



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

*Sent via Electronic Mail*

April 8, 2021

**SUBJECT: REPORT ON MEET AND CONFER MEETINGS WITH IBEW LOCAL 6 REGARDING 7366 TRANSIT POWER LINE WORKERS**

The above matter will be considered by the Civil Service Commission at a virtual meeting (Cisco WebEx) to be held on **April 19, 2021 at 2:00 p.m.**

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

Attachment

Cc: Kimberly Ackerman, Municipal Transportation Agency  
William Miles II, Municipal Transportation Agency  
Aaron Beckwith, Municipal Transportation Agency  
Margot Reed, Municipal Transportation Agency  
John Doherty, IBEW Local 6  
Osha Ashworth, IBEW Local 6  
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](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://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 (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies 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 [www.sfgov.org/CivilService](http://www.sfgov.org/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/](http://www.sfgov.org/civilservice/).

**I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take 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.

**J. Public Comment and Due Process**

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

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

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

**Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1107 or (628) 652-1100 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](mailto:sotf@sfgov.org), or on the City’s website at [www.sfgov.org/bdsupvrs/sunshine](http://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 <http://www.sfgov.org/ethics/>.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22MTA) Applicable to Municipal Transportation Agency Service-Critical Classes

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports MTA for Instructions on completing and processing this Form

1. Civil Service Commission Register Number: - -
2. For Civil Service Commission Meeting of: April 19, 2021
3. Check One:           Ratification Agenda  
                              Consent Agenda  
                              Regular Agenda                               X
4. Subject: **Report on Meet and Confer Meetings with IBEW Local 6 Regarding 7366 Transit Power Line Workers**
5. Recommendation: Adopt the report.
6. Report prepared by: William Miles II Telephone number: (415) 646-2863
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A**
8. Reviewed and approved for Civil Service Commission Agenda:  
  
Municipal Transportation Agency Director: Kimberly Beckerman  
Date: April 8, 2021
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.

<u>CSC RECEIPT STAMP</u>

Attachment

## **NOTIFICATIONS**

**Kimberly Ackerman – Director, SFMTA Human Resources**

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San Francisco, CA 94103

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London Breed, Mayor

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

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

Jeffrey Tumlin, Director of Transportation

## MEMORANDUM

**DATE:** April 8, 2021

**TO:** Honorable Civil Service Commission

**THROUGH:** Kimberly Ackerman *ka*  
Director, SFMTA Human Resources

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

**SUBJECT:** **Report on Meet and Confer Meetings with IBEW Local 6 Regarding 7366 Transit Power Line Workers**

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As a result of an appeal for examination CBT-7366-M00218 by candidate Troy Cato (CSC Register No. 0187-20-4), a 7432 Electrical Line Helper provided an acting assignment for class 7366 Transit Power Line Worker, the SFMTA agreed to Meet and Confer with IBEW Local 6 to discuss the safety training plan for all current acting 7366s and to continue long-time, but suspended, discussions on the creation of an apprenticeship program for individuals to gain the necessary knowledge, skills, abilities and certifications to become journey-level Transit Power Line Workers and safely work on energized lines.

SFMTA also agreed to post a new 7366 Transit Power Line Worker examination announcement and to keep the announcement open until all acting 7366s possessed two years in an acting capacity to meet the current minimum qualifications to compete in the examination process. The examination announcement, recruitment CBT-7366-M00237, was opened for applications on April 6, 2021 **[Attachment A]**. The announcement includes language stating "Receipt of applications may close at any time, but not before 5/14/2021 at 5:00 PM." SFMTA will check in May if all acting 7366s have applied and have met the minimum qualifications before closing the announcement. If an acting 7366 has not applied, they will receive an email reminder from SFMTA HR to do so.

The Civil Service Commission (CSC) requested that a report on the initial discussions of the meetings between SFMTA and IBEW Local 6 be provided for review and discussion at the April 19, 2021 CSC Meeting and follow-up reports to be provided every 6 months thereafter to provide updates on the status of the creation of an apprenticeship program.

An initial meeting on these discussions occurred on March 22, 2021 with a follow-up meeting on April 6, 2021.



The following matters were discussed:

- Preliminary discussions about an apprenticeship program and development of the acting 7366s;
- Agreement to move forward with the development of a joint-apprenticeship program;
- Agreement that SFMTA will determine the appropriate safety training to be provided to the current acting 7366s;
- Agreement to discuss whether or not any changes are needed to the minimum qualifications;
- Agreement that providing continuing education for class 7366 would be advantageous and initiated discussions on how such training might be able to be provided;
- Agreement to meet on a bi-weekly basis to continue discussions. Meetings have been scheduled through March 2022. Parties acknowledged that meetings may be moved when necessary to accommodate conflicts in schedules.

