsideration period, a second not qualified notice was sent on 11/02/23, and Maloa filed an appeal on 11/14/23. Although, the appeal was not filed



within the fifth day period as outlined in the second not qualified notice, and while it was Maloa's responsibility to read the letter to understand whether they were within statute to file an appeal, the SFMTA is choosing to respond because of a communication exchange between Maloa and the analyst, where it could have been perceived by Maloa that they still had time to appeal.

In the appeal, Maloa states:

HR is not accepting my work experience as a 7382 Automotive Mechanic Assistant Supervisor, my acting assignment time for classification 7249 Automotive Shop Supervisor I, or my acting assignment of 7228 Transit Shop Supervisor time towards the work history. I have turned in work orders of my classification supervising & assisting on electrical repairs equivalent to the requested Electrical Supervision as requested in my response from HR. The work ordered I provided show my documentation of the scope of work with an unalterable timestamp over 2 years old for a proven time mark. I also turned in 3 work orders of me supervising the Electronic Technicians that come & perform work at my facility on a daily basis on similar & same equipment that is in the trolley & light rail equipment. I currently work on a transit bus at the Kirkland Division. & have been supervising the mechanical and electrical repairs on transit bus equipment for more than 3 years & this work experience should be accepted for me to move on in the recruitment process for this classification 7253... or words to this effect.

ISSUE

Does Maloa meet the minimum qualifications to participate in the examination for class code 7253 for recruitment CBT-7253-T00083? Specifically, does Maloa 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. Maloa was appointed to the Automotive Mechanic, class code 7381, on February 19, 2013, in a permanent civil service appointment. Maloa remained in this class until they accepted a promotional opportunity to the Electrical Transit Mechanic Assistant Supervisor, class code 7380 on June 15, 2019. Maloa remained in this class for a period of approximately seven (7) months before they accepted a position as an Automotive Mechanic Assistant Supervisor, class code 7382 on January 11, 2020, where they remain 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. Maloa submitted a timely application, with no other attachments to compete in the recruitment process on October 7, 2023. **[Attachment C]**
5. Maloa 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. Maloa submitted the following documents for reconsideration: **[Attachment E]**
 - a. 7228 Delegation of Authority Letter for 07/05/23 to 07/11/23
 - b. 7249 Acting Assignment Letters for 10/29/22 to 06/30/23 and 07/01/23 to 06/30/24
 - c. 7249 Job Description
 - d. Four bus maintenance tickets for electronic components (farebox, handset repair, paddle in operation & no stop safety message, Clipper self-rebooting)
 - e. Hybrid diesel coach (bus) work order
 - f. Oxford dictionary definition for “supervise.”
7. Upon review, The E&C unit did not find that the additional documents submitted verified possession of the minimum qualifications. Maloa received a second not-qualified notice on November 2, 2023, detailing the reasons for rejection of the application. **[Attachment F]**
8. Maloa filed an appeal on the rejection of their application on November 16, 2023. **[Attachment G]**
9. E&C reviewed personnel file for performance evaluations and no performance evaluations were found. **[Attachment H]**

ANALYSIS

The MTA utilizes two separate series of classifications of mechanics. One series is the Electrical Transit Mechanics. The hierarchy of classifications in this series starts with the class of 7371 Electrical Transit System Mechanic (7371) and progresses in responsibility to the 7380 Electrical Transit Mechanic, Assistant Supervisor (7380), 7253 Electrical Transit Mechanic Supervisor I (7253) and finally the 7216 Electrical Transit Shop Supervisor I. These classifications are represented by IBEW Local 6. This classification series only exists at the MTA and per the classification specifications, these classes are responsible for mechanical, electronic and electrical work in connection with the maintenance and repair of electrically powered transit equipment and vehicles (including, but not limited to: trolley coaches, street cars, light rail vehicles and cable cars). **[Attachment I]**



The 7253 classification, per the above-mentioned classification series, is the natural promotional opportunity for those in the 7380 classification. The fourth listed work experience on Maloa's application is to the Electrical Transit Mechanic Assistant Supervisor, class code 7380, for which they were credited seven (7) months of experience toward meeting the minimum qualifications for the 7253 class (subject appeal).

The first and second work experiences listed on Maloa's application include employers outside of City and County employment, including Sunnyvale Acura as a Shop Supervisor I/Shop Foreman, and Mechanic/Shift Lead for MV Transportation. Maloa was not credited for their experience as a Shop Supervisor I at Sunnyvale Acura because Sunnyvale Acura does not maintain and repair mass transit vehicles. Maloa was not credited for their experience at MV Transportation as, there were no supervisory tasks listed, and there was not enough information on whether **electrical and mechanical maintenance and repair** was performed on mass transit vehicles and equipment. Maloa did not provide verification documents related to any of these employments outside of the City and County of San Francisco. Therefore, in order to qualify, Maloa would have needed to possess all qualifying experience at the MTA.

The third, fifth and sixth work experience on Maloa's application is to the Automotive Mechanic, 7381 [**Attachment J**], Automotive Mechanic Assistant Supervisor [**Attachment K**], and 7382 and Automotive Shop Supervisor I (Acting), 7249 [**Attachment L**], for which they were credited zero (0) months of experience toward meeting the minimum qualifications because these classifications are a part of a separate career track, the automotive mechanic series. The hierarchy of classifications in the automotive mechanic series starts with the Automotive Mechanic, 7381 and progresses in responsibility to the Automotive Mechanic Assistant Supervisor, 7382, Automotive Mechanic Supervisor I, 7249 and finally the Automotive Transit Shop Supervisor I, 7228. These classifications are represented by Machinists Union, Local 1414. This is a citywide classification series and per the classification specifications, these classes are responsible for mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment.

Maloa contests that his experience in the automotive series should be qualifying. However, as there are two distinct job classifications and two separate unions representing the workers involved, the work is not considered equivalent.

Per Civil Service Rule 410.9.1, employees are to be given credit for the classification to which assigned. The 7380 class spec states that an employee in this role "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," and also "makes emergency repairs to electrical and/or mechanical transit equipment." This classification supervises other electrical classes such as Electrical Transit System Mechanics in the performance of this work. Therefore, experience in class 7380 qualifies for this examination.

The 7382 class spec, on the other hand, does not cover the same job duties as the 7380 class. The 7382 class spec states that an employee in this class "maintains and supervises the maintenance,



repair, overhaul and servicing of automotive, diesel, hybrid and alternative fuel equipment.” Unlike the 7380 class, the 7382 classification supervises automotive mechanics and service workers, not electrical transit system mechanics.

Per the class specifications, the automotive mechanics are responsible for performing “skilled mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment.” The automotive service workers are responsible for “operating a variety of automotive servicing equipment and hand tools; responding to automotive service requests; operating the refueling station and/or the tire shop; performing regular maintenance on vehicles; making minor repairs on disabled vehicles; maintaining a clean shop area; preparing routine records; assisting automotive mechanics and operating service vehicles.” Neither of the classifications supervised by the 7382 Automotive Mechanic Assistant Supervisor class are responsible for the electrical maintenance and repair of mass transit equipment – a key duty of the classifications supervised by the 7253 Electrical Transit Mechanic Supervisor I.

Beyond the information listed in the class specs, 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. Hybrid vehicles are free moving vehicles, and are not connected to electrical overhead lines or rails; thus, the Automotive Mechanics who work on these buses do not have the same scope of electrical repair responsibilities as their counterparts in the Electrical Transit Mechanic series.

Maloa previously appealed their rejection for this same examination class, which was heard before the Commission on November 7, 2022. **[Attachment M]** The appeal report at that time considered Maloa’s qualifications as of the final filing date of June 14, 2022. The Commission rejected that appeal. The main documents to be considered as a part of that appeal were two letters. The first letter was signed by Vernon Ting dated November 27, 2017 and the second letter was signed by Louis Guzzo dated April 22, 2019. Both of these letters were written and submitted prior to Maloa possessing experience in either class 7380 or class 7382. Neither letter claims that Maloa was performing supervisory responsibilities that are required for one to be qualified for the 7253 exam; therefore, no further actions were taken to verify the accuracy of the information following the non-contemporaneous procedures as they did not specify qualifying experience.

It should be noted that these letters were previously submitted under different SFMTA HR management and to our knowledge did receive certification from the previous SFMTA Human Resources Director to qualify Maloa for a previous 7380 examination process and appointment. However, current HR management has learned that the previous process was not fully following



CSC Rule 410.9.1, in that such letters were not additionally approved by the Director of Transportation. The previous process we have also learned had less scrutiny in verifying the accuracy of statements made and, as such, as part of corrective actions, current SFMTA HR more critically reviews such letters to ensure that there is supplemental information to back up statements made.

During the previous exam administration, the Commission may recall that Local 6 was alerted to multiple letters submitted by managers and supervisors of individuals in the automotive mechanic series stating that they are performing electrical repair work equivalent to the work performed by the electrical mechanics. Local 6 through public records received redacted versions of these letters and responded to SFMTA's Chief People Officer stating that they "believe that the letters written by these supervisors misrepresent the scope of work performed by the 7381 and/or 7382 classifications. The MQ's of these classifications do not qualify them under the regulations to perform this work. Additionally, these letters state that the duties assigned to the classifications are in direct conflict with SFMTA's own policy of 2008 (attached.)"

The policy for which Local 6 provided and was referring to is an October 30, 2008 notice stating that although Local 1414 would have overall responsibility for maintenance of hybrid vehicles, the maintenance itself would be a combined effort of job classifications represented by Local 6 and Local 1414. The notice states that "Local 1414 classification (mechanics) will trouble shoot the problem in the vehicle and remove and replace the defective components. The mechanics will send the defective components to the appropriate support shops for repairs to be made by IBEW Local 6 represented classifications. Effectively, Local 1414 classifications shall be responsible for the maintenance of the hybrid vehicles with the exception of the traction battery system and the electrical components as mentioned above."

After a very long review process, the SFMTA Transit Division was unable to provide documentation to the E&C unit during the previous exam process that any of the 7381s or 7382s for which letters had been written for were actually performing or supervising the electrical staff performing the electrical repair work of the minimum qualifications. As a result, none of the letters were certified by SFMTA Chief People Officer and SFMTA has documented this to ensure that no other automotive mechanics are considered qualifying for this series without supplemental documentation proving the assignment and completion of such work. As of the date of the previous exam deadline, the MTA HR staff could only qualify 7 months of qualifying work experience, the time for which Maloa held the position of a 7380 Electrical Transit Mechanic, Assistant Supervisor. The Commissioners voted to deny the appeal with a vote of 4 to 0.

Since the filing deadline of the previous appeal, June 14, 2022, and the filing deadline of the current appeal, October 11, 2023, Maloa could have only possessed a maximum of 1 year, 4 months of additional experience to consider. With the 7 months given credit for in the previous appeal, Maloa could not have gained enough experience to qualify for the 7253 examination even if all additional work was considered qualifying.



As a part of review process for the current examination process, Maloa submitted additional documents during the reconsideration period. This included a memo authorizing a formal acting assignment as an Automotive Transit Shop Supervisor, I, 7228 [Attachment N], during the period of 07/05/23 to 07/11/23. As discussed above, because this classification belongs to in the automotive series, zero (0) months of experience were credited.

It is acknowledged that it is becoming increasingly difficult to discern the tasks of the different series with the evolving technology as demonstrated by hybrid vehicles and fuel alternative vehicles debuting in mass transit fleets today; however, the SFMTA is maintaining that the work is allocated by trade specialty. **That is an incumbent in the automotive series' is only involved in identifying the electrical failures of such vehicles.** An example of an electrical repair would be to the propulsion systems in a hybrid which make the vehicles drive, or the farebox on a coach. Maloa provided as a part of their reconsideration documents work orders/tickets to demonstrate that they were supervising incumbents working on electrical repairs of these types of equipment, and while the work orders/tickets may include their signature **it does not demonstrate that they are providing direct work direction including advising staff in solving difficult electronic transit problems, assisting in training, and managing personnel or operation problems.** Instead, this is aligned with the classification specification document. That as a regular part of their duties, the automobile series:

“Checks a variety of automotive, diesel, hybrid, and alternative fuel equipment. Including troubleshooting malfunctions in hybrid and alternative fuel equipment and determinate repair requirements...”

Once the issues are determined and if repairs are necessary to parts that are electrical/electronic in nature, Maloa is opening a repair order/ticket and the appropriate personnel based on specialty is dispatched to make the necessary repairs. The workflow is not meant for Maloa to oversee the technical work of the personnel but to oversee it like a project manager would, to ensure that the vehicle and/or any electronic equipment is repaired so that the mass transit vehicle is in running condition for the fleet. This is not synonymous with supervisory responsibility.

The notable highlights of all repair tickets and work orders are:

- 36 pages of documentation showing various documents identified as work orders that are in plain form and one that appear to be printed from a software tracking system called EAMs. Including checklists for rebuild requirements.
- 7318, Electronic Technicians are dispatched to repair the mass transit vehicles and equipment.
- The time for the repairs varies between .5 hours to 2 hours.
- Maloa is signing off on the documents under supervisor for documents called work orders (outside of EAM system) and as reported by and comments under EAM System Work Orders WO/PM, and as supervisor for General Use Work Tickets.



- Of the names that were distinguishable on the documents, none of the individuals showed to have any direct reporting relationship to Maloa.
- Most of the classifications that the individuals were appointed to the 7318 Electronic Technicians who have direct reporting relationships in People Soft to people within their classification series.

The 7318 Electronic Technicians are performing the repair work associated with these orders. These individuals and the work performed are directly supervised by the classification of 7329 Electrical Maintenance Technician Assistant Supervisor, or other electrical supervisory classes. The automotive mechanics do not possess the knowledge of electrical repair through that series to be supervising the work of such individuals. [Attachment O] The org charts provided by Maloa regarding their acting assignments do not show any supervision over these classifications or any other electrical workers.

Lastly, Maloa also attached from the Oxford dictionary a definition for “supervise” which states, “observe and direct the execution of (a task, project, or activity),” which the MTA does not contest. But the extent to which Maloa’s involvement was the question and it has not been demonstrated through the documents provided that they were formally appointed to supervise the technical work of classifications who work on the electronic repair of mass transit vehicles and equipment.

It is recognized that Maloa is a long-term employee in a service critical class for SFMTA. Therefore, careful attention was placed to review Malao’s personnel file for any additional relevant supervisory duties that may have been assigned and documented by way of contemporaneous documentation. Unfortunately, no additional information was found to give additional credits to Maloa toward qualifying for the subject recruitment.

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

CONCLUSION

Maloa contests that they should be qualified for the current 7253 examination. Based on the information received, Maloa lacks two (2) years and five (5) months 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 Maloa.



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C	Maloa application	MALOA-013
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I	Electrical Transit Mechanic Series Class Specs (7371, 7380, 7253, 7216)	MALOA-095
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CCSF Job Appointment Summary

Mallei F. Malos (Mallei) Emp ID [REDACTED] Emp Record 0

Personalize | Find | View All | First 1-4 of 4 Last

EFF Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exempt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept	Location	Cert Date	Ctwd Snty Date	Company Seniority Date	Vacation Anniversary Date	Sick Anniversary Date
01/11/2020	01/11/2020	DTA	Job Code Change	Active	7382	130	PCS NA	NA	F	903126	6.00	01057963	08/09/2019	MTA	MTA001	08/09/2019	08/09/2019	02/19/2013	02/19/2013	02/19/2013
06/15/2019	06/15/2019	DTA	Job Code Change	Active	7380	006	PCS NA	NA	F	M00171	4.00	01139254	01/04/2019	MTA	MTA001	01/04/2019	01/04/2019			
07/01/2017	02/19/2013	POS	Position Data Update	Active	7381	130	PCS NA	NA	F	058572	13.00	01122793	11/19/2012	MTA	MTA001	11/19/2012	11/19/2012			
02/19/2013	02/19/2013	HIR	New Hire	Active	7381	130	PCS NA	NA	F	058572	13.00	01122793	11/19/2012	MTA	MTA001	11/19/2012	11/19/2012			

Save Return to Search Notify

ATTACHMENT A



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](#)

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ATTACHMENT

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

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

OFFICIAL COPY

Job Application

Mailei Maloa

Submission: 21:39:51 on 2023-October-07	Email: [REDACTED]
--	--------------------------

Experience

Shop Supervisor/Shop Foreman

2010-01 - 2012-01

Sunnyvale Acura

Oversaw, ensured, scheduled, planned, budgeted, and performed the preventative maintenance on customer and fleet light duty and heavy duty, gasoline, diesel, electric, hybrid, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, Honda, Acura, and local regulations. Projected, prepared and maintained a work plan, scheduled, dispatched, trained, monitored the budget, prepared cost estimates, coordinated vendor and purchasing activities for procurement of supplies, tools, equipment, and services, prepared reports, memos, directives and other relevant documents, established and enforced existing work standards, ensured the maintenance of accurate records of all maintenance work, personnel actions, and other related issues, inspected and evaluated the work of subordinates. Performs other related duties as required for the division. Performed interviews with potential employees, held staff meetings with employees. Coordinated the movement of vehicles between lots, vendors, dealerships, and auction houses. Supervised a group of upwards 25 employees across 5 different classifications.

Mechanic/ Shift Lead

2012-01 - 2013-02

MV Transportation

Perform preventative maintenance on the MV Transportation fleet, gasoline, heavy duty diesel, electric, hybrid, mechanical, hydraulic, electronic equipment, auxiliary electrical equipment, and natural gas fleet according D.O.T., CHP, and Cal OSHA standards and coordinate movement and placement for bus repairs at facility with limited space. Perform major repairs, major diagnostics, troubleshooting problems in vehicles by performing tests and fault analysis, retrofits, keep all notes for Work tickets, create repair orders, diagnose, repair, and confirm repairs, follow up on repairs after specified amounts of mileage and time. Utilizing and supervising the use of a variety of hand tools, power tools, and machinery. Keep inventory, update operations of vehicles statuses, logged road calls dispatched personal and performed repairs, assessed, and determined maintenance and repair needs and ongoing repair needs and improving inspection methods, procedures, developing and implementing work plans. Quality control, monitoring and evaluating the work of subordinates. Reading, understanding, and using shop manuals, CD-ROM based diagnostic applications, diagrams, and electrical schematics. Performed cost estimates on work orders and accident repairs. Supervised and assigned personnel skilled and unskilled to maintenance, repair, overhaul, and servicing needs for fleet and individual coach needs. With road calls I tracked coach status and locations through dispatch and dispatched a mechanic on shift to respond. I have retrieved and reviewed work orders for follow-up repairs. Coordinated maintenance activities with

MALOA-013

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

departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Requisitioned supplies, parts, materials, and stock non billable items. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental personnel. Supervised a group of 6.

Automotive Mechanic

2013-02 - 2019-06

SFMTA Muni

7381 SFMTA Feb 2013 - June 21, 2019

Perform preventative maintenance on the SFMTA gasoline, heavy duty diesel, electric, hybrid, mechanical, hydraulic, electronic equipment, auxiliary electrical equipment, and natural gas transit equipment fleet according D.O.T., CHP, and Cal OSHA standards and coordinate movement and placement for transit equipment fleet repairs at my facility with limited space. Perform major repairs, major diagnostics, troubleshooting problems in transit equipment fleet by performing tests and fault analysis on electrical, mechanical, hydraulic, pneumatic, and electronic equipment, retrofits, keep all notes for work tickets, create repair orders, diagnose, repair, and confirm repairs, follow up on repairs after specified amounts of mileage and time. Utilizing and supervising the use of a variety of hand tools, power tools, and machinery. Keep inventory, update operations of vehicles statuses, logged road calls dispatched personnel and performed repairs, assessed, and determined maintenance and repair needs and ongoing repair needs and improving inspection methods and procedures. Reading, understanding, and using shop manuals, CD-ROM based diagnostic applications, diagrams, and electrical schematics. Assigned personnel to maintenance and repair needs for fleet and individual transit equipment needs. With road calls I tracked coach status and locations on fleet watch. I have retrieved and reviewed work orders for follow-up repairs. Knowledgeable with Outlook, Power Point, Excel, EAMS, SHOP, People Soft, and other computer related programs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental/City personnel.

7380 Electric Transit Mechanic Assistant Supervisor

2019-06 - 2020-01

SFMTA Muni

Perform preventative maintenance on the SFMTA Light Rail Transit equipment fleet according CPUC, Cal OSHA standards and coordinate movement and placement for transit equipment fleet repairs at my facility with limited space. Perform major repairs, major diagnostics, troubleshooting problems in transit equipment fleet by performing tests and fault analysis on electrical, mechanical, hydraulic, pneumatic, and electronic equipment, retrofits, keep all notes for work tickets, create repair orders, diagnose, repair, and confirm repairs, follow up on repairs after specified amounts of mileage and time. Utilizing and supervising the use of a variety of hand tools, power tools, and machinery. Keep inventory, update operations of vehicles statuses, logged road calls dispatched personnel and performed repairs, assessed, and determined maintenance and repair needs and ongoing repair needs and improving inspection methods and procedures. Reading, understanding, and using shop manuals, CD-ROM based diagnostic applications, diagrams, and electrical schematics. Assigned personnel to maintenance and repair needs for fleet and individual transit equipment needs. With road calls I tracked coach status and locations on fleet watch. I have retrieved and reviewed work orders for follow-up repairs. Knowledgeable with Outlook, Power Point, Excel, EAMS, SHOP, People Soft, and other computer related programs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Monitors the development and advancement of subordinates. Oversees and conducts safety meetings,

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

SDS, and training to comply with safety and federal safety regulations. Coordinates with outside vendors and interdepartmental support shops to ensure the availability of equipment and supplies. Inspects shop equipment, machinery, and tools. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental/City personnel. Supervised upwards of 20 employees under 4 different collective bargaining units.

7382 Automotive Mechanic Assistant Supervisor

2020-01 - 2022-10

SFMTA Muni

Oversees, ensure, schedule, plan, budget and perform the preventative maintenance on SFMTA mass transit, gasoline, heavy duty diesel, battery electric, bus transit fleet, hybrid, mechanical, hydraulic, electronic equipment, auxiliary electrical equipment, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, CPUC, SFMTA and local regulations. Perform major and minor repairs, major and minor diagnostics, troubleshooting problems on transit equipment fleet by performing tests and fault analysis on electrical, mechanical, hydraulic, pneumatic, and electronic equipment, retrofits, keep all notes for work tickets, create repair orders, diagnose, repair, and confirm repairs, follow up on repairs after specified amounts of mileage and time. Projects, prepares and maintains a work plan, scheduling, training, monitoring the budget, preparing cost estimates, coordinating vendor and purchasing activities for procurement of supplies, tools, equipment, and services, preparing reports, memos, directives and other relevant documents, establishing and enforcing existing work standards, ensuring the maintenance of accurate records of all maintenance work, personnel actions, and other related issues, inspecting and evaluating the work of subordinates on SFMTA's mass transit fleet. Monitors the development and advancement of subordinates. Oversees and conducts safety meetings, SDS, and training to comply with safety and federal safety regulations at SFMTA's mass transit fleet divisions. Coordinates with outside vendors and interdepartmental support shops to ensure the availability of equipment and supplies for SFMTA's mass transit fleet. Assigned personnel to maintenance and repair needs for fleet and individual transit equipment needs. With road calls I tracked coach status and locations on fleet watch. I have retrieved and reviewed work orders for follow-up repairs. Knowledgeable with Outlook, Power Point, Excel, EAMS, SHOP, People Soft, and other computer related programs. Inspects, uses, and supervises the shop equipment, machinery, and tools. These duties listed are not the full range of duties that I perform on a regular day to day. I perform other duties as required that are not specifically spelled out in my job description but are a normal duty for me to perform my job efficiently and effectively. Supervised upwards 18 employees across 5 different classifications and 3 different collective bargaining units.

7249 Automotive Shop Supervisor I (Acting)

2022-10 - Present

SFMTA Muni

Under direction, I supervise across 4 shifts often through subordinate supervisors, (Day shift, Swing shift, Graveyard shift, and Intermediate shift) a large group of skilled mechanical, craft and service workers engaged in the maintenance, repair, overhaul, and servicing of a wide variety of automotive, including gasoline, electric, hybrid and natural gas powered, and/or heavy-duty diesel equipment and for SFMTA mass transit equipment and vehicles. I am serving in role as a second line supervisor.

I supervise multiple shifts through subordinate supervisors, maintenance and service personnel, responsible for maintenance, repair, overhaul, and servicing of automotive, including gasoline, electric, hybrid and natural gas powered and/or heavy duty diesel equipment, including engines, drive trains, fuel systems, electrical systems, electronic automotive circuits, digital display systems, cooling systems, brake systems (air and hydraulic), chassis, wheels, suspensions and other parts of vehicles: supervises preventive maintenance programs including smog certifying programs, electrical, mechanical, hydraulic,

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

and electronic services and repair of mass transit equipment and vehicles for SFMTA. I Evaluate the maintenance needs of transit vehicles, electrical, mechanical, hydraulic, pneumatic, and electronic equipment: and develops and reviews preventive maintenance plans and procedures.

I Establish goals and objectives for the shop/shifts. I plan, develop, and implement budgets and work plans to ensure the best use of staff, machinery, and facilities and to complete projects in a timely manner adhering to budget guidelines and constraints.

I monitor, motivate, and conduct plans and projects, and the development and advancement of subordinates.

I oversee and supervise the maintenance of records and documents related to employees, and other documents related to the service, repair, and maintenance of transit vehicles. I use a computer and programs such as Microsoft Outlook, PowerPoint, Excel, EAMS, SHOPS, PeopleSoft, and other related programs. I oversee, plan, document, and conduct safety meetings and training of workers on how to understand the communications and laws to ensure compliance with state and federal safety regulations (includes hazardous materials), MUNI wide objectives, etc. I coordinate responses to road calls and accidents by responding, visiting, and inspecting sites: and makes prompt decisions on incoming emergency calls. I communicate effectively in writing, memos, reports, and orally with other personnel representatives of other departments or division managers, subordinates, local unions, and the public in a clear and understandable manner. I maintain open communications with my immediate supervisor. I coordinate with outside vendors and interdepartmental support shops to ensure the availability of equipment and supplies. I inspect, utilize, supervise, train, and maintain the use of a variety of shop equipment, machinery, hand, power, and electric tools: provide direction to subordinate supervisors in the cleaning, use, training and day-to-day maintenance of all non-revenue vehicles, shops, and yards. I represent my division on committees, in staff meetings, and interview panels. I currently move, maneuver, and park transit vehicles as needed. I troubleshoot and diagnose mass transit problems for SFMTA. I read, understand, and use shop manuals, CD-ROM based diagnostic applications, diagrams, and electrical schematics. I complete various reports and forms such as reports on downtime, parts research, and invoice processing. I requisition supplies, parts, and materials necessary for the maintenance, repair, and servicing of vehicles and mass transit for SFMTA. I monitor vehicles warranty repairs and related paperwork and bill department for work done. I prepare cost estimates on work orders and accident repairs. I perform other duties that are not specifically spelled out in my job description but are a normal

Education

Automotive Technology
Skyline College

yes
Complete

ATTACHMENT

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

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

MALOA-017

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

Re: Electrical Transit Mechanic Supervisor I (7253) Qualifications Review

[REDACTED] <notifications@smartrecruiters.com>

Thu 10/26/2023 6:23 PM

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

 1 attachments (615 KB)

AAP 7382 Mailei Maloa signed.pdf;

EXT

Hello Angela,

There is one more Acting Assignment attachment from October 21, 2022 to June 30, 2023 that you did not state. It was turned in with all of the items.

The 7249 job classification job description shows the acting position I am in supervises electrical work as well.

The Four various MUNI coach maintenance tickets assigned (for farebox, handset repair, paddle inoperation, no stop/safety messages, self-rebooting) These are proof that I supervise electrical transit mechanics and electronic technicians that come to our facilities and perform electrical work and repairs on transit vehicles. The items they are working on are electrical components that are the same as electrical equipment on Light rail vehicles. I have signed the repair work orders with time stamps of the work verifying the repairs were performed properly and that I supervise the electrical classifications 7371 and 7318.

The Hybrid diesel coach work orders that I created are proof that I supervised high voltage electrical battery components and inverters repair, testing, replacement, rebuilds and maintenance of systems that are similar and same as, in or on light rail vehicles. They are time stamped for more than 2 years ago to show the time frame of at least 2 years of service. I created the work orders and assisted with the repairs, testing, parts ordering and component tracking. I specifically chose these systems because they are similar and same in relation to light rail vehicles. It's not just work orders that I created. This also shows that I work around high voltage electrical safely and use the same electrical testing equipment that is standard for the industry. I hope you understand the proof that is given to you in these attachments. Also all of these classifications I am in 7382 and 7249 say that we perform other related duties. Our classifications are not the all inclusive jobs or tasks that we perform. They are the minimum and basics of jobs and tasks that our classifications are required to perform. We can perform additional tasks and jobs to perform our regular duties.

Please if you have any questions for clarification on what and why these attachments are given please feel free to reach out to me. The descriptions you gave me for the items I was able to obtain and turn in doesn't seem that you understand the items.

Mailei Maloa
office 415-530-3721
cell [REDACTED]

MALOA-019

On Thu, Oct 26, 2023 at 12:36 PM Angela Ng from City and County of San Francisco

<notifications@careers.sf.gov> wrote:

Hello Mailei,

These are the documents I have received all of the documents you have sent me before the deadline --

- 7228 Delegation of Authority letter from 07/05/23 to 07/11/23
- 7249 Acting Assignment from 07/01/23 to 06/30/24
- 7249 Job Description
- Four various MUNI coach maintenance tickets assigned to you (for farebox, handset repair, paddle inoperation, no stop/safety messages, self-rebooting)
- The Oxford Dictionary definition for “supervise”
- Hybrid diesel coach work order created by you

Unfortunately we cannot delay the examination process for multiple weeks while waiting for verification documentation. We will need to move forward with what you have provided. You will be notified whether your application will move forward to the next stage in the examination process in the upcoming week or two.

Sincerely,

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: Mailei Maloa [REDACTED] <notifications@smartrecruiters.com>

Sent: Tuesday, October 24, 2023 9:19 PM

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

Subject: Re: Electrical Transit Mechanic Supervisor I (7253) Qualifications Review

EXT

[Mailei Maloa Acting Assignment Mtdfa - 7.5-11.pdf](#)

[AAP Packet Mailei Maloa FY 23-24.pdf](#)

[Message sent to you from Scanner kirk-108-x.pdf](#)

Hello Angela,

I would like to see if I could get more time to gather information. There is alot to try and gather for your proof of consideration. 4 days is not enough.

Here is some of the information I think you would need to reconsider.

Exhibit 1 is my acting assignment letter to prove that I am already performing the duties similar and same to this recruitment classification. I am currently an acting 7249 and had my acting assignment renewed for this fiscal year 23-24. Please see the attached pdf's named Mailei Maloa Acting assignment, Delegation of authority, AAP packet Mailei Maloa FY 23-24 and the job scope of

MALOA-020

the 7249. I even added in my Acting 7228 position paper when I was an acting 7228 for 2 weeks. All of this time needs to be considered as a minimum of 1 year of supervisor experience towards this recruitment classification.

Exhibit 2 is the supervision as a 7382 that shows some major electrical repairs and the work orders that I supervised and assisted in rebuilding for high voltage electrical converter and high voltage electrical battery storage systems units for SFMTA's transit fleet. I have been doing these kinds of repairs longer but these work orders only go back 2 years that I have access to and will need more time to gather more records of me supervising the repairs and performing the repairs of electrical work similar if not exact to Light rail vehicles as you stated in your needed information.

[Message sent to you from Scanner kirk-108-x.pdf](#)

[Message sent to you from Scanner kirk-108-x.pdf](#)

Exhibit 3 is the electrical work that I supervise at my current facility today and yesterday alone to show the regular day to day repairs that I supervise. The classifications that I supervise at my facility are 7318 electronic technicians and I even found one of the personnel is a 7371 electric transit mechanic. See the attached electrical accessories that are exactly the same as on the Light rail vehicles of SFMTA. The accessories are farebox and radio systems. Again this is just the last 2 days and if you need more of these kinds of repair work orders to prove that I supervise, oversee, evaluate, schedule and follow up repairs on a daily work load as a 7382 and an acting 7249. I can get more years of these work orders but need to go into the archives to get the hard copies. Our physical hard copies only stay at the facilities for 2 years per regulations after that they go into the library at a different facility.

[Message sent to you from Scanner kirk-108-x.pdf](#)

[Message sent to you from Scanner kirk-108-x.pdf](#)

[Message sent to you from Scanner kirk-108-x.pdf](#)

[Message sent to you from Scanner kirk-108-x.pdf](#)

In closing this is the information that I could get for you on a 5 day notice. I tried to get a letter from MV transportation but their HR department stated that it will take a few weeks to gather all of my information to give me a letter.

I will need more time to gather additional information to prove to you that at my current position acting 7249 and 7382 automotive mechanic assistant supervisor I perform enough supervision of electrical and electronic repairs, high and low voltages of similar and same systems that are on Light rail vehicles. All of my 7382 classification time should be accepted as full time experience towards this recruitment.

If you have any questions please give me a call. Please check my schedule to see the best time to reach me as I do have meetings and some outreach presentations on my schedule this week.

Mailei Maloa
Office 415-530-3721
Cell [REDACTED]

MALOA-021

On Fri, Oct 20, 2023 at 9:49 AM Angela Ng from City and County of San Francisco

<notifications@careers.sf.gov> wrote:

Hello Mailei,

Based on the class specifications for each of your work experiences at SFMTA, the qualifying experience we found that meets the 7253 minimum qualifications was 6 months of full-time experience as a 7380 Electrical Transit Mechanic Assistant Supervisor (06/2019 to 01/2020) since they supervise electrical and mechanical maintenance and repair of mass transit equipment and vehicles.

Your experience as a 7382 Automotive Mechanic Assistant Supervisor was not considered as qualifying experience for this job class's minimum qualifications because a 7382 may supervise and "perform(s) skilled mechanical work in connection with the maintenance, repair and overhaul of a variety of automotive equipment" (e.g. rubber tire buses), but does not supervise electrical work of electrical mass transit equipment and vehicles (e.g. light-rail vehicles).

If you have verification documentation that you would like to provide for a second review of your application, please make sure it follows the guidelines specified below:

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.

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>.

Sincerely,

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: Mailei Maloa [REDACTED] <notifications@smartrecruiters.com>

Sent: Thursday, October 19, 2023 8:22 PM

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

Subject: Re: Electrical Transit Mechanic Supervisor I (7253) Qualifications Review

EXT

Hello Angela,

MALOA-022

I would like you to reconsider my years of experience. How much time have you given me credit for, towards the 3 years of experience so I could see what I will need to get you for the remaining years of experience. My years as a 7382 automotive mechanic assistant supervisor should be more than enough in itself to qualify me as I currently only work on MTA's Transit bus fleet. My entire time with SFMTA I have worked on the transit hybrid 600 plus voltage bus and the high and low voltage repairs, diagnostics, overhauls, reprograms, and maintenance.

Please let me know how much time you have given me towards the 3 years of experience because I count more than 3 years in the experience that I provided. I also need to know what is acceptable or needed to get the rest of my work experience approved.

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

10/18/23



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

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London Breed, Mayor

Amanda Eaken, Chair
Stephanie Cajina, Vice Chair
Steve Heminger, Director

Fiona Hinze, Director
Manny Yekutieli, Director

Jeffrey Tumlin, Director of Transportation

Date: July 4, 2023

To: Louis Guzzo
Chief Mechanical Officer of Transit Fleet Maintenance

From: Aaron Shields *Aaron Shields*
7228 Automotive Transit Shop Supervisor 1 – Kirkland

Re: Delegation of Authority

I will be out of the office Wednesday, July 5th, 2023, through Tuesday, July 11th, 2023. During my Absence, Mailei Maloa, 7249 Automotive Mechanic Supervisor 1 will serve as Acting 7228 Automotive Transit Shop Supervisor 1 for Kirkland shop. Mailei Maloa can be reached at 415.530.3721 or via email at mailei.maloe@sfmta.com.

This assignment is made in accordance with Civil Service Commission, SFMTA rule 409.16 and accordingly, a copy of this memorandum will be placed in Mr. Monera's personnel file.

Copy: Transit Shop Supervisors
Transit Administration
Fleet Engineering
Employee Labor Relations
IAM-1414
Post
Chron file



MEMORANDUM

Date: August 13, 2023
To: Nicolle Lewis, Acting Payroll Manager
From: Kimberly Ackerman, Chief People Officer *Kimberly W. Ackerman*
Re: Acting Assignment Pay Request for Mailei Maloa
Automotive Mechanic Assistant Supervisor, Job Code 7382

Mailei Maloa, Class 7382 Automotive Mechanic Assistant Supervisor, has been assigned to perform the full range of duties and responsibilities of the 7249 Automotive Mechanic Supervisor I position. This acting assignment pay is in accordance with the current Memorandum of Understanding between the SFMTA and IAM, Local 1414 Acting Assignment Pay.

Please adjust the employee's salary rate as shown below for a period from **7/1/2023-1/5/2024**.

Job Code 7382 Compensation Schedule No. 7382X: \$5,109 BW (Step 1)
Job Code 7249 Adjusted Compensation Schedule No. 7249X: \$5,628 BW (Step 1)

Please adjust the employee's salary rate as shown below for a period from **1/6/2024-6/30/2024**.

Job Code 7382 Compensation Schedule No. 7382Y: \$5,224 BW (Step 1)
Job Code 7249 Adjusted Compensation Schedule No. 7249Y: \$5,755 BW (Step 1)

Your cooperation in expediting the necessary payroll adjustments is appreciated. Should you have any questions, please contact Song Hui Lee, ELR, at 415.646.4832.

Thank you for your assistance in this process.

Attachments: Acting Assignment Pay Form

Cc: Julie Kirschbaum, Transit
Louis Guzzo, Transit
Marilou Perez Transit
Compensation Inbox
Nicolle Lewis, Payroll
Mimi Tran, Payroll
MTAWZ
Acting Assignment Pay File

Employee's Personnel File

Chron File



London Breed, Mayor

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

Steve Heminger, Director
Fiona Hinze, Director
Manny Yekutiel, Director

Jeffrey Tumlin, Director of Transportation

Date: May 18, 2023

To: Kimberly W. Ackerman
Chief People Officer, Human Resources

Through: Emily Williams *Emily Williams*
Chief Transit Administration Officer, Transit Division

From: Louis Guzzo *Louis Guzzo*
Chief Maintenance Officer, Fleet Maintenance

Re: Request for Acting Assignment Pay – Mailei Maloa
7249 Automotive Mechanic Assistant Supervisor I – Extension

Mailei Maloa, 7382 Automotive Mechanic Assistant Supervisor, has been assigned to perform the full range of duties and responsibilities of the 7249 Automotive Mechanic Assistant Supervisor I position due to the need coverage for this position. Therefore, it is requested that Mailei Maloa be granted acting assignment pay effective July 1, 2023 in classification 7249 Automotive Mechanic Assistant Supervisor I. It is anticipated that the acting assignment will end on or before June 30, 2024.

This request is made pursuant to the current Memorandum of Understanding (MOU) in place between the [SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY / CITY & COUNTY OF SAN FRANCISCO] and Local 1414. All pertinent supporting documents are enclosed.

If you have further questions regarding this request, please contact me at 415.646.2805.

Attachments:

1. Acting Assignment Notification Memo
2. Current Dated Organizational Chart
3. Acting Assignment Pay Request Form

CC: Julie Kirschbaum, Director of Transit, Transit Division
Louis Guzzo, Transit Division
Mailei Maloa, Transit Division
Song Hui Lee, ELR, HR Division
Emily Williams, Transit Administration, Transit Division
Sammy Ye, Transit Administration, Transit Division



William Doan, Transit Administration, Transit Division
Marilou Perez, Transit Administration, Transit Division
Ha Chu, Transit Administration, Transit Division
[EE's PERSONNEL FILE]
[CHRON FILE]



MEMORANDUM

Date: May 18, 2023

To: Mailei Maloa
7382 Automotive Mechanic Assistant Supervisor

From: Louis Guzzo 
Chief Maintenance Officer, Fleet Maintenance

Re: Acting Assignment Appointment – Extension

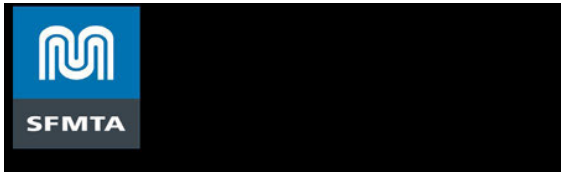
Thank you for your effort and dedication while serving as the 7382 Automotive Mechanic Assistant Supervisor position within the Transit Division. Your acting assignment as the 7249 Automotive Mechanic Assistant Supervisor I will be granted as of July 1, 2023. You will perform the full range of essential functions of the 7249 Automotive Mechanic Assistant Supervisor I.

Your effective date will be July 1, 2023 and it is anticipated that the acting assignment will end before or on June 30, 2024.

Please be aware that the acting assignment pay is subject to the approval of the Director of Human Resources, SFMTA Appointing Officer's designee and Finance.

Cc: Julie Kirschbaum, Director of Transit, Transit Division
Louis Guzzo, FleetMaint., Transit Division
Mailei Maloa, FleetMaint., Transit Division
Song Hui Lee, ELR, HR Division
Emily Williams, Transit Administration, Transit Division
Sammy Ye, Transit Administration, Transit Division
William Doan, Transit Administration, Transit Division
Marilou Perez, Transit Administration, Transit Division
Ha Chu, Transit Administration, Transit Division
[EE's PERSONNEL FILE]
[CHRON FILE]

MALOA-029



EMPLOYMENT PAY REQUEST FORM

I. EMPLOYEE INFORMATION

Please **DO NOT** fill in **Highlighted** fields

Name of Employee Assigned Mailei Maloa				Salary (for period of assignment) Bi-weekly \$5,109 Hourly \$63.8625 Step 1 Salary Grade # 7382X		(Rate Change & eff. Date) 1/6/2024 BIW \$5,224 Hourly \$65.3000 Step 1 Salary Grade# 7382Y	(Rate Change & eff. Date)
Employee ID (DSW ID#) [REDACTED]		Employee Organization Local 1414					
Current Job Code/Title 7382 – Automotive Mechanic Assistant Supervisor							
Current Funding Job Code 7382	Pos. No. 7382-0001	Dept 68	Budget Combo Code 0008080903	Project & Activity ID 10001724 & 13	Project	Grant	Other

II. ASSIGNMENT INFORMATION (Position to which employee will be assigned)

IS THIS AN EXTENSION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Explain: Position is still vacant	Date Extension Begins 7/1/2023	Date Extension Ends 6/30/2024			
Job Code/Title of Temporary Assignment 7249 – Automotive Mechanic Supervisor I	Date Assignment Begins 7/1/2023	Adjusted Salary Bi-weekly \$5,628 Hourly \$70.3500 Step 1 Salary Grade # 7249X	(Rate Change & eff. Date) 1/6/2024 BIW \$5,755 Hourly \$71.9375 Step 1 Salary Grade# 7249Y			
Vice Name Timothy Trickel	Date Assignment Ends 6/30/2024					
Reason for Assignment Promotion of Timothy Trickel	Eff. Date Acting Pay 10/29/2022					
Description of Duties: (DO NOT ATTACH JOB CLASS SPECIFICATION) At the Kirkland division, the 7249 supervises subordinate supervisors, a large group of skilled mechanical, craft and service workers engaged in the maintenance, repair, overhaul and servicing of the Kirkland motorcoach fleet.						
FUNDING IDENTIFICATION <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Non-Budgeted* PCN: 72490008 Combo Code: 0008080903		Dept 68	Program	Acting Project ID 10001724	Grant	Other
*Explain						

III. APPROVALS

Certifies Assignment meets conditions of applicable MOU provisions And validates description of duties statement.

Signature of Appointing Officer or Designee
Kimberly W. Ackerman
Director of Human Resources
Kimberly Ackerman Date August 13, 2023

Certification of availability of funds
SFMTA Finance

Signature
Auggie Mense Budget
Rally Catapang Date August 12, 2023

DEPARTMENT: Retain copy of this form. It may be submitted to support claims of qualifying experience for DHR examinations.

To Division Date		To Payroll Date		Log Date	
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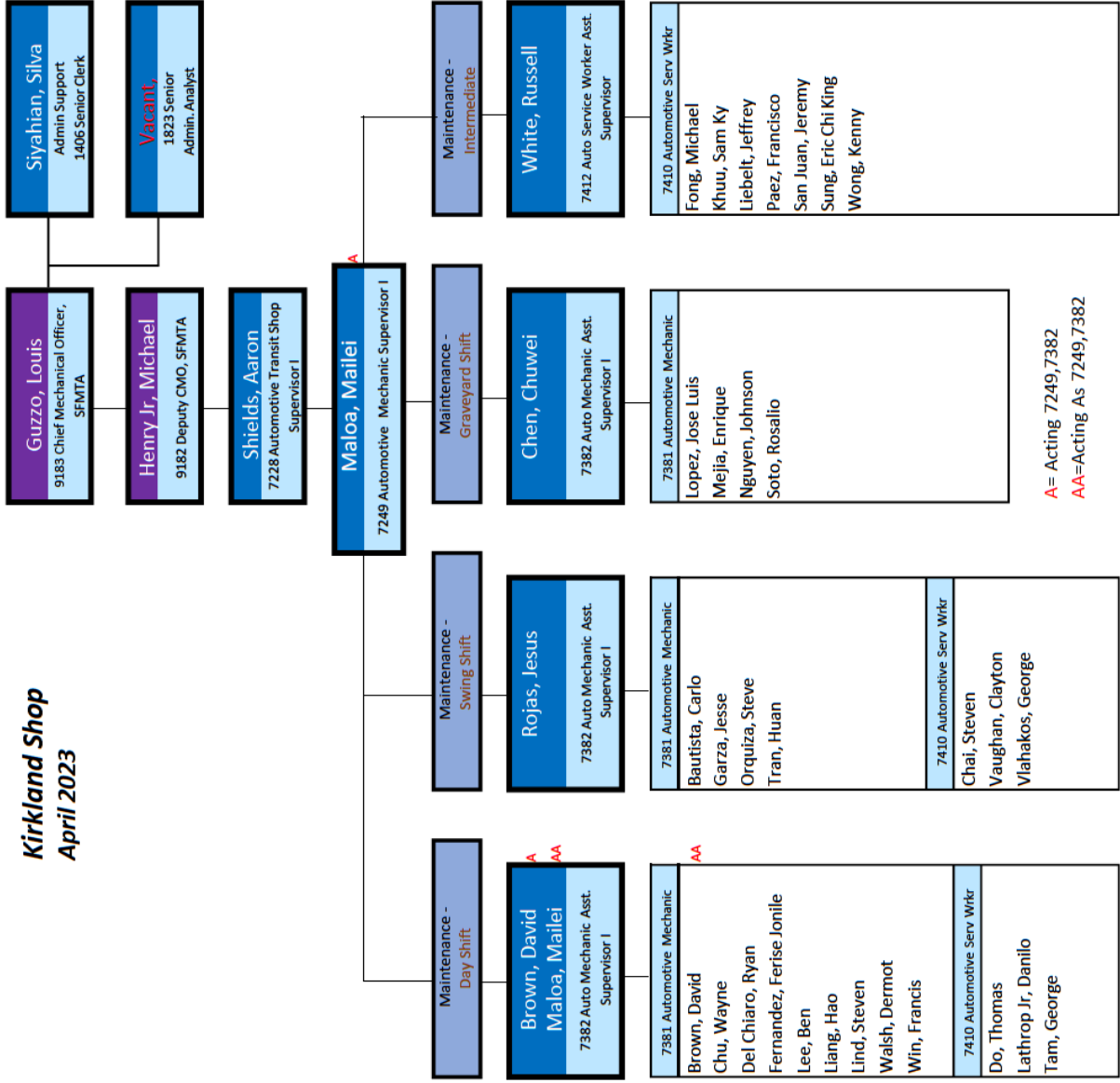
Corrections to Form By: 0 SFMTA Finance Date: _____

MALOA-030



Kirkland

Kirkland Shop
April 2023



A= Acting 7249,7382
AA=Acting As 7249,7382



MEMORANDUM

Date: October 26, 2022
To: Nicolle Lewis, Acting Payroll Manager
From: Kimberly W. Ackerman, Chief People Officer *kimberly ackerman*
Re: Acting Assignment Pay Request for Mailei Maloa
Automotive Mechanic Assistant Supervisor, Job Code 7382

Mailei Maloa, Automotive Mechanic Assistant Supervisor, Job Code 7382 has been assigned to perform the full range of duties and responsibilities of the Automotive Mechanic Supervisor I, Job Code 7249. This acting assignment pay is in accordance with the current Memorandum of Understanding between the SFMTA and IAM, L1414, Acting Assignment Pay.

Please adjust employee's salary rate as shown below for a period from October 29, 2022, through June 30, 2023:

Job Code 7382 Compensation Schedule No. 7382W, \$4984 BW (Step 1);
New Job Code 7249 Adjusted Compensation Schedule No. 7329W \$5365 BW (Step 3)

Your cooperation in expediting the necessary payroll adjustments is appreciated. Should you have any questions, please contact Sabrina Blanco, HR Analyst, at 415.646.4566.

Thank you for your assistance in this process.

Attachments: Acting Assignment Pay Form

Cc: Julie Kirschbaum, Director of Transit, Transit Division
Louis Guzzo, Chief Mechanical Officer, Transit Fleet Maintenance
Philip Lim, Transit Division
Austin Stenger, Transit Division
Mailei Maloa, 7382 Automotive Mechanic Assistant Supervisor, Transit Division
Emily Williams, Transit Administration, Transit Division
Sammy Ye, Transit Administration, Transit Division
William Doan, Transit Administration, Transit Division
Marilou Perez, Transit Administration, Transit Division
Susan Vang-Chan, ELR, HR Division
Mimi Tran, Payroll
Acting Assignment Pay File
Employee's Personnel File Chron File



London Breed, Mayor

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

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

Jeffrey Tumlin, Director of Transportation

MEMORANDUM

Date: October 21, 2022

To: Kimberly W. Ackerman
Director, Human Resources

Through: Emily Williams *Emily Williams*
Chief Transit Administration Officer, Transit Division

From: Louis Guzzo *Guzzo, Louis*
Chief Mechanical Officer, Transit Maintenance

Re: Request for Acting Assignment Pay – Mailei Maloa
7249 Automotive Mechanic Supervisor I - New Request

Mailei Maloa, 7382 Automotive Mechanic Assistant Supervisor has been assigned to perform full range of duties and responsibilities of the 7249 Automotive Mechanic Supervisor I position due to the vacancy created by the promotion of Timothy Trickel 7228- Automotive Transit Shop Supervisor I. Therefore, it is requested that Mailei Maloa be granted acting assignment pay effective October 29, 2022, in classification 7249 Automotive Mechanic Supervisor I. It is anticipated that the acting assignment will end on or before June 30, 2023.

This request is made pursuant to the current Memorandum of Understanding in place between the SFMTA /CCSF and IAM Local 1414. All pertinent supporting documents are enclosed.

If you have further questions regarding this request, please contact me at (415) 646-2805

Attachments:

1. Acting Assignment Notification Memo
2. Current Dated Organizational Chart
3. Acting Assignment Pay Request Form

CC: Julie Kirschbaum, Director of Transit, Transit Division
Austin Stenger, Transit Division
Philip Lim, Transit Division
Sabrina Blanco, ELR, HR Division
Susan Vang-Chan, ELR, HR Division
Emily Williams, Transit Administration, Transit Division



Sammy Ye, Transit Administration, Transit Division
William Doan, Transit Administration, Transit Division
Marilou Perez, Transit Administration, Transit Division
[EE's PERSONNEL FILE]
[CHRON FILE]



London Breed, Mayor

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

Steve Heminger, Director
Fiona Hinze, Director
Manny Yekutiel, Director

Jeffrey Tumlin, Director of Transportation

MEMORANDUM

Date: October 21, 2022

To: Mailei Maloa
7382 – Automotive Mechanic Assitant Supervisor

From: Louis Guzzo *Guzzo, Louis*
Chief Mechanical Officer of Transit Fleet Maintenance

Re: Acting Assignment Appointment – New

Thank you for your effort and dedication while serving as the 7382 – Automotive Mechanic Assitant Supervisor position within the Woods Division. Your acting assignment as the 7249 – Automotive Mechanic Supervisor I at the Kirkland Division will be granted as of October 29, 2022. You will perform the full range of essential functions of the 7249 – Automotive Mechanic Supervisor I.

Your effective date will be October 29, 2022 and it is anticipated that the acting assignment will end before or on June 30, 2023.

Please be aware that the acting assignment pay is subject to the approval of the Director of Human Resources, SFMTA Appointing Officer's designee and Finance.

Cc: Julie Kirschbaum, Director of Transit, Transit Division
Philip Lim, Transit Division
Austin Stenger, Transit Division
Sabrina Blanco, ELR, HR Division
Susan Vang-Chan, ELR, HR Division
Emily Williams, Transit Administration, Transit Division
Sammy Ye, Transit Administration, Transit Division
William Doan, Transit Administration, Transit Division
Marilou Perez, Transit Administration, Transit Division
[EE's PERSONNEL FILE]
[CHRON FILE]



ACTING ASSIGNMENT PAY REQUEST FORM

I. EMPLOYEE INFORMATION

Please **DO NOT** fill in **Highlighted** fields

Name of Employee Assigned Mailei Maloa				Salary (for period of assignment) Bi-weekly		(Rate Change & eff. Date)	(Rate Change & eff. Date)
Employee ID (DSW ID#) [REDACTED]		Employee Organization Local 1414		Hourly			
Current Job Code/Title 7382 – Automotive Mechanic Assistant Supervisor				Step			
				Salary Grade #			
Current Funding Job Code 7382	Pos. No. 7382-0001	Dept 68	Budget Combo Code 0008080903	Project & Activity ID 10001724 & 13	Project	Grant	Other

II. ASSIGNMENT INFORMATION (Position to which employee will be assigned)

IS THIS AN EXTENSION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Explain:		Date Extension Begins		Date Extension Ends	
Job Code/Title of Temporary Assignment 7249 – Automotive Mechanic Supervisor I		Date Assignment Begins 10/29/2022		Adjusted Salary Bi-weekly		(Rate Change & eff. Date)	(Rate Change & eff. Date)
Vice Name Timothy Trickel		Date Assignment Ends 6/30/2023		Hourly			
Reason for Assignment Promotion of Timothy Trickel		Eff. Date Acting Pay 10/29/2022		Step			
				Salary Grade #			
Description of Duties: (DO NOT ATTACH JOB CLASS SPECIFICATION) At the Kirkland division, the 7249 supervises subordinate supervisors, a large group of skilled mechanical, craft and service workers engaged in the maintenance, repair, overhaul and servicing of the Kirkland motorcoach fleet.							
FUNDING IDENTIFICATION <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Non-Budgeted* PCN: 72490008 Combo Code: 0008080903			Dept 68	Program	Acting Project ID 10001724	Grant	Other
*Explain							

III. APPROVALS

Certifies Assignment meets conditions of applicable MOU provisions And validates description of duties statement. Signature of Appointing Officer or Designee Kimberly W. Ackerman Director of Human Resources	Certification of availability of funds SFMTA Finance Signature Auggie Mense Budget
Date	Date

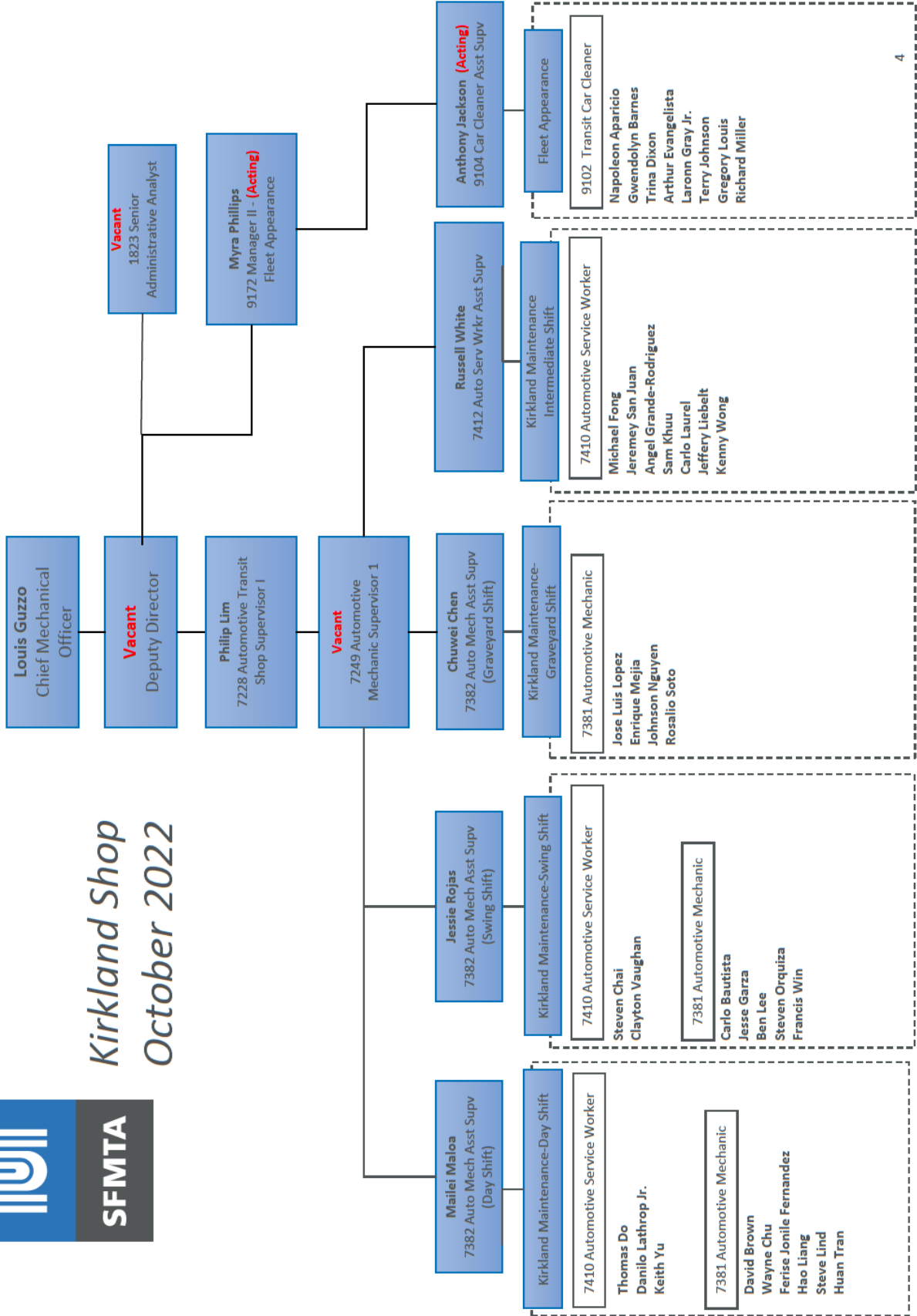
DEPARTMENT: Retain copy of this form. It may be submitted to support claims of qualifying experience for DHR examinations.

To Division Date		To Payroll Date		Log Date	
------------------	--	-----------------	--	----------	--

Corrections to Form By: 0 SFMTA Finance Date: _____



Kirkland Shop October 2022





SF | Careers

SF.GOV SF | DHR

7249-Automotive Mechanic Sprv 1

SF | Careers > 7249-Automotive Mechanic Sprv 1

Know the class code?

Class codes are four characters long.

Search

Search by keyword:

Use a keyword to search for a class.

- Search within title
- Search within job descriptions

Search

Compensation set id:

Automotive Mechanic Sprv 1

Job classification

Class	<u>7249</u>
Title	Automotive Mechanic Sprv 1
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	Auto Machinist, Lodge 1414
Effective date	August 17, 2012

Current compensation plan

Effective: Jul 01, 2023

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

Step:	Step 1
Rate /hr:	\$70.3500
Rate /biweekly:	\$5,628.00
Rate /year:	\$146,328

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Mechanic Supervisor I

Job Code: 7249

INTRODUCTION

Under direction, on an assigned shift supervises often through subordinate supervisors, a large group of skilled mechanical, craft and service workers engaged in the maintenance, repair, overhaul and servicing of a wide variety of automotive, including gasoline, electric, hybrid and natural gas powered, and/or heavy duty diesel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7249 Automotive Mechanic Supervisor I job code function as a second-line supervisor. This class is distinguished from the 7382 Automotive Mechanic Assistant Supervisor in that the latter is a first-line supervisor. This class is further distinguished from

class 7228 Automotive Transit Shop Supervisor I in that the latter functions as the supervisor over an entire maintenance shop

SUPERVISION EXERCISED:

Supervises, through subordinate supervisors, a group of skilled mechanical, crafts and service workers.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

1. Supervises, often through subordinate supervisors, a group of skilled mechanical, craft and service employees.
2. Supervises the maintenance, repair, overhaul, and servicing of automotive, including gasoline, electric, hybrid and natural gas powered and/or heavy duty diesel equipment, including engines, drive trains, fuel systems, electrical systems, electronic automotive circuits, digital display systems, cooling systems, brake systems (air and hydraulic), chassis, wheels, suspensions and other parts of vehicles; supervises preventive maintenance programs including smog certifying programs.
3. Troubleshoots and diagnoses vehicle problems.
4. Oversees and supervises the maintenance of vehicle, shop operating and personnel records.
5. Completes various reports and forms such as reports on downtime, parts research and invoice processing.
6. Utilizes and supervises the use of a variety of hand and power tools and machinery.
7. Reads, understands, and uses shop manuals, CD-ROM based diagnostic applications, diagrams, and electrical schematics.
8. Prepares cost estimates on work orders and accident repairs.
9. Responds and makes prompt decisions on incoming emergency calls.

10. Requisitions supplies, parts, and materials necessary for the maintenance, repair, and servicing of vehicles; monitors warranty repairs and related paperwork and bills departments for work done.
11. Plans, conducts and documents safety meetings; understands and trains workers on how to understand the hazardous communications law, toxics handling and disposal, and the material safety data sheet (MSDS).
12. Maintains open communication with his or her immediate supervisors.
13. Performs other related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Automotive, including gasoline, electric, hybrid and natural gas powered and heavy duty diesel equipment and parts and the function of each part; automotive maintenance practices, procedures, and requirements and an understanding of the importance of a preventive maintenance program; the application and enforcement of safe work practices and conditions, toxic and hazardous substance laws, and emergency response procedures.

Ability to: plan, assign, monitor, and review the work of subordinates in an automotive shop; interpret, explain and enforce existing shop procedures, motivate subordinates to carry out plans and projects, and train employees; access information electronically; understand photographs and CD-Rom based diagnostic applications; read instructions and interpret schematics, diagrams, diagnostic materials and warranty procedures; troubleshoot malfunctions in automotive and diesel equipment and to determine repair requirements; communicate clearly and effectively in reports, memos and other written documents; communicate orally with supervisors, subordinates and other departmental personnel in a clear and understandable manner; develop and implement work plans to ensure the best use of staff, machinery and facilities and to complete projects in a timely manner adhering to budget guidelines and constraints.

Skill to: identify tools and shop equipment, have an understanding of their uses, and train others on their safe and proper usage.

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.

Experience:

1. Two (2) years of supervisory experience in the repair and maintenance of automotive, transit or heavy duty vehicles; AND
2. Three (3) years of journey-level experience in the maintenance and repair of automotive, transit or heavy duty vehicles.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

Some positions allocated to this class may require the ability to obtain and maintain a California Class B driver's license within six (6) months of appointment.

SUPPLEMENTAL INFORMATION

May require exposure to potentially hazardous working conditions; may require working in adverse weather or work conditions such as rain, cold, dirt and dust. Some positions may require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment. May be required to work in any shift including nights, weekends and holidays.

PROMOTIVE LINES

To: 7228 Automotive Transit Shop Supervisor I

From: 7382 Automotive Mechanic Assistant Supervisor

ORIGINATION DATE: 04/02/1979

AMENDED DATE: 06/14/2002, 03/02/2012

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.

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
Jul 01, 2023 (X)	\$70.3500
Jul 01, 2022 (W)	\$68.6375
Jan 08, 2022 (V)	\$65.2125
Jul 01, 2021 (U)	\$64.8875
Dec 26, 2020 (T)	\$62.6875

Applicant resources

[Info center](#)

[Common issues](#)

[Request an accommodation](#)

[Career pathways](#)

[Contact us](#)

Human Resources

[DHR Homepage](#)

[Career Events](#)

[About San Francisco](#)

[SF.gov](#)

[London Breed, Mayor](#)

[SF.gov Privacy Policy](#)

San Francisco Municipal Transportation Agency
 Bus Maintenance
Work Order Summary Report

Printed on 3/15/23 5:27 AM

Page 1 of 1

Run By Calderon, Pastor, C

119082
 Closure Mileage

3/15/23
 Date

manu
 Supervisor Signature (Print & Sign)

Equipment: **8769**
 Work Order: 1354788
 WO Description:
 Farebox not working

Total Usage: 119,083 Last Reading: 3/14/23
 WO Type: Corrective
 Standard WO: BUS-FARE

Scheduled Start: 3/15/23

Defect Card:
 Warranty:
 Component Movement:

Labor

Activity	Activity Note	Employee	Hours	Employee	Hours
10	Farebox not working	B.MA	.5		

Repairs

Activity	Activity Note	Repair Description
10	Farebox not working - D-W-O	TEST w/PCY - OK

Other Activity Comments

Activity	Comments

Brake Measurements

L/F (Road)	R/F (Curb)	L/C (Road)	R/C (Curb)	L/R (Road)	R/R (Curb)

Component Movement

Existing Child Asset	
Replacement Child Asset	

Work Order	1354788
------------	---------

SAN FRANCISCO MUNI - BUS MAINTENANCE DIVISIONS
SHOPS GENERAL USE WORK TICKET

VEHICLE # 8948 DATE 10/19/23 ORIGINATING SHOP K

WARRANTY? Yes No HOLD COACH? Yes No

COACH MILEAGE 111463

AUTHORIZING SUPERVISOR'S SIGNATURE

WORK ACTIVITY DESCRIPTION	EMPLOYEE NAME	HOURS USED
1) REPAIRED HANDSET. PERFORMED COMMO CHECK w/TML.	BELELO	2.0
2) SYS. IS WORKING PROPERLY	JUAN 7318	
3)		
4)		
5)		
6)		



BRAKE LINING MEASUREMENT

L/R _____ R/F _____ L/R _____ R/R _____ L/C _____ R/C _____

BRAKE PUSH ROD TRAVEL

L/R _____ R/F _____ L/R _____ R/R _____ L/C _____ R/C _____

COMPONENT R/R/O	TYPE/SERIAL #	OFF #	ON	SHOPS TICKET #
				1723190

SUPVR'S SIGNATURE [Signature] DATE 10/19/23

SAN FRANCISCO MUNI - BUS MAINTENANCE DIVISIONS
 SHOPS GENERAL USE WORK TICKET

VEHICLE # 8911 DATE 10/19/23 ORIGINATING SHOP K WARRANTY? Yes No HOLD COACH? Yes No

COACH MILEAGE 107339

→ USE BOTTOM SECTION OF WORK TICKET TO RECORD COMPONENT I.D. #'S ←

WORK ACTIVITY DESCRIPTION

11 Refr Ball ~~for~~ mount EMPLOYEE NAME JWNG HOURS USED 0.5

21							
21							
21							
21							



BRAKE LINING MEASUREMENT

L/F _____ R/F _____ L/R _____ R/R _____ L/C _____ R/C _____

BRAKE PUSH ROD TRAVEL

L/F _____ R/F _____ L/R _____ R/R _____ L/C _____ R/C _____

COMPONENT R/R/D TYPE/SERIAL # _____ OFF. # _____ ON _____ COMPONENT R/R/D TYPE/SERIAL # _____ OFF. # _____ ON _____ SHOPS TICKET # _____

SUPER'S SIGNATURE manuel DATE 10/19/23 SHOPS TICKET # 1722994

SAN FRANCISCO MUNI - BUS MAINTENANCE DIVISIONS
SHOPS GENERAL USE WORK TICKET

VEHICLE # 8928 DATE 10/19/23 ORIGINATING SHOP K WARRANTY? Yes No COACH MILEAGE 124139 HOLD COACH? Yes No

WORK ACTIVITY DESCRIPTION DUZ networking intermittently request 2nd line repair EMPLOYEE NAME session nr 9118 HOURS USED 0.5

1 edr GenFane Ball mount JURY TRUBG 05
2 W/14ms both on V #1 & 2 in service NO FAULT FOUND JOSE APPERAZ



BRAKE LINING MEASUREMENT
 L/F _____ R/F _____ L/R _____ R/R _____ L/C _____ R/C _____
 BRAKE PUSH ROD TRAVEL
 L/F _____ R/F _____ L/R _____ R/R _____ L/C _____ R/C _____

COMPONENT R/R/D _____ OFF. # _____ ON _____ COMPONENT R/R/D _____ OFF. # _____ ON _____
 TYPE/SERIAL # _____ TYPE/SERIAL # _____ SHOPS TICKET # _____ ON _____

DATE 10/19/23

SHOPS TICKET # 1722999

SUPERVISOR'S SIGNATURE _____

DATE _____

SAN FRANCISCO MUNI - BUS MAINTENANCE DIVISIONS
 SHOPS GENERAL USE WORK TICKET

VEHICLE # 8947 DATE 10/21/23 ORIGINATING SHOP K

WARRANTY? Yes No

COACH MILEAGE 122047 HOLD COACH? Yes No

AUTHORIZING SUPERVISOR'S SIGNATURE

→ USE BOTTOM SECTION OF WORK TICKET TO RECORD COMPONENT I.D. #'S ←

EMPLOYEE NAME

HOURS USED

11 R/R OCU - TEST OK JUNYA 0.5
JERRON . PG 218



BRAKE LINING MEASUREMENT

L/F _____ R/F _____ L/R _____ R/R _____ L/C _____ R/C _____

BRAKE PUSH ROD TRAVEL

L/F _____ R/F _____ L/R _____ R/R _____ L/C _____ R/C _____

COMPONENT R/R'D TYPE/SERIAL # OFF # ON COMPONENT R/R'D TYPE/SERIAL # OFF # ON

SHOPS TICKET #

1724559

SUPERVISOR'S SIGNATURE [Signature] DATE 10/23/23

SAN FRANCISCO MUNI - BUS MAINTENANCE DIVISIONS
SHOPS GENERAL USE WORK TICKET

VEHICLE # 8779 DATE 10/20/23 ORIGINATING SHOP K COACH MILEAGE 148055

WARRANTY? Yes No HOLD COACH? Yes No

AUTHORIZING SUPERVISOR'S SIGNATURE _____

→ USE BOTTOM SECTION OF WORK TICKET TO RECORD COMPONENT I.D. #'S ←

WORK ACTIVITY DESCRIPTION	EMPLOYEE NAME	HOURS USED
FUNCTIONAL TEST OK - NDF	JUNG SERRANO NR 2018	.5

BRAKE LINING MEASUREMENT

UF _____ R/F _____ L/R _____ R/R _____ L/C _____ R/C _____

BRAKE PUSH ROD TRAVEL

UF _____ R/F _____ L/R _____ R/R _____ L/C _____ R/C _____



COMPONENT R/R'D TYPE/SERIAL # _____ OFF # _____ ON _____ COMPONENT R/R'D TYPE/SERIAL # _____ OFF # _____ ON _____

SHOPS TICKET # 1728778

Supvr's SIGNATURE manu DATE 10/23/23

San Francisco Municipal Transportation Agency
 Bus Maintenance
Work Order Summary Report

Printed on 10/23/23 4:51 AM

Page 1 of 1

Run By Calderon, Pastor, C

114898
 Closure Mileage

10/23/23
 Date

MANUJ
 Supervisor Signature (Print & Sign)

Equipment: **8964**
 Work Order: 1728784
 WO Description:
 Farebox lid won't close

Total Usage: 114,898 Last Reading: 10/21/23
 WO Type: Corrective
 Standard WO: BUS-FARE

Scheduled Start: 10/23/23

Defect Card:
 Warranty:
 Component Movement:

Labor

Activity	Activity Note	Employee	Hours	Employee	Hours
10	Farebox lid won't close	JUNg	0.5		

Repairs

Activity	Activity Note	Repair Description
10	Farebox lid won't close	press down on lid and lock it.

