



**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: August 14, 2025

Re: **Notice of Proposed Classification Actions – Final Notice No. 3 FY 2025/2026 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 14, 2025.

Carol Isen  
Human Resources Director

by:

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Steve Ponder  
Classification and Compensation Director  
Human Resources

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

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

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

**Posting No:** 3  
**Fiscal Year:** 2025/2026  
**Posted Date:** 08/07/2025  
**Reposted Date:** N/A

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

Item #	Job Code	Title	Bargaining Unit
1	7358	Pattern Maker	0021

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

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

cc: All Employee Organizations  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Pattern Maker  
Job Code: 7358**

**DEFINITION**

Under general supervision, the 7358 Pattern Maker performs skilled work in connection with the fabrication, alteration, maintenance and repair of a variety of patterns for the manufacture of castings.

**DISTINGUISHING FEATURES**

The 7358 Pattern Maker is distinguished from 7344 Carpenter by the former's responsibility to manufacture and maintain patterns of objects to be cast and special wooden parts.

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

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

1. Designs, lays out and constructs simple or intricate patterns from blueprints, sketches or models; calculates shrinkage of metal and alloys.
2. Repairs and corrects broken or damaged pattern equipment to compensate for defects in castings; replaces, repairs, and transports pattern parts, materials, and equipment throughout the city.
3. Maintains pattern tools, shop machinery, and equipment.
4. Constructs wood and metal pattern tools, machinery, equipment, and castings.
5. Constructs, repairs and alters wood and metal patterns and core boxes.
6. Makes filing cabinets and office equipment.
7. Reviews specifications for new machinery or equipment, including estimating labor, parts, and related costs.
8. Constructs and repairs fire department ladders, tools, special wooden parts for cable cars and antique street cars, plaques, and other equipment according to specifications.
9. Inspects and provides quality control over castings delivered by vendors.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Pattern making methods and practices, including design, fabrication, and maintenance techniques; safety practices which include workplace safety, safe operation of pattern making tools and equipment, and proper handling of materials; the use of pattern making tools and equipment; pattern making materials which include various types of woods, metals and alloys, plasters and plastics

Ability or Skill to: Design, lay out and make simple or intricate patterns; calculate shrinkages for various types of metals and alloys; work from blueprints, drawings, sketches, samples or oral instructions; communicate verbally in a clear and effective manner; maintain effective working

**CITY AND COUNTY OF SAN FRANCISCO  
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**Title: Pattern Maker  
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relationships; use pattern making tools, materials and equipment safely.

**MINIMUM QUALIFICATIONS**

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

**Education:**

Possession of a high school diploma or equivalent (GED or High School Proficiency Examination).

**Experience:**

Two (2) years of experience in pattern making. Experience must include interpreting blueprints and drawings, calculating shrinkages or dimensions and laying out, and constructing and maintaining wooden or metal patterns and replicated shapes.

**License and Certification:**

Possession of a valid Class C driver's license at time of appointment.

**Substitution:**

Completion of a recognized pattern making apprenticeship program may substitute for the two (2) years of experience in pattern making.

**SUPPLEMENTAL INFORMATION**

Nature of work requires: continuous close attention and working within very close tolerances; some physical effort and considerable manual dexterity; exposure to working conditions where minor and major injuries may occur.

**PROMOTIVE LINES**

**ORIGINATION DATE:**

**AMENDED DATE:** 8/14/25

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA