



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

DANIEL LURIE
MAYOR

October 9, 2025

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REQUEST FOR STATUS GRANT FROM ELECTRICIAN SERIES (7345, 7238, 7276) TO UTILITY ELECTRICIAN SERIES (7385, 7288, 7289).

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. Carlton B. Goodlett Place, San Francisco, California 94102 and through Cisco Webex to be held on October 20, 2025, at 2:00 p.m. In person attendance at City Hall is highly recommended.

These items will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

LAVENA HOLMES
Deputy Director

Attachment

cc: Wendy Macy, San Francisco Public Utilities Commission
Rachel Gardunio, San Francisco Public Utilities Commission
Melissa White, San Francisco Public Utilities Commission
Carlos Cervantes, San Francisco Public Utilities Commission
Janina Villanueva, San Francisco Public Utilities Commission
Monica Guzman, San Francisco Public Utilities Commission
Anna Biasbas, Director, Department of Human Resources
Shawn Sherburne, Department of Human Resources
Steve Ponder, Department of Human Resources
Ardis Graham, Employee Relations Director
Christine Salam, Department of Human Resources
Donna Ho, Department of Human Resources
Osha Ashworth, IBEW Local 6
James Dyquisto, 7345 Electrician
Kirk Callahan, 7345 Electrician
Jack Patterson, 7345 Electrician
Richard Rivas, 7345 Electrician
Timothy Bell, 7345 Electrician
Raul De Leon, 7345 Electrician
David Pierce, 7345 Electrician
Paul Menicucci, 7345 Electrician
Eric Tisher, 7345 Electrician
Christopher Monterrosa, 7345 Electrician
Anthony Olfert, 7345 Electrician
Paul Doolittle, 7345 Electrician
Thu Aung, 7345 Electrician
Brian Ruiz, 7345 Electrician
Kenny Perea, 7345 Electrician
Joseph Powers, 7345 Electrician
Long Nguyen, 7345 Electrician
Max Schreiber, 7345 Electrician
Scott Case, 7345 Electrician
Timothy Dondero, 7345 Electrician
Joseph Lindsey, 7238 Electrician Supervisor I
Dave Metcalfe, 7276 Electrician Supervisor II
Joel Seckinger, 7238 Electrician Supervisor I
Nora O'Hagan, 7238 Electrician Supervisor I
Gene Welch, 7276 Electrician Supervisor II
Michael Shea 7276 Electrician Supervisor II
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [Consent Agenda or] Ratification Agenda must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

* **Temporary Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available. After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability.**

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: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

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

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: **October 20, 2025**
3. Check One:
Ratification Agenda
Consent Agenda
Regular Agenda X
Human Resources Director's Report
4. Subject: Request for Status Grant from Electrician Series (7345, 7238, 7276) to Utility Electrician Series (7385, 7288, 7289)
5. Recommendation: SFPUC recommends that the Civil Service Commission adopt the report and grant status to affected incumbents into Class 7385 Utility Electrician, 7288 Utility Electrician Supervisor I, and 7289 Utility Electrician Supervisor II.
6. Report prepared by: Monica Guzman Telephone number: 415-390-8741
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

A handwritten signature in blue ink, appearing to read "Carol H.".

Date: 9/30/25

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

Attachment

CSC-22 (11/97)

Notifications

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MEMORANDUM

DATE: October 20, 2025

TO: Civil Service Commission

THROUGH: Carol Isen, Human Resources Director
Department of Human Resources

THROUGH: Wendy Macy, Chief People Officer
San Francisco Public Utilities Commission

FROM: Monica Guzman, Senior Human Resources Analyst
San Francisco Public Utilities Commission

SUBJECT: Request for Status Grant from Electrician Series (7345, 7238, 7276) to Utility Electrician Series (7385, 7288, 7289)

I. Introduction

The San Francisco Public Utilities Commission (SFPUC) requests the Civil Service Commission (CSC) to grant status to affected incumbents from the Electrician series to the Utility Electrician series. Specifically, the request is to grant status in:

- Class 7385 Utility Electrician to 20 incumbents in Class 7345 Electrician
- Class 7288 Utility Electrician Supervisor I to 4 incumbents in Class 7238 Electrician Supervisor I
- Class 7289 Utility Electrician Supervisor II to 2 incumbents in Class 7276 Electrician Supervisor II.

The new classifications became effective on August 8, 2024, and are listed as follows:

Existing Classifications	New Classifications
7345 Electrician	7385 Utility Electrician
7238 Electrician Supervisor I	7288 Utility Electrician Supervisor I
7276 Electrician Supervisor II	7289 Utility Electrician Supervisor II

Daniel Lurie
Mayor

Kate H. Stacy
President

Joshua Arce
Vice President

Avni Jamdar
Commissioner

Stephen E. Leveroni
Commissioner

Meghan Thurlow
Commissioner

Dennis J. Herrera
General Manager



II. Background

Recognizing a long-standing misalignment between the specialized high voltage electrical work performed at San Francisco Public Utilities Commission (SFPUC) facilities and the City's existing classification structure, SFPUC partnered with the Department of Human Resources (DHR) Classification and Compensation division and International Brotherhood of Electrical Workers Local 6 (Local 6) to develop a new Utility Electrician classification series.

For years, SFPUC 7345 Electricians have performed complex and high-risk high-voltage work required at SFPUC facilities that was not adequately represented within the City's existing civil service classifications. Following amendments to class specifications in 2016, civil service classifications no longer encompassed electrical work involving systems operating over 600 volts. However, high-voltage electrical work, ranging from 600 volts up to 24,000 volts, remains essential for the operation and maintenance of SFPUC's water supply, distribution, and treatment facilities.

Currently, the Water and Wastewater Enterprises at SFPUC relies on trained Electricians to install, maintain, and repair critical high-voltage equipment, including switchgear, substations, transformers, breakers, variable frequency drives, and motors. In the absence of a dedicated classification for high-voltage electrical work, SFPUC assigns these responsibilities to employees in higher-level classifications, such as 7238 Electrician Supervisor I and 7276 Electrician Supervisor II. Additionally, trained staff in the 7345 Electrician classification who are able to perform high-voltage assignments are utilized to meet operational demands.

This misalignment and reliance on a workaround structure creates operational challenges and hinders effective recruitment and retention. To address these issues, SFPUC, DHR, and Local 6 collaborated (Attachment B) to establish the Utility Electrician series—classifications designed to accurately reflect the specialized skills, responsibilities, and working conditions unique to high-voltage electrical work in utility settings. The new Utility Electrician Series consists of the following classifications: 7385 Utility Electrician, 7288 Utility Electrician Supervisor I, and 7289 Utility Electrician Supervisor II. The resulting Utility Electrician classification series is necessary to address the gap in high-voltage electrical work and ensure compliance with industry standards and safety regulations.

DHR, SFPUC and Local 6 mutually agreed on the job descriptions and pay structure for the newly created series, 7385 Utility Electrician, 7288 Utility Electrician Supervisor I and 7289 Utility Electrician Supervisor II. The Utility Electrician series classification specification actions were posted on August 1, 2024, and subsequently adopted on August 8, 2024 (Attachment A).

Following adoption of the newly created classifications and salary schedule (Attachment C), SFPUC divisions have initiated transitioning eligible incumbents into the appropriate corresponding new classifications. Exempt appointments are being used to address salary discrepancies while awaiting the status grant for the permanent classification. This status grant request before the Civil Service Commission is to appoint those listed below permanently into the newly created classifications.

The new 7385 Utility Electrician classification provides an approximate 10.5% increase over the 7345 Electrician, raising the hourly rate from \$71.1625 to \$78.65. The 7288 Utility Electrician Supervisor I provides an approximate 9.2% increase over the 7238 Electrician Supervisor I, increasing the hourly rate from \$80.05 to \$87.40. Lastly, the 7289 Utility Electrician Supervisor II provides an approximate 10.8% salary increase over the 7276 Electrician Supervisor II, increasing the hourly rate from \$88.8750 to \$98.4375. Since the salary of the new Utility Electrician classification series exceeds seven and one half (7-1/2) percent above the Electrician classification series, the status shall not be granted unless approved by the Civil Service Commission.

