



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

**DANIEL LURIE
MAYOR**

Sent via Electronic Mail

October 23, 2025

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Wailin Myat
[REDACTED]

SUBJECT: APPEAL BY WAILIN MYAT OF THE REJECTION OF THEIR APPLICATION FOR THE 7329 ELECTRONIC MAINTENANCE TECHNICIAN ASSISTANT SUPERVISOR EXAMINATION.

Dear Wailin Myat:

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 **November 3, 2025, 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, October 29, 2025. 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, October 28, 2025**, 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.

Attendance by you or an authorized representative is recommended. **You will have up to 5 minutes for your presentation unless your time is extended by the Commission.** Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. Where applicable, the Commission has the authority to uphold, increase, reduce, or modify any restrictions recommended by the department. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

You may contact me at (628) 652-1100 or at Lavena.Holmes@sfgov.org if you have any questions.

CIVIL SERVICE COMMISSION

**LAVENA HOLMES
Deputy Director**

Attachment

Cc: Carol Isen, Department of Human Resources
Kate Howard, Department of Human Resources
Anna Biasbas, Department of Human Resources
Lisa Pigula, Department of Human Resources
Julie Kirschbaum, Municipal Transportation Agency
Kimberly Ackerman, Municipal Transportation Agency
William Miles II, Municipal Transportation Agency
Shivani Nath, Municipal Transportation Agency
John Kraus, Department of Human Resources
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: 0147 - 25 - 4
2. For Civil Service Commission Meeting of: November 3, 2025
3. Check One: Ratification Agenda

 Consent Agenda

 Regular Agenda **X**

 Human Resources Director's Report
4. Subject: **Wailin Myat appealing the disqualification for 7329 Electronic Maintenance Technician Assistant Supervisor (CBT-7329-T00127)**
5. Recommendation: Adopt the report and deny the appeal by Myat.
6. Report prepared by: Shivani Nath Telephone number: (415) 646-2120
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

 Human Resources Director: 

 Date: 10/20/2025
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

Wailin Myat –

Julie Kirschbaum – Director of Transportation, SFMTA
1 South Van Ness Avenue, 8th Floor San Francisco, CA 94103
Email: Julie.Kirschbaum@sfmta.com

Kimberly Ackerman – Human Resources Director, SFMTA
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
1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103 Email:
Shivani.Nath@sfmta.com

Carol Isen – Human Resources Director, DHR
1 South Van Ness Avenue, 4th Floor San Francisco, CA 94103
Email: Carol.Isen@sfgov.org

Anna Biasbas – Director, Employment Services, DHR
1 South Van Ness Avenue, 4th Floor San Francisco, CA 94103
Email: Anna.Biasbas@sfgov.org

Lisa Pigula – Assistant Director, Employment Services, DHR
1 South Van Ness Avenue, 4th Floor San Francisco, CA 94103
Email: Lisa.Pigula@sfgov.org

John Kraus – Miscellaneous Exams Manager, DHR
1 South Van Ness Avenue, 4th Floor San Francisco, CA 94103
Email: John.C.Kraus@sfgov.org



MEMORANDUM

DATE: October 23, 2025

TO: The Honorable Civil Service Commission

THROUGH: Carol Isen, Human Resources Director
Anna Biasbas, Employment Services Director
Department of Human Resources

FROM: Shivani Nath, Exams & Classification Manager
San Francisco Municipal Transportation Agency

John Kraus, Miscellaneous Exams Manager
Department of Human Resources

SUBJECT: Appeal of Minimum Qualifications by Wailin Myat for 7239 Recruitment (CBT-7329-T00127)

BACKGROUND

The job ad [**Attachment A**] for the 7329 Electronic Maintenance Technician Assistant Supervisor (CBT-7329-T00127) recruitment was issued and open for filing from January 27, 2025, through February 10, 2025, by the Municipal Transportation Agency (MTA), Human Resources Division, Exams and Classification unit.

The minimum qualifications for this recruitment are as follows:

Training: Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics; AND

Experience: 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

License: Possession of a valid California driver's license.

On January 31, 2025, Appellant Wailin Myat ("Myat") applied to the recruitment [**Attachment B**]. Based on an initial review of what Myat stated on his application, MTA determined that they met the experience and education requirements for the recruitment, and they received an invitation to participate in the Basic Supervisory written examination administered by the Department of

Human Resources (DHR) and a Training & Experience (T&E) exam administered by MTA. On March 13, 2025, and April 11, 2025, the examination invitations were sent **[Attachments C – D]**. On April 28, 2025, Myat received a notice of their results indicating they had passed both exams **[Attachment E]**.

Subsequently, MTA determined through an internal audit for the lower-level 7318 Electronic Maintenance Technician **[Attachment F]** that experience from the 7371 Electrical Transit System Mechanic classification **[Attachment G]**, that had originally qualified Myat, was not considered qualifying work experience for the 7329. This was due to 7371 not performing electronic repair work down to the component level. On May 21, 2025, Myat was sent a notice of rejection **[Attachment H]**. On the same day, Myat resubmitted a document already included in their original application **[Attachment I]**. MTA exams staff noted oddities in the letter and learned through a phone verification with the supposed “author” that they had not written it **[Attachment J]**. As such, the letter submitted was unable to be authenticated. On June 9, 2025, Myat was sent a final rejection notice **[Attachment K]**. On June 16, 2025, Myat appealed the rejection of their application to the Civil Service Commission **[Attachment L]**.

ISSUES

Should Myat be allowed to participate in the examination for recruitment CBT-7329-T00127 after submitting false verification of experience and not meeting the minimum qualifications?

AUTHORITY/STANDARDS

Sec. 110.2 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. 110.4 Appeals of Examination Announcements

Appeals concerning the provisions of an examination announcement must be received by the Human Resources Director within five (5) business days from the issuance date. The Human Resources Director 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. 110.9 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 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 may receive credit for duties not usually performed by incumbents in a 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 not usually performed by incumbents in a class based on non-contemporaneous documentation shall require the certification of the Appointing Officer and the approval of the Human Resources Director.

Sec. 111.9 Cheating or Fraud in Examinations

It is the policy of the Civil Service Commission that examinations shall be conducted in a fair and impartial manner in order to test fairly the relative qualifications, merit, and fitness of applicants. Any person cheating, attempting to cheat, or assisting other persons in cheating in any phase of the examination process shall be prosecuted to the full extent of the Charter and other laws. Actions to be taken include elimination from the examination process, dismissal, and ineligibility for future employment. Cheating shall include the use or attempted use of materials not authorized by the scheduling notice to candidates to report for the examination. Significant false statements by applicants on the application or during the selection process shall be good cause for the exclusion of such person from the examination and such other appropriate action as may be recommended by the Human Resources Director.

FINDINGS & ANALYSIS

The job ad for this CBT-7329-T00127 recruitment was posted in accordance with CSC rule 110.2.

After the internal audit determined that work performed in class 7371 is not qualifying experience, Myat submitted an undated letter from Victory Honda of San Bruno, which contained an image of a signature block for Karla Canchola, Controller (Canchola). MTA called Canchola to verify the letter. Canchola could not recall the contents of the letter and stated that they would have only provided the job title and employment dates, not the duties and functions. Based on these findings, MTA determined that the letter submitted for the current recruitment had been falsified. As a result, the application was rejected under Civil Service Rule 111.9, which states that significant false statements or documents submitted during the selection process constitute grounds for exclusion from the exam process.

