



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent via Electronic Mail

May 5, 2022

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Salvatore Pavone
[REDACTED]

SUBJECT: APPEAL FROM SALVATORE PAVONE OF THE REJECTION OF APPLICATION FOR 7274 TRANSIT POWER LINE WORKER SUPERVISOR II (CBT-7274-T00005).

Dear Salvatore Pavone:

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 **May 16, 2022 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.sfgov.org/CivilService under "Meetings" no later than end of day on Wednesday, May 11, 2022. 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, email them to the Civil Service Commission's email at civilservice@sfgov.org by **5:00 p.m. on Tuesday, May 10, 2022**, 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.

It is important that you or an authorized representative attend the hearing on your appeal. Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance. As a reminder, you are to be honest and forthright during all testimony and in all documentation that you provide to the Civil Service Commission.

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

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Kimberly Ackerman, Municipal Transportation Agency
William Miles II, Municipal Transportation Agency
Shivani Nath, Municipal Transportation Agency
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 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, 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 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: sof@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 <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: 0032 - 22 - 4
2. For Civil Service Commission Meeting of: May 16, 2022
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda X
4. Subject: **Appeal of Rejection of Application by Salvatore Pavone for 7274 Transit Power Line Worker Supervisor II (CBT-7274-T00005)**
5. Recommendation: Adopt the report and deny the appeal by Salvatore Pavone.
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:

Municipal Transportation Agency Director: Kimberly Ackerman

Date: May 4, 2022
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

Salvatore Pavone

Email: [REDACTED]

Kimberly Ackerman – Director, SFMTA Human Resources

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San Francisco, CA 94103

Email: Kimberly.Ackerman@sfmta.com

William Miles II – 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

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London Breed, Mayor

Gwyneth Borden, Chair
Amanda Eaken, Vice Chair
Cheryl Brinkman, Director

Steve Heminger, Director
Sharon Lai, Director

Jeffrey Tumlin, Director of Transportation

MEMORANDUM

DATE: May 4, 2022

TO: Honorable Civil Service Commission

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

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

FROM: Shivani Nath *SN*
Examinations and Classifications (E&C) Manager, SFMTA Human Resources

SUBJECT: **Appeal of Rejection of Application by Salvatore Pavone for 7274 Transit Power Line Worker Supervisor II (CBT-7274-T00005)**

BACKGROUND

The examination announcement for 7274 Transit Power Line Worker Supervisor II (CBT-7274-T00005) **[Attachment A]** was opened by the Municipal Transportation Agency (MTA) for filing from December 9, 2021 through December 20, 2021. To qualify for the examination, applicants needed to possess the following minimum qualifications (MQs):

*Six (6) years of journey-level experience which must have included three (3) years in a supervisory capacity in the construction, maintenance, and repair of overhead and underground transit power transmission systems and equipment over 600 volts; **AND** Possession of a valid Class C driver license.*

Salvatore Pavone submitted a timely application and a resume **[Attachment B]** for the examination on December 15, 2021.

After a review of the application, MTA Human Resources (HR) determined that Mr. Pavone's application packet did not clearly show possession of the MQs necessary to participate in the 7274 Transit Power Line Worker Supervisor II examination.

Therefore, a rejection letter was sent on January 7, 2022 **[Attachment C]**.



Applicants were given until the close of business on January 14, 2022 to submit additional verification showing possession of the MQs. Mr. Pavone submitted a memo dated 1/13/22 from Christopher Spain, Manager, Subject: Verification of Experience, Sal Pavone **[Attachments D]**. This memo stated that Mr. Pavone had 3 years and 9 months of supervisory experience at the appropriate level.

Since Mr. Pavone was an internal applicant and MTA had access to contemporaneous documents, the analyst reached out to MTA's Labor Relations Unit to determine if documentation existed which would support the applicant meeting the minimum qualifications. The analyst was able to confirm that Mr. Pavone worked in formal acting assignments performing the full range of duties and responsibilities of the 7235 Transit Power Line Supervisor I **[Attachments E1-E5]**.