The status grant will not adversely affect incumbents, since this is a newly created classification, and each employee will retain their previous civil service seniority date from their permanent appointment as outlined below. Incumbents who have passed probation will not be required to serve a new probationary period. Incumbents who are still on probation will complete their probationary period in the new job class per CSC Rule 109.13.3.

Current 7345 Status Grant Request to 7385

Affected Individuals	List No.	Rank	PCS Seniority	Step	Status Granted Classification
James Dyquisto	21737	1	12/27/1999	5	7385
Kirk Callahan	21962	1	9/4/2001	5	7385
Jack Patterson	52664	13	4/26/2006	5	7385
Richard Rivas	53340	1	8/21/2007	5	7385
Timothy Bell	53340	6	1/28/2008	5	7385
Raul De Leon	901106	11	3/12/2008	5	7385
David Pierce	54992	21	7/2/2010	5	7385
Paul Menicucci	57793	7	1/9/2012	5	7385
Eric Tisher	57793	28	1/9/2012	5	7385
Christopher Monterrosa	57793	2	4/20/2012	5	7385
Anthony Olfert	60194	17	7/17/2013	5	7385
Paul Doolittle	900450	18	3/4/2016	5	7385
Thu Aung	901796	9	3/14/2019	5	7385
Brian Ruiz	901796	13	9/18/2019	5	7385
Kenny Perea	903768	2	7/27/2020	5	7385
Joseph Powers	901106	2	8/28/2020	5	7385
Long Nguyen	903768	1	3/17/2021	5	7385
Max Schreiber	128317	5	5/18/2023	5	7385
Scott Case	128317	25	11/23/2024	5	7385
Timothy Dondero	128317	27	11/23/2024	5	7385

Current 7238 Status Grant Request to 7288

Affected Individuals	List No.	Rank	PCS Seniority	Step	Status Granted Classification
Joseph Lindsey	900450	11	4/22/2015	5	7288
Dave Metcalfe	901704	1	8/20/2022	5	7288
Joel Seckinger	901704	3	12/12/2022	5	7288
Nora O'Hagan	901704	6	1/5/2023	5	7288

Current 7276 Status Grant Request to 7289

Affected Individuals	List No.	Rank	PCS Seniority	Step	Status Granted Classification
Gene Welch	53889	2	9/25/2007	5	7289
Michael Shea	901140	5	5/2/2017	5	7289

III. Authority/Standards

A. Civil Service Rules Applicable to Status Grants

Sec.109.1 Authority

109.1.6 The Human Resources Director has the authority to make changes to the Classification Plan including creating new classes, abolishing, consolidating or amending classes consistent with the Classification Plan.

Sec. 109.9 General Principles

Status in the City and County service is the right of an employee to perform certain duties in a specific class. This right stems from the examination in which the employee qualified and/or the appointment received, and the duties performed as indicated on official records. The class specification or duties statement in existence at the time for the examination and/or appointment is a basic reference document in determining status in a class. An employee has status in a class, but not to a particular position within such class. The appointing officer has very broad discretion in reassigning an employee from one position to another position in the same class.

In cases where status is involved, the Human Resources Director shall be responsible for the determination of "status" of an employee and/or an eligible, subject to appeal to the Civil Service Commission.

109.10.2

Division of One Class into Two or More Classes

When a class is divided into two or more classes, an employee who has permanent civil service status within the class which is divided is granted status to the new class or classes which reflect(s) the primary responsibility of the employee. The determination of which class or classes reflect(s) an employee's primary responsibilities is made by the Human Resources Director.

109.10.3

Upward Reclassification

When a position occupied by an employee with permanent civil service status is upwardly reclassified, the employee is given status in the new, existing or amended class subject to the limitations provided in this Rule.

109.10.6

Renumbered or Retitled Classes

When classes are renumbered or retitled, or when the class description has been changed to more accurately describe the duties actually being performed, all employees with permanent status in the former class shall have continued permanent status in the renumbered or retitled class.

Eligibles on a list in the former class shall continue as eligibles on the renumbered or retitled class.