SFMTA is evaluating the possible use of specific classes at Northwest Lineman College or City College of San Francisco as two possibilities to provide portions of the safety training for acting 7366s. Once initiated, safety training is expected to last up to six months for each acting 7366.

SFMTA will continue to discuss these topics with IBEW Local 6 at future meetings.

### **RECOMMENDATION**

Adopt the report.

# ATTACHMENT A

## 7366 Transit Power Line Worker

Recruitment #CBT-7366-M00237

**DEPARTMENT** Municipal Transportation Agency  
**ANALYST** Pierre Aguirre  
**DATE OPENED** 4/6/2021 08:00:00 AM  
**FILING DEADLINE** Continuous  
**SALARY** \$117,936.00 - \$126,854.00/year  
**JOB TYPE** CBT Discrete  
**EMPLOYMENT TYPE** Full-Time

### INTRODUCTION



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

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

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

### VERIFICATION DOCUMENTS MUST BE SUBMITTED BY THE APPLICATION FILING DEADLINE

RECEIPT OF APPLICATIONS MAY CLOSE AT ANY TIME, BUT NOT BEFORE 05/14/2021 AT 5:00 PM.

#### POSITION DESCRIPTION:

Under general supervision, a Transit Power Line Worker performs skilled line work in the installation, maintenance, and repair of transit power systems including trolley overhead contact wires, poles, conduits, cables, feeders, switches, and related support structures. Essential functions of this classification include: installing and maintaining underground and overhead high voltage electrical systems/facilities and supporting structures; repairing and replacing poles, cross arms, insulators and related hardware under energized and de-energized conditions,

and in heavy traffic or in underground and subway stations; inspecting overhead lines and circuits to identify and assess faulty lines or worn parts, maintaining, repairing, and overhauling them if necessary; digging foundations, setting, plumbing and anchoring poles; stringing, rigging, splicing and repairing electrical lines, cables, wires and related switches under energized and de-energized conditions and in heavy traffic; responding to emergency road call requests; maintaining routine records; and driving city vehicles. Performs other related duties as required.

**Nature of Work:** Requires considerable physical effort and dexterity in the use of fingers, limbs and body; continuous exposure to physical and working conditions where serious injuries may be encountered; working with high voltage electrical distribution lines and working in confined spaces. May be assigned to work day, swing or night shifts, weekends, and holidays. May be required to wear respirators and work in inclement weather. May be required to work overtime. This is a 7-day/24 hour operation.

**MINIMUM QUALIFICATIONS:**

1. Completion of a State certified Electrical Line Worker apprenticeship program recognized by the International Brotherhood of Electrical Workers; **OR**
2. Two (2) years of full time verifiable journey-level electrical line worker experience in the installation, maintenance and operation of high voltage (**above 600 volts**) power transmission and distribution systems; **OR**
3. Five (5) years of full time verifiable journey-level electrician experience as defined by the International Brotherhood of Electrical Workers of which two (2) years must have been assisting in the installation, maintenance and operation of high voltage (**above 600 volts**) power transmission and distribution systems; **AND**
4. Possession of a valid driver license. Must obtain a Class B driver license within six months of appointment. Failure to obtain a Class B driver license will be cause for termination.

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

One year full-time employment is equivalent to 2,000 hours (2,000 hours of qualifying work experience is based on a 40 hour work week). Any overtime hours that you work above 40 hours per week are not included in the calculation to determine full-time employment.

**HOW TO APPLY:**

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

- Click and select 7366 Transit Power Line Worker (CBT-7366-M00237)
- Click on "Apply" and read and acknowledge the information
- Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
- Follow instructions given on the screen.

In order to comply with social distancing guidelines due to COVID-19, staff is working remotely at this time. As a result, the Department of Human Resources (DHR)'s and SFMTA's Human Resources offices are currently closed to the general public. We highly recommend applications be completed early. If you are having difficulty submitting your application online, please contact us at 415-646-4664 between 8:30 a.m. – 12:00 p.m. and 1:00 p.m. - 4:30 p.m. Monday through Friday or by e-mail at Pierre.Aguirre@sfmta.com.

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

Upon successful submittal of the application online, the applicant will receive a notification on the screen, as well as in the applicant's e-mail inbox, acknowledging the receipt of the application by the SFMTA - Merit Section.

**VERIFICATION:**

**All applicants, including employees of the City and County of San Francisco, must submit verification (proof) of all work experience, education/training (if applicable), and valid driver license needed to qualify. This required verification must be submitted by the filing deadline (postmark not accepted).**

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Verification must be submitted by one of the following methods:

- email to Pierre.Aguirre@sfmta.com; or
- attach to the online application in the "Other" tab.