However, based on the review of these documents and appointment records, Mr. Pavone only possessed 26.5 months of the required supervisory experience as of the filing deadline, and therefore, a second rejection letter was sent on March 4, 2022 **[Attachment F]**.

Mr. Pavone submitted a timely appeal of this decision to the Civil Service Commission on March 8, 2022 **[Attachment G]**.

ISSUE

Does Salvatore Pavone meet the minimum qualifications to participate in the examination for CBT-7274-T00005 Transit Power Line Worker Supervisor II?

AUTHORITY/STANDARDS

Sec. 410.2 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. 410.4 Appeals of Examination Announcements

Appeals concerning the provisions of an examination announcement must be received by the MTA Director of Transportation/Designee within five (5) business days from the issuance date. The MTA Director of Transportation/Designee 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. 410.9 Qualifications of Applicants



410.9.1 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 in Service-Critical classes at the Municipal Transportation Agency 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 in Service-Critical classes at the Municipal Transportation Agency may receive credit for duties not usually performed by incumbents in a Service-Critical 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 in Service-Critical classes at the Municipal Transportation Agency not usually performed by incumbents in a Service-Critical class based on non-contemporaneous documentation shall require the certification of the Municipal Transportation Agency Deputy Director, Labor Relations and Human Resources, and the approval of the Director of Transportation.

405.12.1 Examination Matters

An action by the MTA Director of Transportation/Designee, on examination matters, may be appealed to the Commission provided such appeal is received by the Executive Officer by close of business on the fifth (5th) working day (excluding Saturdays, Sundays, and holidays) following the postmarked mailing date of notification to the appellant. The appeal period shall be extended an additional five (5) working days (excluding Saturdays, Sundays, and holidays) where the notification to the appellant is sent exclusively by certified mail – return receipt requested. The Commission's action on the appeal shall be final and no reconsideration request shall be allowed.

FINDINGS

1. Announcement opened: 12/6/21
 2. Announcement closed: 12/20/21
 3. No appeals of the terms of the job announcement were received
 4. Salvatore Pavone applied: 12/15/21
 5. First Not Qualified Notice sent to Salvatore Pavone: 1/7/22
 6. Salvatore Pavone contests that he has the required three years of supervisory experience by virtue of his time as a foreman for over three years via email exchange on 1/19/22
- [Attachment H]**
7. Additional Information (letter from Charles Drane, Manager) received: 1/13/22
 8. Second Not Qualified Notice sent to Salvatore Pavone: 3/4/22
 9. CSC Appeal filed: 3/8/22



ANALYSIS

Mr. Pavone contests that his application should be qualified because the letter written by Christopher Spain indicates that he has enough time in a supervisory capacity of over 3 years.

Mr. Pavone has been with the City and County of San Francisco since June 16, 2007, appointed to 7432 Electrical Line Helper. Then on May 24, 2014, he was appointed to 7366 Transit Power Line Worker and subsequently appointed to 7235 Transit Power Line Supervisor I **[Attachment I]**. The 7432 and 7366 classes are entry and journey-level classifications respectively that do not exercise any supervisory functions **[Attachment J]**.

Christopher Spain states that Mr. Pavone possesses three years and nine months of supervisory experience related to the minimum qualifications, including intermittent acting assignments from 2017 to 2021. According to employee records **[Attachment K]**, Mr. Spain was hired by SFMTA in September of 2016 as a 7364 Power House Operator. On September 23, 2017, Mr. Spain accepted the position of 7244 Power Plant Supervisor I. The 7244 classification **[Attachment L]** has supervisory responsibilities, but over Power House Operators not Overhead Line Workers such as Mr. Pavone. Mr. Spain maintained this classification until January 16, 2020 when he was given an acting assignment as the Traction Power Group Manager. Therefore, Mr. Spain was not the direct supervisor or manager for Mr. Pavone for the length of the time indicated in the written letter, and cannot verify such information prior to the time period where they were a direct supervisor or manager of Mr. Pavone.