Other Activity Comments

Activity	Comments

Brake Measurements

L/F (Road)	R/F (Curb)	L/C (Road)	R/C (Curb)	L/R (Road)	R/R (Curb)

Component Movement

Existing Child Asset	
Replacement Child Asset	

Work Order	1728784
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San Francisco Municipal Transportation Agency
 Bus Maintenance
Work Order Summary Report

Printed on 10/24/23 6:46 AM

Page 1 of 1

Run By Calderon, Pastor, C

146377
 Closure Mileage

10-24-23
 Date

MANUEL
 Supervisor Signature (Print & Sign)

Equipment: **8767** Total Usage: 146,377 Last Reading: 10/23/23
 Work Order: 1730144 WO Type: Corrective Scheduled Start: 10/24/23
 WO Description: Radio not working Standard WO: BUS-RADIO
 Defect Card:
 Warranty:
 Component Movement:

Labor

Activity	Activity Note	Employee	Hours	Employee	Hours
10	RADIO ISSUE	S Wong	1.0	R. Reno	1

Repairs

Activity	Activity Note	Repair Description
10	RADIO ISSUE	

Simon Wong 7371 *Reno Roldan 7318*

Other Activity Comments

Activity	Comments
	no special Announcements. hard reboot. checked radio sys good. called TMC, radio checked out loud & clear.

Brake Measurements

L/F (Road)	R/F (Curb)	L/C (Road)	R/C (Curb)	L/R (Road)	R/R (Curb)

Component Movement

Existing Child Asset	
Replacement Child Asset	

Work Order	1730144
------------	---------

SAN FRANCISCO MUNI - BUS MAINTENANCE DIVISIONS
SHOPS GENERAL USE WORK TICKET

WARRANTY? Yes No

HOLD COACH? Yes No

VEHICLE #

ORIGINATING SHOP

COACH MILEAGE

8761

~~448~~ 4/6/23 Kirk

135034

AUTHORIZING SUPERVISOR'S SIGNATURE

→ USE BOTTOM SECTION OF WORK TICKET TO RECORD COMPONENT I.D. # 5 ←

WORK ACTIVITY DESCRIPTION	EMPLOYEE NAME	HOURS USED
1. Paddle inop, No stop or Safety Messages		
2. R/R- IVD (updated)		
3. Test REAL PADOLE, Log on/b/r, A-pattern		
4. announcements + displays, stop announcements,		
5. safety messages all ok. Radio + GPS check @ 18:45, ok		
6. Found DIS always disconnected - Refer to A. Sanchez 125 I.T.	A. Sanchez	1.25



BRAKE LINING MEASUREMENT

L/R _____ R/R _____ L/R _____ R/R _____ L/C _____ R/C _____

BRAKE PUSH ROD TRAVEL

L/R _____ R/R _____ L/R _____ R/R _____ L/C _____ R/C _____

COMPONENT R/R'b
Type/SERIAL #

COMPONENT R/R'b
Type/SERIAL #

OFF. # ON

SHOPS TICKET #

4/7/23

1379537

SUPV'R'S SIGNATURE

DATE

SAN FRANCISCO MUNI - BUS MAINTENANCE DIVISIONS
SHOPS GENERAL USE WORK TICKET

VEHICLE # 8761 DATE 4/4/23 ORIGINATING SHOP KIRKLAND COACH MILEAGE 134,877

WARRANTY? Yes No HOLD COACH? Yes No

AUTHORIZING SUPERVISOR'S SIGNATURE

→ USE BOTTOM SECTION OF WORK TICKET TO RECORD COMPONENT I.D. #'S ←

WORK ACTIVITY DESCRIPTION	EMPLOYEE NAME	HOURS USED
1) <u>Checked - SELF REBOOTING - R/P - O/C - OK</u>	<u>B-NA</u>	<u>.5</u>
2)		
3)		
4)		
5)		
6)		



BRAKE LINING MEASUREMENT

L/F _____ R/R _____ L/C _____ R/C _____

BRAKE PUSH ROD TRAVEL

L/F _____ R/R _____ L/C _____ R/C _____

COMPONENT R/R'D TYPE/SERIAL #	OFF #	ON	COMPONENT R/R'D TYPE/SERIAL #	OFF #	ON

SHOPS TICKET # 1378520

SUPR'S SIGNATURE Mario DATE 4.4.2023



Print Work Order - Comprehensive

Work Orders Starting Between 10/17/2023 and 10/24/2023

Version	12.0.1.2
Date	10/24/2023 15:31
User	MMALOA
Database Updated	Yes
Work Order	874329 [ESS-7010006397 ESS REFRESH 013-05-0024-R]
Work Order User Defined Fields	No
Equipment User Defined Fields	No
Include Task Plan Checklist	No
Include Nonconformities	No
Activity User Defined Fields	No
Repeat Header	Yes

Work Order

Work Order	874329	ESS-7010006397 ESS REFRESH 013-05-0024-R	Scheduled Start Date	11/01/2021
Created By	MMALOA		Scheduled End Date	11/06/2021
Created	11/05/2021		Status	Completed
WO Type	RP		Parent WO Class	
	Repairable Spare		Priority	3
Department	WOODS		Warranty	
	Woods Hybrid Diesel Coach		Safety	
PM Schedule			Equipment Criticality	
Cost Code	687009		Assigned To	
	687009 WOODS-MC MAINT		Reported By	MMALOA
Problem Code			Assigned By	
Project			Multiple Equipment Campaign	No
Standard WO	BUS-RBLD		Campaign Event	
	Bus Rebuild Work Order		Date Started	11/02/2021 00:00
			Date Completed	02/17/2022
			Time Completed	11:49

Equipment

Equipment	ESS-7010006397 (*)	Energy Storage System
	8618 (*)	HEV #8618 NFH40 Allison
	SFMTA-BUS-WOODS-VEH (*)	SFMTA Bus Maintenance Woods Division Vehicles
	SFMTA-BUS-VEH (*)	SFMTA Bus Maintenance Vehicles
	SFMTA-REV-VEH (*)	SFMTA Revenue Service Vehicles
Manufacturer	PANASONIC	
Model		
Serial Number	7010006397	
Location		
Reliability Ranking		Reliability Ranking Score
Reliability Ranking Index		

Equipment Comments

JNGO1 [09/24/2021 05:28]:
 REMOVED FROM 8617 ON 9/23/2021 WO# 732698 MILEAGE AT 297,854

LGOMEZ [01/10/2022 09:33]:
 Component -ESS REBUILT
 Date -1-10-2022
 Coach -8618 (INSTALLED)
 Mileage -254770

Work Order #MIDLIFE -732699

WO/PM Comments

MMALOA [11/05/2021 09:02]:
 Done and ready to install

MMALOA [11/05/2021 10:10]:
 This is the new number after refresh on the work order.
 Old # ESS-7010012935

Activity

Work Order 874329
Activity 10

Trade	Estimated Hours	People Required	Activity Start Date	11/01/2021
7313 Automotive Machinist	1	1	Activity End Date	11/01/2021

Activity Schedule

Booked Hours

Employee/Crew	Date	Time On	Time Off	Total Time	Type of Hours
---------------	------	---------	----------	------------	---------------

ESS REBUILD CHECK SHEET						DATE: 10/20/21	
OLD SERIAL #:	LOW SIDE RELAY	HIGH SIDE RELAY	PRE-CHARGE RESISTOR (70-86 OHMS)	NOTES:			
7010012935				REPLACED ALL HIGH AND LOW SIDE RELAYS			
NEW SERIAL #:							
7010006397	SUB STRING 1	SUB STRING 1	SUB STRING 1	78.9			
COIL RESISTANCE (23-28 OHMS)	24.4	24.3	SUB STRING 2	78.8			
DE-ENERGIZED (OL)	OL	OL	SUB STRING 3	79.4			
ENERGIZED < 10m ohms	1.1 m OHMS	0.8 m OHM	PRE-CHARGE RELAYS				
			SUB STRING 1				
COIL RESISTANCE (23-28 OHMS)	SUB STRING 2	SUB STRING 2	COIL RESISTANCE (29-72 OHMS)	65.8			
DE-ENERGIZED (OL)	24.6	24.7	DE-ENERGIZED (OL)	OL			
ENERGIZED < 10m OHMS	OL	OL	ENERGIZED (4 OHM MAX)	0.2			
			SUB STRING 2				
COIL RESISTANCE (23-28 OHMS)	SUB STRING 3	SUB STRING 3	COIL RESISTANCE (29-72 OHMS)	65.2			
DE-ENERGIZED (OL)	24.4	24.4	DE-ENERGIZED (OL)	OL			
ENERGIZED < 10m OHMS	OL	OL	ENERGIZED (4 OHM MAX)	0.2			
			SUB STRING 3				
ESS FUSE (4 OHM MAX)	HVIL SWITCH (4 OHM MAX)		COIL RESISTANCE (59-72 OHMS)	65.8			
			DE-ENERGIZED (OL)	OL			
SUB STRING 1	POSITIVE	0.3	ENERGIZED (4 OHM MAX)	0.2			
SUB STRING 2	NEGATIVE	0.3	SUB STRING 3				
SUB STRING 3		0.2					



Print Work Order - Comprehensive

Work Orders Starting Between 10/17/2023 and 10/24/2023

Version	12.0.1.2
Date	10/24/2023 15:26
User	MMALOA
Database Updated	Yes
Work Order	874328 [ESS-7010006373 ESS REFRESH 013-05-0024-R]
Work Order User Defined Fields	No
Equipment User Defined Fields	No
Include Task Plan Checklist	No
Include Nonconformities	No
Activity User Defined Fields	No
Repeat Header	Yes

Work Order

Work Order	874328	ESS-7010006373 ESS REFRESH 013-05-0024-R	Scheduled Start Date	11/01/2021
Created By	MMALOA		Scheduled End Date	11/06/2021
Created	11/05/2021		Status	Completed
WO Type	RP		Parent WO Class	
	Repairable Spare		Priority	3
Department	WOODS		Warranty Safety	
	Woods Hybrid Diesel Coach		Equipment Criticality	
PM Schedule			Assigned To	
Cost Code	687009		Reported By	MMALOA
	687009 WOODS-MC MAINT		Assigned By	
Problem Code			Multiple Equipment Campaign	No
Project			Campaign Event	
Standard WO	BUS-RBLD		Date Started	11/01/2021 00:00
	Bus Rebuild Work Order		Date Completed	02/17/2022
			Time Completed	11:49

Equipment

Equipment	ESS-7010006373 (*)	Energy Storage System
	8620 (*)	HEV #8620 NFH40 ALLISON
	SFMTA-BUS-WOODS-VEH (*)	SFMTA Bus Maintenance Woods Division Vehicles
	SFMTA-BUS-VEH (*)	SFMTA Bus Maintenance Vehicles
	SFMTA-REV-VEH (*)	SFMTA Revenue Service Vehicles
Manufacturer Model	PANASONIC	
Serial Number	7010006373	
Location		
Reliability Ranking		Reliability Ranking Score
Reliability Ranking Index		

Equipment Comments

JNGO1 [08/23/2021 05:48]:
 REMOVED FROM 8615
 REMOVED ON 8/19/2021
 REMOVED AT 305,025 MILES
 WO# 793931

LGOMEZ [02/07/2022 11:57]:
 Component - ESS ASSEMBLY (REBUILT)
 Date -12-07-2021
 Coach -8620 (INSTALLED)
 Mileage -278,930

Work Order # 732701 MIDLIFE

WO/PM Comments

MMALOA [11/05/2021 08:50]:

Done and ready to be installed

MMALOA [11/05/2021 10:10]:

This is the new number after refresh on the work order.
 Old # ESS-7010012933

Activity

Work Order 874328
Activity 10

Trade	Estimated Hours	People Required	Activity Start Date	11/01/2021
7313 Automotive Machinist	1	1	Activity End Date	11/01/2021

Activity Schedule

Booked Hours

Employee/Crew	Date	Time On	Time Off	Total Time	Type of Hours
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ESS REBUILD CHECK SHEET

DATE:
10/24/2021

OLD SERIAL #: 7010012933	LOW SIDE RELAY	HIGH SIDE RELAY	PRE-CHARGE RESISTOR (70-86 OHMS)	NOTES: REPLACED ALL HIGH/LOW SIDE RELAYS
NEW SERIAL #: 7010006373	SUB STRING 1	SUB STRING 1	SUB STRING 1 79.2	
COIL RESISTANCE (23-28 OHMS)	25.2	25.7	SUB STRING 2 78.8	
	DE-ENERGIZED (OL)	OL	SUB STRING 3 78.9	
			PRE-CHARGE RELAYS	
ENERGIZED < 10m ohms	1.0 m ohm	0.7 m ohm	SUB STRING 1	
COIL RESISTANCE (23-28 OHMS)	SUB STRING 2	SUB STRING 2	COIL RESISTANCE (29-72 OHMS)	66.6
	24.9	25.6	DE-ENERGIZED (OL)	OL
	DE-ENERGIZED (OL)	OL	ENERGIZED (4 OHM MAX)	0.3
ENERGIZED < 10m OHMS	0.8 m ohm	1.2 m ohm	SUB STRING 2	
COIL RESISTANCE (23-28 OHMS)	SUB STRING 3	SUB STRING 3	COIL RESISTANCE (29-72 OHMS)	66.9
	24.8	24.6	DE-ENERGIZED (OL)	OL
	DE-ENERGIZED (OL)	OL	ENERGIZED (4 OHM MAX)	0.3
ENERGIZED < 10m OHMS	1.0 m ohm	0.9 m ohm	SUB STRING 3	
ESS FUSE (4 OHM MAX)	HVIL SWITCH (4 OHM MAX)			
	POSITIVE ON		0.2	
	POSITIVE OFF		OL	
	NEGATIVE ON		0.2	
SUB STRING 1	0.2	NEGATIVE OFF	OL	COIL RESISTANCE (59-72 OHMS)
SUB STRING 2	0.2	ENERGIZED (4 OHM MAX)		
SUB STRING 3	0.2	DE-ENERGIZED (OL)		
NEGATIVE OFF		OL		ENERGIZED (4 OHM MAX)
				0.3



Print Work Order - Comprehensive

Work Orders Starting Between 10/17/2023 and 10/24/2023

Version	12.0.1.2
Date	10/24/2023 15:29
User	MMALOA
Database Updated	Yes
Work Order	872473 [ESS-7010012849 ESS REFRESH 013-05-0024-R]
Work Order User Defined Fields	No
Equipment User Defined Fields	No
Include Task Plan Checklist	No
Include Nonconformities	No
Activity User Defined Fields	No
Repeat Header	Yes



Work Order

Work Order	872473	ESS-7010012849 ESS REFRESH 013-05-0024-R	Scheduled Start Date	10/19/2021	
Created By	MMALOA		Scheduled End Date	10/24/2021	
Created	11/02/2021		Status	Released	Reprint
WO Type	RP		Parent WO Class		
Department	WOODS	Woods Hybrid Diesel Coach	Priority	3	
PM Schedule			Warranty Safety		
Cost Code	687009		Equipment Criticality		
Problem Code	687009 WOODS-MC MAINT		Assigned To		
Project			Reported By	MMALOA	
Standard WO	BUS-RBLD		Assigned By		
	Bus Rebuild Work Order		Multiple Equipment Campaign	No	
			Campaign Event Date Started	11/02/2021 00:00	
			Date Completed		
			Time Completed		

Equipment

Equipment	ESS-7010006392 (*)	Energy Storage System
	8612 (*)	HEV #8612 NFM40 Allison
	SFMTA-BUS-WOODS-VEH (*)	SFMTA Bus Maintenance Woods Division Vehicles
	SFMTA-BUS-VEH (*)	SFMTA Bus Maintenance Vehicles
	SFMTA-REV-VEH (*)	SFMTA Revenue Service Vehicles
Manufacturer	PANASONIC	
Model		
Serial Number	7010006392	
Location		
Reliability Ranking		Reliability Ranking Score
Reliability Ranking Index		

Equipment Comments

JNGO1 [08/05/2021 10:29]:
 COMPONENT-ESSDATE- 08-05-2021COACH8604 (REMOVED)MILEAGE- 279,621.4WO # 732685 (midlife campaign)

LGOMEZ [01/20/2022 11:37]:
 Component - ESS (Rebuilt)
 Date - 01-19-2022
 Coach - 8612 Installed
 Mileage - 300,906

Work Order # Midlife 732693

WO/PM Comments

GFONG1 [11/02/2021 11:53]:
 10 - PERFORMED ESS REFRESH.
 OLD SERIAL #7010012849
 NEW SERIAL #7010006392
 REPLACED ALL HIGH AND LOW SIDE RELAYS (TESTED OUT OF SPEC).



Activity

Work Order 872473
Activity 10

Trade
7313 Automotive Machinist

Estimated Hours 1 **People Required** 1

Activity Start Date 10/19/2021
Activity End Date 10/19/2021

Activity Schedule

Booked Hours

Employee/Crew	Date	Time On	Time Off	Total Time	Type of Hours
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ESS REBUILD CHECK SHEET

DATE:
11/1/2021

OLD SERIAL #: 7010012849	LOW SIDE RELAY	HIGH SIDE RELAY	PRE-CHARGE RESISTOR (70-86 OHMS)	NOTES: REPLACED ALL HIGH AND LOW SIDE RELAYS AND TESTED NEW RELAYS W/ SPECS	
NEW SERIAL #: 7010006392	SUB STRING 1	SUB STRING 1	SUB STRING 1		
COIL RESISTANCE (23-28 OHMS)	24.4	24.5	SUB STRING 2		
DE-ENERGIZED (OL)	OL	OL	SUB STRING 3		
ENERGIZED < 10m ohms	8.5 / NEW:1.0	63.7 / NEW:0.9	PRE-CHARGE RELAYS		
	SUB STRING 2	SUB STRING 2	SUB STRING 1		
COIL RESISTANCE (23-28 OHMS)	24.5	24.6	COIL RESISTANCE (29-72 OHMS)		
DE-ENERGIZED (OL)	OL	OL	DE-ENERGIZED (OL)		
ENERGIZED < 10m OHMS	58 / NEW:1.2	3.7 / NEW:1.1	ENERGIZED (4 OHM MAX)		
	SUB STRING 3	SUB STRING 3	SUB STRING 1		
COIL RESISTANCE (23-28 OHMS)	24.5	24.5	COIL RESISTANCE (29-72 OHMS)		
DE-ENERGIZED (OL)	OL	OL	DE-ENERGIZED (OL)		
ENERGIZED < 10m OHMS	60 / NEW:0.9	5.8 / NEW:1.0	ENERGIZED (4 OHM MAX)		
	HVIL SWITCH (4 OHM MAX)		SUB STRING 2		
ESS FUSE (4 OHM MAX)	POSITIVE ON		COIL RESISTANCE (59-72 OHMS)		
SUB STRING 1	0.2	0.2	DE-ENERGIZED (OL)		
SUB STRING 2	0.2	0.2	ENERGIZED (4 OHM MAX)		
SUB STRING 3	0.2	0.2	SUB STRING 3		



Print Work Order - Comprehensive

Work Orders Starting Between 10/17/2023 and 10/24/2023

Version	12.0.1.2
Date	10/24/2023 15:34
User	MMALOA
Database Updated	Yes
Work Order	908735 [ESS-701001289] ESS REFRESH 013-05-0024-R]
Work Order User Defined Fields	No
Equipment User Defined Fields	No
Include Task Plan Checklist	No
Include Nonconformities	No
Activity User Defined Fields	No
Repeat Header	Yes

Work Order

Work Order	908735	ESS-7010012891 ESS REFRESH 013-05-0024-R	Scheduled Start Date	12/08/2021	
Created By	MMALOA		Scheduled End Date	12/14/2021	
Created	12/08/2021		Status	Complete Pending IRR (Internal Repair Receipt)	Reprint
WO Type	RP		Parent WO Class		
	Repairable Spare		Priority	3	
Department	WOODS		Warranty		
	Woods Hybrid Diesel Coach		Safety		
PM Schedule			Equipment Criticality		
Cost Code	687009		Assigned To		
	687009 WOODS-MC MAINT		Reported By	MMALOA	
Problem Code			Assigned By		
Project			Multiple Equipment	No	
Standard WO	BUS-RBLD		Campaign		
	Bus Rebuild Work Order		Campaign Event		
			Date Started	12/08/2021	
				00:00	
			Date Completed		
			Time Completed		

Equipment

Equipment	ESS-7010012891 (*)	Energy Storage System
Manufacturer	PANASONIC	
Model		
Serial Number	7010012891	
Location		
Reliability Ranking		Reliability Ranking Score
Reliability Ranking Index		

Equipment Comments

LGOMEZ [02/07/2022 11:56]:
 Component - ESS ASSEMBLY
 Date -12-07-2021
 Coach -8620 (REMOVED)
 Mileage -278,930

Work Order # 732701 MIDLIFE

WO/PM Comments

GFONG1 [12/09/2021 11:41]:
 COMPLETED ESS REBUILD. REPLACED ALL HIGH AND LOW SIDE RELAYS (TESTED NO GOOD).
 OLD ESS S# 7010012891
 NEW ESS S# 7010006418



Activity

Work Order 908735
Activity 10

Trade	Estimated Hours	People Required	Activity Start Date	12/08/2021
7313 Automotive Machinist	1	1	Activity End Date	12/08/2021

Activity Schedule

Booked Hours

Employee/Crew	Date	Time On	Time Off	Total Time	Type of Hours
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ESS REBUILD CHECK SHEET

DATE: 12/9/21

OLD SERIAL #: 7010012891	LOW SIDE RELAY	HIGH SIDE RELAY	PRE-CHARGE RESISTOR (70-86 OHMS)	NOTES: REPLACED ALL HIGH AND LOW SIDE RELAYS	
NEW SERIAL #: 7010006418	SUB STRING 1	SUB STRING 1	SUB STRING 1 78.7		
COIL RESISTANCE (23-28 OHMS)	24.2	24.5	SUB STRING 2 78.7		
DE-ENERGIZED (OL)	OL	OL	SUB STRING 3 78.7		
ENERGIZED < 10m ohms	0.7 (NEW)	0.5 (NEW)	PRE-CHARGE RELAYS		
COIL RESISTANCE (23-28 OHMS)	SUB STRING 2 24.2	SUB STRING 2 24.5	SUB STRING 1		
DE-ENERGIZED (OL)	OL	OL	COIL RESISTANCE (59-72 OHMS) 65.3		
ENERGIZED < 10m OHMS	0.8 (NEW)	0.7 (NEW)	DE-ENERGIZED (OL) OL		
COIL RESISTANCE (23-28 OHMS)	SUB STRING 3 24.4	SUB STRING 3 24.6	ENERGIZED (4 OHM MAX) 0.2		
DE-ENERGIZED (OL)	OL	OL	COIL RESISTANCE (59-72 OHMS) 65.4		
ENERGIZED < 10m OHMS	0.6 (NEW)	0.6 (NEW)	DE-ENERGIZED (OL) OL		
ESS FUSE (4 OHM MAX)					
HVIL SWITCH (4 OHM MAX)					
SUB STRING 3					
COIL RESISTANCE (59-72 OHMS) 65.5					
DE-ENERGIZED (OL) OL					
ENERGIZED (4 OHM MAX) 0.2					
SUB STRING 1					
POSITIVE ON 0.2					
POSITIVE OFF OL					
SUB STRING 2					
NEGATIVE ON 0.2					
NEGATIVE OFF OL					
SUB STRING 3					
ENERGIZED (4 OHM MAX) 0.4					



Print Work Order - Comprehensive

Work Orders Starting Between 10/17/2023 and 10/24/2023

Version	12.0.1.2
Date	10/24/2023 15:12
User	MMALOA
Database Updated	Yes
Work Order	866010 [7210015586 DPIM REFRESH 013-05-0027-R]
Work Order User Defined Fields	No
Equipment User Defined Fields	No
Include Task Plan Checklist	No
Include Nonconformities	No
Activity User Defined Fields	No
Repeat Header	Yes

Work Order

Work Order	866010	7210015586 DPIM REFRESH 013-05-0027-R	Scheduled Start Date	10/27/2021
Created By	MMALOA		Scheduled End Date	11/02/2021
Created	10/27/2021		Status	Completed
WO Type	RP		Parent WO Class	
	Repairable Spare		Priority	3
Department	WOODS		Warranty	
	Woods Hybrid Diesel Coach		Safety	
PM Schedule			Equipment Criticality	
Cost Code	687009		Assigned To	
	687009 WOODS-MC MAINT		Reported By	MMALOA
Problem Code			Assigned By	
Project			Multiple Equipment Campaign	No
Standard WO	BUS-RBLD		Campaign Event	
	Bus Rebuild Work Order		Date Started	10/27/2021 00:00
			Date Completed	10/30/2021
			Time Completed	10:07

Equipment

Equipment	DPIM-7210015586 (*)	Duel Power Inverter
	6595 (*)	HEV #6595 NFH60 Allison
	SFMTA-BUS-IC-VEH (*)	SFMTA Bus Maintenance Islais Creek Division Vehicles
	SFMTA-BUS-VEH (*)	SFMTA Bus Maintenance Vehicles
	SFMTA-REV-VEH (*)	SFMTA Revenue Service Vehicles
Manufacturer Model	ALLISON	
Serial Number	7210015586	
Location		
Reliability Ranking		Reliability Ranking Score
Reliability Ranking Index		

Equipment Comments

JNGO1 [09/24/2021 05:27]:
 REMOVED FROM 8617 on 9/23/2021 WO# 732698 Mileage 297,854

LGOMEZ [02/07/2022 12:07]:
 Component -DPIM UNIT Date -12-07-2021
 Coach -8620 (REBUILT)
 Mileage -278,930

Work Order # 732701 MIDLIFE

ADURAN [01/24/2023 12:26]:
 Removed From 8620 on 1/15/2023
 WO# 1288390
 Coach Mileage 311,177.2 DPIM mileage 322,210

WO/PM Comments

MMALOA [10/30/2021 10:07]:
 This one is finished and ready for install



Activity

Work Order 866010
Activity 10

Trade
7313 Automotive Machinist

Estimated Hours 1 **People Required** 1

Activity Start Date 10/27/2021
Activity End Date 10/27/2021

Activity Schedule

Booked Hours

Employee/Crew	Date	Time On	Time Off	Total Time	Type of Hours
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A-1. DPIM CHECKLIST TABLE V3.0

Table A-1. T-1. Inverter Circuit Test—IGBT Check (DPIM1 & DPIM2)

Enter measured values into yellow boxes

NOTE: To take these measurements, all cables (AC and DC) must be removed from the DPIM.

The specifications listed below are merely guidelines. All warranted DPIM replacements must be approved by the Technical Assistance Center.

Set your multimeter to Resistance mode Ω . Make sure multimeter lead polarity is correct during Resistance Check. Resistance values will vary at first. Hold leads in position until the resistance value stabilizes and then record it.

	DC		A-Side			B-Side		
	DC(+)	DC(-)	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C
Place Negative multimeter lead on DPIM Chassis	>400K Ω	>400K Ω	>200K Ω	>200K Ω	>200K Ω	>200K Ω	>200K Ω	>200K Ω
Results	452K	451K	503K	506K	495K	515K	515K	510K
Place Positive multimeter lead on DC(+)	N/A	7K Ω - 10K Ω	>5K Ω	>5K Ω	>5K Ω	>5K Ω	>5K Ω	>5K Ω
Results		8.5K	18.2K	18.8K	17.3K	62.1K	71.1K	55.3K
Place Negative multimeter lead on DC(-)	N/A	N/A	>5K Ω	>5K Ω	>5K Ω	>5K Ω	>5K Ω	>5K Ω
Results			56.9K	61.2K	49.3K	71.0K	70.7K	65.6K

Table A-2. T-2. Inverter Circuit Test—Diode Test (DPIM1 & DPIM2)

Set multimeter to Diode Check mode Make sure multimeter lead polarity is correct during diode check						
	A-Side			B-Side		
	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C
Place Positive multimeter lead on DC(-)	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V
Results	0.23 V	0.24 V	0.23 V	0.26 V	0.29 V	0.26 V
Place Negative multimeter lead on DC(+)	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V
Results	0.29 V	0.29 V	0.29 V	0.29 V	0.29 V	0.28 V

Table A-3. T-3. Capacitor Test

Set multimeter to Capacitance mode					
	DPIM1 (S/N 7210000001 - 7210010000)		DPIM2 (S/N 7210010001 - beyond)		Date/Time: 10/20/21 DPIM S/N: 7210015586
	DC(+)	DC(-)	DC(+)	DC(-)	
<i>NEG TO DPIM GROUND</i>	17.7µF ± 10%	17.7µF ± 10%	12.0µF ± 10%	12.0µF ± 10%	Customer:
Results			12.2	12.2	Bus #:
Place Positive multimeter lead on DC(+)	N/A	2092µF ± 5%	N/A	2092µF ± 15%	Mileage:
Results				2114	DTCs:



Print Work Order - Comprehensive

Work Orders Starting Between 10/17/2023 and 10/24/2023

Version	12.0.1.2
Date	10/24/2023 15:19
User	MMALOA
Database Updated	Yes
Work Order	872955 [DPIM-7210015566 DPIM REFRESH 013-05-0027-R]
Work Order User Defined Fields	No
Equipment User Defined Fields	No
Include Task Plan Checklist	No
Include Nonconformities	No
Activity User Defined Fields	No
Repeat Header	Yes


Work Order

Work Order	872955	DPIM-7210015566 DPIM REFRESH 013-05-0027-R	Scheduled Start Date	11/03/2021
Created By	MMALOA		Scheduled End Date	11/08/2021
Created	11/03/2021		Status	Completed

Reprint

WO Type	RP	Parent WO Class	
Department	Repairable Spare	Priority	3
PM Schedule	WOODS	Warranty	
Cost Code	Woods Hybrid Diesel Coach	Safety	
Problem Code	687009	Equipment Criticality	
Project	687009 WOODS-MC MAINT	Assigned To	MMALOA
Standard WO	BUS-RBLD	Reported By	
	Bus Rebuild Work Order	Assigned By	
		Multiple Equipment Campaign	No
		Campaign Event Date Started	11/05/2021 00:00
		Date Completed	03/11/2023
		Time Completed	06:33

Equipment

Equipment	DPIM-7210015566 (*)		Duel Power Inverter
	8618 (*)		HEV #8618 NFH40 Allison
	SFMTA-BUS-WOODS-VEH (*)		SFMTA Bus Maintenance Woods Division Vehicles
	SFMTA-BUS-VEH (*)		SFMTA Bus Maintenance Vehicles
	SFMTA-REV-VEH (*)		SFMTA Revenue Service Vehicles
Manufacturer	ALLISON		
Model			
Serial Number	7210015566		
Location			

Reliability Ranking	Reliability Ranking Score
Reliability Ranking Index	

Equipment Comments

JNGO1 [08/23/2021 05:39]:
 REMOVED FROM 8615
 REMOVED ON 8/19//2021
 REMOVED AT 305.025 MILES
 WO#732696

LGOMEZ [01/10/2022 11:22]:
 Component - DPIM-rebuilt
 Date -01-10-2022
 Coach -8618 Installed
 Mileage -254770

Work Order #Midlife 732699

WO/PM Comments

TBABA [11/06/2021 11:31]:
 10-PERFORMED DPIM REFRESH CAMPAIGN.



Activity

Work Order 872955
Activity 10

Trade	Estimated Hours	People Required	Activity Start Date	11/03/2021
7313 Automotive Machinist	1	1	Activity End Date	11/03/2021

Activity Schedule

Booked Hours

Employee/Crew	Date	Time On	Time Off	Total Time	Type of Hours
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Appendix A—DPIM CHECK LIST

A-1. DPIM CHECKLIST TABLE V3.0

Table A-1. T-1. Inverter Circuit Test--IGBT Check (DPIM1 & DPIM2)

Enter measured values into yellow boxes

NOTE: To take these measurements, all cables (AC and DC) must be removed from the DPIM.

The specifications listed below are merely guidelines. All warranted DPIM replacements must be approved by the Technical Assistance Center.

Set your multimeter to Resistance mode Ω . Make sure multimeter lead polarity is correct during Resistance Check. Resistance values will vary at first. Hold leads in position until the resistance value stabilizes and then record it.

	DC		A-Side			B-Side		
	DC(+)	DC(-)	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C
Place Negative multimeter lead on DPIM Chassis	>400K Ω	>400K Ω	>200K Ω	>200K Ω	>200K Ω	>200K Ω	>200K Ω	>200K Ω
Results	452K	451K	501K	520K	522K	519K	522K	476K
Place Positive multimeter lead on DC(+)	N/A	7K Ω - 10K Ω	>5K Ω	>5K Ω	>5K Ω	>5K Ω	>5K Ω	>5K Ω
Results		9.1K	21.3K	22.6K	23.1K	22.7K	23.5K	17.7K
Place Negative multimeter lead on DC(-)	N/A	N/A	>5K Ω	>5K Ω	>5K Ω	>5K Ω	>5K Ω	>5K Ω
Results			22.9K	22.9K	23.6K	23.2K	23.3K	17.16K

Allison

Table A-2. T-2. Inverter Circuit Test—Diode Test (DPIM1 & DPIM2)

Set multimeter to Diode Check mode Make sure multimeter lead polarity is correct during diode check

	A-Side			B-Side		
	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C
Place Positive multimeter lead on DC(-)	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V
Results	0.28V	0.29V	0.30V	0.29V	0.30V	0.23V
Place Negative multimeter lead on DC(+)	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V	0.3V±0.1V
Results	0.30V	0.29V	0.30V	0.30V	0.29V	0.24V

Table A-3. T-3. Capacitor Test

Set multimeter to Capacitance mode

	DPIM1 (S/N 7210080001 - 7210010000)		DPIM2 (S/N 7210010001 - beyond)		Date/Time: 11/3/21 DPIM S/N: 7210015566 Customer: WO-872955
	DC(+)	DC(-)	DC(+)	DC(-)	
NEG TO DPIM GROUND	17.7µF ± 10%	17.7µF ± 10%	12.0µF ± 10%	12.0µF ± 10%	Bus #:
Results			12.4	12.4	Mileage:
Place Positive multimeter lead on DC(+)	N/A	2092µF ± 15%	N/A	2092µF ± 15%	DTCs:
Results				2102	

Dictionary

Definitions from [Oxford Languages](#) · [Learn more](#)

Translate to Choose language

super·vise

/ˈsuːpərˌvɪz/

verb

verb: **super·vise**; 3rd person present: **super·vises**; past tense: **super·vised**; past participle: **super·vised**; gerund or present participle: **super·vising**

observe and direct the execution of (a task, project, or activity)
"the sergeant left to supervise the loading of the trucks"

Similar: **superintend** **oversee** **be in charge of** **be in control of** **preside over**

- **observe and direct the work of (someone).**
"nurses were supervised by a consulting psychiatrist"
- **keep watch over (someone) in the interest of their or others' security.**
"prisoners were supervised by two officers"

Origin

late 15th century (in *supervising*, noun, in the sense 'surveying (of a situation)'): from medieval Latin *super·vis-* 'surveyed, supervised', from *super·videre*, from *super-* 'over' + *videre* 'to see.'

Use over time for: supervise



ATTACHMENT

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 4:19 PM

To: [REDACTED]

EXT

11/2/23

Dear Mailei Maloa:

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:

- 7228 Delegation of Authority letter from 07/05/23 to 07/11/23
- 7249 Acting Assignments from 10/29/22 to 06/30/23, 07/01/23 to 06/30/24
- 7249 Job Description
- Four various MUNI coach maintenance tickets (for farebox, handset repair, paddle inoperation, no stop/safety messages, self-rebooting)
- The Oxford Dictionary definition for "supervise"
- Hybrid diesel coach work order

Per Civil Service Rule 410.9.1, employees are to be given credit for the classification to which assigned. The San Francisco Municipal Transportation Agency utilizes two separate series of classifications of mechanics. One series is the Electrical Transit Mechanics (7371, 7380, 7253 and 7216). These classes, per the class specifications, are responsible for mechanical, 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). As such, the assistant supervisor class (7380) which supervises electrical mechanics is considered qualifying for the 7253 exam. On the other hand, the classes in the Automotive Mechanics series (7381, 7382, 7249, 7228) are responsible for mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment and therefore are not considered qualifying for the 7253 exam. It is

MALOA-083

understood that while both electrical and regular mechanics work on hybrid vehicles, it is in different capacities, within the scope of their classifications.

You were a 7380 Electrical Transit Mechanic Assistant Supervisor from 06/2019 to 01/2020. 7380s supervise 7371 Electrical Transit System Mechanics that perform the electrical and mechanical maintenance and repair of mass transit vehicles and equipment at MTA. They also maintain, repair, and supervise the maintenance and repair of mechanical, electrical, electronic, hydraulic, and pneumatic equipment of street cars, trolley coaches, cable cars, and light rail vehicles. This was considered as 7 months of qualifying experience.

You have been a 7382 Automotive Mechanic Assistant Supervisor from 01/2020 to 10/2023 (the closing date of this announcement). 7382s supervise the maintenance, repair, overhaul, and servicing of automotive, diesel, hybrid, and alternative fuel equipment. This classification is not responsible for the supervision of electrical mechanics (7371 Electrical Transit System Mechanics) that perform the electrical and mechanical maintenance and repair of mass transit vehicles and equipment at MTA and therefore was not considered as qualifying experience.

The Delegation of Authority letter for work as a 7228 Automotive Transit Shop Supervisor I from 07/05/23 to 07/11/23 indicates that you oversaw the maintenance division of the San Francisco Municipal Railway responsible for repair and maintenance of automotive, transit, and heavy-duty vehicles. This classification is not responsible for the supervision of electrical mechanics (7371 Electrical Transit System Mechanics and 7380 Electrical Transit Mechanic Assistant Supervisor) that perform the electrical and mechanical maintenance and repair of mass transit vehicles and equipment at MTA and therefore was not considered as qualifying experience.

The 7249 Acting Assignments indicate that you have performed work equivalent to an Automotive Mechanic Supervisor I from 10/29/22 to 06/30/23, and 07/01/23 to 10/11/23 (the closing date of this announcement). This classification is not responsible for the supervision of electrical mechanics (7371 Electrical Transit System Mechanics and 7380 Electrical Transit Mechanic Assistant Supervisor) that perform the electrical and mechanical maintenance and repair of mass transit vehicles and equipment at MTA and therefore was not considered as qualifying experience.

Your work experience as an Automotive Mechanic (7381) from 02/2013 to 06/2019 was not considered as qualifying experience since a 7381 does not supervise electrical and mechanical maintenance and repair of mass transit vehicles and equipment.

Your experience as a mechanic/shift lead at MV Transportation from 01/2012 to 02/2013 was not considered as qualifying experience. Your application says you performed preventive maintenance on the MV Transportation fleet, gasoline, heavy-duty diesel, electric, hybrid, mechanical, hydraulic, electronic equipment, auxiliary electrical equipment, and natural gas fleet. This was not considered as qualifying experience since you were not supervising the electrical and mechanical maintenance of mass transit vehicles and equipment.

Your work experience as a shop supervisor/foreman at Acura from 01/2010 to 01/2012 was not considered as qualifying experience as this employer does not perform electrical and mechanical maintenance and repair of mass transit equipment and vehicles.

The minimum qualifications require experience supervising both mechanical and electrical maintenance and repair of mass transit equipment and vehicles. Your experience as a 7380 Electrical Transit Mechanic Assistant Supervisor from 06/2019 to 01/2020 was considered as approximately 7 months of qualifying experience. Your remaining experience could not be considered as qualifying

experience. Based on the information provided in your application and your verification documents, you have approximately 7 months 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.



ATTACHMENT G

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

NOTICE OF RECEIPT OF APPEAL

DATE: November 16, 2023

REGISTER NO.: 0234-23-4

APPELLANT: MAILEI MALOA

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 Mailei Maloa, 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 Mailei Maloa'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: Mailei Maloa
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

Mailei Maloa



Subject: Register No. 0234-23-4: Appealing the Rejection of their Application for 7253 Electrical Transit Mechanic Supervisor I Examination.

Dear Mailei Maloa:

This is in response to your appeal submitted to the Civil Service Commission on November 14, 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

Request Appeal for denial of my application Electrical Transit Mechanic Supervisor I (CBT-7253- T00083).

Maloa, Mailei <Mailei.Maloa@sfmta.com>

Tue 11/14/2023 2:01 PM

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

Cc: [REDACTED] Eng, Sandra (CSC) <sandra.eng@sfgov.org>

📎 1 attachments (91 KB)

Re: Electrical Transit Mechanic Supervisor I (7253) Qualifications Review;

Hello ,

My application was recently denied for the 7253 Job recruitment Electrical Transit Mechanic Supervisor I (CBT-7253- T00083). I would like to appeal my denial on the ground that I do in fact hold the proper experience for the Minimum Qualifications for this position. I have attached the return email from the analyst with the information that makes me eligible.

Mailei Maloa
7249 Automotive Mechanic Supervisor I (Acting)
Diesel/Hybrid/Battery Electric Bus Maintenance
San Francisco Municipal Transportation Agency, Kirkland Division
151 Beach Street
San Francisco, CA 94133
415-530-3721
Mailei.Maloa@sfmta.com



CONFIDENTIALITY NOTICE: *This document is intended for the use of the party to whom it is addressed and may contain information that is privileged, confidential, and protected from disclosure under applicable law. If you are not the addressee, or a person authorized to accept documents on behalf of the addressee, you are hereby notified that any review, disclosure, dissemination, copying, or other action based on the content of this communication is not authorized. If you have received this document in error, please immediately reply to the sender and delete or shred all copies.*



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

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

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

MARVEL MALOA 151 BERRY ST SF CA 94133 415-530-3721
 Full Name of Appellant Work Address Work Telephone

7382 ADMINISTRATIVE MANAGEMENT ASSISTANT SUPERVISOR SP-ATA
 Job Code Title Department

Residence Address City State Zip Home Telephone

DANTE VIGUERS _____
 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)

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

Original Signature of Appellant or Authorized Representative _____ Date 11-13-21

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

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

HR IS NOT ACCEPTING MY WORK EXPERIENCE AS A 7382 AUTOMOTIVE MECHANIC ASSISTANT SUPERVISOR, MY ACTING ASSIGNMENT TIME FOR CLASSIFICATION 7249 AUTOMOTIVE SHOP SUPERVISOR I, OR MY ACTING ASSIGNMENT OF 7228 TRANSIT SHOP SUPERVISOR TIME TOWARDS THE WORK HISTORY.

I HAVE TURNED IN WORK ORDERS OF MY CLASSIFICATION SUPERVISING & ASSISTING ON ELECTRICAL REPAIRS EQUIVALENT TO THE REQUESTED ELECTRICAL SUPERVISION AS REQUESTED IN MY RESPONSE FROM HR. THE WORK ORDERS I PROVIDED SHOW MY DOCUMENTATION OF THE SCOPE OF WORK WITH AN UNALTERABLE TIMESTAMP OVER 2 YEARS OLD FOR A PROVEN TIME MARK.

I ALSO TURNED IN 3 WORK ORDERS OF ME SUPERVISING THE ELECTRONIC TECHNICIANS THAT COME & PERFORM WORK AT MY FACILITY ON A DAILY BASIS ON SIMILAR & SAME EQUIPMENT THAT IS ON TRUCKS & LIGHT RAIL EQUIPMENT.

I CURRENTLY WORK ON TRANSIT BUS AT THE KAWAIAWA DIVISION. I HAVE BEEN SUPERVISING THE MECHANICAL & ELECTRICAL REPAIRS ON TRANSIT BUS EQUIPMENT FOR MORE THAN 3 YEARS & THIS WORK EXPERIENCE SHOULD BE ACCEPTED FOR ME TO MOVE ON IN THE PROMOTION PROCESS FOR THIS CLASSIFICATION 7253.

MY CURRENT ACTING POSITION 7249 AUTOMOTIVE SHOP SUPERVISOR I IS THE SECOND LINE SUPERVISOR THE SAME AS THE POSITION BEING REQUESTED 7253 ELECTRICAL TRANSIT MECHANIC SUPERVISOR. BOTH OF THESE SECOND LINE CLASSIFICATIONS SUPERVISE FLEET STAFF THROUGH ASSISTANT SUPERVISORS & COORDINATE WITH MANAGERS, FLEET ENGINEERS, PLANNERS, & VENDORS FOR DIRECTION OF THE STREET FLEET.

ATTACHMENT H

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



MALOA-092

Strictly Confidential: This message and any attachments are solely for the intended recipients and may contain confidential or privileged information. If you are not the intended recipients, any disclosure, copying, use or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify me by reply e-mail and permanently delete this message and any attachments.

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,

MALOA-093

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 I



SF | Careers

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7371-Electrical Transit System Mechanic

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

Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Electrical Transit System Mechanic

Job classification

Class	7371
Title	Electrical Transit System Mechanic
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$44.3000	\$46.5125	\$48.8125	\$51.2750	\$53.8375
Rate /biweekly:	\$3,544.00	\$3,721.00	\$3,905.00	\$4,102.00	\$4,307.00
Rate /year:	\$92,144	\$96,746	\$101,530	\$106,652	\$111,982

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

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Electrical Transit System Mechanic

MALOA-095

Job Code: 7371

INTRODUCTION

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

DISTINGUISHING FEATURES

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

SUPERVISION EXERCISED

None.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

1. Diagnoses, replaces and/or repairs worn or defective electrical, electronic, pneumatic, mechanical, HVAC, or hydraulic equipment/parts on Muni Railway equipment, including, but not limited to: street cars, trolley coaches, cable cars and light rail vehicles by replacing affected parts through the process of disconnecting wires and air lines, unbolting worn or defective parts, and rebolting and reconnecting wires and air lines to new parts.
2. Tests, troubleshoots and maintains AC/DC electrical and electronic parts and circuits which include relays, contacts, controllers and batteries using meters, and other testing devices to determine the cause of a faulty circuit/component.
3. Reads and interprets electric, electronic, pneumatic, and hydraulic schematics for the purpose of trouble shooting systematic problems.
4. Inspects electrical, electronic, mechanical, hydraulic or pneumatic equipment and parts on electrically powered vehicles and cable cars to ensure the vehicle is in safe operating condition.
5. Safely operates and moves electrical transit equipment for shop work, pull-outs and road testing.
6. Assigns electrical transit equipment to operations, including preparing vehicles assignment sheet, obtaining maintenance or repair information from operations, moving transit vehicles and other related vehicles in the yard, and assigning parking location of electrical vehicles.
7. Adheres to all Federal, State and local safety standards and regulations while using tools and heavy equipment and working around high voltage and a highly-pressurized system.
8. Makes service calls for emergency road repair by driving an electrical transit vehicle or a non-revenue vehicle to the location of the disabled vehicle and examines/repairs the vehicle so it can resume service; may require pushing, towing, or operating defective vehicles back to the shop.
9. Maintains shop work area by properly storing equipment and tools; this includes cleaning the tools and work area in order to maintain a safe work environment.
10. Generates and maintains appropriate records of road call and vehicle maintenance data; includes operation of computers and may require using computers to input and retrieve work/maintenance data.
11. Notifies supervisor either in writing or verbally of additional needed repairs, parts needed to complete work, unexpected delays/challenges and work completed.
12. Correctly references parts manuals to correctly identify and order replacement parts.
13. Communicate effectively with Central Control, Operations, and others using radios, phones, computers, and other communication devices.
14. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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

equipment and machinery, proper attire, and the maintenance of a clean and hazard-free work area.

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

MINIMUM QUALIFICATIONS

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

TRAINING AND EXPERIENCE

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

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

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

LICENSE AND CERTIFICATION

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

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

SUPPLEMENTAL INFORMATION

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

PROMOTIVE LINES

To:

From:

ORIGINATION DATE:

AMENDED DATE: 6/8/2018

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

BUSINESS UNIT(S): SFMTA

Standard information

Disaster service work

MALOA-097

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

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (W)	\$44.3000	\$46.5125	\$48.8125	\$51.2750	\$53.8375
Jan 08, 2022 (V)	\$42.0875	\$44.1875	\$46.3750	\$48.7125	\$51.1500
Jul 01, 2021 (U)	\$41.8750	\$43.9625	\$46.1500	\$48.4750	\$50.9000
Dec 26, 2020 (T)	\$40.4500	\$42.4750	\$44.5875	\$46.8250	\$49.1750
Jul 01, 2020 (S)	\$39.2750	\$41.2375	\$43.2875	\$45.4625	\$47.7375

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

Human Resources

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[Career Events](#)

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7380-Electrical Transit Mechanic, Assistant Supervisor

[SF | Careers](#) > 7380-Electrical Transit Mechanic, Assistant Supervisor

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 Mechanic, Assistant Supervisor

Job classification

Class	7380
Title	Electrical Transit Mechanic, Assistant Supervisor
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$51.2750	\$53.8375	\$56.5250	\$59.3375	\$62.3500
Rate /biweekly:	\$4,102.00	\$4,307.00	\$4,522.00	\$4,747.00	\$4,988.00
Rate /year:	\$106,652	\$111,982	\$117,572	\$123,422	\$129,688

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

MALOA-099

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 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
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
Jul 01, 2021 (U)	\$48.4750	\$50.9000	\$53.4375	\$56.1000	\$58.9375
Dec 26, 2020 (T)	\$46.8250	\$49.1750	\$51.6250	\$54.2000	\$56.9375
Jul 01, 2020 (S)	\$45.4625	\$47.7375	\$50.1250	\$52.6250	\$55.2750

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

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7253-Electrical Transit Mechanic Supervisor I

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Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Electrical Transit Mechanic Supervisor I

Job classification

Class	7253
Title	Electrical Transit Mechanic Supervisor I
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$56.5250	\$59.3375	\$62.3500	\$65.4375	\$68.6875
Rate /biweekly:	\$4,522.00	\$4,747.00	\$4,988.00	\$5,235.00	\$5,495.00
Rate /year:	\$117,572	\$123,422	\$129,688	\$136,110	\$142,870

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
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
Dec 26, 2020 (T)	\$51.6250	\$54.2000	\$56.9375	\$59.7625	\$62.7375
Jul 01, 2020 (S)	\$50.1250	\$52.6250	\$55.2750	\$58.0250	\$60.9125

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

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7216-Electrical Transit Shop Supervisor I

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Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Electrical Transit Shop Supervisor I

Job classification

Class	7216
Title	Electrical Transit Shop Supervisor I
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$65.3125	\$68.5500	\$71.9500	\$75.5750	\$79.3500
Rate /biweekly:	\$5,225.00	\$5,484.00	\$5,756.00	\$6,046.00	\$6,348.00
Rate /year:	\$135,850	\$142,584	\$149,656	\$157,196	\$165,048

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

Job description

CITY AND COUNTY OF SAN FRANCISCO

MUNICIPAL TRANSPORTATION AGENCY

TITLE: ELECTRICAL TRANSIT SHOP SUPERVISOR I

JOB CODE: 7216

Introduction:

Under direction, the Electrical Transit Shop Supervisor I manages a transit division responsible for the preventive maintenance, as well as the maintenance and repair activities of transit vehicles, and electrical, mechanical and electronic transit equipment.

Distinguishing Features:

Positions in this job code are distinguished from those in job code 7253 Electrical Transit Mechanic Supervisor I in that the latter is the second- level supervisor with operational responsibility for an entire shift of crafts and service personnel engaged in the maintenance, repair and service of transit vehicles.

Supervision Exercised:

Manages a Transit division through supervisors and skilled crafts and service 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. Plans, prioritizes, assigns, directs, trains, and evaluates the work of subordinate supervisors, mechanical, electrical, electronic and various skilled craft and service workers engaged in the maintenance and repair of streetcars, trolley coaches, cable cars, and light rail vehicles.
2. Manages and coordinates division activities with other divisions and city departments to advance SFMTA projects.
3. Interprets and applies rules, regulations, policies, and provisions of multiple Memoranda of Understanding as necessary.
4. Oversees the supervision, development and advancement of maintenance personnel and subordinate supervisors.
5. Develops and presents recommendations to senior management on policies and procedures to increase efficiency of the division and/or to be in compliance with local, state and federal rules and regulations.
6. Develops and implements policies and provides input in the overall departmental policy decisions and establishes standards for the respective division.
7. Develops, administers and monitors budget; conducts cost-benefit analyses and resource allocations.
8. Ensures compliance with all laws and regulations regarding transit vehicles including the safe handling of hazardous materials; and trains supervisors in safety standards.
9. Serves on committees and task forces.
10. Performs related duties and responsibilities as required.

Important and Essential Knowledge, Skills and Abilities:

Knowledge of: scheduled and unscheduled maintenance methods and procedures pertaining to electrical, mechanical and electronic components/equipment used in the maintenance and repair of transit vehicles; electrical testing and inspection procedures and practices; safety regulations, OSHA requirements, other regulatory agency requirements and division/shop safety procedures, including safe handling of hazardous materials as they relate to electrical transit vehicles.

Ability to: effectively plan, prioritize, assign, train, motivate, counsel, discipline and direct subordinate staff; monitor the quality of performance of subordinate staff; provide necessary training and/or counseling in cases where deficiencies are observed; prioritize and coordinate tasks for maximizing productivity; assist in the professional development of staff through training, coaching and performance evaluation; recommend, develop and achieve departmental performance objectives; develop and implement division budget and manage a repair division; analyze situations, identify problems, develop both short-term and long-term courses of action which are logical and reasonable; develop solutions to complex maintenance problems that are cost effective and quantifiable; speak in a clear and concise manner, to be persuasive and authoritative in order to promote or defend the division; and be able to make presentations to representatives of other agencies, boards, supervisors/managers, subordinate staff and members of the public; prepare written correspondence that is clear, concise and easily understood; relate tactfully, patiently and effectively using discretion and sound judgment when interacting with other personnel, representatives of other departments, division managers, subordinates and members of the public; and drive to various sites in case of emergencies.

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.

Experience :

1. Two (2) years of full-time verifiable second-level supervisory experience in the electrical and mechanical maintenance and repair of transit equipment; OR
2. Five (5) years of full-time verifiable experience supervising the electrical and mechanical maintenance and repair of transit equipment.

License and Certification:

Possession of a valid Class C driver license.

Supplemental Information:

Nature of work requires working any shift, including nights, weekends, and holidays.

Promotive Lines:

To: 9180 Manager VI, MTA (Chief Mechanical Officer)

From: 7253 Electrical Transit Mechanic Supervisor I

7380 Electrical Transit Mechanic Assistant Supervisor

Origination Date: 5/25/1970

Amended Date: 6/24/2013

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
Jul 01, 2022 (W)	\$65.3125	\$68.5500	\$71.9500	\$75.5750	\$79.3500
Jan 08, 2022 (V)	\$59.2375	\$62.1750	\$65.2625	\$68.5500	\$71.9750
Jul 01, 2021 (U)	\$58.9375	\$61.8625	\$64.9375	\$68.2125	\$71.6125
Dec 26, 2020 (T)	\$56.9375	\$59.7625	\$62.7375	\$65.9000	\$69.1750
Jul 01, 2020 (S)	\$55.2750	\$58.0250	\$60.9125	\$63.9750	\$67.1625

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

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ATTACHMENT J



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7381-Automotive Mechanic

SF | Careers > 7381_Automotive Mechanic

Know the class code?

Class codes are four characters long.

Search

Search by keyword:

Use a keyword to search for a class.

Search within title Search within job descriptions

Search

Compensation set id:

Automotive Mechanic

Job classification

Class	<u>7381</u>
Title	Automotive Mechanic
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	Auto Machinist, Lodge 1414
Effective date	September 04, 2018

Current compensation plan

Effective: Jan 06, 2024

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

Step:	Step 1
Rate /hr:	\$54.2125
Rate /biweekly:	\$4,337.00
Rate /year:	\$112,762

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Mechanic

Job Code: 7381

INTRODUCTION

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

DISTINGUISHING FEATURES

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

SUPERVISION EXERCISED

None.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

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

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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

Ability and Skill to: use shop tools and equipment; maintain, repair, overhaul, adjust, install and check a variety of automotive, diesel, hybrid and alternative fuel equipment; identify tools and shop equipment; read and understand electrical schematics, manuals, and other information; troubleshoot malfunctions in automotive, diesel, hybrid and alternative fuel equipment and determine repair requirements; understand instructions and communicate effectively with others; fill

out forms and keep records; interact with others in a professional manner use a computer to input data and use diagnostic software.

MINIMUM QUALIFICATIONS

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

Education:

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

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

Experience:

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

License and Certification:

Possession of a valid California Class C driver license.

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

Substitution:

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

qualifying. Individual classes may not be substituted for apprenticeship training or non-journey level experience.

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

SUPPLEMENTAL INFORMATION

Other Requirements: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment, and to lift equipment. May be exposed to potentially hazardous work conditions, and adverse weather and work conditions such as rain, cold, dirt and dust. May be assigned to work any shift including weekends and holidays.

PROMOTIVE LINES

To: 7382 Automotive Mechanic Assistant Supervisor

ORIGINATION DATE: 07/01/1977

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

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

BUSINESS UNIT(S): COMMN SFMTA

Standard information

Disaster service work

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

assigned, and to return to work as ordered in the event of an emergency.

Historic and future compensation

Effective (Sched)	Step 1
Jan 06, 2024 (Y)	\$54.2125
Jul 01, 2023 (X)	\$53.0250
Jul 01, 2022 (W)	\$51.7375
Jan 08, 2022 (V)	\$49.1625
Jul 01, 2021 (U)	\$48.9125



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ATTACHMENT K



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7382-Automotive Mechanic Asst Sprv

SF | Careers > 7382_Automotive Mechanic 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:

 ▾

Automotive Mechanic Asst Sprv

Job classification

Class	<u>7382</u>
Title	Automotive Mechanic Asst Sprv
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	Auto Machinist, Lodge 1414
Effective date	August 17, 2012

Current compensation plan

Effective: Jan 06, 2024

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

Step:	Step 1
Rate /hr:	\$65.3000
Rate /biweekly:	\$5,224.00
Rate /year:	\$135,824

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Mechanic Assistant Supervisor

Job Code: 7382

INTRODUCTION

Under direction, the Automotive Mechanic Assistant Supervisor performs, as well as directs the work of subordinate personnel engaged in the maintenance, repair and overhaul of automotive, diesel, hybrid and alternative fuel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7382 Automotive Mechanic Assistant Supervisor job code function as the first-line supervisors. Positions in

MALOA-118

this job code are distinguished from those in the 7249 Automotive Mechanic Supervisor I job code in that the latter function as second-line supervisors and have some management responsibilities.

SUPERVISION EXERCISED

Positions in this job code supervise Automotive Mechanics and Service Workers

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

1. Supervises a group of skilled craft and service employees.
2. Maintains and supervises the maintenance, repair, overhaul and servicing of automotive, diesel, hybrid and alternative fuel equipment.
3. Troubleshoots problems in vehicles by performing relevant tests.
4. Assists in overseeing and supervising the maintenance of vehicles, shop operation and personnel records.
5. Uses and supervises the use of a variety of hand and power tools and machinery.
6. Reads, understands, and uses shop manuals, CD-ROM based diagnostic applications, diagrams, electrical schematics, laptops, information from electronic diagnostic equipment and maintenance scheduling and planning.
7. Prepares preliminary estimates on work orders and repairs.
8. Responds to incoming emergency calls.
9. Requisitions supplies, parts, and materials necessary for the maintenance, repair and servicing of vehicles.
10. Plans, holds and documents safety meetings.
11. Maintains open communication with supervisors and subordinates.
12. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: automotive, diesel, hybrid and alternative fuel equipment and parts; automotive maintenance practices, procedures, and requirements; and safety and the enforcement of safe work practices and conditions.

Skill to: use shop tools and equipment.

Ability to: supervise through prioritizing, planning, assigning, monitoring and reviewing the work of subordinates in an automotive shop; read and understand electrical schematics, manuals, and other information; troubleshoot malfunctions in automotive, diesel, hybrid and alternative fuel equipment and determine repair requirements; identify tools and shop equipment and train others in the safe and proper use; communicate clearly and effectively orally with supervisors, subordinates and other departmental personnel; communicate effectively in writing ; interact with others in a professional manner; and use a computer for diagnostic maintenance support and/or preparing reports and/or correspondence.

MINIMUM QUALIFICATIONS

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

Education:

Completion of a formal four (4) year apprenticeship program; OR

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

Experience:

Four (4) years of journey-level experience in the maintenance and repair of automotive, transit, diesel, hybrid or alternative fuel vehicles equivalent to class 7381 Automotive Mechanic with the City and County of San Francisco.

Substitution:

Four (4) years of non-journey level experience in a full service repair facility maintaining and repairing automotive, transit, diesel, hybrid or alternative fuel vehicles can substitute for the four (4) years of education/training on a year-for-year basis. Individual classes may not be substituted for apprenticeship training or non-journey level experience.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

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

SUPPLEMENTAL INFORMATION

Other Requirements: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment. May be exposed to potentially hazardous work conditions, and adverse weather and work conditions such as rain, cold, dirt and dust. May be assigned to work any shift including weekends and holidays.

PROMOTIVE LINES

To: 7249 Automotive Mechanic Supervisor I

From: 7381 Automotive Mechanic, 7313 Automotive Machinist

ORIGINATION DATE: 07/01/77

AMENDED DATE: Retitled: 7/1/77; Amended: 10/31/2002, Amended: 06/14/21012

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

BUSINESS UNIT(S): COMMN SFMTA

Standard information

Disaster service work

MALOA-121

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
Jan 06, 2024 (Y)	\$65.3000
Jul 01, 2023 (X)	\$63.8625
Jul 01, 2022 (W)	\$62.3000
Jan 08, 2022 (V)	\$59.1875
Jul 01, 2021 (U)	\$58.8875

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7249-Automotive Mechanic Sprv 1

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Know the class code?

Class codes are four characters long.

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Compensation set id:

Automotive Mechanic Sprv 1

Job classification

Class	<u>7249</u>
Title	Automotive Mechanic Sprv 1
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	Auto Machinist, Lodge 1414
Effective date	August 17, 2012

Current compensation plan

Effective: Jan 06, 2024

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

Step:	Step 1
Rate /hr:	\$71.9375
Rate /biweekly:	\$5,755.00
Rate /year:	\$149,630

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Mechanic Supervisor I

Job Code: 7249

INTRODUCTION

Under direction, on an assigned shift supervises often through subordinate supervisors, a large group of skilled mechanical, craft and service workers engaged in the maintenance, repair, overhaul and servicing of a wide variety of automotive, including gasoline, electric, hybrid and natural gas powered, and/or heavy duty diesel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7249 Automotive Mechanic Supervisor I job code function as a second-line supervisor. This class is distinguished from the 7382 Automotive Mechanic Assistant Supervisor in that the latter is a first-line supervisor. This class is further distinguished from

class 7228 Automotive Transit Shop Supervisor I in that the latter functions as the supervisor over an entire maintenance shop

SUPERVISION EXERCISED:

Supervises, through subordinate supervisors, a group of skilled mechanical, crafts and service workers.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

1. Supervises, often through subordinate supervisors, a group of skilled mechanical, craft and service employees.
2. Supervises the maintenance, repair, overhaul, and servicing of automotive, including gasoline, electric, hybrid and natural gas powered and/or heavy duty diesel equipment, including engines, drive trains, fuel systems, electrical systems, electronic automotive circuits, digital display systems, cooling systems, brake systems (air and hydraulic), chassis, wheels, suspensions and other parts of vehicles; supervises preventive maintenance programs including smog certifying programs.
3. Troubleshoots and diagnoses vehicle problems.
4. Oversees and supervises the maintenance of vehicle, shop operating and personnel records.
5. Completes various reports and forms such as reports on downtime, parts research and invoice processing.
6. Utilizes and supervises the use of a variety of hand and power tools and machinery.
7. Reads, understands, and uses shop manuals, CD-ROM based diagnostic applications, diagrams, and electrical schematics.
8. Prepares cost estimates on work orders and accident repairs.
9. Responds and makes prompt decisions on incoming emergency calls.

10. Requisitions supplies, parts, and materials necessary for the maintenance, repair, and servicing of vehicles; monitors warranty repairs and related paperwork and bills departments for work done.

11. Plans, conducts and documents safety meetings; understands and trains workers on how to understand the hazardous communications law, toxics handling and disposal, and the material safety data sheet (MSDS).

12. Maintains open communication with his or her immediate supervisors.

13. Performs other related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Automotive, including gasoline, electric, hybrid and natural gas powered and heavy duty diesel equipment and parts and the function of each part; automotive maintenance practices, procedures, and requirements and an understanding of the importance of a preventive maintenance program; the application and enforcement of safe work practices and conditions, toxic and hazardous substance laws, and emergency response procedures.

Ability to: plan, assign, monitor, and review the work of subordinates in an automotive shop; interpret, explain and enforce existing shop procedures, motivate subordinates to carry out plans and projects, and train employees; access information electronically; understand photographs and CD-Rom based diagnostic applications; read instructions and interpret schematics, diagrams, diagnostic materials and warranty procedures; troubleshoot malfunctions in automotive and diesel equipment and to determine repair requirements; communicate clearly and effectively in reports, memos and other written documents; communicate orally with supervisors, subordinates and other departmental personnel in a clear and understandable manner; develop and implement work plans to ensure the best use of staff, machinery and facilities and to complete projects in a timely manner adhering to budget guidelines and constraints.

Skill to: identify tools and shop equipment, have an understanding of their uses, and train others on their safe and proper usage.

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.

Experience:

1. Two (2) years of supervisory experience in the repair and maintenance of automotive, transit or heavy duty vehicles; AND
2. Three (3) years of journey-level experience in the maintenance and repair of automotive, transit or heavy duty vehicles.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

Some positions allocated to this class may require the ability to obtain and maintain a California Class B driver's license within six (6) months of appointment.

SUPPLEMENTAL INFORMATION

May require exposure to potentially hazardous working conditions; may require working in adverse weather or work conditions such as rain, cold, dirt and dust. Some positions may require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment. May be required to work in any shift including nights, weekends and holidays.

PROMOTIVE LINES

To: 7228 Automotive Transit Shop Supervisor I

From: 7382 Automotive Mechanic Assistant Supervisor

ORINATION DATE: 04/02/1979

AMENDED DATE: 06/14/2002, 03/02/2012

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

MALOA-128

conducted for this job code.

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
Jan 06, 2024 (Y)	\$71.9375
Jul 01, 2023 (X)	\$70.3500
Jul 01, 2022 (W)	\$68.6375
Jan 08, 2022 (V)	\$65.2125
Jul 01, 2021 (U)	\$64.8875



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ATTACHMENT M
CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES
Regular Meeting
November 7, 2022

2:00 p.m.
Room 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

This meeting will be held in person at the location listed above. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020, emergency proclamation, it is possible that some members of the Civil Service Commission may attend this meeting remotely. In that event, those members will participate and vote by video. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id #2495 262 8765. Instructions for providing remote public comment are below.

LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: 2495 262 8765 # #

LONDON N. BREED, MAYOR

COMMISSIONERS

JACQUELINE MINOR

President

KATE FAVETTI

Vice President

DOUGLAS CHAN

F.X. CROWLEY

ELIZABETH SALVESON

SANDRA ENG

Executive Officer

The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 628-652-1100 or (3) use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code 2495 262 8765. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Jacqueline P. Minor	Present
Vice President Kate Favetti	Present
Commissioner Douglas S. Chan	Present
Commissioner F. X. Crowley	Present
Commissioner Elizabeth Salveson	Excused Absence

President Jacqueline P. Minor presided.

0197-22-1 Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(E). (Item No. 2)

Action: Adopted the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA. (Item No. 3)

None.

APPROVAL OF MINUTES (Item No. 4)

Regular Meeting of October 17, 2022 – 2:00 p.m.

Action: Adopted the Minutes as corrected. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 5)

Item #9 Civil Service Commission Strategic Plan FY 2022-23 postponed to the meeting of December 5, 2022.

PSC #44123-22/23, from the Department of Technology is moved to the Regular agenda.

HUMAN RESOURCES DIRECTOR'S REPORT

0198-22-1 Overview of the Government Operations Recovery Initiatives. (Item No. 6)

Speakers: Carol Isen, Department of Human Resources
Anna Biasbas, Department of Human Resources

Action: No action taken.

Public Comment: Dave Johnson, Department of Human Resources

Bill Miles II, Municipal Transportation Agency
Christina Hardy, SEIU Local 1021
Karen Hill, Department of Public Works
Scott DeWolfe, Department of Public Health
Joseph Duncan, RN
Dana Pullman, RN
Bridget Fry, RN
Christine Handley, RN
Joan Ballerino, Dispatcher
Valerie Tucker, Dispatcher
Megan Green, RN
Aaron Cramer, RN
Dianna Yanez, RN
Heather Bollinger, RN
Naj Daniels, SEIU Local 1021
Oumar Fall, SEIU Local 1021
Preston Treichel, Juvenile Probation Department
Amber Robin, RN

EXECUTIVE OFFICER'S REPORT

0199-22-1 2023 Calendar of CSC Meeting Dates including deadlines for reports. (Item No. 7)

Action: Adopted the calendar. (Vote of 4 to 0)

0200-22-1 Annual Planning Calendar of Required Reports to the Civil Service Commission. (Item No. 8)

Action: Continued to the next meeting. (Vote of 4 to 0)

0116-22-1 Civil Service Commission Strategic Plan FY 2022-23. (Item No. 9)

August 15, 2022: Postpone to the special meeting of August 31, 2022.

August 31, 2022: Directed the Executive Officer to do the following:

- Amend the Strategic Plan per discussion and report back in November 2022.
- Submit the priorities and goals for FY 2022-2023 in a simplified format at the meeting of September 19, 2022.

Report back on the status of the goals and objectives quarterly beginning at the meeting of October 17, 2022.

Action: Postponed to the meeting of December 5, 2022.

0201-22-1 Follow-up to the Civil Service Commission’s Request to Respond to Service Employees International Union (SEIU) 1021 Public Comment Regarding Reversion Rights. (Item No. 10)

Speakers: Naj Daniels, SEIU Local 1021
Bill Miles II, Municipal Transportation Agency

Action: Accepted the report.

0202-22-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 11)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46734-22/23	Airport	\$9,500,000	Contractor will perform high tech maintenance and support of the Baggage Handling Systems (BHS) controls throughout the San Francisco International Airport (Airport). This control system consists of proprietary software and hardware which is available only to the original equipment manufacturer or licensees. The control system includes multiple sub systems including programmable logic controls, baggage sortation and tracking, interfaces with Transportation Security Agency (TSA) baggage screen equipment, and network integration within the baggage handling systems. The work also includes providing a simulation software with a virtual environment that architecturally and functionally replicates the Airport’s BHS control systems to troubleshoot issues and test system changes without impacting operations. Contractor will provide on-site and remote technicians on-call 24 hours per day, and 365 days per year. The on-site technicians will perform systems monitoring and scheduled maintenance of software, diagnose and correct faults, perform hardware maintenance and repairs, and verify control system operations. The remote support technicians will perform advanced diagnostic, configuration, and software programming services.	Regular	12/31/2027
42396-22/23	Department of Building Inspection	\$400,000	The Department of Building Inspection (DBI) seeks to utilize the Controller’s Office pre-qualified pool for financial analysis. Selected consultant will conduct and provide a comprehensive fee study analysis (“fee study”) to update Department’s user fees.	Regular	10/31/2025

Civil Service Commission Meeting Agenda

Regular Meeting of November 7, 2022

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46163-22/23	City Administrator	\$4,000,000	Work to be performed is as-needed maintenance and repair services for the City’s fleet of small and medium boats for departments such as PUC, Recreation and Park, Port, the San Francisco Police Department, and the San Francisco Fire Department. Proposed work to include (but not limited to): Hauling and launching of vessels; High-pressure washing and hand/mechanical scraping of underwater hull and jets to remove hard fouling; Removal and installation of hull, engine/jet anodes; Repair of all fiberglass cracks, holes, or other damage; Diagnosis of engine operation faults, error codes, and failures, and repairs to all electronic and mechanical systems as needed; Removal and replacement of engine and related control systems as needed.	Regular	1/31/2028
46609-22/23	City Administrator	\$6,750,000	Contractor to provide as-needed specialized environmental engineering and oversight services related to the Navy’s environmental program on Treasure Island. These services include document review, support for land transfers, post-transfer support, meeting attendance, development related tasks, and consultation related to the Navy’s remediation efforts on former Naval Station Treasure Island and to provide certain other services in support of the Authority’s Treasure Island/Yerba Buena Island Development Project. The Contractor will also support the Authority with environmental monitoring and reporting obligations on property that it owns or controls. Some sites where the Navy has completed its remediation require on-going monitoring, and the Authority has responsibilities for the monitoring and/or management of asbestos, lead-based paint, and other matters within facilities it owns or manages.	Regular	12/31/2031
47321-22/23	City Administrator	\$4,500,000	Contractor is to provide as-needed advisory services related to housing relocation on Treasure Island. These services include direct engagement with individual households to provide information and counselling services on housing options; conducting public outreach including making phone calls and door-knocking to schedule one-on-one counseling sessions and hosting community workshops; preparing and distributing collateral used to describe transition housing options and eligibility; advising on strategic planning for transition housing plans and timing; providing translation services for written materials, public meetings, and one-on-one counseling sessions with residents; being on-call to respond to residents, and tracking Treasure Island Development Authority’s progress in fulfilling our obligations in implementing the Transition Housing Rules and Regulations for The Villages at Treasure Island.	Regular	12/31/2031
46902-22/23	Controller	\$500,000	The City is switching to a new banking partner (JP Morgan Chase) in Fiscal Year 2022-2023. Professional services for banking and treasury accounting using PeopleSoft Financials and Supply Change Management is necessary to ensure the accounting configuration in PeopleSoft Financials and Supply Change Management is compatible with the upcoming banking change.	Regular	12/31/2029
47044-22/23	Department of Emergency Management	\$7,000,000	Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, stakeholder resilience, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities such as Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, etc. Contractor will review and analyze emergency catastrophic plans, perform gaps and needs analysis, and identify best practices to improve current planning, preparedness, and resiliency efforts. Contractor will develop plans, toolkits, templates, trainings, exercises and other evaluation activities needed to strengthen and improve the Bay Area Region’s emergency planning, community preparedness, and recovery planning capabilities.	Regular	8/31/2027

Civil Service Commission Meeting Agenda

Regular Meeting of November 7, 2022

PSC	Department	Amount	Type of Service	Type of Approval	Duration
45542-22/23	Human Services	\$3,190,000	To develop and manage a Disability Community Cultural Center (DCCC) at The Kelsey Civic Center. DCCC will provide virtual and in-person community service programming, educational, artistic, and social networking opportunities focused on serving individuals with disabilities and their allies who live or work in the City.	Regular	6/30/2027
49566-22/23	Police	\$300,000	Law enforcement recruiting agency enables the competitive recruitment of high-quality candidates through both broader and directed networking and marketing techniques that the Department is not currently capable of performing. Contract goals include advancing the recruitment of candidates in continued support of diversity and specific skill sets (i.e. linguistic capabilities). Selected agency would work in tandem with our recruitment unit on current marketing initiatives and to expand our current recruitment strategies (local recruitment, college recruitment, leveraging technology, expansive advertising campaigns, mentorship and candidate preparedness)	Regular	6/30/2023
41282-22/23	Public Health	\$17,100,000	To provide security services to ensure the safety, security and welfare of patients/residents, visitors, vendors and staff at the San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), unarmed security guards will be assigned to fixed-position locations providing access control by screening people entering the facilities using visual inspection, as indicated. Unarmed security guards will also provide designated-route patrols of both interior and exterior locations. In addition, unarmed security guards will respond to incidents involving disturbances, violence and/or other needs to preserve order, including compliance with regulation pertaining to visitors, resident/patients, vendors, and the facility's premises. Contractor will provide regular written Daily Activity Reports and Incident Reports within Department designated turn-around times.	Regular	6/30/2025
45447-22/23	Public Utilities Commission	\$795,000	The San Francisco Public Utilities Commission External Affairs Bureau (EA) seeks to develop 4 separate technical and specialized management augmentation and support services contracts for the following: lean problem-solving development, needs assessments, leadership and organizational development, and process improvement management. Current EA staff is requesting this support externally. This scope of work will support EA management in engaging and developing emerging internal leaders from all levels of the organization to proactively solve problems, improve delivery of services, and make measurable improvements to achieve strategic goals. The scope of work takes into account the real-world needs of EA including capacity-building, change management and resilience, and continuous improvement culture.	Regular	8/31/2027
44123-22/23	Department of Technology	\$7,535,600	Contrary to CSC's position in the past, the Commission has recently requested review of all contracts that are software-as-a-service. Since DT is seeking to amend this contract to extend it for another 2-years, this request is now made to apply retroactively to its start in 2015. DT is seeking to amend the contract to provide for a citywide purchase of 500,000 envelopes for departments to use over the next 2-years. An "envelope" is an electronic record containing one or more documents that are uploaded to the DocuSign system, and which may be processed for electronic signature. There are NO professional services in this amendment. All required services to maintain the proprietary software are performed by DocuSign employees on DocuSign servers. The City does NOT have access to any of the DocuSign servers and are not authorized to perform any engineering services to their proprietary software. The term "Service" in the SaaS naming convention refers to the manufacturer's service to its customers by hosting the platform on their own servers, thereby eliminating the need for any customer maintenance. The term "Service" is not used to refer to any labor services that can be performed by City employees.	Regular	10/31/2024

PSC	Department	Amount	Type of Service	Type of Approval	Duration
44311-15/16	Airport	Current Approved Amount \$3,500,000 Increase Amount Requested \$1,500,000 New Total Amount Requested \$5,000,000	Contractor will provide, install and implement a Ground Based Radar Water Perimeter Intrusion Detection System (PIDS) San Francisco International Airport (SFO). The radar units must be integrated with at least one thermal/infrared camera per radar unit and have the ability to integrate to additional perimeter Pan Tilt Zoom (PTZ) and/or fixed cameras. The objective of the PIDS is detection, tracking, assessment and reporting (alerting and alarming) of potential or actual intrusions into the waterside perimeter in a proactive manner to enhance the Airport's security and the efficient deployment of security personnel.	Modification	6/30/2028
47312-17/18	City Planning	Current Approved Amount \$10,000,000 Increase Amount Requested \$0 New Total Amount Requested \$10,000,000	The San Francisco Planning Department has determined the need to develop a new RFQ to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants to use on an as-needed basis. Projects developed will include the following, but are not limited to: environmental review of transportation impact studies, historic resource & archeology review. In addition, private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified pool are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, Planning Railyard Alternatives, I-280 EIR, historic resource & archeology review which must be reviewed & finalized by Department staff or 2) enter into contracts with the City.	Modification	01/04/2024
42573-19/20	Public Health	Current Approved Amount \$500,000 Increase Amount Requested \$0 New Total Amount Requested \$500,000	Contractor will provide cloud-based software for management of Department policies and procedures, including licensing and maintenance. The Department of Public Health (DPH) currently manages the multiplicity of its policies and procedures with a rudimentary system using MS Office applications (Word, Excel) which can be unwieldy and difficult to coordinate and manage. Reviewing and keeping policies and procedures current is required by federal regulators, the Centers for Medicare and Medicaid Services (CMS). DPH intends to purchase proprietary software (licensing and maintenance) to modernize and enable its policies and procedures tracking system to be more responsive to operational and regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices.	Modification	12/31/2027
44181-15/16	Public Health	Current Approved Amount \$3,750,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$7,750,000	The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases, Tenth Revision-Procedure Coding System ICD-10-PCS) classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge.	Modification	12/31/2026

PSC	Department	Amount	Type of Service	Type of Approval	Duration
43499-17/18	Recreation and Park	Current Approved Amount \$2,658,440 Increase Amount Requested \$650,000 New Total Amount Requested \$3,308,440	Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application.	Modification	12/31/2026

Speakers: Joan Lubamersky, Office of the City Administrator spoke on PSC #s 46609-22/23 and 47321-22/23
Min Fang, Controller’s Office spoke on PSC #46902-22/23

Action:

- 1) Approved PSC #46609-22/23 and 47321-22/23 from the City Administrator’s Office with the condition to report back to the Commission at the end of year four (4). (Vote of 4 to 0)
- 2) Approved PSC #46902-22/23 from the Office of the Controller with the condition to remove the vendor’s name and to report back to the Commission at the end of year four (4). (Vote of 4 to 0)
- 3) Adopted the report. Approved the remaining requests for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0203-22-8 Review of Personal Services Contract 31158 - 22/23 San Francisco Fire Department - Omit Posting. (Item No. 12)

Speakers: Mark Corso, Fire Department

Action: Adopt the report. Approve the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0204-22-8 Review of Personal Services Contract 44123 - 22/23 Department of Technology - Omit Posting. (Item No. 13)

Speakers: Jolie Gines, Department of Technology

Action: Adopted the report. Approved the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0205-22-5 Request for Status Grant from Class 2522 Senior Morgue Attendant to Class 2524 Senior Morgue Attendant. (Item No. 14)

Speakers: Karrie Johnson, Department of Public Health

Action: Adopted the report and granted incumbent in Class 2522 Senior Morgue Attendant status in Class 2524 Senior Morgue Attendant. (Vote of 4 to 0)

0158-22-4 Appeal by Brian Rogers of the rejection of his application for CBT-1822-E00003 Administrative Analyst. (Item No. 15)

Speakers: Dave Johnson, Department of Human Resources
Brian Rogers, Appellant

Action: Denied the appeal and adopted the report of the Department of Human Resources. (Vote of 4 to 0)

0169-22-4 Appeal by Stella Chu of the rejection of her application for CBT 2591 E00018. (Item No. 16)

Speakers: David Chalk, Department of Public Health
Stella Chu, Appellant
Maureen Edwards, Appellant's supervisor

Action: Denied the appeal and adopted the report of the Department of Public Health. (Vote of 4 to 0)

0086-22-4 Appeal by Yolanda Beasley of the disqualification from the 2908 Senior Eligibility Worker Examination (CBT-2908-H000010). (Item No. 17)

Speakers: Liezel Cruz, Department of Public Health
Scott DeWolfe, Department of Public Health
Yolanda Beasley, Appellant

Action: Denied the appeal and adopted the report of the Department of Public Health. (Vote of 3 to 0; Commissioner Douglas Chan lost internet connection at the time of voting.)

0105-22-4 Appeal of Rejection of Application by Mailei Maloa for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034). (Item No. 18)

Speakers: William Miles II, Municipal Transportation Agency
Mailei Maloa, Appellant
John Doherty, Local 6

Action: Adopted the report and denied the appeal by Mailei Maloa. (Vote of 4 to 0)

0103-22-4 Appeal of Rejection of Application by Bryan Salotti for 7380 Electrical Transit Mechanic, Assistant Supervisor (CBT-7380-T00035). (Item No. 19)

Speakers: None.

Action: Adopted the report and denied the appeal by Bryan Salotti. Bryan Salotti failed to appear. (Vote of 4 to 0)

0089-22-6 Appeal by Robert Moore of the Human Resources Director’s Determination to Administratively Close Appellant’s Complaint of Retaliation. (Item No. 20)

October 17, 2022: Postpone to the meeting of November 7, 2022, at the request of the appellant.

Speakers: Deborah Dulay, Department of Human Resources
Robert Moore, Appellant

Action: Adopted the report, upheld the decision of the Human Resources Director, and denied the appeal by Robert Moore. (Vote of 4 to 0)

0206-22-5 Proposed Rule Amendments to Civil Service Commission Rules Series 005 Meetings and Hearing of the Commission Article II: Hearings and Hearing Procedures Applicable to All Classifications. (Item No. 21)

Speakers: Sandra Eng, Executive Officer

Action: Accepted the Executive Officer’s report, incorporate any changes made by the Commission, directed the Executive Officer to post the proposed amended Rule 005 Series for meet and discuss with the affected labor unions and interested stakeholders.
(Vote of 4 to 0)

0207-22-5 Proposed Rule Amendments to Civil Service Commission Rule Volume I 110.11 Promotional Applicants Applicable to Miscellaneous Classes and Civil Service Commission Rule Volume IV 410.11 Promotional Applicants – Applicable to the Service-Critical Classes of the Municipal Transportation Agency. (Item No. 22)

Speakers: Sandra Eng, Executive Officer

Action: Continued to the meeting of November 21, 2022. (Vote of 4 to 0)

COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS (Item No. 23)

None.

ADJOURNMENT (Item No. 24)

6:59 p.m.



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: 0105 - 22 - 4
2. For Civil Service Commission Meeting of: November 7, 2022
3. Check One:
Ratification Agenda
Consent Agenda
Regular Agenda
4. Subject: **Appeal of Rejection of Application by Mailei Maloa for 7253 Electrical Transit
Mechanic Supervisor I (CBT-7253-T00034)**
5. Recommendation: Adopt the report and deny the appeal by Mailei Maloa.
6. Report prepared by: William Miles II Telephone number: (415) 646-2863
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV.
Commission Report Format -A**
8. Reviewed and approved for Civil Service Commission Agenda:
Municipal Transportation Agency Director: *Kimberly Ackerman*
Date: October 27, 2022
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.

Attachment



NOTIFICATIONS

Mailei Maloa

Email: [REDACTED]

Email: [REDACTED]

Jeffrey Tumlin – Director of Transportation

1 South Van Ness Avenue, 8th Floor

San Francisco, CA 94103

Email: Jeffrey.Tumlin@sfmta.com

Kimberly Ackerman – Chief People Officer, SFMTA Human Resources

1 South Van Ness Avenue, 6th Floor

San Francisco, CA 94103

Email: Kimberly.Ackerman@sfmta.com

William Miles II – Senior Talent Acquisition Manager, SFMTA

1 South Van Ness Avenue, 6th Floor

San Francisco, CA 94103

Email: William.MilesII@sfmta.com

Shivani Nath, Examinations and Classification Manager, SFMTA

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London Breed, Mayor

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

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

Jeffrey Tumlin, Director of Transportation

MEMORANDUM

DATE: October 27, 2022

TO: Honorable Civil Service Commission

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

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

SUBJECT: **Appeal of Rejection of Application by Mailei Maloa for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034)**

BACKGROUND

An examination announcement for class 7253 Electrical Transit Mechanic Supervisor I (7253) was originally opened by the Municipal Transportation Agency (MTA) Human Resources (HR) division on March 19, 2020 under recruitment number CBT-7253-M00231. **[Attachment A]**

Prior to opening the 7253, MTA HR had issued an examination announcement for the next lower level in the Electrical Transit Mechanic series, 7380 Electrical Transit System Mechanic, Assistant Supervisor (7380) on November 5, 2019. **[Attachment B]** MTA HR's Examinations and Classification (E&C) unit reviewed applications for the 7380 recruitment first and sent out not-qualified letters in December of 2019. In response, SFMTA HR received a number of non-contemporaneous letters from supervisors of Automotive Mechanics, a separate classification series, stating that the Automotive Mechanics were performing electrical repair work equivalent to the work performed by those in the Electrical Transit Mechanic series.

These letters, if certified and approved, would impact how MTA HR would review qualifying experience for the 7253 Electrical Transit Mechanic Supervisor I exam. As a result, both the 7380 and 7253 exams were put on indefinite hold until a review of the non-contemporaneous letters could be performed, and a decision made by the MTA Chief People Officer and/or Director of Transportation on whether or not to certify and approve them.

MTA's Transit division expressed an urgency to need to hire 7253 positions and MTA HR thus attempted to proceed with application review based on the job duties listed in the class specs for each classification, as is typical procedure. After not-qualified notices were disseminated to

San Francisco Municipal Transportation Agency 1 South Van Ness Avenue, 7th Floor San Francisco, CA 94103 SFMTA.com

311 Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / Libreng tulong para sa wikang Filipino / 무료 언어 지원 / การช่วยเหลือทางด้านภาษาโดยไม่เสียค่าใช้จ่าย / خط المساعدة المجاني على الرقم



applicants, however, MTA HR received similar non-contemporaneous letters for the 7253 recruitment and the recruitment was put back on indefinite hold.

To ensure that candidates would be provided credit for job duties assigned and performed, MTA HR provided a lengthy time period for MTA's Transit division to provide supplemental documentation that could support the statements in the letters that individuals in the Automotive Mechanic series had been assigned and performed electrical repair work on vehicles and equipment equivalent to the work listed as the responsibilities of the Electrical Transit Mechanic series. Despite the length of time provided, MTA HR never received any contemporaneous documentation that seemed to corroborate the statements made of electrical repair of mass transit equipment and vehicles being assigned and performed by individuals in the Automotive Mechanic series. As such, a recommendation was provided by MTA HR's E&C unit to MTA's Chief People Officer to not certify the letters. The Chief People Officer agreed with the recommendation and decided to not certify them in May 2022.

All individuals who provided such non-contemporaneous letters for the 7380 and/or 7253 recruitments and were not otherwise qualified through other employment were notified of the decision and informed that their applications would not be continuing in the examination process. No appeals were received at that time by any of the candidates who provided non-contemporaneous letters.

Due to the time between postings and the City moving to a new applicant tracking system, MTA HR cancelled the CBT-7253-M00231 recruitment and opened a new one, CBT-7253-T00034 **[Attachment C]**, so that candidates who had not applied, but since may have gained qualifying experience could apply and so that candidates who had applied but were deemed not qualified could add any new information related to experience they may have gained since the previous posting.

Per the job announcement, to qualify for the 7253 examination, applicants needed to possess the following Minimum Qualifications (MQs):

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

All candidates needed to possess the first MQ as of the filing deadline for applications, June 14, 2022.



Mr. Mailei Maloa (Mr. Maloa) submitted a timely application for CBT-7253-T00034 on May 28, 2022. The SFMTA HR E&C unit reviewed Mr. Maloa’s application and employment history and found that although Mr. Maloa does possess some qualifying experience as a 7380 Electrical Transit Mechanic, Assistant Supervisor, he possessed approximately only seven (7) months of such experience as of the filing deadline. He has since taken an opportunity as a 7382 Automotive Mechanic Assistant Supervisor, which is not considered a qualifying class for this recruitment.

Mr. Maloa submitted verification documents in response to receiving a not-qualified notice. However, the E&C unit determined that the documentation did not provide evidence of three years of qualifying experience and Mr. Maloa was sent a second not-qualified notice on July 26, 2022. He submitted a timely appeal on July 28, 2022. In his appeal, Mr. Maloa contests that his combined experience as a 7382 Automotive Mechanic Assistant Supervisor and 7380 Electrical Transit Mechanic, Assistant Supervisor should qualify him for the 7253 examination.

ISSUE

Does Mr. Maloa meet the minimum qualifications to participate in the examination for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034)?

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

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

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

The examination announcement for CBT-7253-T00034 was posted on May 27, 2022. No appeals were received related to the examination announcement.

Mr. Maloa submitted a timely application for the recruitment on May 28, 2022. **[Attachment D]**

After a review of the application materials, MTA Human Resources determined that Mr. Maloa's application packet did not clearly show possession of the MQs necessary to participate in the 7253 Electrical Transit Mechanic Supervisor I examination.



An initial not-qualified letter was sent on June 17, 2022. Applicants were given until the close of business on June 27, 2022 to submit additional verification showing possession of the MQs. **[Attachment E]**

Mr. Maloa submitted two (2) verification documents. **[Attachment F]** The first is a memo dated November 27, 2017 written by Vernon Ting, Automotive Assistant Supervisor, Subject: Mailei Maloa. This memo stated that Mr. Maloa had worked for the MTA for approximately 4.5 years and that he works on transit vehicles up to 600+ volts DC 3 phase high voltage circuits AC. The second letter was dated April 22, 2019 and was written by Louis Guzzo, Acting Deputy Director – Bus Maintenance (Mr. Guzzo). This letter was written at the time in support of considering Mr. Maloa to qualify for class 7380 Electrical Transit Mechanic, Assistant Supervisor. This letter stated that Mr. Maloa has six (6) years of full-time experience with the MTA, and that four (4) of the six (6) years had been spent on new hybrid bus technology, and that hybrid buses run on “600 volts DC which are equal to the voltages that are run on the electrical transit side.”

The Examinations and Classification unit further checked with MTA’s Labor Relations unit to determine if Mr. Maloa had any acting assignments on file that could be applied to the review of Minimum Qualifications. On July 18, 2022, the analyst received confirmation that Mr. Maloa did not have any acting assignments on file with Labor Relations. **[Attachment G]**

No additional information was submitted by Mr. Maloa. After this review, the E&C unit determined that the documentation received still did not clearly indicate full possession of the Minimum Qualifications and a second not-qualified notice was sent to Mr. Maloa on July 26, 2022, which including language regarding submitting an appeal to the Civil Service Commission. **[Attachment H]**

Mr. Maloa submitted a timely appeal of this decision to the Civil Service Commission on July 28, 2022. **[Attachment I]**

ANALYSIS

The MTA utilizes two separate series of classifications of mechanics. One series is the Electrical Transit Mechanics. The hierarchy of classifications in this series starts with the class of 7371 Electrical Transit System Mechanic (7371) and progresses in responsibility to the 7380 Electrical Transit Mechanic, Assistant Supervisor, 7253 Electrical Transit Mechanic Supervisor I and finally the 7216 Electrical Transit Shop Supervisor I. These classifications are represented by IBEW Local 6. This classification series only exists at the MTA and per the classification specifications, these classes are responsible for mechanical, electronic and electrical work in connection with the maintenance and repair of electrically powered transit equipment and vehicles (including, but not limited to: trolley coaches, street cars, light rail vehicles and cable cars). **[Attachment J]**



The other mechanic series is the Automotive Mechanics. The hierarchy of classifications in this series starts with 7381 Automotive Mechanic and progresses in responsibility to the 7382 Automotive Mechanic Assistant Supervisor, 7249 Automotive Mechanic Supervisor I and finally the 7228 Automotive Transit Shop Supervisor I. These classifications are represented by Machinists Union, Local 1414. This is a citywide classification series and per the classification specifications, these classes are responsible for mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment. Class 7382 is responsible for supervision of both automotive mechanics and automotive service workers. **[Attachments K and L]**

Outside of City and County employment, Mr. Maloa listed a number of employers on application materials. Of those listed, experience at Sunnyvale Acura as a Shop Supervisor I/Shop Foreman, San Francisco Ford as a Technician, Grace Honda as a Foreman/Team Lead and Pacific Heights Shell as an Assistant Manager were deemed not qualifying by SFMTA HR as these employers do not perform electrical and mechanical maintenance and repair of mass transit equipment and vehicles. Mr. Maloa additionally possessed one year, two months of experience at MV Transportation as a Team Leader. It was unclear if this employment should be qualified as the repair work mentioned on the job application was not clearly indicated as electrical repair of the equipment and vehicles. Upon receipt of the first not-qualified letter, Mr. Maloa did not provide verification documents related to any of these employments outside of the City and County of San Francisco. Therefore, in order to qualify, Mr. Maloa would have needed to possess all qualifying experience at the MTA.

According to City and County of San Francisco Job Appointment Summary records **[Attachment M]**, Mr. Maloa was appointed to class 7381 as an Automotive Mechanic on February 19, 2013. He remained in that class until he accepted a promotional opportunity to class 7380 Electrical Transit Mechanic, Assistant Supervisor on June 15, 2019.

Mr. Maloa remained in this Electrical Transit Mechanic supervisory position for a period of approximately seven (7) months. On January 11, 2020, he moved back to the Automotive Mechanic series, accepting a position in class 7382 Automotive Mechanic Assistant Supervisor and remained in this classification up until the filing deadline.

Mr. Maloa contests that his combined experience in classes 7380 Electrical Transit Mechanic, Assistant Supervisor and 7382 Automotive Mechanic Assistant Supervisor should qualify him for this examination process for 7253 Electrical Transit Mechanic Supervisor I positions. Calculating from the start date in class 7380 (June 15, 2019) to the examination filing deadline (June 14, 2022), Mr. Maloa has three years of experience in the 7380 and 7283 positions combined that could be considered that can be considered in these supervisory classifications.



However, the 7382 Automotive Mechanic Assistant Supervisor is not considered a qualifying classification for this examination. Although the hybrid vehicles maintained by the automotive mechanic series supervised by the 7382 class are an electrical and mechanical mix, the minimum qualifications for the 7253 position requires supervision of the maintenance and repair not just of the vehicles, but of the electrical equipment as well.

Per Civil Service Rule 410.9.1, employees are to be given credit for the classification to which assigned. The 7380 class spec states that an employee in this role “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,” and also “makes emergency repairs to electrical and/or mechanical transit equipment.” This classification supervises other electrical classes such as Electrical Transit System Mechanics in the performance of this work. Therefore, experience in class 7380 qualifies for this examination.

The 7382 class spec, on the other hand, does not cover the same job duties as the 7380 class. The 7382 class spec states that an employee in this class “maintains and supervises the maintenance, repair, overhaul and servicing of automotive, diesel, hybrid and alternative fuel equipment.” Unlike the 7380 class, the 7382 classification supervises automotive mechanics and service workers, not electrical transit system mechanics.

Per the class specifications, the automotive mechanics are responsible for performing “skilled mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment.” The automotive service workers are responsible for “operating a variety of automotive servicing equipment and hand tools; responding to automotive service requests; operating the refueling station and/or the tire shop; performing regular maintenance on vehicles; making minor repairs on disabled vehicles; maintaining a clean shop area; preparing routine records; assisting automotive mechanics and operating service vehicles.” Neither of the classifications supervised by the 7382 Automotive Mechanic Assistant Supervisor class are responsible for the electrical maintenance and repair of mass transit equipment – a key duty of the classifications supervised by the 7253 Electrical Transit Mechanic Supervisor I.

Upon posting the 7380 examination process in 2019, SFMTA HR received a number of non-contemporaneous letters giving the impression that individuals in classes 7371 Electrical Transit System Mechanic and 7381 Automotive Mechanic were performing equivalent work and thus 7381s should qualify for the 7380 examination. As the individuals who submitted these letters are not appellants, the letters are not attached to this report, but MTA HR can provide them to the Commissioners for review, if requested. Upon hearing of these letters from membership, Local 6 requested to receive copies of what was written on behalf of these employees. As the individuals are just applicants for the exam are not successfully hired at this stage of the process, redacted versions of the letters were provided to Local 6. **[Attachment N]**



Local 6 responded with a letter to SFMTA’s Chief People Officer stating that they “believe that the letters written by these supervisors misrepresent the scope of work performed by the 7381 and/or 7382 classifications. The MQ’s of these classifications do not qualify them under the regulations to perform this work. Additionally, these letters state that the duties assigned to the classifications are in direct conflict with SFMTA’s own policy of 2008 (attached.)” **[Attachment O]**

The policy for which Local 6 provided and was referring to is an October 30, 2008 notice stating that although Local 1414 would have overall responsibility for maintenance of hybrid vehicles, the maintenance itself would be a combined effort of job classifications represented by Local 6 and Local 1414. The notice states that “Local 1414 classification (mechanics) will trouble shoot the problem in the vehicle and remove and replace the defective components. The mechanics will send the defective components to the appropriate support shops for repairs to be made by IBEW Local 6 represented classifications. Effectively, Local 1414 classifications shall be responsible for the maintenance of the hybrid vehicles with the exception of the traction battery system and the electrical components as mentioned above.” **[Attachment P]**

Thus, according to this notice, even though classes 7381 and 7382 both work on hybrid vehicles, which include electrical systems and components, the actual repair of those systems and components is the responsibility of Local 6 workers.

When it comes to examinations, it is the intention of the Examination & Classification unit to give credit for work performed, as long as that experience is able to be verified. Per CSC Rule 410.9.1, all non-contemporaneous documents need to be certified by MTA’s Deputy Director, Labor Relations and Human Resources (currently utilizing the working title of ‘Chief People Officer’) and be approved by the Director of Transportation. As such, significant time was provided to MTA’s Transit division to provide supplemental documentation that would have supported the statements that any or all of the individuals in the 7381 class that non-contemporaneous letters were written for were assigned and performing the electrical repair work equivalent to workers in the 7371 classification.

The Transit Division was unable to provide such documentation to the E&C unit and thus the unit recommended to the MTA Chief People Officer that the non-contemporaneous letters not be certified. The Chief People Officer agreed with the recommendation, decided to not certify the letters, and all such individuals for which such experience would have been needed to qualify were provided second not-qualified notifications.

MTA HR’s Talent Acquisition Senior Manager was also provided information by Local 6 membership confirming 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. Hybrid vehicles are free-standing, gasoline-powered vehicles, and are not connected to electrical overhead lines or rails; thus, the Automotive Mechanics who work on these buses do not have the same scope of electrical repair responsibilities as their counterparts in the Electrical Transit Mechanic series.

After receiving the first rejection letter, Mr. Maloa provided two documents of verification to MTA HR. The first letter is signed by Vernon Ting dated November 27, 2017 and the second letter is signed by Louis Guzzo dated April 22, 2019. Both of these letters were written and submitted prior to Mr. Maloa possessing experience in either class 7380 or class 7382. Neither letter claims that Mr. Maloa was performing supervisory responsibilities that are required for one to be qualified for the 7253 exam; therefore, no further actions were taken to verify the accuracy of the information following the non-contemporaneous procedures as they do not specify qualifying experience.

It should be noted that these letters were previously submitted under different SFMTA HR management and to our knowledge did receive certification from the previous SFMTA Human Resources Director to qualify Mr. Maloa for a previous 7380 examination process and appointment. **[Attachment Q]** However, current HR management has learned that the previous process was not fully following CSC Rule 410.9.1, in that such letters were not additionally approved by the Director of Transportation. The previous process we have also learned had less scrutiny in verifying the accuracy of statements made and, as such, as part of corrective actions, current SFMTA HR more critically reviews such letters to ensure that there is supplemental information to back up statements made.

For the purposes of this application review and appeal, regardless of whether or not Mr. Maloa performed electrical repair work of mass transit equipment and vehicles himself, as perceived by these letters, the result of the review of non-contemporaneous letters for current 7381 Automotive Mechanics resulted in HR receiving no documents that corroborate 7381s being assigned and performing such functions. As such, as a current 7382, it is MTA HR's determination that Mr. Maloa is not currently supervising employees responsible for performing the electrical maintenance and repair of mass transit equipment and vehicles.

Per the above, SFMTA HR could only verify seven (7) months of qualifying experience, which is not enough to qualify Mr. Maloa under the minimum qualifications for the 7253 Electrical Transit Mechanic Supervisor recruitment.



CONCLUSION

Based on the information that has been provided to MTA Human Resources, Mr. Maloa does not have enough experience required under the minimum qualifications of the 7253 Electrical Transit Mechanic Supervisor I. The minimum qualifications for the 7253 examination require three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles. Although the hybrid vehicles maintained by the automotive mechanic series supervised by the 7382 class are an electrical and mechanical mix, the minimum qualifications for the 7253 position requires supervision of the maintenance and repair not just of the vehicles, but of the electrical equipment as well. Based on MTA HR's review, Mr. Maloa only possesses seven (7) months of qualifying experience.

RECOMMENDATION

Adopt the report and deny the appeal by Mailei Maloa.



INDEX

Attachment	Description	Page
A	2020 announcement for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-M00231)	MTA-001
B	2019 announcement for 7380 Electrical Transit Mechanic, Assistant Supervisor (CBT-7380-M00209)	MTA-008
C	2022 announcement for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034)	MTA-015
D	Mr. Maloa application materials for CBT-7253-T00034	MTA-020
E	Initial Not-Qualified Notice, dated July 17, 2022	MTA-024
F	Additional documents submitted by Mr. Maloa to MTA HR E&C, letter written by Vernon T Ting, Automotive Assistant Supervisor, dated 11/27/2017 & letter written by Luis Guzzo, dated April 22, 2019	MTA-025
G	Email exchange between MTA HR E&C and MTA Labor Relations Unit to verify if Acting Assignment records existed	MTA-027
H	Second Not-Qualified Notice sent July 26, 2022	MTA-029
I	Applicant filed Appeal July 28, 2022	MTA-030
J	Electrical Transit Mechanic series class specifications (7371, 7380, 7253, 7216)	MTA-034
K	Automotive Mechanic series class specifications (7381, 7382, 7249, 7228)	MTA-050
L	Automotive Service Worker series class specifications (7410, 7412)	MTA-066
M	City and County of San Francisco Job Appointment Summary records for Mr. Maloa	MTA-074
N	Local 6 request for non-contemporaneous letters submitted for 7380 recruitment	MTA-075
O	Local 6 response to MTA Chief People Officer regarding non-contemporaneous letters	MTA-078
P	2008 Letter to Local 6 and Local 1414 from MTA Chief Operating Officer regarding Hybrid Bus Maintenance support	MTA-079
Q	2017 Letter by Tom Curran, Acting Deputy Director – Bus Maintenance, requesting Mr. Maloa’s be approved to participate in 7380 examination	MTA-082

ATTACHMENT A

11/2/21, 1:28 PM

Announcement: 7253 Electrical Transit Mechanic Supervisor I - City and County of San Francisco

7253 Electrical Transit Mechanic Supervisor I

Recruitment #CBT-7253-M00231

DEPARTMENT Municipal Transportation Agency
ANALYST Matthew Hurd
DATE OPENED 3/19/2020 08:00:00 AM
FILING DEADLINE 7/2/2021 5:00:00 PM
SALARY \$111,150.00 - \$135,070.00/year
JOB TYPE CBT Discrete
EMPLOYMENT TYPE Full-Time

INTRODUCTION



The following information describes the civil service classification for which applications are being solicited.

Make sure you read the entire announcement before completing the application form.

The purpose of this examination announcement is to establish an eligible list for this classification.

Amended to add information in the How to Apply section.

THIS RECRUITMENT HAS BEEN RE-OPENED TO ACCEPT ADDITIONAL APPLICATIONS. THE FILING DEADLINE IS 5:00 PM ON FRIDAY, JULY 2, 2021.

POSITION 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 the maintenance, repair and service of trolley coaches, street cars, light rail vehicles (LRVs) or cable cars. Essential functions of the class may vary depending on assignment and include: Evaluates the maintenance needs of transit vehicles, electrical, mechanical, hydraulic, pneumatic and electronic equipment; and develops and reviews preventive maintenance plans and procedures; establishes goals and objectives for the shop/shift; plans and implements budgets; monitors the development and advancement of subordinates through training, performance evaluation, and discipline; oversees and conducts safety meetings; coordinates with outside vendors and interdepartmental support shops to ensure the availability of equipment and supplies; oversees the maintenance of records and documents related to employees, and other documents related to the service, repair, and maintenance of transit vehicles; use a computer and has knowledge of Outlook, Power Point, Excel, EAMS, SHOP, People Soft, and other computer related programs; coordinates responses to derailments and accidents by visiting and inspecting sites; communicate effectively in writing and orally with other personnel, representatives of other departments or division managers, subordinates, local unions, and the public; inspect shop equipment, machinery, and tools; and represent the division on committees and interview panels. May be required to move, maneuver and park transit vehicles as needed. Directly supervises class 7380 Electrical Transit Mechanic Assistant Supervisor and others, as necessary. May fill in for class 7216 Electrical Transit Shop Supervisor I. Incumbents also perform other related duties as required.

Nature of Work: May be required to work any shift including nights, weekends, and holidays.

MINIMUM QUALIFICATIONS:

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.

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.

Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

HOW TO APPLY:

City and County of San Francisco employment applications for this position will be accepted through an on-line process only. Mailed, hand delivered or faxed applications will not be accepted. Visit www.jobaps.com/sf to begin the application process.

- Click and select 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-M00231)
- Click on "Apply" and read and acknowledge the information
- Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
- Follow instructions given on the screen.

In order to comply with social distancing guidelines due to COVID-19, staff is working remotely at this time. As a result, the Department of Human Resources (DHR)'s and SFMTA's Human Resources offices are currently closed to the general public. We highly recommend applications be completed early. If you are having difficulty submitting your application online, please contact us at 415-646-2464 between 8:00 a.m.

– 12:00 p.m. and 1:00 p.m. - 5:00 p.m. Monday through Friday or by e-mail at Matthew.Hurd@sfmta.com.

Applicants may be contacted by e-mail. It is their responsibility to ensure that their registered e-mail address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses: (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org).

Upon successful submittal of the application online, the applicant will receive a notification on the screen, as well as in the applicant's e-mail inbox, acknowledging the receipt of the application by the SFMTA - Merit Section. If you have any questions regarding this recruitment or application process, please contact the exam analyst, Matthew Hurd, by telephone at 415-646-2464 between 8:30 a.m. – 12:00 p.m. and 1:00 p.m. - 4:30 p.m. Monday through Friday or by email at Matthew.Hurd@sfmta.com.

VERIFICATION:

Applicants may be required to submit verification of qualifying experience, education, and driver license at any point in the application, examination and/or departmental selection process.

Written verification (proof) of qualifying experience must verify that the applicant meets the minimum qualifications stated on the examination announcement. Written verification must be submitted on employer's official letterhead, specifying dates of employment, types of employment (part-time/full-time), job title(s), description of duties performed, and the verification must be signed by the employer. City employees will receive credit for the duties of the class to which they are appointed. 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. Experience claimed in self-employment must be supported by documents verifying income, earnings, business license and experience comparable to the minimum qualifications of the position. Copies of income tax papers or other documents listing occupations and total earnings must be submitted. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>.

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.

SELECTION PROCEDURE:

Minimum Qualification Supplemental Questionnaire (Weight: Qualifying):

Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. This Minimum Qualification Supplemental Questionnaire is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application. It is essential that applicants provide complete information in identifying their education, experience and training. The Minimum Qualification Supplemental Questionnaire will be used to evaluate if the applicant possesses the required minimum qualifications.

Basic Supervisory Examination: (Weight: 60%)

Candidates will be administered a written multiple-choice examination that is designed to measure basic knowledge of various supervisory practices and procedures (e.g. directing, counseling, guiding, evaluating, motivating, disciplining, developing and training subordinates, delegation, etc.) as well as customer service and reading comprehension.

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.

For your reference, a Multiple-Choice Test Preparation Manual is available on the DHR website:

<http://www.sfdhr.org/modules/showdocument.aspx?documentid=18426>.

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

Training and Experience Evaluation: (Weight: 40%)

Candidates will be prompted to complete a Supplemental Questionnaire that must be submitted as part of the online employment application process. The Supplemental Questionnaire is designed to measure knowledge, skills and/or abilities in job-related areas.

CERTIFICATION RULE:

The certification rule used for the eligible list resulting from this selection process will be the Rule of Three Scores. The hiring department may conduct additional selection processes to make final hiring decisions.

ELIGIBLE LIST:

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

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

Medical Examination/Drug Testing:

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

The San Francisco Municipal Transportation Agency (SFMTA) has determined that Class 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.

Reasonable Accommodation Request:

Information on requesting reasonable accommodation for persons with disabilities can be found at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Qualified applicants with disabilities requiring reasonable accommodation in the selection process must contact the SFMTA by phone at 415.701.5413, or 415.701.5043 (TTY); or in writing to: SFMTA Human Resources, Merit Section, 1 South Van Ness, 6th Floor, San Francisco, CA 94103. For further information, contact 415.701.5413.

Veteran's Preference:

Information regarding requests for veterans preference can be found at:

<http://sfdhr.org/information-about-hiring-process#veteranspreference>

Seniority Credit in Promotional Exams:

<http://sfdhr.org/information-about-hiring-process#senioritycredit>

General Information concerning San Francisco Municipal Transportation Agency Employment Policies and Procedures:

Employment Information for the San Francisco Municipal Transportation Agency can be obtained at <http://sfdhr.org/information-about-hiring-process>, or hard copy at 1 South Van Ness Avenue, 6th Floor. This information, including information regarding appeals of the terms of this announcement, is part of the terms of all announcements.

Terms of Announcement and Appeal Rights

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

Copies of Application Documents:

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

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Employee Wellness Program:

The SFMTA strives to be your employer of choice by providing an environment that supports your personal health & wellbeing with physical, nutritional, mental/emotional and financial resources. Since 2010 the SFMTA has been providing worksite wellness activities, as well as providing recognition opportunities to those individuals who successfully achieve personal milestones in wellness. For more details on the Wellness Program, please visit Employee Wellness Program Description page: <https://www.sfmta.com/reports/employee-wellness-program>.

**Women, Minorities, and Persons with Disabilities are encouraged to apply
An Equal Opportunity Employer**

Exam Type: Combined Promotive and Entrance
Issued: March 19, 2020 [Original Filing Deadline: 11/5/20]
Re-opened: June 21, 2021
Jeffrey Tumlin
Director of Transportation
San Francisco Municipal Transportation Agency
Recruitment ID Number: M00231
MTA/MH: 415.646.2464

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

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.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

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ATTACHMENT ☒

7380 Electrical Transit Mechanic, Assistant Supervisor

Recruitment #CBT-7380-M00209

DEPARTMENT Municipal Transportation Agency
ANALYST Anna Kaminska
DATE OPENED 11/5/2019 08:00:00 AM
FILING DEADLINE 11/19/2019 5:00:00 PM
SALARY \$93,626.00 - \$113,828.00/year
JOB TYPE CBT Discrete
EMPLOYMENT TYPE Full-Time

INTRODUCTION



The following information describes the civil service classification for which applications are being solicited.

Make sure you read the entire announcement before completing the application form.

The purpose of this examination announcement is to establish an eligible list for this classification.

POSITION DESCRIPTION:

Under direction, the Electrical Transit Mechanic, Assistant Supervisor, 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 (including trolley coaches, street cars, light rail vehicles and cable cars) and equipment. Essential functions include but are not limited to: supervising skilled craft and service personnel; inspecting incoming equipment and assigning work to subordinate mechanics; maintaining and repairing and/or supervising the maintenance and repair of mechanical, electrical, electronic, hydraulic and pneumatic equipment in transit vehicles; making emergency repairs to electrical equipment in transit vehicles; preparing and maintaining various records and reports; preparing payroll; communicating and disseminating information verbally and in writing to subordinates, supervisors/managers, and departmental personnel and others; requisitioning supplies and parts; reading and understanding shop manuals, blueprints, diagrams and schematics; using current Vehicle Maintenance Programs/Systems and Microsoft Office to perform day-to-day operations; and performing related duties as required. May act as 7253 Electrical Transit Mechanic Supervisor as needed.

Nature of Work: involves considerable physical effort to perform mechanical tasks on top of, under, inside and around large transit vehicles and in small, tight areas. May require exposure to high voltage wires; other potentially hazardous working conditions; and work in adverse weather and work conditions such as rain, cold, dirt, dust and/or in traffic. Requires normal color vision. May be assigned to any shift including nights, weekends and holidays.

MINIMUM QUALIFICATIONS:

1. 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; **AND**
2. Possession of valid class C driver license.

Note:

Some positions may require a Class B driver license. Employees appointed to these positions will be required to obtain the Class B driver license within six (6) months of appointment.

NOTES:

Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

HOW TO APPLY:

City and County of San Francisco employment applications for this position will be accepted through an on-line process only. Mailed, hand delivered or faxed applications will not be accepted. Visit www.jobaps.com/sf to begin the application process.

- Click and select 7380 Electrical Transit Mechanic Assistant Supervisor (CBT-7380-M00209)
- Click on "Apply" and read and acknowledge the information
 - Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
- Follow instructions given on the screen.

Computer kiosks are available for the public from 8:00 a.m. to 5:00 p.m. Monday through Friday to file online applications in the lobby of the Department of Human Resources, 1 South Van Ness Avenue, 4th Floor, San Francisco and in the lobby of SFMTA Human Resources office, 1 South

Van Ness Avenue, 6th Floor, San Francisco.

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

Upon successful submittal of the application online, the applicant will receive a notification on the screen, as well as in the applicant's e-mail inbox, acknowledging the receipt of the application by the SFMTA - Merit Section. If you are having difficulty submitting your application online, please contact us at 415.701.4441 between 8:30 a.m. – 12:00 p.m. and 1:00 p.m. - 4:30 p.m. Monday through Friday or by e-mail at Anna.Kaminska@sfmta.com.

VERIFICATION:

Applicants may be required to submit verification of qualifying experience, education, and driver license at any point in the application, examination and/or departmental selection process. Written verification (proof) of qualifying experience must verify that the applicant meets the minimum qualifications stated on the examination announcement. Written verification must be submitted on employer's official letterhead, specifying dates of employment, types of employment (part-time/full-time), job title(s), description of duties performed, and the verification must be signed by the employer. City employees will receive credit for the duties of the class to which they are appointed. 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. Experience claimed in self-employment must be supported by documents verifying income, earnings, business license and experience comparable to the minimum qualifications of the position. Copies of income tax papers or other documents listing occupations and total earnings must be submitted. 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.

SELECTION PROCEDURE:

Minimum Qualification Supplemental Questionnaire (Weight: Qualifying):

Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. This Minimum Qualification Supplemental Questionnaire is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application. It is essential that applicants provide complete information in identifying their education, experience and training. The Minimum Qualification Supplemental Questionnaire will be used to evaluate if the applicant possesses the required minimum qualifications.

Written Multiple-Choice Examination: (Weight: 100%)

Candidates deemed eligible and admitted to the examination process will be administered a written multiple-choice test designed to measure knowledge, skills and/or abilities in job-related areas which may include but not limited to: knowledge of maintenance, preventive maintenance and repair practices and methods, knowledge of safety methods and procedures, knowledge of electrical, mechanical, and electronic theory, diagnostic ability, interpersonal ability, and supervisory ability.

This is a standardized examination and, therefore, test questions and test answers are not available for public inspection or review.

For your reference, a Multiple-Choice Test Preparation Manual is available on the DHR website: <http://www.sfdhr.org/modules/showdocument.aspx?documentid=18426>.

CERTIFICATION RULE:

The certification rule used for the eligible list resulting from this selection process will be the Rule of Three Scores. The hiring department may conduct additional selection processes to make final hiring decisions.

ELIGIBLE LIST:

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

The duration of the eligible list resulting from this examination process will be 24 months, and may be extended with the approval of the Director of Transportation.

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 7380 Electrical Transit Mechanic Assistant Supervisor 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.

To find Departments which use this classification, please see

<http://www.sfdhr.org/Modules/ShowDocument.aspx?documentID=21246>

Reasonable Accommodation Request:

Information on requesting reasonable accommodation for persons with disabilities can be found at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Qualified applicants with disabilities requiring reasonable accommodation in the selection process must contact the SFMTA by phone at 415-701-4441 or 415-701-5043 (TTY); or in writing to: SFMTA Human Resources, Merit Section, 1 South Van Ness, 6th Floor, San Francisco, CA 94103. For further information, contact 415-701-4441.

Veteran's Preference:

Information regarding requests for veteran's preference can be found at: <http://sfdhr.org/information-about-hiring-process#veteranspreference>

Seniority Credit in Promotional Exam:

<http://www.sfdhr.org/index.aspx?page=20#senioritycredit>

General Information concerning City and County of San Francisco Employment Policies and Procedures:

Important employment information for the City and County of San Francisco can be obtained online at <http://sfdhr.org/information-about-hiring-process>,

Terms of Announcement and Appeal Rights

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

Copies of Application Documents:

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

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

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The SFMTA strives to be your employer of choice by providing an environment that supports your personal health & wellbeing with physical, nutritional, mental/emotional and financial resources. Since 2010 the SFMTA has been providing worksite wellness activities, as well as providing recognition opportunities to those individuals who successfully achieve personal

milestones in wellness. For more details on the Wellness Program, please visit Employee Wellness Program Description page: <https://www.sfmta.com/reports/employee-wellness-program>.

**Women, Minorities, and Persons with Disabilities are encouraged to apply
An Equal Opportunity Employer**

Exam Type: Combined Promotive & Entrance
Issued: November 5, 2019
Tom Maguire
Interim Director of Transportation
San Francisco Municipal Transportation Agency
Recruitment ID Number: M00209
MTA/AK: 415.701.4441

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

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.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of

compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

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ATTACHMENT C

8/16/22, 9:34 AM

Electrical Transit Mechanic Supervisor I – SF Municipal Transportation Agency – (7253) – T00034 | City and County of San Francisco



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Career Opportunity

Electrical Transit Mechanic Supervisor I – SF Municipal Transportation Agency – (7253) – T00034

Recruitment: REF11222Z

Published: June 13, 2022

Contact:

Maggie Lau - Maggie.Lau@sfmta.com

Sorry, this opening is closed

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



Share

Department: Municipal Transportation Agency

Job class: [7253-Electrical Transit Mechanic Supervisor I](#)

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 San Francisco Municipal Transportation Agency Class-based test.

Amended June 13, 2022 to extend the **filing deadline to 5:00 p.m. on Tuesday, June 14, 2022**. Candidates who have previously applied do not need to re-apply.

Due to the transition to a new applicant tracking system, recruitment CBT-7253-M00231 has been cancelled. Candidates who received notice of being qualified for CBT-7253-M00231 are highly encouraged to apply to this new opening in order to submit a new, updated application in the new system. However, any such candidate who does not submit an application by the deadline will be manually added to this recruitment with application data from the previous system in order to minimize the impacts of this transition.

Application Opening: May 27, 2022

Compensation Range: \$111,696 to \$135,746.00 yearly (for more information, click [here](#))

Recruitment ID: T00034

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.

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 the 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 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; directly supervises class 7380 Electrical Transit Mechanic Assistant Supervisor and others, as necessary
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 related duties as required

Nature of Work: May be required to work any shift including nights, weekends, and holidays.

Promotive Lines:

To: 7316 Electrical Transit Shop Supervisor

How to qualify

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.

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-educationrequirements>.

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.

Basic Supervisory Written Examination (Weight: 60%):

Candidates deemed eligible and admitted to the examination process will be administered a written multiple-choice examination that is designed to measure basic knowledge of various supervisory practices and procedures (e.g. directing, counseling, guiding, evaluating, motivating, disciplining, developing and training subordinates, delegation, etc.) as well as customer service and reading comprehension.

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 Basic Supervisory Written Examination will receive a score on the Supplemental Questionnaire Training and Experience Evaluation.

Training and Experience Evaluation (Weight: 40%):

Candidates who pass the Basic Supervisory Written examination 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.

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

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

The duration of the eligible list resulting from this examination will be **twelve (12) months** and may be extended with the approval of the Director of Transportation.

Medical Examination/Drug Testing

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

The San Francisco Municipal Transportation Agency (SFMTA) has determined that Class 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 their 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. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at <https://careers.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 Merit Section, 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 San Francisco Municipal Transportation Agency:

- [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. Visit <https://careers.sf.gov/> and begin the application process.

- Select the "Apply Now" button and follow instructions on the screen

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


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.**

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


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

Sorry, this opening is closed

ATTACHMENT

Mailei Maloa 

7382 Automotive Mechanic Assistant Supervisor at SAN Francisco Municipal Transportation Agency



Experience

Jan 2021 - Current
a year, 8 months

7382 Automotive Mechanic Assistant Supervisor
SAN Francisco Municipal Transportation Agency

Oversees, ensure, schedule, plan, budget and perform the preventative maintenance on MTA transit gasoline, heavy duty diesel, electric, hybrid, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, CPUC, MTA and local regulations. Projects, prepares and maintains a work plan, scheduling, training, monitoring the budget, preparing cost estimates, coordinating vendor and purchasing activities for procurement of supplies, tools, equipment, and services, preparing reports, memos, directives and other relevant documents, establishing and enforcing existing work standards, ensuring the maintenance of accurate records of all maintenance work, personnel actions, and other related issues, inspecting and evaluating the work of subordinates. Performs other related duties as required for the division. Supervised upwards 20+ employees across 5 different classifications and 3 different collective bargaining units.

Jun 2020 - Jan 2021
9 months

7380 Electrical Mechanic Assistant Supervisor
SAN Francisco Municipal Transportation Agency

Perform preventative maintenance on the SFMTA Light Rail Transit equipment fleet according CPUC, Cal OSHA standards and coordinate movement and placement for transit equipment fleet repairs at my facility with limited space. Perform major repairs, major diagnostics, troubleshooting problems in transit equipment fleet by performing tests and fault analysis on electrical, mechanical, hydraulic, pneumatic and electronic equipment, retrofits, keep all notes for work tickets, create repair orders, diagnose, repair, and confirm repairs; follow up on repairs after specified amounts of mileage and time. Utilizing and supervising the use of a variety of hand tools, power tools, and machinery. Keep inventory, update operations of vehicles statuses, logged road calls dispatched personal and performed repairs, assessed and determined maintenance and repair needs and ongoing repair needs and improving inspection methods and procedures. Reading, understanding and using shop manuals, CD-ROM based diagnostic applications, diagrams and electrical schematics. Assigned personnel to maintenance and repair needs for fleet and individual transit equipment needs. With road calls I tracked coach status and locations on fleet watch. I have retrieved and reviewed work orders for follow up repairs. Knowledgeable with Outlook, Power Point, Excel, EAMS, SHOP, People Soft, and other computer related programs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental/City personnel. Supervised a total of 18 + employees across 4 different classifications 3 different Bargaining units

Feb 2013 - Jun 2019
6 years, 5 months

Automotive Mechanic

ADD

⋮

Electrical Transit Mechanic Supervisor I -
SF Municipal Transportation Agency -
(7253) - T00034 ☆☆☆☆
San Francisco, CA • REF11222Z
From SFI Careers
on May 28, 2022

Rejected
Did Not Meet Minimum Qualifications

ASSIGN TO ANOTHER JOB

ADD TO COMMUNITY

Attachments

ADD

 -WRD0001.jpg

 Image001.png

 Re Civil Service Concern for job application denial.msg

 Verification Document when applying for 7380.pdf

 Verification Document when hired for 7380.pdf

Assessments

Linked to

VIEW ALL

SAN Francisco Municipal Transportation Agency

Perform preventative maintenance on the SFMTA gasoline, heavy duty diesel, electric, hybrid, and natural gas transit equipment fleet according to DOT, CHP, and Cal OSHA standards and coordinate movement and placement for transit equipment fleet repairs at my facility with limited space. Perform major repairs, major diagnostics, troubleshooting problems in transit equipment fleet by performing tests and fault analysis on electrical, mechanical, hydraulic, pneumatic and electronic equipment, retrofits, keep all notes for work tickets, create repair orders, diagnose, repair, and confirm repairs, follow up on repairs after specified amounts of mileage and time. Utilizing and supervising the use of a variety of hand tools, power tools, and machinery. Keep inventory, update operations of vehicles statuses, logged road calls dispatched personal and performed repairs, assessed and determined maintenance and repair needs and ongoing repair needs and improving inspection methods and procedures. Reading, understanding and using shop manuals, CD-ROM based diagnostic applications, diagrams and electrical schematics. Assigned personnel to maintenance and repair needs for fleet and individual transit equipment needs. With road calls I tracked coach status and locations on fleet watch. I have retrieved and reviewed work orders for follow up repairs. Knowledgeable with Outlook, Power Point, Excel, EAMS, SHOP, People Soft, and other computer related programs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental/City personnel.

Jan 2012 - Feb 2013
a year, 2 months

Team Leader

MV Transportation

Oversees, ensure, schedule, plan, budget and perform the preventative maintenance and predictive maintenance on MTA, AC Transit and other transit gasoline, heavy duty diesel, electric, hybrid, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, CPUC, MTA, AC Transit and local regulations. Projects, prepares and maintains a work plan, scheduling, training, monitoring the budget, preparing cost estimates, coordinating vendor and purchasing activities for procurement of supplies, tools, equipment, and services, preparing reports, memos, directives and other relevant documents, establishing and enforcing existing work standards, ensuring the maintenance of accurate records of all maintenance work, personnel actions, and other related issues. Inspecting and evaluating the work of subordinates. Performs other related duties as required for the division. Perform when needed major repairs, major diagnostics, troubleshooting problems in vehicles by performing tests and fault analysis, retrofits, keep all notes for Work tickets, create repair orders, diagnose, repair, and confirm repairs, follow up on repairs after specified amounts of mileage and time. Utilizing and supervising the use of a variety of hand tools, power tools, and machinery. Keep inventory, update operations of vehicles statuses, logged road calls dispatched personal and performed repairs, assessed and determined maintenance and repair needs and ongoing repair needs and improving inspection methods, procedures, developing and implementing work plans. Quality control, monitoring and evaluating the work of subordinates. Reading, understanding and using shop manuals, cd-rom based diagnostic applications, diagrams and electrical schematics. Performed cost estimates on work orders and accident repairs. Supervised and assigned personnel skilled and unskilled to maintenance, repair, overhaul, and servicing needs for fleet and individual coach needs. With road calls I tracked coach status and locations through dispatch and dispatched a mechanic on shift to respond. I have retrieved and reviewed work orders for follow up repairs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Requisitioned supplies, parts, materials, and stock non billable items. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental personnel. Supervised a group of 6 across 2 different classifications and 2 collective bargaining units

Jan 2010 - Jan 2012
2 years, a month

Shop Supervisor 1/Shop Foreman

Sunnyvale Acura

Oversaw, ensured, scheduled, planned, budgeted and performed the preventative maintenance on customer and fleet light duty and heavy duty, gasoline, diesel, electric, hybrid, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, Honda, Acura and local regulations. Projected, prepared and maintained a work plan, scheduled, dispatched, trained, monitored the budget, prepared cost estimates, coordinated vendor and purchasing activities for procurement of supplies, tools, equipment, and services, prepared reports, memos, directives and other relevant documents, established and enforced existing work standards, ensured the maintenance of accurate records of all maintenance work, personnel actions, and other related issues. Inspected and evaluated the work of subordinates. Performs other related duties as required for the division. Performed interviews with potential employees, held staff meetings with employees. Coordinated the movement of vehicles between lots, vendors,

Jobs

Automotive Transit Shop Supervisor I - SF
Municipal Transportation Agency - (7228)

In Review | Calculate Score and Rank

Electrical Transit Shop Supervisor I - SF
Municipal Transportation Agency - (7216)

Rejected | Did Not Meet Minimum Qualifications

Application fields

Tags

Add tag

smartix

dealerships, and auction houses. Supervised a group of upwards 25 employees across 5 different classifications.	Technician	Jun 2009 - Jan 2010 9 months	San Francisco Ford	Foreman/ Team Lead	Grace Honda	Oversaw, ensured, scheduled, planned, budgeted and performed the preventative maintenance, routine, irregular, predictive maintenance on customer and fleet heavy duty, and light duty, gasoline, diesel, electric, hybrid, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, Honda and local regulations. Projected, prepared and maintained a work plan, scheduled, trained, monitored the budgeted, prepared cost estimates, coordinated vendor and purchasing activities for procurement of supplies, tools, equipment, and services; prepared reports, memos, directives and other relevant documents, established and enforced existing work standards, ensured the maintenance of accurate records of all maintenance work, personnel actions, and other related issues, inspected and evaluated the work of subordinates. Performed other related duties as required for the location. Performed when needed major repairs, major diagnostics, troubleshooting problems in vehicles by performing tests and fault analysis, retrofits, kept all notes for Work tickets, created repair orders, diagnosed, repaired, and confirmed repairs, followed up on repairs after specified amounts of mileage and time. Utilized and supervised the use of a variety of hand tools, power tools, and machinery. Kept inventory, updated operations of vehicles statuses, assessed and determined maintenance and repair needs and ongoing repair needs and improving inspection methods, procedures, developed and implemented work plans. Quality control, monitoring and evaluating the work of subordinates. Reading, understanding and using shop manuals, cd-rom based diagnostic applications, diagrams and electrical schematics. Performed cost estimates on work orders and accident repairs. Supervised and assigned personnel skilled and unskilled to maintenance, repair, overhaul, and servicing needs for fleet and individual coach needs. I have retrieved and reviewed work orders for follow up repairs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Requisitioned supplies, parts, materials, and stock non billable items. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental personnel. Supervised upward of 12 employees across 4 classifications
Assistant Manager	Pacific Heights Shell	Feb 2002 - Jan 2004 2 years	Oversaw, ensured, scheduled, planned, budgeted and performed the preventative maintenance, routine, irregular, predictive maintenance on customer and fleet heavy duty, and light duty, gasoline, diesel, electric, hybrid, natural gas fleet, and alternative fuel fleet vehicles in accordance with DOT, CHP, CAL OSHA, Honda and local regulations. Projected, prepared and maintained a work plan, scheduled, trained, monitored the budgeted, prepared cost estimates, coordinated vendor and purchasing activities for procurement of supplies, tools, equipment, and services; prepared reports, memos, directives and other relevant documents, established and enforced existing work standards, ensured the maintenance of accurate records of all maintenance work, personnel actions, and other related issues, inspected and evaluated the work of subordinates. Performed other related duties as required for the location. Performed when needed major repairs, major diagnostics, troubleshooting problems in vehicles by performing tests and fault analysis, retrofits, kept all notes for Work tickets, created repair orders, diagnosed, repaired, and confirmed repairs, followed up on repairs after specified amounts of mileage and time. Utilized and supervised the use of a variety of hand tools, power tools, and machinery. Kept inventory, updated operations of vehicles statuses, assessed and determined maintenance and repair needs and ongoing repair needs and improving inspection methods, procedures, developed and implemented work plans. Quality control, monitoring and evaluating the work of subordinates. Reading, understanding and using shop manuals, cd-rom based diagnostic applications, diagrams and electrical schematics. Performed cost estimates on work orders and accident repairs. Supervised and assigned personnel skilled and unskilled to maintenance, repair, overhaul, and servicing needs for fleet and individual coach needs. I have retrieved and reviewed work orders for follow up repairs. Coordinated maintenance activities with departmental personnel, outside vendors, and contractors. Read, analyzed, and interpreted maintenance documents, computer printouts and various reports. Requisitioned supplies, parts, materials, and stock non billable items. Lastly interacted, communicated, cooperated with co-workers, vendors, contractors, and other departmental personnel. Supervised upward of 8 employees across 3 classifications			

Education

Aug 1998 - Aug 2001
3 years, a month

Automotive Technology
Skyline College



SmartProfile

Skills

- Leadership
- System Maintenance
- Hydraulics
- Retrofitting
- Electronics
- Road Vehicles
- Auto mechanics
- mechanical-assembly
- Electric Motors
- Automotive Technology

[SHOW MORE](#)

Languages

English

Native

ATTACHMENT E



Maggie Lau
7253 Electrical Transit Mechanic Supervisor I Notice (T00034)

Jun 17, 2022

Dear applicant:

Thank you for submitting your application for Electrical Transit Mechanic Supervisor I – SF Municipal Transportation Agency – (7253) – T00034. After a careful review of your application, it has been determined that you do not possess the Experience required to fulfill the minimum qualifications for this position as stated in the examination announcement. All applicants must meet all of the minimum qualifications 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:

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)

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 4:30 p.m. on Monday, June 27, 2022. If we do not receive verification documents or an email specifying why verification is unable to be provided by 4:30 p.m. on Monday, June 27, 2022, 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 by 4:30 p.m. on Monday, June 27, 2022. Civil Service Commission Rules for the City and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Respectfully,
Maggie Lau
SFMTA Examinations & Classification Unit

RECRUITMENT: CBT-7253-T00034

ATTACHMENT ☒



SFMTA
Municipal
Transportation
Agency

Edwin M. Lee, *Mayor*

Cheryl Brinkman, *Chairman*

Malcolm Heinicke, *Vice Chairman*

Gwyneth Borden, *Director*

Lee Hsu, *Director*

Joél Ramos, *Director*

Cristina Rubke, *Director*

Art Torres, *Director*

Edward D. Reiskin, *Director of Transportation*

To: Anna Kaminska, Personnel Analyst

From: Vernon T Ting, Automotive Assistant Supervisor

A handwritten signature in black ink, appearing to read "Vernon T Ting", is written over the "From:" line.

Date: November 27, 2017

Subject: Mailei Moloa, 7380 Electrical Transit Mechanic, Assistant Supervisor Examination

Mr. Maloa has worked for San Francisco Municipal Transportation Agency for the past 4.5 years working on transit vehicles working with and around 600+ volts DC 3 phase high voltage circuits AC.

Mr. Maloa performs all the duties and more which are listed in that classification; testing, troubleshooting and repair of high voltage DC and AC propulsion systems, generators, energy storage systems, and auxiliary power supplies using high voltage tools and Personal Protection equipment.

He has the 3 year minimum of journey level experience in the maintenance and repair of electrical/mechanical transit vehicles equivalent to job code 7371 transit mechanic.

311 Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / 무료 언어 지원 / Libreng tulong para sa wikang Filipino / การช่วยเหลือทางด้านภาษาโดยไม่เสียค่าใช้จ่าย / خط المساعدة المجاني على الرقم

1 South Van Ness Avenue 7th Floor, San Francisco, CA 94103 415.701.4500 www.sfmta.com



London Breed, Mayor

Cheryl Brinkman, Chairman
Malcolm Heinicke, Vice Chairman
Gwyneth Borden, Director
Lee Hsu, Director

Cristina Rubke, Director
Art Torres, Director

Edward D. Reiskin, Director of Transportation

April 22, 2019

Ms. Sherrill R. Foster
CCSF Human Resources Analyst

Dear Ms. Foster,

I am writing to verify proof of qualifying experience for Mr. Mailei Maloa. As a full-time, journey-level employee since 2013, Mr. Maloa has six years' experience as a transit mechanic. Four of these years have been spent working with the new hybrid bus technology. We have had this hybrid technology since 2006 at which time we evolved into the high voltage drive systems for the traction motor and integrated electronic systems. In 2013, New Flyer buses arrived which have hybrid technology. They run with 600 volts DC which are equal to the voltages that are run on the electrical transit side. Mr. Maloa is also versed in troubleshooting and installation of transit electronic equipment and other related control systems. He is also very versed in the calibration of given systems and the use of computers to connect and upload software and diagnose trouble codes. He also in possession of a class B CDL. I feel Mr. Maloa is more than qualified with the electrical aspect of the bus and all the electronic components that are used. As noted in his application, Mr. Maloa has been with Muni since 2013 and his journey-level job responsibilities more than qualify him for the years' experience required in the maintenance and repair of electrical/mechanical transit vehicles and equipment equivalent to City and County of San Francisco.

If you have further questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Louis Guzzo". The signature is written in a cursive style.

Louis Guzzo
Acting Deputy Director- Bus Maintenance
(O) 415-646-2805
(C) 415-861-9851
Louis.Guzzo@SFMTA.com

ATTACHMENT ☒

From: [Lau, Maggie](#)
To: [Nath, Shivani](#)
Subject: FW: Acting Assignments for 7380 (Mailei Maloa)
Date: Monday, October 3, 2022 12:39:59 PM
Attachments: [image001.png](#)
[image005.png](#)

Hi Shivani,

Please see below for the emails with Labor regarding inquiry of Acting Assignment for Mailei Maloa.