109.10.7

Implementation of Status

- 1) All permanent employees in positions in the former class who have been reallocated to a new class, are granted status in positions in the new class as of the effective date as determined by the Human Resources Director. [...]
- 4) When status has been granted, all permanent employees in positions in the former class that has been reclassified to another class, are granted status in positions.

Sec. 109.11

Limitations Under this Rule

109.11.2

In administering this Rule, if the difference between the salary ranges of the former class and the new class is more than seven and one half (7½) percent, a significant difference in the scope of responsibility shall be deemed to exist, and status shall not be granted unless approved by the Civil Service Commission.

Sec. 109.13

Probationary Period

109.13.1 Employees who are appointed by status in the same department shall not be required to complete a new probationary period.

109.13.3 Employees who have not yet completed the probationary period in the class subject to reclassification shall be required to complete the remainder of the probationary period in the new class.

Sec. 109.15 **Civil Service Seniority**

Civil service seniority for employees granted status under Civil Service Commission Rule 109 shall be carried forward and is calculated from the date of certification in the former class prior to reclassification.

IV. Analysis

As required under Civil Service Rule 109.11.1, there will be no adverse impact to the incumbents upon status grant into the new classifications. All incumbents will retain their permanent civil service status and their seniority date in their respective Utility Electrician classifications. The newly created pay schedule for the Utility Electrician classification series is also attached for your reference (Attachment C). Incumbents who have completed their probationary period will not have to serve a probationary period in the new class. Incumbents who have not yet completed their probationary period will complete the remainder of the probationary period in the new class.

As previously stated, the salary of the Utility Electrician classification series exceeds seven and one half (7-1/2) percent above the Electrician classification series. Therefore, the status shall not be granted unless approved by the Civil Service Commission. The status grant will not adversely affect incumbents, since this is a newly created classification, and each employee granted status will retain their seniority date from their permanent appointment as outlined above.

V. Conclusion and Recommendation

SFPUC recommends that the Civil Service Commission accept this report and grant status to the affected incumbents in Class 7385 Utility Electrician, 7288 Utility Electrician Supervisor I, and 7289 Utility Electrician Supervisor II respectively, and adopt the report.

Attachments

Attachment A: Notice of Proposed Classification Actions – Final Notice

Attachment B: Side Letter for Local 6

Attachment C: Classification Specifications for 7385, 7288, and 7289 as of July 1, 2025

ATTACHMENT A

City and County of San Francisco

Carol Isen
Human Resources Director



Department of Human Resources

Connecting People with Purpose
www.sfdhr.org

NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: August 08, 2024

Re: **Notice of Proposed Classification Actions – Final Notice No. 3 FY 2024/2025 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 08, 2024.

Carol Isen
Human Resources Director

by:

A handwritten signature in black ink, appearing to read 'Steve Ponder', is placed over a horizontal line.

Steve Ponder
Classification and Compensation Director
Human Resources

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

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	Salary	Bargaining Unit
1	7385	Utility Electrician	\$129,974 - \$158,002	3
2	7288	Utility Electrician Supervisor I	\$144,378 - \$175,578	3
3	7289	Utility Electrician Supervisor II	\$162,708 - \$197,756	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
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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.

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

Title: Utility Electrician

Job Code: 7385

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 blue-prints; 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.

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

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

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

TO: 7288 Utility Electrician Supervisor I

ORIGINATION DATE: 08/08/24

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.

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

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.

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

Title: Utility Electrician Supervisor I
Job Code: 7288

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

FROM: 7385 Utility Electrician
TO: 7289 Utility Electrician Supervisor II

ORIGINATION DATE: 08/08/24

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.

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

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: 08/08/24

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): COMMN

ATTACHMENT B

SIDE LETTER AGREEMENT

RE: UTILITY ELECTRICIAN SERIES

Subject to the City's Civil Service Rules and the approval of the Civil Service Commission, the Department of Human Resources and the Union will start meeting on or after July 1, 2022 to discuss the possible creation of a Utility Electrician classification series.

ATTACHMENT C



7385-Utility Electrician

[SF | Careers](#) > 7385-Utility Electrician

Know the class code?

Class codes are four characters long.