On June 30, 2025, after Myat filed his appeal, MTA conducted a second verification with Canchola via remote meeting. During this call, Canchola reaffirmed that they did not write the undated letter submitted for this recruitment, noting that while the signature block matches theirs, the formatting and content were inconsistent with how they're typically prepared, leading them to regard the document as falsified. On August 1, 2025, MTA communicated this decision

to Myat and informed them that no additional documents would be accepted [Attachment M]. Even if the 7318 experience were credited without violation, Myat would still be three (3) years and eleven (11) months short of meeting the minimum qualifications.

Myat submitted an additional document after filing the appeal, which described duties performed at Victory Honda between 2008 and 2019 [Attachment N]. As a courtesy, MTA attempted multiple times to contact the letter's author to confirm the information provided. After several unsuccessful attempts, MTA was unable to establish the document's authenticity.

CONCLUSION

Applicants are evaluated to determine if they possess the minimum qualifications stated in the job ad. Based on a thorough review of all the materials Myat provided, MTA determined that the applicant knowingly submitted falsified verification documents in an attempt to qualify for this CBT-7329-T00127 recruitment. These actions constitute cheating and misrepresentation which are strictly prohibited and is good cause for the exclusion of such person from the examination and such other appropriate action as may be recommended by the Human Resources Director in accordance with CSC Rule 111.9.

Therefore, Myat should not be allowed to participate or provide additional verification documents for this CBT-7329-T00127 recruitment.

RECOMMENDATION

Deny the appeal and adopt the report of the Municipal Transportation Agency.

EXHIBITS

Exhibit	Description
A	7329 Job Ad
B	Myat Application Package
C	BSE Examination Invite
D	T&E Examination Invite
E	Exam Results
F	7318 Class Spec
G	7371 Class Spec
H	First Reject Letter
I	Document Resubmitted After NQ 1
J	Phone Verification Record Between Aguirre and Canchola

K	Final Reject Letter
L	Myat Notice of Appeal
M	Email Exchange between Nath_Myat Indicating Additional Docs will Not be Accepted
N	New Letter Received After Appeal Filing



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Career Opportunity

Electronic Maintenance Technician Assistant Supervisor - City and County of San Francisco - Multiple Departments Citywide (7329) (T00127)

Recruitment: REF49162L

Published: January 28, 2025

Contact:

Pierre Aguirre - pierre.aguirre@sfmta.com

Sorry, this opening is closed

Apply using SmartRecruiters, the City and County of San Francisco's application portal.

Share

Share

Department: Municipal Transportation Agency

Job class: 7329-Electronic Maintenance Technician Assistant Supervisor

Salary range: \$145,678.00 - \$177,138.00

Role type: Permanent Civil Service *What does this mean?*

Hours: Full-time

Exam type: Class Based Test

Rule: Rule of 3

List type: Combined Promotive and Entrance

About:

The City and County of San Francisco has budgeted Electronic Maintenance Technician Assistant Supervisor positions at the San Francisco International Airport, Municipal Transportation Agency, and Public Utilities Commission.

San Francisco is a vibrant and dynamic city, on the forefront of economic growth & innovation, urban development, arts & entertainment, as well as social issues & change. This rich tapestry of culture and ideas is sustained by our City's commitment to heighten the quality of life for San Franciscans and residents of the greater Bay Area. Our employees play an important role not only in making our City what it is today, but also in shaping the future of San Francisco.

Application Opening: January 27, 2025

Deadline to Apply: Applicants are encouraged to apply as soon as possible as this

announcement may close any time after 11:59 PM on February 10, 2025.

Recruitment ID: CBT-7329-T00127

Role description

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.

Essential Functions:

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.

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.

Nature of Work: Work involves some physical effort and dexterity in the use of fingers, limbs and body; exposure to some physical working conditions where minor injuries may occur. Normal color vision and a high degree of mechanical dexterity are mandatory. Incumbents are required to work with potentially hazardous equipment and materials, high voltage, chemicals, heavy equipment requiring lifting, and in confined spaces or dark and damp locations and on ladders for long periods of time. The nature of the work may require driving a vehicle to various work locations in inclement weather conditions such as in rain, sleet, snow on icy muddy roads.

How to qualify

Training: Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics; AND

Experience: 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

License: Possession of a valid California driver's license

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.

Note on Departmental Requirements - Depending on hiring department, some positions require:

- Possession of Class B Commercial Driver's License. Employees appointed to some departments may be required to obtain the Class B Driver's License within six (6) months from the appointment date.
- Two (2) years of experience working on and around utility power transmission and/or distribution systems up to 115 thousand volts.
- Maintenance and repair of Transit Vehicles and/or Transit Vehicle Electronic Equipment, Signals and Motive Power Electronics.
- Availability to work shifts, weekends, and holidays.
- Availability after hours by phone or pager by the employing department so that he/she can be notified during a departmental emergency to immediately report to work, in accordance

with the relevant Union Memorandum of Understanding.

- Five (5) years working experience with SIMPLEX fire alarm system and the Monitor Dynamics Inc. (MDI) access control system.

Verification: Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. More information can be found at: <https://careers.sfdhr.org/knowledge/#verification>. 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.

Exam Process: ([General Exam Process Information](#)).

Basic Supervisory Exam: (Weight: 50%). 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.

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

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.

A passing score must be achieved on the Basic Supervisory Exam in order to continue in the selection process. This is a standardized examination, and, therefore, test questions and answers are not available for public inspection or review.

Training & Experience (I&E) Evaluation/Supplemental Questionnaire (Weight: 50%): Candidates who pass the Basic Supervisory Exam will receive a Supplemental Questionnaire via email. Candidates will be evaluated on their relative knowledge, skill and ability levels in job-related areas. It is important that the information provided on the supplemental questionnaire be accurate and complete. All statements made on the supplemental questionnaire 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?

Exam Analyst Information: If you have any questions regarding the Exam Process, please contact the exam analyst, Pierre Aguirre at pierre.aguirre@sfmta.com. Please note: all your information will be kept confidential according to EEO guidelines. PA | CBT-7329-T00127 | CPE

Eligible List/Score Report: A confidential eligible list/score report 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/score report, shall not be made public unless required by law. However, an eligible list/score report shall be made available for public inspection, upon request, once the eligible list/score report 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/score report resulting from this examination process will be of **12** months and may be extended with the approval of the Director of Transportation.

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

- [Information About The Hiring Process](#)
- [Departments Using this Classification](#)
- [Multiple-Choice Test Preparation Manual](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Veterans Preference](#)
- [Right to Work](#)

- Diversity Statement
- Copies of Application Documents
- Seniority Credit in Promotional Exams
- Equal Employment Opportunity

Terms of Announcement: 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 Careers at City and County of San Francisco (smartrecruiters.com)] The terms of this announcement may be appealed under Civil Service Rule 110.4. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th 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>

SFMTA-Specific Conditions of Employment: 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 7329 Electronic Maintenance Technician 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 their prior employers concerning their 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.

Airport-Specific Conditions of Employment: Transportation Security Administration (TSA) Security Clearance: Candidates for employment with the San Francisco Airport Commission are required to undergo a criminal history record check, including FBI fingerprints, and Security Threat Assessment in order to determine eligibility for security clearance and may be required to undergo drug/alcohol screening. Per Civil Service Commission Rule Section 110.9.1, every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Failure to obtain and maintain security clearance may be basis for termination from employment with the Airport Commission.

Customs Clearance: This position may require that the incumbent be qualified for unescorted access to the San Francisco International Airport U.S. Customs Security Area. An application for a U.S. Custom Access Seal may be submitted to Customs ONLY after employment has

commenced. Employment in this position requires that the incumbent submit an application for, successfully acquire and maintain a Customs Access Seal. Per Civil Service Commission Rule 110.9.1, every applicant must possess and maintain the qualifications required by law and by the examination announcement for this examination. Failure to acquire or maintain customs access, a requirement for this position, may be basis for termination from employment with the Airport Commission. Customs Access Seal requirements and procedures are located in the Code of Federal Regulations, Title 19, Part 122, Sections 181 or 189.

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 B

Wailin Myat - (REF49162L) - Electronic Maintenance Technician Assistant Supervisor - City and County of San Francisco - Multiple Departments Citywide (7329) (T00127)

OFFICIAL COPY

Job Application

Wailin Myat

Submission: 21:24:41 on 2025-January-31	Email: [REDACTED]
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Experience

Electronic Transit Maintenance Technician

2023-12 - Present

San Francisco Municipal Transportation Agency

Perform corrective and preventive maintenance, repairs, modifications, and troubleshooting on complex electronic systems and transit vehicles. This includes testing and calibrating equipment using diagnostic tools, meters, and oscilloscopes while referencing schematics, blueprints, and manuals. I inspect newly installed systems to assess performance and assist with prototype design and testing. Work records are maintained, documenting the installation, removal, and modification of electronic systems. Additionally operating various hand and power tools, including soldering equipment and grinders, is part of the role. I also inspect, maintain, and repair network communication systems, control systems, sensors, and other electronic systems such as radio and security systems.

Electrical Transit System Maintenance Mechanic

2019-02 - 2023-12

San Francisco Municipal Transportation Agency

I diagnose, replace, and repair defective electrical, electronic, pneumatic, mechanical, HVAC, and hydraulic components on Muni Railway equipment, including light rail vehicles and trolley buses. I disconnect wires and air lines, unbolt faulty parts, and install new ones. I test and troubleshoot AC/DC circuits, including relays, controllers, and batteries, using meters and other testing devices. I read and interpret schematics to address systematic issues.

Additionally, I inspect equipment to ensure safe operation, maintain a clean work environment, and properly store tools and equipment. I generate and maintain records for road calls and vehicle maintenance, using computers for data input and retrieval.

In addition, inspect electrical and mechanical equipment to ensure vehicles are in safe operating condition. Able to maintain a clean and organized work environment, ensuring tools and equipment are stored properly. I generate and maintain records for road calls and vehicle maintenance, using computers to input and retrieve data.

Mechanic's Team Leader and Dispatcher

2008-09 - 2019-02

Victory Honda

As a Team Lead Mechanic, my daily duties include overseeing repair and maintenance operations of vehicles and equipment, ensuring that all tasks are performed efficiently and safely. I also assign work to the team based on priorities, skills, and availability, while providing support as needed. Ensure that all maintenance procedures, including corrective and preventive tasks, are followed according to established protocols. Monitor the progress of ongoing repairs and maintenance tasks, troubleshoot complex mechanical and electrical issues, and coordinate with other departments as necessary. Additionally, I

Wailin Myat - (REF49162L) - Electronic Maintenance Technician Assistant Supervisor - City and County of San Francisco - Multiple Departments Citywide (7329) (T00127)

review and approve maintenance records, ensuring all documentation is complete and accurate.

Service Mechanic City Toyota	2007-05 - 2008-09
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Auto-Mechanic Shan Auto	2006-06 - 2007-04
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Education

American Honda Master Technician Certification American Hoinda Motors	<i>Certification</i> <i>Complete</i>
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Automotive Technology College of skyline	<i>Certification</i> <i>Complete</i>
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Electrical Power System and Instrumentation Certificate College of San Mateo	<i>Certification</i> <i>Complete</i>
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WAILIN MYAT



OVERVIEW

Skilled electrical technician with expertise in system troubleshooting, maintenance, testing, and repairs. Proficient in leading small teams of skilled and semi-skilled staff, ensuring efficient work direction. Experienced in maintaining detailed records of maintenance activities, including vehicle work orders, time and material usage, and equipment test reports.

QUALIFICATIONS & ACCOMPLISHMENTS

- 11 years of experience in High Voltage Industry, with ability to perform field diagnosis and calibrate electrical devices
- Oversaw dispatching and supervising technician, duties consist of planning, assigning and reviewing the work, maintenance and review of repair of fleet vehicles and equipment while maintaining records of maintenance activities including vehicle work orders, time and material usage and equipment test report.
- Trained and certified to use industrial diagnostic equipment such as function generator, oscilloscope, transmission equipment, electronic tester.
- Trained to repair and disassemble electronic parts down to component level such as electrical circuit board and replacement and resoldering of integrated circuit, transistors, diodes, capacitors, resistors, etc.
- Inspect, diagnosis and perform non-routine repairs, modification, calibration, removal and installation of complex electronic systems, equipment, and transit vehicles using various electronic system and equipment
- Fully certified and trained to operate heavy machinery, special hand and power tools, electrical devices required to maintain electronic systems and equipment
- Well versed in working on High Voltage Electrical System, Digital Electronic Equipment, security system, and other electronics and auxiliary apparatus. In depth knowledge of principles of high voltage motor, tool and equipment used

CERTIFICATIONS OF COMPLETION

- American Honda Master Technician Certification
- American Honda Machine Safety Assessment and Certification
- Electrical Power System and Instrumentation Certificate

PROFESSIONAL EXPERIENCE

Electronic Transit Maintenance Technician (7318) San Francisco Municipal Transportation Agency – <i>San Francisco, CA</i>	Dec 2023 – Present
Electrical Transit System Maintenance Mechanic (7371) San Francisco Municipal Transportation Agency – <i>San Francisco, CA</i>	Feb 2019 – Dec 2023
Mechanic’s Team Leader and Dispatcher Victory Honda - <i>San Bruno, CA</i>	Sep 2008 – Feb 2019
Service Mechanic City Toyota – <i>Daly City, CA</i>	May 2007 – Sep 2008
Auto-Mechanic Shan Auto – <i>San Francisco, CA</i>	Jun 2006 – Apr 2007

EDUCATION

- | | |
|---|------|
| • Automotive Technology
College Of Skyline
San Bruno, CA | 2005 |
| • American Honda Master Tech Certification
American Honda Corporation
Stockton, CA | 2016 |
| • Electrical Power Systems and Instrumentation Certificate
College Of San Mateo
San Mateo, CA | 2022 |

San Mateo County Community College District

Upon recommendation of the Faculty of College of San Mateo

and under authorization granted by the Board of Trustees,
this

Certificate of Achievement

in the field of

Electronics Technology with Emphasis in Electrical Power Systems and Instrumentation

is hereby conferred upon

Melvin Apat

In recognition of satisfactory completion of the Program Curriculum
Given on this Twenty-Seventh Day of May, Two Thousand Twenty Two

Richard H. Allen
President, Board of Trustees

Jennifer Taylor-Mudrya
President, College of San Mateo



[Signature]
Chancellor,
San Mateo County
Community College District



To Whom it may Concern,

Wailin Myat was employed at Grace Honda from September 2008 until November 2012 as a Certified Electronic Technician. In November 2012, Grace Honda was sold to the Victory Automotive Group, and Wailin Myat continued with the new group, now known as Victory Honda, until he resigned in February 2019.

Wailin Myat is a seasoned lead electronic technician with over 11 years of verifiable full-time experience, specializing in the high-voltage industry. He was responsible for overseeing and dispatching technicians, as well as planning, assigning, and reviewing daily work activities. His duties included the maintenance and repair of fleet vehicles and equipment, ensuring the proper documentation of all maintenance activities, including vehicle work orders, time and material usage, and equipment test reports.

Wailin Myat is certified and skilled in the installation, calibration, maintenance, troubleshooting, repair, and modification of electronic control systems and related electrical components. His expertise extends to working with electronic sub-systems, such as integrated circuits, transistors, diodes, capacitors, resistors, and more. He is trained in the use of industrial diagnostic equipment, including function generators, oscilloscopes, transmission equipment, and electronic testers.

Additionally, Wailin Myat has hands-on experience repairing and disassembling electronic parts down to the component level, including circuit boards, and replacing or resoldering components like integrated circuits, transistors, diodes, capacitors, and resistors.

If any questions, please feel to call the undersigned.


Karla Canchola
Controller

Attachment C

Melinda Miyagishima

Mar 13, 12:27 PM

Exam Information – Electronic Maintenance Technician Assistant Supervisor (7329)
– (T00127)

Dear Wailin Myat

We are pleased to advise you that based on the information provided on your application, you are invited to participate in the in-person examination process for the Electronic Maintenance Technician Assistant Supervisor (7329) – (T00127) Citywide recruitment.

Applicants must pass all examination components to be placed on the eligible list.

The required exam is the Basic Supervisory written exam.

Your appointment date, time, and location for the exam are as follows:

Date/Time: Thursday, April 3, 2025, at 9:00 AM

Location: Department of Human Resources

[1 South Van Ness Avenue](#)

4th Floor

San Francisco, CA 94103

One South Van Ness is on the SF Muni streetcar line, Van Ness station. The Civic Center BART station is the nearest BART station and is about an 8-minute walk away. Parking in the area is limited. There is a parking garage at 1455 Market Street (entrance on 11th Street between Mission and Market Streets); however, it may fill up by 8:00 AM. The cut-off time for the Early Bird discounted parking rate of \$19.00 is 8:00 AM.

Please be prompt; allow time for traffic conditions. Registration will begin at the time listed above. If you arrive more than 15 minutes after your appointment, you will not be tested, and you will not be rescheduled.

You should expect to be at the test site for approximately **3 hours**. There will be no scheduled breaks. Comfortable clothing is recommended.

Please sign in with security on the ground floor. Proceed up the escalator or elevator to the 4th floor. You will check in at the front counter first, located just off the escalator/elevators, then meet with the proctors for the exam.

EXAM INFORMATION

You must bring:

- Your own writing instruments (#2 pencils, pens, and/or highlighters)
- An ID (Driver License; ID Card issued by the DMV; Passport; Military Identification Card; or Green Card.)

Please do not bring additional materials. All other materials and supplies for your use during the test will be provided. Other than bottled water, food and beverages will not be allowed into the exam room. We strongly recommend candidates do not bring electronics (including cell phones and smart watches) to the test. Candidates found accessing such devices during the test will be disqualified.

Safety

Masks are not required but you may choose to wear one. There will be others testing in the same exam room.

Requests for an alternate test date may be considered in limited circumstances and must be submitted to the analyst listed in this announcement within five (5) calendar days of the announcement of the test date.

The exam will be presented in paper and pencil, multiple-choice format. If you have a disability requiring reasonable accommodation, you must contact Melinda Miyagishima by email: melinda.miyagishima@sfgov.org, or if hearing impaired at (628) 652-0715 (TTY) as soon as possible but not later than **5:00 pm on Friday, March 28, 2025**.

Sincerely,

Melinda Miyagishima
Senior Human Resources Analyst
Department of Human Resources
City and County of San Francisco

Civil Service Commission Rules for the City and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. Information can be found on the Civil Service Commission website at <https://www.sf.gov/departments--civil-service-commission>

Attachment D

Electronic Maintenance Technician Assistant Supervisor - City and County of San Francisco - Multiple Departments Citywide

We are pleased to advise you that your application for the Electronic Maintenance Technician Assistant Supervisor - City and County of San Francisco - Multiple Departments Citywide (7329) (T00127) has been received and you are qualified to advance to the next step in the process, which is the: Training & Experience (T&E) Evaluation/Supplemental Questionnaire.

You will need to complete the Supplemental Questionnaire via the SurveyMonkey link provided below by **5:00 PM on Friday, April 18, 2025**. The questionnaire will take approximately 25 minutes to complete. Please be sure to complete the questionnaire in one sitting as there is no option to save without submitting.

Candidates who fail to submit or submit past the deadline specified below will not be allowed to continue in the examination process.

Click link to Supplemental Questionnaire:

<https://www.surveymonkey.com/r/7329examlink>

Supplemental Questionnaire must be submitted by **5:00 PM on Friday, April 18, 2025**.

If you have any questions or any issues accessing the Supplemental Questionnaire, please let me know.

Sincerely,

Pierre Aguirre

SFMTA Examinations & Classification Unit

Recruitment: CBT-7329-T00127

Attachment E

Hello Wailin Myat,

Congratulations! You have passed the exam and met a crucial milestone for the hiring process with the City and County of San Francisco for the following position: Electronic Maintenance Technician Assistant Supervisor - City and County of San Francisco - Multiple Departments Citywide (7329) (T00127)

Recruitment ID: REF49162L

Eligible List: T00127

Your results have placed you onto a ranked eligible list, which means that you are among the candidates that may be considered for a position with the City. This list may be used by one or more City departments, so it is possible that you may hear from us for multiple openings.

As one of the final steps in the initial examination process, we are sending you your scores.

Exam Score Breakdown Basic Supervisory Exam (BSE): 45.0 Weight: 50%
Training and Experience Evaluation: 230.0 Weight: 50%
These scores have given you a Final Composite Score of 935 and a rank of 5

Important Information:
The City's merit system rules provide you with the opportunity to check our math. The formula that we used to calculate your score is described below. If you suspect that there is an error in the calculation, please contact the Exam Analyst that was listed on the ad. The score report will be posted on the Human Resources website within the next 24 hours; please check there to review the list and the list's inspection dates, as any errors must be reported during that window: Exam Results (<https://sfdhr.org/examination-results>).