Thanks,

Maggie Lau
Senior Human Resources Analyst
Examinations & Classifications Unit



Office 415.646.2446

From: Beckwith, Aaron <Aaron.Beckwith@sfmta.com>
Sent: Monday, July 18, 2022 10:03 AM
To: Lau, Maggie <Maggie.Lau@sfmta.com>
Cc: Garcia, David <David.Garcia@sfmta.com>; Cayabyab, Christine <Christine.Cayabyab@sfmta.com>; Ye, Sammy <Sammy.Ye@sfmta.com>; Lall, Kamini <Kamini.Lall@sfmta.com>; Williams, Emily <Emily.Williams@sfmta.com>
Subject: RE: Acting Assignments for 7380

Hi Maggie – no AAP or SDP appears for Mailei M. DSW #155323 – please let us know of any questions.

Thanks as always.

Sincerely,
-Aaron

From: Lau, Maggie <Maggie.Lau@sfmta.com>
Sent: Monday, July 18, 2022 8:22 AM
To: Beckwith, Aaron <Aaron.Beckwith@sfmta.com>
Subject: Acting Assignments for 7380

Hi Aaron,

I am reviewing applications for the 7253 exam. Could you assist in checking if the following two

employees have any acting assignments on file for class 7380 Electrical Transit Mechanic Assistant Supervisor.

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

Please let me know if you have any questions.

Thank you,
Maggie Lau
Human Resources Analyst
Examinations Unit



Office 415.646.2446

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



MTA-028

MALOA-182

ATTACHMENT H

Dear Mailei Maloa,

Thank you for your application for the 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034) recruitment. A second review of your application along with the additional information you submitted has been conducted.

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

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 California driver's license

You provided a copy of the following documents:

- SFMTA non-contemporaneous verification letter signed by Vernon Ting
- SFMTA non-contemporaneous verification letter signed by Louis Guzzo

The letter signed by Vernon Ting is dated November 27, 2017, and the letter signed by Louis Guzzo is dated April 22, 2019. Both letters reference duties performed from February 2013 through date of the letter, while appointed to class 7381 Automotive Mechanic. The experiences stated in both letters do not show that you supervised the electrical maintenance and repair of mass transit equipment and vehicles. Therefore, the information provided cannot be applied toward the experience required to qualify for 7253 Electrical Transit Mechanic Supervisor I and your application for this recruitment will not continue to the next step in the exam process. Additionally, there were no acting assignments on record that would supplement your experience as a 7380 Electrical Transit Mechanic, Assistant Supervisor (June 15, 2019 – January 10, 2020). Therefore, the minimum three years of experience are not met.

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.

Thank you for your time and interest in this recruitment. Employment information for the City and County of San Francisco may be found at [Careers with Purpose | City and County of San Francisco \(sf.gov\)](#).

Respectfully,
Maggie Lau
SFMTA Examinations Unit

ATTACHMENT ☒



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF RECEIPT OF APPEAL

DATE: July 29, 2022
REGISTER NO.: 0105-22-4
APPELLANT: MAILEI MALOA

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 Mailei Maloa, appealing the rejection of application for the 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 at civilservice@sfgov.org. CSC Form 13 is available on the Civil Service Commission's website at www.sfgov.org/CivilService under "Forms."

In the event that Mailei Maloa'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 October 6, 2022**, so that it may be heard by the Civil Service Commission at its meeting on October 17, 2022. If you will be unable to transmit the staff report by the October 6th deadline, or if required departmental representatives will not be available to attend the October 17th 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: Mailei Maloa
July 29, 2022
Page 2 of 2

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

Sincerely,

CIVIL SERVICE COMMISSION

/s/

LAVENA HOLMES
Deputy Director

Attachment

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

MTA-030

MALOA-185



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent via Email

July 29, 2022

Mailei Maloa
[REDACTED]

Subject: **Register No. 0105-22-4: Appealing the Rejection of Application for the 7253 Electrical Transit Mechanic Supervisor I Examination.**

Dear Mailei Maloa:

This is in response to your appeal submitted to the Civil Service Commission on July 28, 2022, appealing the rejection of application for the 7253 Electrical Transit Mechanic Assistant 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 Lavena.Holmes@sfgov.org or by phone at (628) 652-1100 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at www.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

/s/

LAVENA HOLMES
Deputy Director

From: Maieia, Maie [REDACTED]
Sent: Thursday, July 28, 2022 11:30 AM
To: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>
Cc: Eng, Sandra (CSC) <sandra.eng@sfgov.org>; [REDACTED]
Subject: Civil Service Concern for job application denial

Hello Lavena,
 I was given your name and email address to discuss an issue I have with a denial of an application I just recently received and was told to contact the Civil Service Commission for any kind of further information or complaints.

Just a brief back story. I have recently applied for the 7253 Electrical Transit Mechanic Supervisor position. I was denied the first time and I contacted the Recruiter and was asked to turn in documentation that I currently supervise a certain type of job classification. I have turned in some information stating that my current subordinates meet this type of classification. My current supervision position should then be accepted as qualifying. Under the second review they are advising me that it is not and that I need to reach out to the Civil Service Commission. I was told that I need to have supervised a specific classification to be able to count my supervision experience.
 The minimum qualifications are for the position are 1. Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles. 2. Possession of a valid California Driver's License.
 I meet the criteria of supervision history, with my current supervisory role (7382) and my previous supervisory role (7380) with both being in Light Rail Vehicle maintenance and Rubber Tire Bus maintenance. I currently have a valid California Driver's License and feel that I meet the minimum requirements.

Please reach out to me at your earliest convenience as I would like to file a complaint and see if we could get this straightened out before they proceed to the next steps of the hiring process and leave me behind.

Maieia Maloa
7382 Automotive Mechanic, Assistant Supervisor
Diesel/Hybrid Bus Maintenance
San Francisco Municipal Transportation Agency, Woods Division



 [SFMTA.com](https://www.sfmta.com)

CONFIDENTIALITY NOTICE: This document is intended for the use of the party to whom it is addressed and may contain information that is privileged, confidential, and protected from disclosure under applicable law. If you are not the addressee, or a person authorized to accept documents on behalf of the addressee, you are hereby notified that any review, disclosure, dissemination, copying, or other action based on the content of this communication is not authorized. If you have received this document in error, please immediately reply to the sender and delete or shred all copies.

ATTACHMENT J



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7371-Electrical Transit System Mechanic

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

Know the class code?

Class codes are four characters long.

[Search](#)

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

[Search](#)

Compensation set id:

Electrical Transit System Mechanic

Job classification

Class	7371
Title	Electrical Transit System Mechanic
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$44.3000	\$46.5125	\$48.8125	\$51.2750	\$53.8375
Rate /biweekly:	\$3,544.00	\$3,721.00	\$3,905.00	\$4,102.00	\$4,307.00
Rate /year:	\$92,144	\$96,746	\$101,530	\$106,652	\$111,982

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

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Electrical Transit System Mechanic

MTA-034
MALOA-188

Job Code: 7371

INTRODUCTION

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

DISTINGUISHING FEATURES

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

SUPERVISION EXERCISED

None.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

1. Diagnoses, replaces and/or repairs worn or defective electrical, electronic, pneumatic, mechanical, HVAC, or hydraulic equipment/parts on Muni Railway equipment, including, but not limited to: street cars, trolley coaches, cable cars and light rail vehicles by replacing affected parts through the process of disconnecting wires and air lines, unbolting worn or defective parts, and rebolting and reconnecting wires and air lines to new parts.
2. Tests, troubleshoots and maintains AC/DC electrical and electronic parts and circuits which include relays, contacts, controllers and batteries using meters, and other testing devices to determine the cause of a faulty circuit/component.
3. Reads and interprets electric, electronic, pneumatic, and hydraulic schematics for the purpose of trouble shooting systematic problems.
4. Inspects electrical, electronic, mechanical, hydraulic or pneumatic equipment and parts on electrically powered vehicles and cable cars to ensure the vehicle is in safe operating condition.
5. Safely operates and moves electrical transit equipment for shop work, pull-outs and road testing.
6. Assigns electrical transit equipment to operations, including preparing vehicles assignment sheet, obtaining maintenance or repair information from operations, moving transit vehicles and other related vehicles in the yard, and assigning parking location of electrical vehicles.
7. Adheres to all Federal, State and local safety standards and regulations while using tools and heavy equipment and working around high voltage and a highly-pressurized system.
8. Makes service calls for emergency road repair by driving an electrical transit vehicle or a non-revenue vehicle to the location of the disabled vehicle and examines/repairs the vehicle so it can resume service; may require pushing, towing, or operating defective vehicles back to the shop.
9. Maintains shop work area by properly storing equipment and tools; this includes cleaning the tools and work area in order to maintain a safe work environment.
10. Generates and maintains appropriate records of road call and vehicle maintenance data; includes operation of computers and may require using computers to input and retrieve work/maintenance data.
11. Notifies supervisor either in writing or verbally of additional needed repairs, parts needed to complete work, unexpected delays/challenges and work completed.
12. Correctly references parts manuals to correctly identify and order replacement parts.
13. Communicate effectively with Central Control, Operations, and others using radios, phones, computers, and other communication devices.
14. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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

equipment and machinery, proper attire, and the maintenance of a clean and hazard-free work area.

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

MINIMUM QUALIFICATIONS

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

TRAINING AND EXPERIENCE

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

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

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

LICENSE AND CERTIFICATION

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

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

SUPPLEMENTAL INFORMATION

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

PROMOTIVE LINES

To:

From:

ORIGINATION DATE:

AMENDED DATE: 6/8/2018

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

BUSINESS UNIT(S): SFMTA

Standard information

Disaster service work

MTA-036
MALOA-190

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

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (W)	\$44.3000	\$46.5125	\$48.8125	\$51.2750	\$53.8375
Jan 08, 2022 (V)	\$42.0875	\$44.1875	\$46.3750	\$48.7125	\$51.1500
Jul 01, 2021 (U)	\$41.8750	\$43.9625	\$46.1500	\$48.4750	\$50.9000
Dec 26, 2020 (T)	\$40.4500	\$42.4750	\$44.5875	\$46.8250	\$49.1750
Jul 01, 2020 (S)	\$39.2750	\$41.2375	\$43.2875	\$45.4625	\$47.7375

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

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MTA-037

MALOA-191



7380-Electrical Transit Mechanic, Assistant Supervisor

[SF | Careers](#) > 7380-Electrical Transit Mechanic, Assistant Supervisor

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 Mechanic, Assistant Supervisor

Job classification

Class	7380
Title	Electrical Transit Mechanic, Assistant Supervisor
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$51.2750	\$53.8375	\$56.5250	\$59.3375	\$62.3500
Rate /biweekly:	\$4,102.00	\$4,307.00	\$4,522.00	\$4,747.00	\$4,988.00
Rate /year:	\$106,652	\$111,982	\$117,572	\$123,422	\$129,688

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

MTA-038
MALOA-192

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 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
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
Jul 01, 2021 (U)	\$48.4750	\$50.9000	\$53.4375	\$56.1000	\$58.9375
Dec 26, 2020 (T)	\$46.8250	\$49.1750	\$51.6250	\$54.2000	\$56.9375
Jul 01, 2020 (S)	\$45.4625	\$47.7375	\$50.1250	\$52.6250	\$55.2750

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

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MTA-041

MALOA-195



7253-Electrical Transit Mechanic Supervisor I

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Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Electrical Transit Mechanic Supervisor I

Job classification

Class	7253
Title	Electrical Transit Mechanic Supervisor I
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$56.5250	\$59.3375	\$62.3500	\$65.4375	\$68.6875
Rate /biweekly:	\$4,522.00	\$4,747.00	\$4,988.00	\$5,235.00	\$5,495.00
Rate /year:	\$117,572	\$123,422	\$129,688	\$136,110	\$142,870

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

MTA-042
MALOA-196

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
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
Dec 26, 2020 (T)	\$51.6250	\$54.2000	\$56.9375	\$59.7625	\$62.7375
Jul 01, 2020 (S)	\$50.1250	\$52.6250	\$55.2750	\$58.0250	\$60.9125

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

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MTA-045

MALOA-199



7216-Electrical Transit Shop Supervisor I

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Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Electrical Transit Shop Supervisor I

Job classification

Class	7216
Title	Electrical Transit Shop Supervisor I
Overtime eligibility	Covered (Non-Z)
Labor agreement	Electrical Workers, Local 6

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$65.3125	\$68.5500	\$71.9500	\$75.5750	\$79.3500
Rate /biweekly:	\$5,225.00	\$5,484.00	\$5,756.00	\$6,046.00	\$6,348.00
Rate /year:	\$135,850	\$142,584	\$149,656	\$157,196	\$165,048

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

Job description

CITY AND COUNTY OF SAN FRANCISCO

MUNICIPAL TRANSPORTATION AGENCY

TITLE: ELECTRICAL TRANSIT SHOP SUPERVISOR I

MTA-046
MALOA-200

JOB CODE: 7216

Introduction:

Under direction, the Electrical Transit Shop Supervisor I manages a transit division responsible for the preventive maintenance, as well as the maintenance and repair activities of transit vehicles, and electrical, mechanical and electronic transit equipment.

Distinguishing Features:

Positions in this job code are distinguished from those in job code 7253 Electrical Transit Mechanic Supervisor I in that the latter is the second-level supervisor with operational responsibility for an entire shift of crafts and service personnel engaged in the maintenance, repair and service of transit vehicles.

Supervision Exercised:

Manages a Transit division through supervisors and skilled crafts and service 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. Plans, prioritizes, assigns, directs, trains, and evaluates the work of subordinate supervisors, mechanical, electrical, electronic and various skilled craft and service workers engaged in the maintenance and repair of streetcars, trolley coaches, cable cars, and light rail vehicles.
2. Manages and coordinates division activities with other divisions and city departments to advance SFMTA projects.
3. Interprets and applies rules, regulations, policies, and provisions of multiple Memoranda of Understanding as necessary.
4. Oversees the supervision, development and advancement of maintenance personnel and subordinate supervisors.
5. Develops and presents recommendations to senior management on policies and procedures to increase efficiency of the division and/or to be in compliance with local, state and federal rules and regulations.
6. Develops and implements policies and provides input in the overall departmental policy decisions and establishes standards for the respective division.
7. Develops, administers and monitors budget; conducts cost-benefit analyses and resource allocations.
8. Ensures compliance with all laws and regulations regarding transit vehicles including the safe handling of hazardous materials; and trains supervisors in safety standards.
9. Serves on committees and task forces.
10. Performs related duties and responsibilities as required.

Important and Essential Knowledge, Skills and Abilities:

Knowledge of: scheduled and unscheduled maintenance methods and procedures pertaining to electrical, mechanical and electronic components/equipment used in the maintenance and repair of transit vehicles; electrical testing and inspection procedures and practices; safety regulations, OSHA requirements, other regulatory agency requirements and division/shop safety procedures, including safe handling of hazardous materials as they relate to electrical transit vehicles.

Ability to: effectively plan, prioritize, assign, train, motivate, counsel, discipline and direct subordinate staff; monitor the quality of performance of subordinate staff; provide necessary training and/or counseling in cases where deficiencies are observed; prioritize and coordinate tasks for maximizing productivity; assist in the professional development of staff through training, coaching and performance evaluation; recommend, develop and achieve departmental performance objectives; develop and implement division budget and manage a repair division; analyze situations, identify problems, develop both short-term and long-term courses of action which are logical and reasonable; develop solutions to complex maintenance problems that are cost effective and quantifiable; speak in a clear and concise manner, to be persuasive and authoritative in order to promote or defend the division; and be able to make presentations to representatives of other agencies, boards, supervisors/managers, subordinate staff and members of the public; prepare written correspondence that is clear, concise and easily understood; relate tactfully, patiently and effectively using discretion and sound judgment when interacting with other personnel, representatives of other departments, division managers, subordinates and members of the public; and drive to various sites in case of emergencies.

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.

Experience :

1. Two (2) years of full-time verifiable second-level supervisory experience in the electrical and mechanical maintenance and repair of transit equipment; OR
2. Five (5) years of full-time verifiable experience supervising the electrical and mechanical maintenance and repair of transit equipment.

License and Certification:

Possession of a valid Class C driver license.

Supplemental Information:

Nature of work requires working any shift, including nights, weekends, and holidays.

Promotive Lines:

To: 9180 Manager VI, MTA (Chief Mechanical Officer)

From: 7253 Electrical Transit Mechanic Supervisor I

7380 Electrical Transit Mechanic Assistant Supervisor

Origination Date: 5/25/1970

Amended Date: 6/24/2013

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
Jul 01, 2022 (W)	\$65.3125	\$68.5500	\$71.9500	\$75.5750	\$79.3500
Jan 08, 2022 (V)	\$59.2375	\$62.1750	\$65.2625	\$68.5500	\$71.9750
Jul 01, 2021 (U)	\$58.9375	\$61.8625	\$64.9375	\$68.2125	\$71.6125
Dec 26, 2020 (T)	\$56.9375	\$59.7625	\$62.7375	\$65.9000	\$69.1750
Jul 01, 2020 (S)	\$55.2750	\$58.0250	\$60.9125	\$63.9750	\$67.1625

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

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MTA-048
MALOA-202

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MTA-049

MALOA-203



7381-Automotive Mechanic

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

Know the class code?

Class codes are four characters long.

[Search](#)

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

[Search](#)

Compensation set id:

Automotive Mechanic

Job classification

Class	7381
Title	Automotive Mechanic
Overtime eligibility	Covered (Non-Z)
Labor agreement	Auto Machinist, Local 1414

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1
Rate /hr:	\$51,7375
Rate /biweekly:	\$4,139.00
Rate /year:	\$107,614

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Mechanic

Job Code: 7381

INTRODUCTION

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

DISTINGUISHING FEATURES

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

SUPERVISION EXERCISED

None.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

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

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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

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

MINIMUM QUALIFICATIONS

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

Education:

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

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

Experience:

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

License and Certification:

Possession of a valid California Class C driver license.

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

Substitution:

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

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

SUPPLEMENTAL INFORMATION

Other Requirements: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment, and to lift equipment. May be exposed to potentially hazardous work conditions, and adverse weather and work conditions such as rain, cold, dirt and dust. May be assigned to work any shift including weekends and holidays.

PROMOTIVE LINES

To: 7382 Automotive Mechanic Assistant Supervisor

ORIGINATION DATE: 07/01/1977

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

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

BUSINESS UNIT(S): COMMN SFMTA

Standard information

Disaster service work

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

Historic and future compensation

Effective (Sched)	Step 1
Jul 01, 2022 (W)	\$51.7375
Jan 08, 2022 (V)	\$49.1625
Jul 01, 2021 (U)	\$48.9125
Dec 26, 2020 (T)	\$47.2500
Jul 01, 2020 (S)	\$45.8750

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

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MTA-053

MALOA-207



7382-Automotive Mechanic Assistant Supervisor

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Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Automotive Mechanic Assistant Supervisor

Job classification

Class	7382
Title	Automotive Mechanic Assistant Supervisor
Overtime eligibility	Covered (Non-Z)
Labor agreement	Auto Machinist, Local 1414

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1
Rate /hr:	\$62,3000
Rate /biweekly:	\$4,984.00
Rate /year:	\$129,584

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Mechanic Assistant Supervisor

Job Code: 7382

MTA-054
MALOA-208

INTRODUCTION

Under direction, the Automotive Mechanic Assistant Supervisor performs, as well as directs the work of subordinate personnel engaged in the maintenance, repair and overhaul of automotive, diesel, hybrid and alternative fuel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7382 Automotive Mechanic Assistant Supervisor job code function as the first-line supervisors. Positions in this job code are distinguished from those in the 7249 Automotive Mechanic Supervisor I job code in that the latter function as second-line supervisors and have some management responsibilities.

SUPERVISION EXERCISED

Positions in this job code supervise Automotive Mechanics and Service Workers

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

1. Supervises a group of skilled craft and service employees.
2. Maintains and supervises the maintenance, repair, overhaul and servicing of automotive, diesel, hybrid and alternative fuel equipment.
3. Troubleshoots problems in vehicles by performing relevant tests.
4. Assists in overseeing and supervising the maintenance of vehicles, shop operation and personnel records.
5. Uses and supervises the use of a variety of hand and power tools and machinery.
6. Reads, understands, and uses shop manuals, CD-ROM based diagnostic applications, diagrams, electrical schematics, laptops, information from electronic diagnostic equipment and maintenance scheduling and planning.
7. Prepares preliminary estimates on work orders and repairs.
8. Responds to incoming emergency calls.
9. Requisitions supplies, parts, and materials necessary for the maintenance, repair and servicing of vehicles.
10. Plans, holds and documents safety meetings.
11. Maintains open communication with supervisors and subordinates.
12. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: automotive, diesel, hybrid and alternative fuel equipment and parts; automotive maintenance practices, procedures, and requirements; and safety and the enforcement of safe work practices and conditions.

Skill to: use shop tools and equipment.

Ability to: supervise through prioritizing, planning, assigning, monitoring and reviewing the work of subordinates in an automotive shop; read and understand electrical schematics, manuals, and other information; troubleshoot malfunctions in automotive, diesel, hybrid and alternative fuel equipment and determine repair requirements; identify tools and shop equipment and train others in the safe and proper use; communicate clearly and effectively orally with supervisors, subordinates and other departmental personnel; communicate effectively in writing; interact with others in a professional manner; and use a computer for diagnostic maintenance support and/or preparing reports and/or correspondence.

MINIMUM QUALIFICATIONS

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

Education:

Completion of a formal four (4) year apprenticeship program; OR

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

Experience:

Four (4) years of journey-level experience in the maintenance and repair of automotive, transit, diesel, hybrid or alternative fuel vehicles equivalent to class 7381 Automotive Mechanic with the City and County of San Francisco.

Substitution:

Four (4) years of non-journey level experience in a full service repair facility maintaining and repairing automotive, transit, diesel, hybrid or alternative fuel vehicles can substitute for the four (4) years of education/training on a year-for-year basis. Individual classes may not be substituted for apprenticeship training or non-journey level experience.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

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

SUPPLEMENTAL INFORMATION

Other Requirements: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment. May be exposed to potentially hazardous work conditions, and adverse weather and work conditions such as rain, cold, dirt and dust. May be assigned to work any shift including weekends and holidays.

PROMOTIVE LINES

To: 7249 Automotive Mechanic Supervisor I

From: 7381 Automotive Mechanic, 7313 Automotive Machinist

ORIGINATION DATE: 07/01/77

AMENDED DATE: Retitled: 7/1/77; Amended: 10/31/2002, Amended: 06/14/21012

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

BUSINESS UNIT(S): COMMN SFMTA

Standard information

Disaster service work

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

Historic and future compensation

Effective (Sched)	Step 1
Jul 01, 2022 (W)	\$62.3000
Jan 08, 2022 (V)	\$59.1875
Jul 01, 2021 (U)	\$58.8875
Dec 26, 2020 (T)	\$56.8875
Jul 01, 2020 (S)	\$55.2250

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

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MTA-057

MALOA-211



7249-Automotive Mechanic Supervisor I

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Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Automotive Mechanic Supervisor I

Job classification

Class	7249
Title	Automotive Mechanic Supervisor I
Overtime eligibility	Covered (Non-Z)
Labor agreement	Auto Machinist, Local 1414

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1
Rate /hr:	\$68.6375
Rate /biweekly:	\$5,491.00
Rate /year:	\$142,766

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Mechanic Supervisor I

Job Code: 7249

INTRODUCTION

Under direction, on an assigned shift supervises often through subordinate supervisors, a large group of skilled mechanical, craft and service workers engaged in the maintenance, repair, overhaul and servicing of a wide variety of automotive, including gasoline, electric, hybrid and natural gas powered, and/or heavy duty diesel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7249 Automotive Mechanic Supervisor I job code function as a second-line supervisor. This class is distinguished from the 7382 Automotive Mechanic Assistant Supervisor in that the latter is a first-line supervisor. This class is further distinguished from class 7228 Automotive Transit Shop Supervisor I in that the latter functions as the supervisor over an entire maintenance shop

SUPERVISION EXERCISED:

Supervises, through subordinate supervisors, a group of skilled mechanical, crafts and service workers.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

1. Supervises, often through subordinate supervisors, a group of skilled mechanical, craft and service employees.
2. Supervises the maintenance, repair, overhaul, and servicing of automotive, including gasoline, electric, hybrid and natural gas powered and/or heavy duty diesel equipment, including engines, drive trains, fuel systems, electrical systems, electronic automotive circuits, digital display systems, cooling systems, brake systems (air and hydraulic), chassis, wheels, suspensions and other parts of vehicles; supervises preventive maintenance programs including smog certifying programs.
3. Troubleshoots and diagnoses vehicle problems.
4. Oversees and supervises the maintenance of vehicle, shop operating and personnel records.
5. Completes various reports and forms such as reports on downtime, parts research and invoice processing.
6. Utilizes and supervises the use of a variety of hand and power tools and machinery.
7. Reads, understands, and uses shop manuals, CD-ROM based diagnostic applications, diagrams, and electrical schematics.
8. Prepares cost estimates on work orders and accident repairs.
9. Responds and makes prompt decisions on incoming emergency calls.
10. Requisitions supplies, parts, and materials necessary for the maintenance, repair, and servicing of vehicles; monitors warranty repairs and related paperwork and bills departments for work done.
11. Plans, conducts and documents safety meetings; understands and trains workers on how to understand the hazardous communications law, toxics handling and disposal, and the material safety data sheet (MSDS).
12. Maintains open communication with his or her immediate supervisors.
13. Performs other related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Automotive, including gasoline, electric, hybrid and natural gas powered and heavy duty diesel equipment and parts and the function of each part; automotive maintenance practices, procedures, and requirements and an understanding of the importance of a preventive maintenance program; the application and enforcement of safe work practices and conditions, toxic and hazardous substance laws, and emergency response procedures.

Ability to: plan, assign, monitor, and review the work of subordinates in an automotive shop; interpret, explain and enforce existing shop procedures, motivate subordinates to carry out plans and projects, and train employees; access information electronically; understand photographs and CD-Rom based diagnostic applications; read instructions and interpret schematics, diagrams, diagnostic materials and warranty procedures; troubleshoot malfunctions in automotive and diesel equipment and to determine repair requirements; communicate clearly and effectively in reports, memos and other written documents; communicate orally with supervisors, subordinates and other departmental personnel in a clear and understandable manner; develop and implement work plans to ensure the best use of staff, machinery and facilities and to complete projects in a timely manner adhering to budget guidelines and constraints.

Skill to: identify tools and shop equipment, have an understanding of their uses, and train others on their safe and proper usage.

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.

Experience:

1. Two (2) years of supervisory experience in the repair and maintenance of automotive, transit or heavy duty vehicles; AND
2. Three (3) years of journey-level experience in the maintenance and repair of automotive, transit or heavy duty vehicles.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

Some positions allocated to this class may require the ability to obtain and maintain a California Class B driver's license within six (6) months of appointment.

SUPPLEMENTAL INFORMATION

May require exposure to potentially hazardous working conditions; may require working in adverse weather or work conditions such as rain, cold, dirt and 1dust. Some positions may require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment. May be required to work in any shift including nights, weekends and holidays.

PROMOTIVE LINES

To: 7228 Automotive Transit Shop Supervisor I

From: 7382 Automotive Mechanic Assistant Supervisor

ORIGINATION DATE: 04/02/1979

AMENDED DATE: 06/14/2002, 03/02/2012

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.

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
Jul 01, 2022 (W)	\$68.6375
Jan 08, 2022 (V)	\$65.2125
Jul 01, 2021 (U)	\$64.8875
Dec 26, 2020 (T)	\$62.6875
Jul 01, 2020 (S)	\$60.8625

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

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MTA-061

MALOA-215



7228-Automotive Transit Shop Supervisor I

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Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Automotive Transit Shop Supervisor I

Job classification

Class	7228
Title	Automotive Transit Shop Supervisor I
Overtime eligibility	Covered (Non-Z)
Labor agreement	Auto Machinist, Local 1414

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1
Rate /hr:	\$75.7000
Rate /biweekly:	\$6,056.00
Rate /year:	\$157,456

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Transit Shop Supervisor I

Job Code: 7228

MTA-062
MALOA-216

INTRODUCTION

Under general direction, the Automotive Transit Shop Supervisor I oversees a maintenance division of the San Francisco Municipal Railway responsible for the repair and maintenance of automotive, transit and heavy-duty vehicles.

DISTINGUISHING FEATURES

Positions allocated to the Automotive Transit Shop Supervisor I job code function as the supervisor of an entire maintenance shop. Positions in this job code are distinguished from those in the Automotive Mechanic Supervisor I job code in that the latter function as second line supervisors and have limited management responsibilities.

SUPERVISION EXERCISED

Positions in this job code supervise Automotive Mechanic Supervisor I, Automotive Mechanic Assistant Supervisor job codes and other shop 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. Oversees a division that is responsible for servicing and repairing automotive, transit and heavy-duty vehicles of the San Francisco Municipal Railway.
2. Interacts and communicates with other divisions within Municipal Railway, as well as other City Departments regarding maintenance, materials, facilities, schedules, staffing and other issues that pertain to the operation of the division.
3. Projects and prepares a schedule of preventive maintenance and/or repair to the fleet of vehicles in the division; includes both long range and short range planning.
4. Trains and directs subordinate personnel in proper policies and procedures regarding repair and maintenance of Muni equipment, safety procedures and other job-related issues.
5. Ensures all safety measures are operative and are being followed; facilitates and coordinates routine internal and external regulatory compliance practices as they relate to Occupational Safety and Health Administration (OSHA), California Highway Patrol (CHP), Department of Transportation (DOT) and Municipal Railway Safety division.
6. Prepares, administers and monitors the budget for the division and prepares cost estimates for maintenance and repair division; coordinates vendor and purchasing activities for procurement of supplies, tools, equipment and services.
7. Writes reports, memos, directives and other relevant documentation related to facility, personnel, equipment and maintenance.
8. Maintains accurate records of all maintenance work, personnel actions and other related issues.
9. Establishes standards and enforces existing policies and procedures regarding quality of work, employee performance and maintenance schedule.
10. Identifies trends in maintenance of diesel and transit equipment and plans accordingly; includes adjusting schedules, ordering/recovering parts and equipment, and projecting future work schedules.
11. Evaluates the performance of subordinate employees and prepares performance evaluations, recommends training and if needed, conducts and documents disciplinary actions; and personally inspects the work of subordinates.
12. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: automotive, transit and heavy-duty vehicle maintenance, including tools, equipment, and preventive maintenance; methods and procedures used to ensure the safety of individuals; proper use of safety equipment and familiarity with applicable safety regulations set by OSHA, DOT and other monitoring agencies.

Ability to: supervise through assigning, overseeing, evaluating and coordinating the work of subordinates in an automotive shop; identify and establish priorities for maintenance and repair work and project long-range goals, activities and timetables for projects; interact with people in a manner that demonstrates concern for the individual and sensitivity to personal difference and feelings; speak in a precise, courteous and understandable manner, effectively communicating with peers, superiors subordinates and persons from other departments and agencies; write clearly, appropriately and effectively, appropriately documenting and maintaining records related to job activities.

MINIMUM QUALIFICATIONS

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

TRAINING AND EXPERIENCE

1. Two (2) years of second level supervisory experience overseeing a division in which transit or automotive, transit or heavy-duty vehicles are serviced; OR
2. Four (4) years of experience supervising the maintenance and repair of automotive, transit or heavy-duty vehicles.

LICENSE AND CERTIFICATION

Possession of a valid Class C driver license. 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
Jul 01, 2022 (W)	\$75.7000
Jan 08, 2022 (V)	\$71.9250
Jul 01, 2021 (U)	\$71.5625
Dec 26, 2020 (T)	\$69.1375
Jul 01, 2020 (S)	\$67.1250

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

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MTA-065

MALOA-219



7410-Automotive Service Worker

[SF | Careers](#) > 7410-Automotive Service Worker

Know the class code?

Class codes are four characters long.

Search

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Search

Compensation set id:

Automotive Service Worker

Job classification

Class	7410
Title	Automotive Service Worker
Overtime eligibility	Covered (Non-Z)
Labor agreement	TWU, Local 250-A, AutoServ

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$34.2875	\$36.0000	\$37.8000	\$39.6875	\$41.6750
Rate /biweekly:	\$2,743.00	\$2,880.00	\$3,024.00	\$3,175.00	\$3,334.00
Rate /year:	\$71,318	\$74,880	\$78,624	\$82,550	\$86,684

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Service Worker

Job Code: 7410

INTRODUCTION

Under immediate supervision, performs a variety of semi-skilled work in maintaining, servicing, and safety checking of different types of gasoline, diesel, propane, natural gas and alternative fuel source vehicles. Incumbents are responsible for servicing heavy equipment vehicles, such as tractor-trailers and/or bulldozers.

Essential functions include: operating a variety of automotive servicing equipment and hand tools; responding to automotive service requests; operating the refueling station and/or the tire shop; performing regular maintenance on vehicles; making minor repairs on disabled vehicles; maintaining a clean shop area; preparing routine records; assisting automotive mechanics and operating service vehicles.

DISTINGUISHING FEATURES

The Automotive Service Worker is the fully qualified, semi-skilled level in this series. Incumbents are expected to be able to perform the full range of routine semi and unskilled tasks required to maintain, service, and safety check automotive equipment and vehicles. Class 7410 is distinguished from class 7412 Automotive Service Worker Assistant Supervisor by the latter's supervisory responsibility and performance of more difficult and complex functions.

SUPERVISION EXERCISED

None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

1. Operates a variety of automotive servicing equipment and hand tools such as tow trucks, service trucks/pushers and forklifts; wrenches, hammers, and screwdrivers, in order to ensure that city, transit and off-road vehicles are maintained and repaired.
2. Responds to automotive service requests by making non-safety related determinations as to whether city, transit and off-road vehicles can be repaired immediately or have to be taken to shop for on-site repairs; and towing disabled vehicles to a service center, in order to ensure that troubled vehicles are attended to and maintained to be operational.
3. Operates the refueling station and/or the tire shop by dispensing correct fuel (diesel, gasoline, propane or natural gas); checking oil levels; washing, cleaning, vacuuming and steaming of vehicles; inspecting tires and properly repairing tires mounted on solid or split rim wheels; maintaining correct tire stock; and ordering replacements in facilities requiring tire service, in order to ensure that city, transit and off-road vehicles are operational and safe.
4. Performs regular maintenance on vehicles by conducting regular and preventative checks such as visual safety checks of vehicles as required; inspecting the fluid levels of differential; checking brakes; and checking, changing and replenishing fluids, filters and cooling systems in order to ensure that vehicles are operational.
5. Makes minor repairs on disabled vehicles by inspecting/repairing vehicles for mechanical problems; and salvaging equipment for later assessments, as required by the supervisor, so vehicles can resume service.
6. Maintains shop area cleanliness by correctly disposing of refuse and debris; cleaning shop floors; operating a ride board floor scrubber; using a shop spill kit when necessary; properly storing hazardous materials such as cleaning solvents; and storing equipment in a proper location in order to ensure that the work area is safe.
7. Prepares routine records by correctly filling out vehicle maintenance forms, job work orders, vehicle trouble reports, incident/accident reports, vendor purchase orders, requisition forms, and billing charges to Departments for automotive services, in order to ensure correct work flow on all automotive maintenance jobs. May utilize a computer for data entry.
8. Assists automotive mechanics by applying and releasing the brakes for inspections; replacing batteries and battery cables, vehicle lights, light bulbs, head lamps, wiper blades, belts, and radiator hoses; steam cleaning of parts for later assessment; checking the condition and pressure of tires, as required by the supervisor, in order to ensure safe operation of vehicles.
9. Operates service vehicles by driving, towing and/or pushing disabled vehicles with or without passengers to a safe location for repairs and/or for storage, in order to ensure that city, transit, and off-road vehicles are serviced immediately.
10. Performs other related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge: Basic vehicle adjustments, repair and maintenance procedures;

Basic starting and cooling systems; different types of lubricants and their uses; dispensing correct fuel; changing belts and filters; charging batteries; checking vehicle lights; jump-starting an engine with a booster battery and cable; changing, repairing and balancing tires; and other routine servicing and safety checks;

How to use heavy equipment and land-moving equipment;

The use of basic hand tools such as wrenches, hammers, and screwdrivers; and equipment such as pneumatic equipment, hydraulic hoist, steam cleaner, car washing equipment, lube and oil equipment, parts cleaner, battery charger, tire changing equipment, and other machines necessary for the repair and maintenance of vehicles;

Safe working practices and the correct and safe use of tools and equipment;

Correct handling, proper storage and disposal of toxic substances; and the use of Personal Protection Equipment (PPE) when required, and keeping current on safety regulations through training and/or informational handouts;

Ability or Skill to: Establish, promote and maintain effective and professional relationships while working with co-workers, when taking direction from a supervisor on assigned tasks or projects, and when interacting with vendors or individuals who request parts, service or repair on vehicles;

Operate a variety of vehicles;

Use computerized interface equipment to perform basic key pad and/or data entry;

Speak clearly and understandably and to express ideas in a clear and effective manner when disseminating information, by using appropriate technical terms when referring to basic vehicle service, maintenance equipment, and procedures;

Listen to and understand verbal instructions, and to ask questions whenever instructions are not clear;

Prepare and complete basic reports, records, forms and routine maintenance schedules in a manner that is clear, concise and easily understood;

Read and understand written instructions;

MINIMUM QUALIFICATIONS

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

Education/Training:

A certificate of completion of coursework in Automotive Mechanic from an accredited academic, trade or technical institution with a minimum of six months . Coursework in Auto Body, Fender or Welding may not be substituted for coursework in Auto Mechanics; OR

Experience:

One (1) year of full-time experience performing semi-skilled work in maintaining, servicing, and safety-checking of gasoline, diesel or alternative fuel source vehicles.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

Some positions may require possession of or the ability to obtain the following licenses or driver's license endorsements within six months of appointment:

A valid California Class A driver's license to drive heavy equipment;

A valid California class B driver's license with P (Passenger) endorsement and no air brake restriction;

A valid M1 endorsement to drive motorcycles;

A valid X endorsement to drive tank and handle hazardous materials vehicles.

SUPPLEMENTAL INFORMATION

May require exposure to disagreeable weather conditions and hazardous work situations; handling hazardous materials and waste; occasional lifting heavy objects weighing up to 50 pounds and carrying them for moderate distances; wearing required safety equipment, such as a respirator or dust mask; wearing specialized clothing such as mechanic coveralls, safety vest, etc.; walking or standing for extended periods of time. Some positions may require the use of a computer.

PROMOTIVE LINES

7412 Automotive Service Worker Assistant Supervisor

ORIGINATION DATE: 7/1/77

AMENDED DATE: 11/19/79; 7/23/99; 05/30/2012

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

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD

Standard information

Disaster service work

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

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (W)	\$34.2875	\$36.0000	\$37.8000	\$39.6875	\$41.6750
Jan 08, 2022 (V)	\$32.5750	\$34.2000	\$35.9125	\$37.7125	\$39.6000
Jul 01, 2021 (U)	\$32.4125	\$34.0250	\$35.7375	\$37.5250	\$39.4000
Dec 26, 2020 (T)	\$31.3125	\$32.8750	\$34.5250	\$36.2500	\$38.0625
Jul 01, 2020 (S)	\$30.4000	\$31.9125	\$33.5250	\$35.2000	\$36.9500

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

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MTA-069

MALOA-223



7412-Automotive Service Worker Assistant Supervisor

[SF | Careers](#) > 7412-Automotive Service Worker Assistant Supervisor

Know the class code?

Class codes are four characters long.

Search by keyword:

Use a keyword to search for a class.

Search within title Search within Job Descriptions

Compensation set id:

Automotive Service Worker Assistant Supervisor

Job classification

Class	7412
Title	Automotive Service Worker Assistant Supervisor
Overtime eligibility	Covered (Non-Z)
Labor agreement	TWU, Local 200

Current compensation plan

Effective: Jul 01, 2022

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$37.7000	\$39.6000	\$41.5750	\$43.6625	\$45.8375
Rate /biweekly:	\$3,016.00	\$3,168.00	\$3,326.00	\$3,493.00	\$3,667.00
Rate /year:	\$78,416	\$82,368	\$86,476	\$90,818	\$95,342

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Service Worker Assistant Supervisor

Job Code: 7412

INTRODUCTION

Under general supervision, the Automotive Service Worker Assistant Supervisor performs a variety of semi-skilled work in maintaining, servicing and safety checking different types of gasoline, diesel, propane, natural gas and alternate fuel source vehicles and exercises work direction over a small group of subordinate service workers engaged in such work, and performs related duties as required.

DISTINGUISHING FEATURES

This is the assistant supervisor position in the Automotive Service Worker series. It is distinguished from the 7410 Automotive Service Worker by its supervisory duties.

SUPERVISION EXERCISED

Positions in this job code supervise 7410 Automotive Service Workers.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

1. Operates and supervises the operation of a variety of automotive servicing equipment and hand tools such as towing vehicles, tire repair and balancing equipment, fuel pumps, automotive oil dispensers, battery chargers, grease guns, wrenches, and other equipment/tools for maintaining vehicles.
2. Assigns road calls in response to field service calls requiring tire changing, starting stalled vehicles with booster cables/battery charger, priming a fuel system, fueling and restarting a diesel engine, minor onsite repairs, towing disabled vehicles to service center or other repairs.
3. Operates and supervises the operation of refueling station and/or tire shop by dispensing correct fuel (gasoline, diesel, propane or natural gas), checking oil levels, radiator coolant, washing, cleaning, vacuuming and steaming of vehicles; inspecting tires and properly repairing tires mounted on solid or split rim wheels; maintaining correct tire stock; and ordering replacements in facilities requiring tire service and performing other routine service and safety checks.
4. Performs and supervises maintenance on vehicles such as changing engine oil and filter; checking cooling system, changing transmission fluid and filters, checking and changing differential fluid; adjusting belts; inspecting brake linings, tire condition and pressure, vehicle lights, and wiper blades/motor; and making visual safety checks of vehicle. Under general supervision, makes minor repairs such as tire changes; replacement of batteries and cables, light bulbs, wiper blades, belts and radiator hoses; greases fittings and other similar repairs. Also includes the regular interior and exterior cleaning of the vehicle; as well as **◆staging◆** vehicles in accordance with maintenance needs/demands.
5. Maintains and supervises the maintenance of shop area by keeping the area clear of refuse and debris, using a shop **◆spill kit◆** when necessary, ensuring all equipment is in good working condition, and correctly storing all equipment and materials, including hazardous materials.
6. Prepares records by correctly completing vehicle maintenance forms, job work orders, and other job-related forms.
7. Supervises a group of employees by assigning work, overseeing employees, assisting staff, reviewing work and training subordinates.
8. Operates service vehicles by driving, towing and/or pushing disabled vehicles with or without passengers to a safe location for repairs and/or for storage, in order to ensure that city, transit, and off-road vehicles are served immediately.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: service equipment for the maintenance of vehicles and the use of such equipment in a safe and efficient manner; the differences in motor oils and their uses; repairing, changing, and balancing tires; changing belts and filters; charging batteries and starting an engine with booster cables; fueling and priming a fuel system; checking vehicle lights; simple routine servicing and safety checks; safe working practices and the correct use of tools and equipment; the correct handling, proper storage and disposal of toxic materials and other including substances including: vomit, feces, blood, urines, etc.; the use of Personal Protection Equipment (PPE) when required.

Ability to: drive a variety of vehicles, such as tow trucks, fork lifts, cranes and road equipment; use basic hand tools and equipment such as wrenches, hammers, screwdrivers, pneumatic equipment, hydraulic hoist, steam cleaner, car washing equipment, lube and oil equipment, parts cleaner, battery charger, tire changing equipment, etc.; give and follow verbal instructions; respond orally in a clear manner using correct terminology related to automotive service equipment; prepare written instructions, reports, records, and forms as required; read documents such as technical manuals and operating instructions; work effectively supervisors, subordinates, vendors, automotive mechanics, and others; supervise subordinates through planning, assigning and monitoring their work; train subordinates with the proper use of service equipment and in the performance of required duties; use a computer for word processing, preparing reports, preparing spreadsheets and other work related documents, researching and reviewing database files.

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

Education:

None.

Experience:

Three (3) years of full time verifiable work experience performing semi-skilled work in maintenance, servicing, and safety-checks of vehicles at a level equivalent to job code 7410 Automotive Service Worker. (Service Station experience will be accepted only if it includes servicing and maintenance of vehicles. Experience in self-service stations is not qualifying).

License and Certification:

Possession of a valid California Class C driver's license; AND

Some positions may require possession of or the ability to obtain the following licenses or driver's license endorsements within six months of appointment:

A valid California Class A driver's license to drive heavy equipment;

A valid California class B driver's license with P (Passenger) endorsement and no air brake restriction;

A valid M1 endorsement to drive motorcycles;

A valid X endorsement to drive tank and handle hazardous materials vehicles.

SUPPLEMENTAL INFORMATION

Nature of work: may require exposure to disagreeable weather conditions and hazardous work situations; handling hazardous materials and waste (some positions may require cleaning; vomit, feces, blood, urine, etc.); occasional lifting of objects up to 50 pounds and carrying them for moderate distances; wearing required safety equipment, such as a respirator or dust mask; wearing specialized clothing such as mechanic coveralls, safety vest, etc.; walking or standing for extended periods of time; and working weekends, holidays and different shifts. Positions require the use of a computer.

PROMOTIVE LINES

To: No normal lines of promotion

From: 7410 Automotive Service Worker

ORIGINATION DATE: 07/01/1977

AMENDED DATE: 05/16/2001, 05/30/2012, 12/30/2014

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

BUSINESS UNIT(S): COMMN SFMTA

Standard information

Disaster service work

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

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jul 01, 2022 (W)	\$37.7000	\$39.6000	\$41.5750	\$43.6625	\$45.8375
Jan 08, 2022 (V)	\$35.8250	\$37.6250	\$39.5000	\$41.4875	\$43.5500
Jul 01, 2021 (U)	\$35.6500	\$37.4375	\$39.3000	\$41.2750	\$43.3375

MTA-072
MALOA-226

Dec 26, 2020 (T)

\$34.4375

\$36.1625

\$37.9625

\$39.8750

\$41.8625



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

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MTA-073

MALOA-227

ATTACHMENT M

CCSF Job Appointment Summary

Mailei F Maloa

Emp

ID


████████

Empl Record 0

Job Appointment Summary

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exmpt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept
01/11/2020	01/11/2020	DTA	Job Code Change	Active	7382	130	PCS	NA	F	903126	6.00	01057963	08/09/2019	MTA
06/15/2019	06/15/2019	DTA	Job Code Change	Active	7380	006	PCS	NA	F	M00171	4.00	01139254	01/04/2019	MTA
07/01/2017	02/19/2013	POS	Position Data Update	Active	7381	130	PCS	NA	F	058572	13.00	01122793	11/19/2012	MTA
02/19/2013	02/19/2013	HIR	New Hire	Active	7381	130	PCS	NA	F	058572	13.00	01122793	11/19/2012	MTA

 Save

 Return to Search

 Notify

ATTACHMENT N

Miles II, William

From: Miles II, William
Sent: Friday, September 11, 2020 1:24 PM
To: Osha Ashworth
Cc: Ackerman, Kimberly
Subject: RE: 7380 recruitment
Attachments: Union Request 20200910_Redacted.pdf

Hi Osha,

I checked with our public records representative to find out what we can provide for this request. We were informed that we can provide the documents with redacted confidential information (in this case applicant's name).

Please see attached.

William Miles II
Merit and Examinations Manager
Human Resources
Office 415.646.2863
Email William.MilesII@sfmta.com



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From: Osha Ashworth <oashworth@ibew6.org>
Sent: Tuesday, September 8, 2020 1:57 PM
To: Miles II, William <William.MilesII@sfmta.com>
Cc: Ackerman, Kimberly <Kimberly.Ackerman@sfmta.com>
Subject: RE: 7380 recruitment

EXT

William,

Thank you for the response. IBEW6 is requesting copies of any non- contemporaneous documents stating that an individual has been performing work as a 7381 that would be qualify them to sit for the 7380 exam.

Thank you,

Osha A IBEW6

From: Miles II, William <William.MilesII@sfmta.com>
Sent: Tuesday, September 8, 2020 1:02 PM

To: Osha Ashworth <oashworth@ibew6.org>

Subject: RE: 7380 recruitment

Hi Osha,

Thank you for your email regarding the 7380 Electrical Transit Mechanic, Assistant Supervisor (CBT-7380-M00209) recruitment. My apologies on the delay of this response. We have not been able to progress very far with most examination recruitments since the emergency declaration due to COVID and are now in the process of circulating non-contemporaneous documents for review.

Please be advised that the SFMTA exams unit did originally reject all 7381 Automotive Mechanics that applied to this recruitment. All candidates whom are rejected from an examination process due not appearing to meet the minimum qualifications are provided five business days to submit documentation proving that they possess the minimum qualifications. There were some 7381s who did provide a letter from their supervisor stating that they were performing work equivalent to the required minimum qualifications listed for this recruitment. Under civil service procedures, such letters are considered non-contemporaneous documentation.

Once non-contemporaneous documentation is received, the exams unit first reviews such letters to determine if what is written would meet the minimum qualifications. If the letter does not indicate possession of the minimum qualifications, then the exams unit proceeds with sending such a candidate a second reject letter which details why what was written is not qualifying. The candidate then has the opportunity to appeal the rejection of their application.

However, if the documentation does include qualifying experience for the length of time required, then the final determination is not that of the exams unit. First, the letter is sent to the appointing officer of the division, in this case the Director of Transit, for review. The division's appointing officer is advised of the minimum qualifications one needs to qualify and that we received non-contemporaneous documentation stating the individual in question has been performing work that would be qualifying for the exam. The appointing officer then reviews and determines if what was written by the supervisor is accurate and true and provides a response to the exams unit.

If the division's appointing officer, after review, determines that the candidate has been performing the worked specified, then the original letter as well as the response from the division's appointing officer still need two levels of approval in order for the candidate to be considered qualifying. The non-contemporaneous documentation needs to be certified by the SFMTA Human Resources Director and approved by the Director of Transportation. If all three people mentioned certify/approve the non-contemporaneous documentation, then the candidate will be invited to the exam. If any one of these individuals does not certify/approve the documentation, then the candidate is provided a letter stating that their documents were not approved by all required parties and, therefore, their application remains rejected.

At this time, no final determination has been made for any of the candidates whom submitted non-contemporaneous documentation as these are currently in the routing process for review.

William Miles II

Merit and Examinations Manager

Human Resources

Office 415.646.2863

Email William.MilesII@sfmta.com



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From: Osha Ashworth <oashworth@ibew6.org>
Sent: Friday, March 6, 2020 3:27 PM
To: Miles II, William <William.MilesII@sfmta.com>
Subject: 7380 recruitment

EXT

Good afternoon Bill,

I was contacted by one of our members who raised a concern regarding the 7380 Recruitment #CBT-7380-M00209. They indicated that some 7381's had their applications rejected due to not meeting the MQ's (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), but that they had heard there was a manager trying to get their experience as a 7381 to qualify.

The purpose of this email is to confirm that the 7381 Automotive Mechanic classification is not being substituted for the 7371 Electrical System Mechanic experience to meet the MQ's for our 7380 Electrical System Mechanic Assistant Supervisor.

Thank you,

Osha Ashworth

*Business Representative
International Brotherhood of Electrical Workers Local 6
55 Fillmore St.
San Francisco Ca.94117
(415)861-5752 office
(415)861-0734 fax
oashworth@ibew6.org*

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ATTACHMENT O



LOCAL UNION 6

International Brotherhood of Electrical Workers

55 FILLMORE STREET • SAN FRANCISCO, CA. 94117 • (415) 861-5752 • FAX (415) 861-0734

September 23, 2020

Kimberly Ackerman
Human Resources Director
San Francisco Municipal Transportation Authority
1 South Van Ness
San Francisco, CA 94103

Ms. Ackerman,

In March, IBEW6 was contacted by one of our members who raised a concern regarding Recruitment #CBT-7380-M00209 for the 7380 Electrical Transit Mechanic Assistant Supervisor. They indicated that some class 7381 Automotive Mechanics had their applications rejected due to not meeting the MQ's (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), but that they had heard there was a manager attempting to get their experience as a 7381 Automotive Mechanic to qualify to sit for the exam.

At that time, IBEW6 sent an email to William Miles, the SFMTA Merit and Examinations Manager to confirm that the 7381 Automotive Mechanic classification is not being substituted for the 7371 Electrical System Mechanic experience to meet the MQ's for the 7380 Electrical System Mechanic Assistant Supervisor represented by IBEW6.

On September 8, 2020 Mr. Miles responded to our March inquiry stating that due to COVID most examination recruitments since the emergency declaration had been delayed, but that the Agency was "now in the process of circulating non-contemporaneous documents for review", which would be reviewed by you.

IBEW6 subsequently requested the non-contemporaneous documentation and received the attached response. We believe that the letters written by these supervisors misrepresent the scope of work performed by the 7381 and/or 7382 classifications. The MQ's of these classifications do not qualify them under the regulations to perform this work.

Additionally, these letters state that the duties assigned to these classifications are in direct conflict with the SFMTA's own policy of 2008 (attached).

Thank you,

Osha Ashworth
Business Representative
International Brotherhood of Electrical Workers Local 6

OA:gs/OPEIU-29-AFL-CIO (37)

Sent via email



MTA-078
MALOA-232

ATTACHMENT P

SFMTA

Municipal Transportation Agency

Gavin Newsom | Mayor
Rev. Dr. James McCreary Jr. | Chairman
Tom Nolan | Vice-Chairman
Cameron Beach | Director
Shirley Breyer Black | Director
Malcolm Heinicke | Director
Jerry Lee | Director
Bruce Oka | Director
Nathaniel P. Ford, Sr. | Executive Director/CEO

October 30, 2008

Mr. Kevin Hughes
Electrical Workers, Local 6
55 Fillmore Street
San Francisco, CA 94117

Mr. Arthur Gonzalez
Machinists Automotive Trades, Local 1414
150 South Blvd
San Mateo, CA 94402-2470

Subject: Maintenance of Hybrid Buses of the SFMTA

Dear Messieurs:

After careful review and consideration, I have determined that the maintenance of the hybrid vehicles shall be a combined effort of job classification represented by both IBEW Local 6 and Machinist, Local 1414.

As you may know, we invited representatives from both Local 6 and 1414 to a meeting in July 2008 at the Wood's Division where the representative from Cummings West answered questions and demonstrated the various components of the hybrid vehicle as well as the safety features and precautions related to servicing the vehicle.

While I understand and appreciate the significance of the electronic components and the fact that maintenance of those components falls within the bargaining unit work of Local 6, I also believe that the current maintenance practices in the diesel and trolley maintenance shops is appropriately within the purview of Local 1414.

Therefore I have determined that the maintenance of the hybrid vehicles should follow the existing practice we have in place for diesel and trolley. Local 1414 classification (mechanics) will trouble shoot the problem in the vehicle and remove and replace the defective components. The mechanics will send the defective components to the appropriate support shops for repairs to be made by IBEW Local 6 represented classifications.

Effectively, Local 1414 classifications shall be responsible for the maintenance of the hybrid vehicles with the exception of the traction battery system and the electrical components as mentioned above.

San Francisco Municipal Transportation Agency
San Francisco Municipal Railway | Department of Parking & Traffic
One South Van Ness Avenue, Seventh Fl. San Francisco, CA 94103 | Tel: 415.701.4500 | Fax: 415.701.4430 | www.sfmta.com

October 30, 2008
 Mr. Kevin Hughes
 Mr. Arthur Gonzalez
 Page 2

The rationale for this distribution of maintenance responsibilities is as follows:

1. The diesel and electronic drive of the hybrid bus is a completely integrated system. A traction problem cannot be easily diagnosed separately between the engine and the hybrid drive.
2. Past practice has been such that electrical and electronic components in the existing diesel buses are diagnosed, removed and replaced by automotive mechanics.
3. The job description of the Automotive Mechanics series calls for the maintenance, repair, overhaul and servicing of automotive equipment that includes troubleshooting equipment problems.
4. Trouble-shooting of the vehicles is performed by the use of diagnostic equipment provided by the vehicle manufacturer that can systematically isolate any problem in the vehicle.
5. The table below clearly identifies the areas of responsibility for the 7318 Electronic Maintenance Technicians and 7371 Electrical Transit Mechanics in addition to the Traction Battery System.

Description	Responsible Shop
PROPULSION SYSTEM	
Traction Motor	Electric Motor Shop
Generator, BAE	Electric Motor Shop
Boost Control CCA (Daughter)	Electronic Shop
SCIE CCA, BAE	Electronic Shop
Gate Drive CCA BAE	Electronic Shop
BOSS CCA, BAE	Electronic Shop
PCS Cooling fan assembly	Electric Motor Shop
Fan motor, radiator, 9 blades, 32" dia.	Electric Motor Shop
Card-BOSS System	Electronic Shop
DESTINATION/DVAS SYSTEM	
Sign controller	Electronic Shop
Operator Control Unit (OCU), digital	Electronic Shop
DR500 Vehicle Logic Unit (VLU)	Electronic Shop
LED Board (Side)	Electronic Shop
Converter	Electronic Shop
Power Supply Unit	Electronic Shop
LED Board (Front)	Electronic Shop
Module, Display LED 10mm with driver	Electronic Shop

October 30, 2008
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I/O T2 DINEX

Module, 888K7 DIO T2
Module, MBC 32 T2
Gateway, 32 LED T2
Module, DIO PWM T2
DC-DC Converter, 24vdc/12vdc, 15A
DC-DC Converter, 24vdc/12vdc, 60A

Electronic Shop
Electronic Shop
Electronic Shop
Electronic Shop
Electronic Shop
Electronic Shop

HVAC ELECTRICAL COMPONENTS

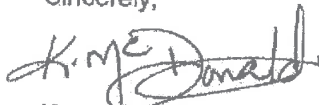
Defroster blower motor brushless
Booster blower motor brushless 24v
Blower motor, Brushless 24v
Blower motor (Rotron), 24v
Pump assy, Circ. (ECDC Seal-less)

Electric Motor Shop
Electric Motor Shop
Electric Motor Shop
Electric Motor Shop
Electric Motor Shop

We would like to coordinate a meeting on November 18, 2008 at 9:00 a.m. to establish the effective start date of the plan for the Hybrid Maintenance Support.

If you have any questions concerning this issue, please contact our office @ 415-701-4202.

Sincerely,



Kenneth McDonald
Chief Operating Officer

km/je

cc: Debra Johnson
Samuel Lau
Vicki Rambo
Rumi Ueno
Chris Iborra
David Hill
Jack Blanchfield

ATTACHMENT Q



SFMTA
Municipal
Transportation
Agency

Edwin M. Lee, *Mayor*

Cheryl Brinkman, *Chairman*

Malcolm Heinicke, *Vice Chairman*

Gwyneth Borden, *Director*

Lee Hsu, *Director*

Tom Nolan, *Director*

Joël Ramos, *Director*

Cristina Rubke, *Director*

Edward D. Reiskin, *Director of Transportation*

November 3, 2017

To: Don Ellison
Director of Human Resources & Payroll

From: Tom Curran
Acting Deputy Director - Bus Maintenance

Subj: LETTER OF VERIFICATION - 7381 Mailei Maloa

1. Per Anna Kaminska E-mail (enclosure a) the Appointing Officer's approval is required for verification and Mailei Maloa's manager needs to review his supervisor's letter of recommendation (enclosure b).
2. I concur with 7381 Mailei Maloa's supervisor and request that Mailei be permitted to participate and compete in the recruitment and testing process for 7380 Electrical Transit Mechanic Assistant Supervisor. Mailei Maloa has demonstrated his ability as a mechanic working on both 600 volt alternating (AC) and direct current (DC) hybrid propulsion and energy storage systems. He has received training in high voltage safety, testing, inspection, troubleshooting and repair of high voltage components on SFMTA's Hybrid Models and at his previous employer where he also served as Team Leader. This training and experience cross walks to trolley and rail maintenance high voltage experience. Mailei Maloa is currently assigned to our Quality Assurance group affording him the opportunity to work closely with 7371 Electrical Transit Mechanic personnel.
3. I have reviewed and concur with enclosure (b) the letter provided by his supervisor and request you endorse Mailei Maloa's request for consideration to participate in the 7380 Electrical Transit Mechanic Assistant Supervisor recruitment. Should Mailei be successful in the recruitment process he would be a benefit to either Trolley Coach or Rail Maintenance.
4. Thank you for taking this into consideration.

#

ATTACHMENT N



SF | Careers

SF.GOV SF | DHR

7228-Automotive Trnst Shop Sprv 1

SF | Careers > 7228_Automotive Trnst Shop Sprv 1

Know the class code?

Class codes are four characters long.

Search

Search by keyword:

Use a keyword to search for a class.

Search within title Search within job descriptions

Search

Compensation set id:



Automotive Trnst Shop Sprv 1

Job classification

Class	<u>7228</u>
Title	Automotive Trnst Shop Sprv 1
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	Auto Machinist, Lodge 1414
Effective date	June 08, 2018

Current compensation plan

Effective: Jan 06, 2024

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

Step:	Step 1
Rate /hr:	\$79.3375
Rate /biweekly:	\$6,347.00
Rate /year:	\$165,022

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Transit Shop Supervisor I

Job Code: 7228

INTRODUCTION

Under general direction, the Automotive Transit Shop Supervisor I oversees a maintenance division of the San Francisco Municipal Railway responsible for the repair and maintenance of automotive, transit and heavy-duty vehicles.

DISTINGUISHING FEATURES

Positions allocated to the Automotive Transit Shop Supervisor I job code function as the supervisor of an entire maintenance shop. Positions in this job code are distinguished from those in the Automotive Mechanic Supervisor I job code in that the latter function as second line supervisors and have limited management responsibilities.

SUPERVISION EXERCISED

Positions in this job code supervise Automotive Mechanic Supervisor I, Automotive Mechanic Assistant Supervisor job codes and other shop 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. Oversees a division that is responsible for servicing and repairing automotive, transit and heavy-duty vehicles of the San Francisco Municipal Railway.
2. Interacts and communicates with other divisions within Municipal Railway, as well as other City Departments regarding maintenance, materials, facilities, schedules, staffing and other issues that pertain to the operation of the division.
3. Projects and prepares a schedule of preventive maintenance and/or repair to the fleet of vehicles in the division; includes both long range and short range planning.
4. Trains and directs subordinate personnel in proper policies and procedures regarding repair and maintenance of Muni equipment, safety procedures and other job-related issues.
5. Ensures all safety measures are operative and are being followed; facilitates and coordinates routine internal and external regulatory compliance practices as they relate to Occupational Safety and Health Administration (OSHA), California Highway Patrol (CHP), Department of Transportation (DOT) and Municipal Railway Safety division.
6. Prepares, administers and monitors the budget for the division and prepares cost estimates for maintenance and repair division; coordinates vendor and purchasing activities for procurement of supplies, tools, equipment and services.
7. Writes reports, memos, directives and other relevant documentation related to facility, personnel, equipment and maintenance.

8. Maintains accurate records of all maintenance work, personnel actions and other related issues.
9. Establishes standards and enforces existing policies and procedures regarding quality of work, employee performance and maintenance schedule.
10. Identifies trends in maintenance of diesel and transit equipment and plans accordingly; includes adjusting schedules, ordering/recovering parts and equipment, and projecting future work schedules.
11. Evaluates the performance of subordinate employees and prepares performance evaluations, recommends training and if needed, conducts and documents disciplinary actions; and personally inspects the work of subordinates.
12. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: automotive, transit and heavy-duty vehicle maintenance, including tools, equipment, and preventive maintenance; methods and procedures used to ensure the safety of individuals; proper use of safety equipment and familiarity with applicable safety regulations set by OSHA, DOT and other monitoring agencies.

Ability to: supervise through assigning, overseeing, evaluating and coordinating the work of subordinates in an automotive shop; identify and establish priorities for maintenance and repair work and project long-range goals, activities and timetables for projects; interact with people in a manner that demonstrates concern for the individual and sensitivity to personal difference and feelings; speak in a precise, courteous and understandable manner, effectively communicating with peers, superiors subordinates and persons from other departments and agencies; write clearly, appropriately and effectively, appropriately documenting and maintaining records related to job activities.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications

(i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

TRAINING AND EXPERIENCE

1. Two (2) years of second level supervisory experience overseeing a division in which transit or automotive, transit or heavy-duty vehicles are serviced; OR
2. Four (4) years of experience supervising the maintenance and repair of automotive, transit or heavy-duty vehicles.

LICENSE AND CERTIFICATION

Possession of a valid Class C driver license. 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

MALOA-241

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
Jan 06, 2024 (Y)	\$79.3375
Jul 01, 2023 (X)	\$77.5875
Jul 01, 2022 (W)	\$75.7000
Jan 08, 2022 (V)	\$71.9250
Jul 01, 2021 (U)	\$71.5625

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ATTACHMENT O



SF | Careers

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[Application status](#)

7329-Electr Maint Tech Asst Sprv

[SF | Careers](#) > 7329-Electr Maint Tech 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

Compensation set id:

Electr Maint Tech Asst Sprv

Job classification

Class	7329
Title	Electr Maint Tech Asst Sprv
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	Electrical Workers, Local 6
Effective date	March 03, 2014

Current compensation plan

Effective: Jan 06, 2024

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

MALOA-244

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$64.9875	\$68.2625	\$71.6500	\$75.2750	\$79.0125
Rate /biweekly:	\$5,199.00	\$5,461.00	\$5,732.00	\$6,022.00	\$6,321.00
Rate /year:	\$135,174	\$141,986	\$149,032	\$156,572	\$164,346

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

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: 7329

Job Code: ELECTRONIC MAINTENANCE TECHNICIAN ASSISTANT SUPERVISOR

INTRODUCTION

Under general supervision, the Electronic Maintenance Technician Assistant Supervisor performs a wide variety of highly skilled electronic system trouble shooting, maintenance, testing, and repairs; exercises work direction over a small group of subordinate skilled and semi-skilled staff engaged in such work; and performs related duties as required.

DISTINGUISHING FEATURES

This class is the lead worker or working supervisor in the Electronic Maintenance Technician series. It is distinguished from the higher level Supervising Electronic Maintenance Technician by the smaller size of crew and more limited scope of activities supervised. It is distinguished from the lower level 7318 Electronic Maintenance Technician by the complexity of work assigned and responsibility for exercising work direction over other technical personnel.

SUPERVISION EXERCISED

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

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

1. Supervises by planning, assigning and reviewing the work of a small group of skilled, semi-skilled and support staff performing trouble-shooting, maintenance, repair, calibration, fabrication, installation, design, modification and development of a wide variety of electronic systems.
2. Performs quality assurance tests; assists in developing and modifying maintenance and repair policies and procedures.
3. Performs a variety of complex, non-routine electronic maintenance tasks including corrective and preventive maintenance, repair, trouble shooting, calibration, removal, installation, and system design and modification.
4. Advises staff in solving difficult problems, assists in training and interpreting policy; enforces safety procedures; analyzes equipment failures, personnel or operational problems and reports to supervisor.

MALOA-245

5. Maintains records of maintenance activities including vehicle work orders, time and materials usage, equipment test results, vehicle modifications, and others as directed.
6. Analyzes chronic equipment failure, design system improvements, estimate project time and costs, or prepare specialized reports of program activities.
7. Tests and calibrates electronic equipment using established test procedures; operates Diagnostic Test Equipment , function generators, oscilloscopes, transmission measuring test sets, meters, locators, and other devices required to maintain electric/electronic systems and equipment; utilizes various schematics, blueprints, wire lists, equipment manuals, and other resources.
8. Performs corrective and preventive maintenance, non-routine repair, modification, troubleshooting, calibration, removal and installation of complex electronic systems, equipment and transit vehicles
9. Inspects existing and newly installed equipment including motor/generator control circuits and systems to evaluate performance under operating conditions; may assist in the design fabrication, testing, and evaluation of prototypes.
10. Instructs other personnel in system maintenance procedures and operations; may advise and assist management personnel and others on operating problems involving electronic transit equipment.
11. Operate special hand and power tools, such as soldering equipment, drill press grinder, crimper, saws, wire-rap tools, and other related equipment.
12. Inspects, maintains and repairs network communication systems, supervisory control, remote signal and remote control equipment, instrumentation and control systems, and flow, pressure and level sensor calibrations.
13. Inspects, maintains and repairs radio, fire alarm and security systems, video equipment, digital electronic equipment, telemetering, communication, protective relays, meters and other electronic and auxiliary apparatus.
14. Inspects, maintains and repairs various miscellaneous electrical equipment in powerhouse, switch yard and sub-station; may act as an emergency operator at an unattended powerhouse station.
15. Maintains detailed files and record-keeping system to assure accurate and complete documentation of payroll/personnel
16. Operates a motor vehicle to respond to service requests at various locations

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: electronics and electrical principles and theory, including digital and analog circuits; functional use of complex electronic test equipment; relay logic and electronic power, data processing and communications equipment; principles and methods of electronics systems maintenance and repair; and safety procedures.

Ability to: Trouble-shoot signal, data and radio communications, power and signal equipment; work from drawings and blueprints; plan, assign, and supervise subordinate staff;; Operate a motor vehicle and maintain insurability standards; use a computer and software applications

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

MINIMUM QUALIFICATIONS

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

1. Completion of a two (2) year course or equivalent program in electronics from a recognized academic, trade, or technical institution; or completion of a military training program in electronics; AND
2. Five (5) years of industrial or institutional electronics experience performing installation, instrumentation calibration, maintenance, trouble-shooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the electronic component level; AND
3. Possession of a valid California driver's license

LICENSE AND CERTIFICATION

PROMOTIVE LINES

TO: 7287 Supervising Electronic Maintenance Technician

FROM: 7318 Electronic Maintenance Technician

ORIGINATION DATE: October 2, 1979

AMENDED DATE: March 3, 2014

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

BUSINESS UNIT(S): COMMN SFMTA

Standard information

Disaster service work

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

Historic and future compensation

Effective (Sched)	Step 1	Step 2	Step 3	Step 4	Step 5
Jan 06, 2024 (Y)	\$64.9875	\$68.2625	\$71.6500	\$75.2750	\$79.0125
Jul 01, 2023 (X)	\$63.5625	\$66.7625	\$70.0750	\$73.6125	\$77.2750
Jul 01, 2022 (W)	\$60.8250	\$63.8875	\$67.0625	\$70.4375	\$73.9500
Jan 08, 2022 (V)	\$57.7875	\$60.7000	\$63.7125	\$66.9250	\$70.2625
Jul 01, 2021 (U)	\$57.5000	\$60.4000	\$63.4000	\$66.5875	\$69.9125

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