Search

Search by keyword:

Use a keyword to search for a class.

Search

Utility Electrician

Job classification

Class	7385
Title	Utility Electrician
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	Electrical Workers, Local 6
Effective date	August 08, 2024

Current compensation plan

Effective: Jul 01, 2025

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$64.7000	\$67.9375	\$71.3375	\$74.9125	\$78.6500
Rate /biweekly:	\$5,176.00	\$5,435.00	\$5,707.00	\$5,993.00	\$6,292.00
Rate /year:	\$134,576	\$141,310	\$148,382	\$155,818	\$163,592

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

Job description

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.

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 blue-prints; 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.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

TO: 7288 Utility Electrician Supervisor I

ORIGINATION DATE: 08/08/24

AMENDED DATE:

REASON FOR AMENDMENT: [Click here to enter text.](#)

BUSINESS UNIT(S): COMMN

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, 2025 (B)	\$64.7000	\$67.9375	\$71.3375	\$74.9125	\$78.6500
Jan 04, 2025 (A)	\$63.4250	\$66.6000	\$69.9375	\$73.4375	\$77.1000



7288-Utility Electrician Supervisor I

[SF | Careers](#) > 7288-Utility Electrician Supervisor I

Know the class code?

Class codes are four characters long.

Search

Search by keyword:

Use a keyword to search for a class.

Search

Utility Electrician Supervisor I

Job classification

Class	<u>7288</u>
Title	Utility Electrician Supervisor I
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	<u>Electrical Workers, Local 6</u>
Effective date	August 08, 2024

Current compensation plan

Effective: Jul 01, 2025

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$71.8625	\$75.5125	\$79.2750	\$83.2125	\$87.4000
Rate /biweekly:	\$5,749.00	\$6,041.00	\$6,342.00	\$6,657.00	\$6,992.00
Rate /year:	\$149,474	\$157,066	\$164,892	\$173,082	\$181,792

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

Job description

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.

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.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

FROM: 7385 Utility Electrician

TO: 7289 Utility Electrician Supervisor II

ORIGINATION DATE: 08/08/24

AMENDED DATE:

REASON FOR AMENDMENT: [Click here to enter text.](#)

BUSINESS UNIT(S): COMMN

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, 2025 (B)	\$71.8625	\$75.5125	\$79.2750	\$83.2125	\$87.4000
Jan 04, 2025 (A)	\$70.4500	\$74.0250	\$77.7125	\$81.5750	\$85.6750
Aug 08, 2024	\$69.1105	\$72.0050	\$74.5605	\$78.0700	\$81.4105

Applicant resources

[Info center](#)

[Common issues](#)

[Request an accommodation](#)

[Career pathways](#)

[Contact us](#)

Human Resources

[Homepage](#)

[Career Events](#)

About San Francisco

[SF.gov](#)

[Trust and privacy](#)



7289-Utility Electrician Supervisor II

[SF | Careers](#) > 7289-Utility Electrician Supervisor II

Know the class code?

Class codes are four characters long.

Search

Search by keyword:

Use a keyword to search for a class.

Search

Utility Electrician Supervisor II

Job classification

Class	<u>7289</u>
Title	Utility Electrician Supervisor II
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	<u>Electrical Workers, Local 6</u>
Effective date	August 08, 2024

Current compensation plan

Effective: Jul 01, 2025

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

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$81,0000	\$85,0375	\$89,2625	\$93,7500	\$98,4375
Rate /biweekly:	\$6,480.00	\$6,803.00	\$7,141.00	\$7,500.00	\$7,875.00
Rate /year:	\$168,480	\$176,878	\$185,666	\$195,000	\$204,750

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

Job description

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.

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

PROMOTIVE LINES

FROM: 7288 Utility Electrician Supervisor I

ORIGINATION DATE: 08/08/24

AMENDED DATE:

REASON FOR AMENDMENT: Click here to enter text.

BUSINESS UNIT(S): COMMN

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, 2025 (B)	\$81.0000	\$85.0375	\$89.2625	\$93.7500	\$98.4375
Jan 04, 2025 (A)	\$79.4000	\$83.3625	\$87.5000	\$91.9000	\$96.5000