How To Calculate My Composite Score:
1) For each exam component above:
$$\text{Weighted Score} = ((\text{Raw Score} - \text{Pass Point}) / (\text{High Score} - \text{Pass Point})) \times (\text{Weight} / 100)$$

These are your weighted scores
2) Add your Weighted Scores together to get your Total Weighted Score
3) Multiply your Total Weighted Score by 300 then add 700:
$$\text{Composite Score} = (\text{Total Weighted Score} \times 300) + 700$$

This is your Composite Score
4) If there are any additional points listed above add them to your Composite Score to get your Final Composite Score or 'Final Score'
Important Notice About Your Rights:
The Civil Service Rules grant you an opportunity to review how candidates qualified for this list. Please contact the Exam Analyst if you wish to exercise this right.

Regards,
City and County of San Francisco **Wailin Myat**



SF | Careers

[SF.GOV](#)

[SF | DHR](#)

[My applications](#)

7318-Electronic Maintenance Technician

[SF | Careers](#) > [7318-Electronic Maintenance Technician](#)

Know the class code?

Class codes are four characters long.

7318

Search

Search by keyword:

Use a keyword to search for a class.

Search

Search

Compensation set id:

Citywide

Electronic Maintenance Technician

Job classification

Class	<u>Z318</u>
Title	Electronic Maintenance Technician
Overtime eligibility	Covered (Non-Z) - Nonexempt
Labor agreement	<u>Electrical Workers, Local 6</u>
Effective date	January 26, 2015

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:	\$64.5125	\$67.7000	\$71.0750	\$74.6625	\$78.3750
Rate /biweekly:	\$5,161.00	\$5,416.00	\$5,686.00	\$5,973.00	\$6,270.00

Rate /year:	\$134,186	\$140,816	\$147,836	\$155,298	\$163,020
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Additional notes: Appointments to this job class enter at Step 3 or higher.

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: ELECTRONIC MAINTENANCE TECHNICIAN

Job Code: 7318

INTRODUCTION

Under general supervision, the Electronic Maintenance Technician performs a wide variety of highly skilled technical work including, but not limited to, the trouble-shooting, maintenance, testing, repair, calibration, fabrication, installation and modification of transit electronic equipment and a wide variety of other types of electronic equipment and related control system components; and performs other duties as required.

DISTINGUISHING FEATURES

This journey-level job class is characterized by its responsibility for maintenance and repair work on various types of electronic equipment. Assignments may involve responsibility for the circuits, components, and related equipment used in connection with the operation of electronically controlled light rail and trolley vehicles. Other assignments may involve responsibility for maintaining electronic communication systems, telemetering, remote control equipment and power house equipment. It is distinguished from 7336 Electronic Instrumentation Technician, Water Pollution Control, in that the latter is responsible for the maintenance and repair of electronic systems, instruments and equipment at the City's

sewage treatment plant and pumping stations. This class is distinguished from the 7329 Electronic Maintenance Technician Assistant Supervisor, which is the advanced journey level in this series, and the latter is assigned to perform the more difficult and complex work and will supervise staff.

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. Performs corrective and preventive maintenance, non-routine repair, modification, and troubleshooting, calibration, removal and installation of complex electronic systems, equipment and transit vehicles.
2. Tests and calibrates electronic equipment using established test procedures; operates Diagnostic Test Equipment, function generators, oscilloscopes, transmission measuring test sets, meters, and other devices required to maintain electronic systems and equipment; utilizes various schematics, blueprints, wire lists, equipment manuals, and other resources.
3. Inspects newly installed equipment including circuits and systems to evaluate performance under operating conditions; may assist in the design fabrication, testing, and evaluation of prototypes.
4. Maintains records of work performed; develops documentation for the maintenance installation, removal and modification of electronic systems and equipment.
5. Instructs other personnel in system maintenance procedures and operations; may advise and assist management personnel and others on operating problems involving electronic transit equipment.

6. Operates special hand and power tools, such as soldering equipment, drill press grinder, crimper, saws, wire-rap tools, and other related equipment.
7. 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.
8. 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.
9. Inspects, maintains and repair various miscellaneous electrical equipment in powerhouse, switch yard and sub-station; may act as an emergency operator at an unattended powerhouse station.
10. 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

Ability to: evaluate electronic systems, circuits and components; troubleshoot signal, data and radio communications, power and signal equipment; work from schematics, drawings and blueprints; 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 or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of a military training program in electronics

AND

2. Three (3) years of verifiable journey-level industrial or institutional electronic experience performing installation, instrumentation calibration, maintenance, troubleshooting, repair and modification of electronic 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: 7329 Electronic Maintenance Technician Assistant Supervisor

FROM: 7430 Assistant Electronic Maintenance Technician

ORIGINATION DATE: May 17, 1977

AMENDED DATE: April 28, 2000, 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
Jul 01, 2025 (B)	\$64.5125	\$67.7000	\$71.0750	\$74.6625	\$78.3750
Jan 04, 2025 (A)	\$63.2375	\$66.3625	\$69.6750	\$73.1875	\$76.8250
Jul 01, 2024 (Z)	\$62.3000	\$65.3875	\$68.6500	\$72.1000	\$75.6875
Jan 06, 2024 (Y)	\$60.1750	\$63.1625	\$66.3125	\$69.6375	\$73.1125
Jul 01, 2023 (X)	\$58.8500	\$61.7750	\$64.8500	\$68.1000	\$71.5000

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](#)



SF | Careers

SF.GOV

SF | DHR

My applications

7371-Electrical Transit System Mechanic

SF | Careers > 7371-Electrical Transit System Mechanic

Know the class code?

Class codes are four characters long.

7371

Search

Search by keyword:

Use a keyword to search for a class.

Search

Search

Compensation set id:

MTA

▼

Electrical Transit System Mechanic

Job classification

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

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:	\$50.7375	\$53.2625	\$55.9125	\$58.7375	\$61.6500
Rate /biweekly:	\$4,059.00	\$4,261.00	\$4,473.00	\$4,699.00	\$4,932.00
Rate /year:	\$105,534	\$110,786	\$116,298	\$122,174	\$128,232

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

Job description

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF HUMAN RESOURCES

Title: Electrical Transit System Mechanic

Job Code: 7371

INTRODUCTION

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

DISTINGUISHING FEATURES

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

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)	\$50.7375	\$53.2625	\$55.9125	\$58.7375	\$61.6500
Jan 04, 2025 (A)	\$49.7375	\$52.2125	\$54.8125	\$57.5750	\$60.4375
Jul 01, 2024 (Z)	\$49.0000	\$51.4375	\$54.0000	\$56.7250	\$59.5500
Jan 06, 2024 (Y)	\$47.3250	\$49.6875	\$52.1625	\$54.7875	\$57.5250
Jul 01, 2023 (X)	\$46.2875	\$48.6000	\$51.0125	\$53.5875	\$56.2625

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](#)

Attachment H

From: [Pierre Aguirre from City and County of San Francisco](#)
To: [REDACTED]
Subject: Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification
Date: Wednesday, May 21, 2025 10:32:27 AM

EXT

5/21/2025

[REDACTED]

Dear Wailin Myat:

Thank you for participating in the selection process for the position of Electronic Maintenance Technician Assistant Supervisor (7329) – CBT-7329-T00127.

