

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 3
Fiscal Year: 2024/2025
Posted Date: 08/01/2024
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title	Bargaining Unit
1	7385	Utility Electrician	3
2	7288	Utility Electrician Supervisor I	3
3	7289	Utility Electrician Supervisor II	3

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Utility Electrician
Job Code: 7385**

DEFINITION

Under general supervision, performs inspection, maintenance, repair, installation, and testing of a variety of electrical systems and equipment, up to 600 Volts energized and 601 Volts to 301,000 Volts de-energized, used at the water, wastewater, power, and hydroelectrical facilities of the San Francisco Public Utilities Commission.

DISTINGUISHING FEATURES

This is the journey-level classification in the Utility Electrician series. It is distinguished from the 7345 Electrician by the maintenance and repair activities of high voltage (above 600 volts) power distribution systems. It is distinguished from the 7288 Utility Electrician Supervisor I in that the latter is responsible for planning, scheduling, and supervising of staff assigned to work on electrical systems and equipment, up to 600 Volts energized and 601 Volts to 301,000 Volts de-energized.

SUPERVISION EXERCISED

None.

EXAMPLES OF 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. Inspects, maintains, repairs, installs, and tests a variety of electrical equipment, up to 24,000 Volts, at utility facilities.
2. Maintains high voltage conductors; locates, isolates, removes and repairs faulty sections.
3. Performs de-energized maintenance, repairs, installation and testing of a variety of electrical operating components of circuit breakers and transformers at substations, switchyards, and power generating facilities rated up to 300,000 Volts.
4. Maintains, operates, and adjusts power generating and substation equipment, including photovoltaic (solar).
5. Inspects, maintains, repairs, installs, and tests electrical equipment including switch gear, circuit breakers, instrumentation, valve actuators, battery banks, battery systems and power supplies.
6. Installs above ground and below ground conduits and pulls, terminates, and tests wire for motors, control panels, lighting fixtures, outlets, and other electrical equipment.
7. Performs phase balancing operations and makes load computations on a variety of electrical circuits; installs and maintains digital and analog circuit protective devices such as uninterruptible power supplies (UPS's) and ground fault circuit interrupters.
8. Performs insulation testing of cabling and motors, etc. to locate electrical faults.

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9. Erects and uses ladders, scaffolds, staging, aerial lift trucks, light towers, and other related equipment.
10. Makes as-built and shop drawings of electrical installations.
11. Operates, racks and repairs circuit breakers and disconnect switches rated up to 24,000 volts.
12. Maintains, and repairs motor starters, including variable frequency drives rated up to 24,000 volts.
13. Prepares and submits reports for time, material used and completed work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard terms, practices, procedures, and modern methods used to understand the functions and working of high voltage equipment and electronic controls; various types of electrical equipment and methods of installation; industry standard electrical safety requirements, including California state electrical safety orders; electrical codes, ordinances, and regulations including the National Electrical Code and National Fire Protection Association 70E standard.

Ability or Skill to: install and read drawings, ladder diagrams, schematics, sketches, and blueprints; inspect equipment; perform simple arithmetic computations and basic algebra; communicate clearly orally and in writing; keep records and make reports; observe and ensure all safety standards, regulations, and organizational policies; climb ladders and carry heavy objects; and drive a motor vehicle in the State of California.

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 recognized five-year Inside Wireman Apprenticeship Program or other verifiable recognized five-year training program specific to industrial electrical equipment.

Experience:

Two (2) years of verifiable journey-level electrician experience in the installation, maintenance, and operation of high voltage (above 600 volts).

License and Certification:

Possession of a valid California (Class C) driver license.

Substitution:

Additional verifiable journey-level electrician experience in the installation, servicing, repair, maintenance, and operation of high voltage (above 600 volts) can be substituted for the education requirement on a year-for-year basis.