**Verification of Experience:** All applicants, including SFMTA employees, must submit verification of qualifying work experience. Verification of work experience must be on the employer's letterhead; must show the name of the applicant; job title(s) and duties performed; dates of employment; types of employment (part-time/full-time); and must be signed by the employer. 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. City employees will receive credit for the duties of the class to which they are appointed or assigned unless sufficient and credible documentation is provided to verify

performance of other duties. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of the Civil Service Commission Rules.

Applicants who cannot obtain the required verification of employment may request a waiver of the verification requirement. The applicant must submit a signed statement explaining the reason for the request, the name(s) of the employer(s) with whom qualifying experience was obtained, job title(s), duties performed, and the dates of employment. Verification may be waived if impossible to obtain. Waiver requests will be evaluated on a case-by-case basis.

**Verification of Education/Training:** All applicants, including SFMTA employees, must submit verification of qualifying education/training (if applicable). A copy of diploma/transcript/certification must be submitted to verify qualifying education/training.

**Verification of Driver License:** All applicants, including SFMTA employees, must submit verification of a valid driver license. A copy of the driver license must be submitted.

Failure to submit the verification of work experience or a request for waiver of verification, education/training (if applicable), and copy of valid driver license, by the filing deadline (postmark not accepted) may result in disqualification of the application.

### **SELECTION PROCEDURE:**

#### **Minimum Qualification Supplemental Questionnaire (Weight: Qualifying):**

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

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

Candidates deemed eligible and admitted to the examination process will be administered a written multiple-choice test designed to measure knowledge, skills and/or abilities in job-related areas which may include but not limited to: technical knowledge; ability to install, repair, replace, string, rig, splice and maintain equipment/structures; ability to use tools and equipment; knowledge of safety regulations and procedures; and human relations ability.

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

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

**CERTIFICATION RULE:**

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

**ELIGIBLE LIST:**

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

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

To find Departments which use this classification, please see <https://sfdhr.org/sites/default/files/documents/ASO-Level-Chart.pdf?documentID=21246>.

**NOTES:**

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

**Medical Examination/Drug Testing:**

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

The San Francisco Municipal Transportation Agency (SFMTA) has determined that Class 7366 Transit Power Line Worker is a “safety-sensitive” position, under regulations issued by the Federal Transit Administration (49 CFR Part 655). Federal law requires that all transit employees who perform safety-sensitive functions be subject to random, post-accident, reasonable suspicion, return-to-duty and follow-up drug and alcohol testing. All applicants for Safety-Sensitive positions shall undergo urine drug testing prior to employment and within 90 days prior to performing Safety-Sensitive functions for the first time. Receipt by the SFMTA of a negative test result is required prior to the employee being placed on the payroll. A positive, adulterated, negative dilute or substituted test will result in a decision not to hire, and the applicant’s name will be removed from the list of eligibles for Safety-Sensitive positions. The SFMTA will not consider hiring any person who tested positive, adulterated, substituted or refused to submit to testing for a minimum of two years following the positive test.

In addition, each applicant who has worked for a Department of Transportation (DOT)-regulated employer(s) within the last two years will be required to sign a consent form, prior to appointment, authorizing SFMTA to obtain information from his/her prior employers concerning his/her drug and alcohol test history. Each applicant will also be required to provide SFMTA with information regarding whether, during the last two years, the applicant tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, safety-sensitive transportation work covered by DOT drug and alcohol testing rules. SFMTA will not hire any applicant for a safety-sensitive position who fails to provide this information or fails to provide written consent for the release of information from prior employers.

**Reasonable Accommodation Request:**

Information on requesting reasonable accommodation for persons with disabilities can be found at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>. Qualified applicants with disabilities requiring reasonable accommodation in the selection process must contact the SFMTA by phone at 415.646.4664 or 415.701.5043 (TTY); or in writing to: SFMTA Human Resources, Merit Section, 1 South Van Ness, 6th Floor, San Francisco, CA 94103. For further information, contact 415.646.4664.

**Veteran’s Preference:**

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

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

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

**Terms of Announcement and Appeal Rights**

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at [www.jobaps.com/sf](http://www.jobaps.com/sf).] The terms of this announcement may be appealed under Civil Service Rule 410.4. Such appeals must be submitted in writing to the San Francisco Municipal Transportation Agency ATTN: Human Resources Merit Section, 1 S Van Ness Avenue, 6th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

**Copies of Application Documents:**

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

**Right to Work:**

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

**Employee Wellness Program:**

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

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

Exam Type: Entrance  
Issued: April 6, 2021  
Jeff Tumlin  
Director of Transportation  
San Francisco Municipal Transportation Agency  
Recruitment ID Number: M00237  
MTA/PA: 415-646-4664

### **CONVICTION HISTORY**

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

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

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

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

### **DISASTER SERVICE WORKERS**

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

### **BENEFITS**

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

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

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