It has come to our attention that there is an issue regarding the qualification criteria for the recent examination recruitment. We discovered that some candidates including you were invited to take the exam based on their experience in classification 7371 Electrical Transit System Mechanic. However, upon further review of the classification specification and consultation with subject matter experts, it has been determined that the 7371 classification does not perform the required duties stated in the Minimum Qualifications (MQs) down to the electronic component level. We recognize this discrepancy and are obliged to correct this information to ensure fairness in the recruitment process.

As a result, it has been determined that you do not possess the verifiable experience required to meet the minimum qualifications outlined in the examination announcement.

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

EDUCATION: Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics; AND

EXPERIENCE: 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

LICENSE: Possession of a valid California driver's license.

If you wish to have your application reconsidered for this recruitment, please reply to this message and include verification as stipulated below by **Wednesday, May 28, 2025, at 5:00 PM**. If we do not receive verification documents or an email specifying why verification is unable to be provided by **Wednesday, May 28, 2025, at 5:00 PM**, your application will not proceed in the recruitment process.

Education must be verified by submitting a copy of your degree or transcripts from an accredited academic institution.

**Experience must be verified by submitting verification of qualifying work experience.
Verification of work experience:**

- **Must be on the employer's letterhead**
- **Must have the name of the applicant**
- **Must have the job title(s) and duties performed**
- **Must have the dates of employment**
- **Must have the types of employment (part-time/full-time)**
- **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 the 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.

License must be verified by submitting a copy of your valid driver's license.

The verification documentation must be received no later than **May 28, 2025**, by close of business (5:00 p.m.). 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,

Pierre Aguirre

SFMTA Examinations & Classification Unit

RECRUITMENT: CBT-7329-T00127

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

Attachment I



To Whom it may Concern,

Wailin Myat was employed at Grace Honda from September 2008 until November 2012 as a Certified Electronic Technician. In November 2012, Grace Honda was sold to the Victory Automotive Group, and Wailin Myat continued with the new group, now known as Victory Honda, until he resigned in February 2019.

Wailin Myat is a seasoned lead electronic technician with over 11 years of verifiable full-time experience, specializing in the high-voltage industry. He was responsible for overseeing and dispatching technicians, as well as planning, assigning, and reviewing daily work activities. His duties included the maintenance and repair of fleet vehicles and equipment, ensuring the proper documentation of all maintenance activities, including vehicle work orders, time and material usage, and equipment test reports.

Wailin Myat is certified and skilled in the installation, calibration, maintenance, troubleshooting, repair, and modification of electronic control systems and related electrical components. His expertise extends to working with electronic sub-systems, such as integrated circuits, transistors, diodes, capacitors, resistors, and more. He is trained in the use of industrial diagnostic equipment, including function generators, oscilloscopes, transmission equipment, and electronic testers.

Additionally, Wailin Myat has hands-on experience repairing and disassembling electronic parts down to the component level, including circuit boards, and replacing or resoldering components like integrated circuits, transistors, diodes, capacitors, and resistors.

If any questions, please feel to call the undersigned.


Karla Canchola
Controller



Attachment J

Experience Verification Reference Check

Name of Applicant:	Wailin Myat
Recruitment ID:	CBT-7329-T00127
Exam Class and Title:	Electronic Maintenance Technician Assistant Supervisor (7329) (T00127)
Reference Business Name:	Victory Honda of San Bruno
Reference Contact Name:	Karla Canchola
Reference Contact Phone:	[REDACTED]

1. What was your title at time of employment?	Controller
2. What's your current title?	Controller
3. What is/was your relationship to the applicant?	Employer
4. What is/was the applicant's title?	Line Technician
5. Could you confirm the dates of employment?	Nov. 2012- Feb. 2019
6. Please provide us a description of the applicant's job duties? Did this work include....	Could not support job duties. Recalls him being top Line tech (mechanic) but could only speak to his job title and employment dates. Also noted that she only wrote one letter for the applicant and does not recall the date of the letter.

Name of Analyst: Pierre Aguirre

Date of Employment Check: 5/23/25



Attachment K

From: [Pierre Aguirre from City and County of San Francisco](#)
To: [REDACTED]
Subject: RE: Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification
Date: Monday, June 9, 2025 10:58:35 AM

EXT

6/9/25

[REDACTED]

Dear Wailin Myat:

Thank you for submitting additional documents to support your reconsideration request for Electronic Maintenance Technician Assistant Supervisor - City and County of San Francisco - Multiple Departments Citywide (7329) (T00127). A second review of your application along with the additional information you submitted has been conducted.

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

EDUCATION: Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics; AND

EXPERIENCE: 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

LICENSE: Possession of a valid California driver's license.

You provided a copy of the following documents:

- Education document – Certification of Completion: Electronic program – College of San Mateo
- California Driver's License
- Resume
- Employer verification letter from Honda - No date

Following a careful review of your submitted documentation, we regret to inform you that it does not sufficiently demonstrate that you possess the required five (5) years of industrial or institutional electronics experience. This experience must include performing installation, instrumentation calibration, maintenance, troubleshooting, repair, and modification of electronic control systems and related electrical components and sub-systems down to the electronic component level, as outlined in the job requirements.

Specifically, the letter submitted from Victory Honda San Bruno could not be verified. Ms. Karla Canchola advised that she did not write the letter submitted and was only able to confirm your dates of employment and job title. She was unable to verify the duties described in the letter. As a result, the letter does not meet the verification requirements and was not accepted. Therefore, we are unable to confirm that the experience described satisfies the minimum qualifications for the 7329 Electronic Maintenance Technician Assistant Supervisor.

The documents that you provided do not show that you possess the experience, at this time, required to meet the minimum qualifications for Electronic Maintenance Technician Assistant Supervisor. Therefore, your application for this recruitment will not continue to the next step in the exam process.

This is the final decision of the MTA Examinations Unit. No additional information or documents will be considered.

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 believe that your documentation showed full possession of the posted minimum qualifications and that the MTA Examination Unit's decision is in error, you may submit an appeal in writing to the Civil Service Commission Office by close of business (5:00 P.M.) on the fifth working day following the transmittal date of this electronic communication.

Thank you for your time and interest in this recruitment. 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,

Best,

Pierre Aguirre

SFMTA Examinations & Classification Unit

RECRUITMENT: CBT-7329-T00127

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



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

**DANIEL LURIE
MAYOR**

Attachment L

Sent via Email

NOTICE OF RECEIPT OF APPEAL

DATE: June 17, 2025

REGISTER NO.: 0147-25-4

APPELLANT: WAILIN MYAT

Julie Kirschbaum
Director of Transportation
Municipal Transportation Agency
1 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Dear Julie Kirschbaum:

The Civil Service Commission has received the attached letter from Wailin Myat appealing the disqualification of the 7329 – Electronic Maintenance Technician Assistant Supervisor 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 Wailin Myat’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 September 4, 2025**, so that it may be heard by the Civil Service Commission at its meeting on September 15, 2025. If you are unable to transmit the staff report by the September 4th deadline, or if required departmental representatives will not be available to attend the September 15th 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.