Mr. Pavone's application has been reviewed based on contemporaneous documentation. Although he was appointed into the 7235 Transit Power Line Supervisor I classification on October 30, 2021, his time in this class, including in any authorized acting assignments, can only be counted through the bulletin's final filing date which is December 20, 2021.

SFMTA HR has reviewed documented records of qualifying experience to be counted through December 20, 2021, as shown below:

1. Payroll Memo dated: 1/5/18 = 6 months as Class 7235 (1/1/18 - 6/30/18)
2. Payroll Memo dated: 7/5/18 = 6 months as Class 7235 (7/1/18 - 12/31/18)
3. Payroll Memo dated: 12/27/18 = 6 months as Class 7235 (1/1/19 - 6/30/19)
4. Payroll Memo dated: 6/19/21 = 2 Months as Class 7235 (4/17/21 - 6/30/21)
5. Payroll Memo dated: 6/18/21 = 4 months as Class 7235 (7/1/21 - 10/30/21)
6. Permanent Civil Service (PCS) appointment = 2 months as Class 7235 (10/30/21 - 12/21/21).



A review of Mr. Pavone's application did not demonstrate any experience outside of employment with the City and County of San Francisco to apply toward the supervisory requirements.

Per Civil Service Rule 410.9.1, Mr. Pavone has been credited for experience properly documented through acting assignments and appointment records. The letter by Christopher Spain stating 3 years and nine months of qualifying work in a supervisory capacity is not substantiated in documented records. A supervisor or manager of an employee cannot qualify a candidate; there must be documented records showing the performance of qualifying job duties. No records have been submitted other than the letter by Mr. Spain that back up the assertion of there being such responsibilities performed for the length of time specified in this letter.

Mr. Pavone has a total of 26.5 months, approximately 2.2 years, of the required supervisory experience documented as of the filing deadline, which is not enough to qualify Mr. Pavone under the minimum qualifications specific to supervisory experience which states "*...three (3) years in a supervisory capacity in the construction, maintenance, and repair of overhead and underground transit power transmission systems and equipment over 600 volts...*"

CONCLUSION

Mr. Pavone has the journey-level requirements of the minimum qualifications for the 7274 examination but lacks full possession of the required supervisory experience.

RECOMMENDATION

Adopt the report and deny the appeal by Salvatore Pavone.



ATTACHMENTS

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B	Salvatore Pavone's Application Materials	11
C	First Reject Letter sent to Salvatore Pavone on January 7, 2022	13
D	Verification Letter Written By Christopher Spain, dated January 13, 2022	15
E1	Payroll Memo Authorizing Acting Pay 1/1/18 – 6/30/18	16
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City and County of San Francisco

ATTACHMENT A

Transit Power Line Worker Supervisor II - SF Municipal Transportation Agency - (7274)

1 S Van Ness Ave, San Francisco, CA 94103, USA

Full-time

Fill Type: Permanent Civil Service

Work Hours: Regular

Job Code and Title: 7274-Transit Power Line Worker Supervisor II

Company Description

The SFMTA, a department of the City and County of San Francisco, oversees Muni (the historic Municipal Railway), parking and traffic, bicycling, walking and taxis. Over one million people get around San Francisco and rely on us to ensure safe and reliable travel.

Our Vision: Excellent transportation choices for San Francisco.

Our Mission: We connect San Francisco through a safe, equitable, and sustainable transportation system.

Deadline to Apply: December 20, 2021

Annual Salary: \$130,650.00-\$158,782.00

Job Description

Under general direction, the Transit Power Line Supervisor II directs the activities of the division engaged in the construction, maintenance and repair of overhead and underground transit power transmission systems.

Essential functions of the class include but are not limited to: managing the activities of the overhead division; reviewing and analyzing existing methods and procedures; identifying changes to increase efficiency and/or to be in compliance with applicable rules and regulations; interpreting, coordinating and carrying out existing methods and procedures; identifying areas of changes, making recommendations and implementing changes, where necessary; coordinating repair crews' response to transit system emergencies; overseeing requisition of materials, supplies and equipment; interpreting diagrams, reading, understanding and interpreting diagrams, blueprints and/or schematics; preparing budget requests and administering and monitoring expenditures; and preparing, maintaining and reviewing a variety of records and reports. Performs other related duties.