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SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

TO: 7288 Utility Electrician Supervisor I

ORIGINATION DATE: XX/XX/XX

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Utility Electrician Supervisor I
Job Code: 7288**

DEFINITION

Under direction, plans, schedules, supervises, and performs inspection, maintenance, repair, installation, and testing of a variety of electrical systems and equipment, up to 600 Volts energized and 601 volts to 301,000 Volts de-energized, used at the water, wastewater, power and hydroelectric facilities of the San Francisco Public Utilities Commission.

DISTINGUISHING FEATURES

This is the first level supervisory classification in the Utility Electrician series. It is distinguished from the 7385 Utility Electrician in that the Utility Electrician Supervisor I provides technical and functional supervision to subordinate staff. This class is distinguished from 7289 Utility Electrician Supervisor II in that the latter is responsible for performing the full range of supervisory duties in a unit or division and supervising Utility Electrician Supervisor I.

SUPERVISION EXERCISED

Supervises journey level and subordinate staff.

EXAMPLES OF 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. Plans, schedules, supervises, and performs work activities related to inspecting, maintaining, repairing, installing, and testing a variety of electrical equipment, up to 24,000 Volts, at utility facilities.
2. Supervises and performs troubleshooting and diagnostic work on a variety of electrical and solid state electronic based equipment; maintenance and repair of high voltage conductors; and maintenance, adjustment, and operation of power generating and substation equipment.
3. Supervises de-energized maintenance, repairs, and testing of a variety of electrical operating components of circuit breakers and transformers at substations, switchyards, and power generating facilities rated up to 300,000 Volts.
4. Ensures compliance with safe work practices at job sites and assures adherence to industry standard electrical safety requirements, policies, and procedures.
5. Schedules routine inspections of electrical equipment and initiates preventive maintenance and repairs to maintain established reliability standards.
6. Reviews work plans, interprets wiring diagrams, electrical code requirements, and specifications with subordinates; inspects work in progress and work completed to ensure that it complies with proper methods and electrical code.
7. Trains subordinates in proper methods and procedures; provides and supports on-the-job training; and assists in implementing work process improvements and practices.

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**Title: Utility Electrician Supervisor I
Job Code: 7288**

8. Works in conjunction with support staff, including engineers and other technical experts, to coordinate work plans; meets with representatives of other City departments, outside organizations, and the general public in connection with electrical projects.
9. Makes estimates of labor, materials, and supplies and keeps job costs in line with estimates.
10. Prepares and maintains a variety of records and reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard terms, practices, procedures and modern methods used to understand the functions and workings of high voltage equipment and electronic controls; various types of electrical equipment and methods of installation; industry standard electrical safety requirements, including California state electrical safety orders; electrical codes, ordinances, and regulations including the National Electrical Code and National Fire Protection Association 70E standard.

Ability or Skill to: apply principles and practices of effective supervision; plan, assign, supervise, coach, train and evaluate the work of subordinates; install and read drawings, ladder diagrams, schematics, sketches and blueprints; inspect equipment; do simple arithmetic computations and basic algebra; communicate clearly orally and in writing; keep records and make reports; observe and ensure all safety standards, regulations, and organizational policies; climb ladders and carry heavy objects; and drive a motor vehicle in the State of California; use and handle electrical equipment and tools used in the electrical trade.

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 recognized five-year Inside Wireman Apprenticeship Program or other recognized verifiable five-year training program specific to industrial electrical.

Experience:

Five (5) years of verifiable journey-level electrician experience in the installation, maintenance, and operation of high voltage (above 600 volts).

License and Certification:

Possession of a valid California (Class C) driver license.

Substitution:

Additional verifiable journey-level electrician experience in the installation, servicing, repair, maintenance, and operation of high voltage (above 600 volts) can be substituted for the education requirement on a year-for-year basis.

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**Title: Utility Electrician Supervisor I
Job Code: 7288**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

FROM: 7385 Utility Electrician

TO: 7289 Utility Electrician Supervisor II

ORIGINATION DATE: XX/XX/XX

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Utility Electrician Supervisor II
Job Code: 7289**

DEFINITION

Under general direction, plans, schedules, and supervises the work activities related to the inspection, maintenance, repair, installation, and testing of a variety of electrical systems and equipment, up to 600 Volts energized and 601 Volts to 301,000 Volts de-energized, used at the water, wastewater, power, and hydroelectric facilities of the San Francisco Public Utilities Commission.

DISTINGUISHING FEATURES

This is the second-level supervisory classification in the Utility Electrician series. It is distinguished from the 7288 Utility Electrician Supervisor I in that the latter performs duties and provides technical supervision to staff, while the Utility Electrician Supervisor II is responsible for performing the full range of supervisory duties in a unit or division and supervising Utility Electrician Supervisor I.

SUPERVISION EXERCISED

Supervises first-level supervisors, journey level, and subordinate staff in a unit or division.

EXAMPLES OF 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. Plans, schedules, supervises, and performs work activities related to inspecting, maintaining, repairing, installing, and testing a variety of electrical equipment, up to 24,000 Volts, at utility facilities.
2. Supervises and performs troubleshooting and diagnostic work on a variety of electrical and solid state electronic based equipment; maintenance and repair of high voltage conductors; and maintenance, adjustment, and operation of power generating and substation equipment.
3. Prepares expenditures of operational materials and supplies and monitors expenses to ensure they are within budgetary allocations; assists in the preparation of budgets for division.
4. Ensures compliance with safe work practices at job sites and assures adherence to industry standard electrical safety requirements, policies, and procedures.
5. Schedules routine inspections of electrical equipment and initiates preventive maintenance and repairs to maintain established reliability standards.
6. Reviews work plans, interprets wiring diagrams, electrical code requirements, and specifications with subordinates; inspects work in progress and work completed to ensure that it complies with proper methods and electrical code.
7. Trains subordinates in proper methods and procedures; provides and supports on-the-job training; and assists in implementing work process improvements and practices.
8. Works in conjunction with support staff, including engineers and other technical experts to coordinate work plans; meets with representatives of other City departments, outside organizations, and the general public in connection with electrical projects.

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**Title: Utility Electrician Supervisor II
Job Code: 7289**

9. Prepares and maintains a variety of records and reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard terms, practices, procedures and modern methods used to understand the functions and workings of high voltage equipment and electronic controls; various types of electrical equipment and methods of installation; industry standard electrical safety requirements, including California state electrical safety orders; electrical codes, ordinances, and regulations including the National Electrical Code and National Fire Protection Association 70E standard.

Ability or Skill to: apply principles and practices of effective supervision; plan, assign, supervise, coach, train and evaluate the work of subordinates; install and read drawings, ladder diagrams, schematics, sketches and blueprints; inspect equipment; do simple arithmetic computations and basic algebra; communicate clearly orally and in writing; keep records and make reports; observe and ensure all safety standards, regulations, and organizational policies; climb ladders and carry heavy objects; drive a motor vehicle in the State of California; use and handle electrical equipment and tools used in the electrical trade.

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 recognized five- year Inside Wireman Apprenticeship Program or other verifiable recognized five-year training program specific to industrial electrical equipment.

Experience:

Six (6) years of verifiable journey-level electrician experience in the installation, maintenance, and operation of high voltage (above 600 volts), including two (2) years of supervisory experience.

License and Certification:

Possession of a valid California (Class C) driver license.

Substitution:

Additional verifiable journey-level electrician experience in the installation, servicing, repair, maintenance, and operation of high voltage (above 600 volts) can be substituted for the education requirement on a year-for-year basis.

SUPPLEMENTAL INFORMATION

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Utility Electrician Supervisor II
Job Code: 7289**

PROMOTIVE LINES

FROM: 7288 Utility Electrician Supervisor I

ORIGINATION DATE: XX/XX/XX

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): COMMN