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

A handwritten signature in blue ink that reads "Lavena Holmes". The signature is fluid and cursive, with the first name "Lavena" being more prominent than the last name "Holmes".

LAVENA HOLMES
Deputy Director

Attachment

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



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

**DANIEL LURIE
MAYOR**

Sent via Email

June 17, 2025

Wailin Myat
[REDACTED]

Subject: Register No. 0147-25-4: Appealing the Disqualification of the 7329 - Electronic Maintenance Technician Assistant Supervisor Examination.

Dear Wailin Myat:

This is in response to your appeal submitted to the Civil Service Commission on June 16, 2025, appealing the disqualification of the 7329 – Electronic Maintenance Technician Assistant Supervisor 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 of 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.sf.gov/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

LAVENA HOLMES
Deputy Director

From: [CivilService, Civil \(CSC\)](#)
To: [Gordon, Mika \(CSC\)](#)
Subject: Fw: Appeal and Request for Extension – Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification
Date: Tuesday, June 17, 2025 12:09:54 PM

Civil Service Commission Representative
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102
Office (628) 652-1110
Main (628) 652-1100
Fax (628) 652-1109

From: CivilService, Civil (CSC) <civilservice@sfgov.org>
Sent: Monday, June 16, 2025 8:18 AM
To: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>
Subject: Fw: Appeal and Request for Extension – Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification

Civil Service Commission Representative
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102
Office (628) 652-1110
Main (628) 652-1100
Fax (628) 652-1109

From: [REDACTED]
Sent: Saturday, June 14, 2025 3:38 AM
To: [REDACTED] CivilService, Civil (CSC) <civilservice@sfgov.org>
Cc: sfmtajobs@sfmta.com <sfmtajobs@sfmta.com>; DHRPublicInformation@sfgov.org <DHRPublicInformation@sfgov.org>
Subject: Appeal and Request for Extension – Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification

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

Dear SFMTA Human Resources,

I am writing in response to the disqualification notice for the :
Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification

As it has been several years since my employment at Victory Honda San Bruno, the verification letter author was unable to verify my job duties.

I am currently overseas and just saw the disqualification notice. Due to my location, I am having difficulty accessing or completing the formal appeal form at this time. I kindly ask that you accept this email as my formal appeal under Civil Service Rule 111A. I will complete and submit any required forms once I return to the U.S. on July 2nd.

I respectfully request an extension through July 8th to submit a replacement verification letter from an individual who can confirm my job duties.

Thank you for your time and consideration.

Sincerely,
Wailin Myat
T00127

[REDACTED]

----- Original message -----

From: Pierre Aguirre from City and County of San Francisco

<notifications@smartrecruiters.com>

Date: 6/10/25 2:58 AM (GMT+09:00)

To: [REDACTED]

Subject: RE: Electronic Maintenance Technician Assistant Supervisor (7329) (T00127)
Notification

6/9/25

[REDACTED]

Dear Wailin Myat:

Thank you for submitting additional documents to support your reconsideration request for Electronic Maintenance Technician Assistant Supervisor - City and County of San Francisco - Multiple Departments Citywide (7329) (T00127). A second review of your application along with the additional information you submitted has been conducted.

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

EDUCATION: Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics; AND

EXPERIENCE: 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

LICENSE: Possession of a valid California driver's license.

You provided a copy of the following documents:

- Education document – Certification of Completion: Electronic program – College of San Mateo
- California Driver's License
- Resume
- Employer verification letter from Honda - No date

Following a careful review of your submitted documentation, we regret to inform you that it does not sufficiently demonstrate that you possess the required five (5) years of industrial or institutional electronics experience. This experience must include performing installation, instrumentation calibration, maintenance, troubleshooting, repair, and modification of electronic control systems and related electrical components and sub-systems down to the electronic component level, as outlined in the job requirements.

Specifically, the letter submitted from Victory Honda San Bruno could not be verified. Ms. Karla Canchola advised that she did not write the letter submitted and was only able to confirm your dates of employment and job title. She was unable to verify the duties described in the letter. As a result, the letter does not meet the verification requirements and was not accepted. Therefore, we are unable to confirm that the experience described satisfies the minimum qualifications for the 7329 Electronic Maintenance Technician Assistant Supervisor.

The documents that you provided do not show that you possess the experience, at this time, required to meet the minimum qualifications for Electronic Maintenance Technician Assistant Supervisor. Therefore, your application for this recruitment will not continue to the next step in the exam process.

This is the final decision of the MTA Examinations Unit. No additional information or documents will be considered.

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 believe that your documentation showed full possession of the posted minimum qualifications and that the MTA Examination Unit's decision is in error, you may submit an appeal in writing to the Civil Service Commission Office by close of business (5:00 P.M.) on the fifth working day following the transmittal date of this electronic communication.

Thank you for your time and interest in this recruitment. 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,

Best,

Pierre Aguirre
SFMTA Examinations & Classification Unit
RECRUITMENT: CBT-7329-T00127

Attachment M

From: [Nath, Shivani](#)
To: [REDACTED]
Cc: [Aguirre, Pierre](#); d4078366-7159-4211-bb05-d1fb0398cb4b@usmail.smartrecruiters.com; [Miles II, William](#)
Subject: Re: Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification - (Follow-up)
Date: Friday, August 1, 2025 8:47:00 AM

Hello Wailin Myat,

Thank you for your follow-up. As Pierre Aguirre indicated to you in the notice sent on July 22, 2025, we have received an additional verification letter from you.

During our review of your appeal, we have found that Ms. Karla Canchola, Controller at Victory Honda San Bruno, did not author the letter that you submitted on May 21, 2025, as a letter of verification. This is a serious allegation and violates Civil Service Commission Rule, Section 111.9 Cheating or Fraud in Examinations of , specifically, "Significant false statements by applicants on the application or during the selection process shall be good cause for the exclusion of such person from the examination."

For this reason, MTA will not be accepting any additional documents from you, including the letter received on July 22, 2025, for this recruitment, and since this is a Civil Service appeal, we are prepared to address the rejection of your application in our report to the Civil Service Commission, which you will receive a copy of.

If, given this information, you wish to retract your appeal, you may contact the Civil Service Commission to do so.

Sincerely,

Shivani Nath

Shivani Nath

Exams & Classification Manager
Human Resources Division

Phone: 415-646-2120

Mobile: 415-470-7363

Email: shivani.nath@sfmta.com

1South VanNess

San Francisco, CA 94102

Join the SFMTA [SFMTA Career Center](#) | [SFMTA](#)

Get [Outlook for iOS](#)

From: [REDACTED]

Sent: Thursday, July 24, 2025 3:17:30 PM

To: Sambat, Diana <Diana.Sambat@sfmta.com>; Nath, Shivani <Shivani.Nath@sfmta.com>

Cc: Aguirre, Pierre <Pierre.Aguirre@sfmta.com>; d4078366-7159-4211-bb05-d1fb0398cb4b@usmail.smartrecruiters.com <d4078366-7159-4211-bb05-d1fb0398cb4b@usmail.smartrecruiters.com>

Subject: Re: Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification - (Follow-up)

EXT

Dear Diana Sambat,

I'm following up regarding my job application and the recent update on employment verification.

I've attached the updated letter from my former service and parts director, along with our previous email correspondence for reference. I truly appreciate the time and attention you and your team have given this matter.

While I understand it's now been referred to the Civil Service Commission, I'd sincerely appreciate the opportunity to resolve this directly, if possible. I remain very interested in the position and hopeful for a positive outcome.

I've CC Pierre Aguirre for transparency. Please let me know if there's anything further I can provide or clarify.

Thank you again for your time and consideration.

Best regards,

Wailin Myat

[REDACTED]
[REDACTED]

From: Pierre Aguirre from City and County of San Francisco
<notifications@smartrecruiters.com>

Sent: Tuesday, July 22, 2025 3:37 PM

To: [REDACTED]

Subject: RE: Electronic Maintenance Technician Assistant Supervisor (7329) (T00127)
Notification - (Follow-up)

Dear Wailin Myat,

Thank you for your follow-up. We have received your updated employment verification. Since this is now a Civil Service appeal, we will address all related matters in our report to the Civil Service Commission, and you will receive a copy.

If you have any additional questions, please refer to the letter from the Civil Service Commission acknowledging your appeal dated June 17, 2025.

Sincerely,

Pierre Aguirre
Exams and Classifications Unit



Office 415.646.4664

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



CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, disclosure, copying, distribution, or other use is prohibited. If you are not the intended recipient, please contact the sender immediately and destroy all copies of the communication without reading, forwarding, or saving.

From: Wailin Myat [REDACTED]

Sent: Monday, July 21, 2025 8:02 PM

To: Aguirre, Pierre <Pierre.Aguirre@sfmta.com>

Subject: RE: Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification

EXT

Dear Pierre Aguirre,

I'm following up on my July 9th email regarding my 7329 application and the updated employment verification from my former supervisor, Mr. Robert Jew.

I understand you may be reviewing multiple applications, but I wanted to check if any further documentation or clarification is needed from me at this time.

If my materials are still under review, I completely understand and would appreciate any update you can provide.

Thank you for your time, and please let me know if there's anything else I can provide.

Best regards,

Wailin Myat

[REDACTED]

[REDACTED]

From: Pierre Aguirre from City and County of San Francisco <notifications@smartrecruiters.com>

Sent: Monday, July 14, 2025 12:01 PM

To: [REDACTED]

Subject: RE: Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification

Hello,

Document was received. Thank you.

Pierre Aguirre
Exams and Classifications Unit



Office 415.646.4664

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



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From: Wailin Myat [REDACTED] <notifications@smartrecruiters.com>
Sent: Wednesday, July 9, 2025 8:38 PM
To: Aguirre, Pierre <Pierre.Aguirre@sfmta.com>
Subject: Re: Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification

EXT

Dear Pierre Aguirre,

I recently returned from international travel and was unable to access email during that time due to internet restrictions in China. I've just seen your message regarding the employment verification for my 7329 application.

There may have been a miscommunication or misunderstanding during the verification process. To clarify and resolve this, I've contacted my former direct supervisor, Mr. Robert Jew, who has provided a new letter confirming my duties and responsibilities at Grace/Victory Honda San Bruno.

I respectfully request that my application be reconsidered in light of this updated documentation.

If you are not the appropriate person to make a final decision on this matter, I would greatly appreciate it if you could direct me to the appropriate individual or supervisor who can review my updated materials.

Thank you very much for your time and understanding.

Sincerely,

Sincerely,

Wailin Myat

[REDACTED]

[REDACTED]

From: Pierre Aguirre from City and County of San Francisco <notifications@smartrecruiters.com>

Sent: Monday, June 9, 2025 10:58 AM

To: [REDACTED]

Subject: RE: Electronic Maintenance Technician Assistant Supervisor (7329) (T00127) Notification

6/9/25

[REDACTED] 

Dear Wailin Myat:

Thank you for submitting additional documents to support your reconsideration request for Electronic Maintenance Technician Assistant Supervisor - City and County of San Francisco - Multiple Departments Citywide (7329) (T00127). A second review of your application along with the additional information you submitted has been conducted.

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

EDUCATION: Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of an equivalent 2-year military training program in electronics; AND

EXPERIENCE: 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

LICENSE: Possession of a valid California driver's license.

You provided a copy of the following documents:

- Education document – Certification of Completion: Electronic program – College of San Mateo
- California Driver's License
- Resume
- Employer verification letter from Honda - No date

Following a careful review of your submitted documentation, we regret to inform you that it does not sufficiently demonstrate that you possess the required five (5) years of industrial or

institutional electronics experience. This experience must include performing installation, instrumentation calibration, maintenance, troubleshooting, repair, and modification of electronic control systems and related electrical components and sub-systems down to the electronic component level, as outlined in the job requirements.

Specifically, the letter submitted from Victory Honda San Bruno could not be verified. Ms. Karla Canchola advised that she did not write the letter submitted and was only able to confirm your dates of employment and job title. She was unable to verify the duties described in the letter. As a result, the letter does not meet the verification requirements and was not accepted. Therefore, we are unable to confirm that the experience described satisfies the minimum qualifications for the 7329 Electronic Maintenance Technician Assistant Supervisor.

The documents that you provided do not show that you possess the experience, at this time, required to meet the minimum qualifications for Electronic Maintenance Technician Assistant Supervisor. Therefore, your application for this recruitment will not continue to the next step in the exam process.

This is the final decision of the MTA Examinations Unit. No additional information or documents will be considered.

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 believe that your documentation showed full possession of the posted minimum qualifications and that the MTA Examination Unit's decision is in error, you may submit an appeal in writing to the Civil Service Commission Office by close of business (5:00 P.M.) on the fifth working day following the transmittal date of this electronic communication.

Thank you for your time and interest in this recruitment. 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,

Best,

Pierre Aguirre

SFMTA Examinations & Classification Unit

RECRUITMENT: CBT-7329-T00127



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Attachment N

VICTORY

Honda of San Bruno

Office: [REDACTED]

July 09, 2025

To Whom It May Concern,

Wailin Myat was employed as a Master Technician at Grace/Victory Honda from September 2008 to 2019. In this role, he specialized in the diagnosis, repair, and maintenance of vehicles and equipment, with experience in hybrid models.

Key Qualifications & Responsibilities:

- Trained in the installation, calibration, troubleshooting, and repair of Honda high-voltage electronic control systems and battery assemblies.
- Hands-on experience with Lidar/Radar systems for assisted cruise control and lane departure warning.
- Proficient in servicing electronic control systems and sub-systems, including component-level repairs.
- Skilled in diagnostic procedures using tools such as Oscilloscopes, Fluke meters, and advanced electronic diagnostic equipment.
- Experienced in disassembling, fault identification, and repairing malfunctioning systems down to the component level.

Please feel free to contact me for further details.

Regards,

A handwritten signature in black ink, appearing to read 'R. Jew', with a long horizontal stroke extending to the right.

Robert Jew
Parts & Service Director