Nature of Work: may require 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 underground or elevated areas. Work in a 7 day/24 hour operation. May be assigned to work any shift, including nights, holidays and weekends.

Qualifications

1. Six (6) years of journey–level experience which must have included three (3) years in a supervisory capacity in the construction, maintenance and repair of overhead and underground transit power transmission systems and equipment over 600 volts; **AND**
2. Possession of a valid Class C driver license.

Additional 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.

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

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 [here](#). 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.

Additional Information

Exam Analyst: If you have any questions regarding the Exam Process, please contact the exam analyst, Pierre.Aguirre@sfmta.com. *Please note: all your information will be kept confidential according to EEO guidelines.* PA | CBT-7274-T00005 | CPE

Selection Procedure:

Minimum Qualification Supplemental Questionnaire (Weight: Qualifying):

Candidates will be prompted to complete a Supplemental Questionnaire prior to being placed on the eligible list. Failure to complete the questionnaire may result in disqualification from the selection process.

Basic Supervisory Exam: (Weight: 60%)

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.

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.

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

Only those applicants who pass the Basic Supervisory Exam will receive a score on the Training and Experience Evaluation.

Training and Experience Evaluation/Supplemental Questionnaire (Weight: 40%)

Candidates who meet the minimum qualifications for this position will receive a Supplemental Questionnaire via email following the closing date of this job announcement. 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 application be accurate and complete. All statements made on the application materials are subject to verification. A passing score must be achieved on the Supplemental Questionnaire in order to be ranked on the eligible list. The department may administer additional position-specific selection procedures to make final hiring decisions.

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/Score Report: 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.

Medical Examination: Candidates who are being considered for appointment to positions 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.

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](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Veterans Preference](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)
- [Seniority Credit in Promotional Exams](#)
- [SFMTA Employee Wellness Program](#)

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

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 [SmartRecruiters.com/SFCITYJOBS](https://www.smartrecruiters.com/SFCITYJOBS)] 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>.

CONDITION OF EMPLOYMENT: All City and County of San Francisco employees are required to be vaccinated against COVID-19 as a condition of employment. For details on how it is applicable to your employment, please click [here](#).

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.

Job Location

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ATTACHMENT B





S [JOBS](#) [COMMUNITIES](#) [PEOPLE](#) [ANALYTICS](#)

SP **Salvatore Pavone** 
7235 Perminate Transit Power Line Crew Supervisor at SFMTA


 [Edit contact info](#)

[Emails \(2\)](#) [Reviews](#) [Interviews](#) [Notes \(3\)](#) [Activity](#) [Offers](#)

Experience ADD

Oct 2021 - Current 7 months	7235 Perminate Transit Power Line Crew Supervisor SFMTA * Plan and schedule the crew's daily work.* Answer emergency calls for the overhead line department.* Ensure the safety of my crew and the safety of the public.	
Jul 2016 - Oct 2021 5 years, 4 months	Acting Foreman SFMTA * I was appointed acting foreman.* Overline foreman I provided information about the department in meetings, regulations,* Community resources as well as legislation.	
Dec 2010 - Jul 2016 5 years, 8 months	7366 Transit power lineman SFMTA * Oversees historic Municipal Railway.* Ensure the safety of millions of people in San Francisco bicycling, walking, traffic, uber, lift* Repair overhead high voltage Transit power for reliable travel.	
Jun 2007 - Dec 2010 3 years, 8 months	Electrical Line Helper SFMTA * Under supervision performed semi-skilled line work maintenance.* Repair and installation of communication traffic and street light systems.* Transit power lines and high voltage overhead.	

Education ADD

Sep 2010 - Jun 2012 a year, 10 months	apprenticeship program Tennessee Valley Public Power	
--	---	---

Salvatore Pavone



Skills

I'm a humble hard working family man. The safety of my crew and the public are top priority. The public needs a reliable transit trolley and railway system. It is my honor to provide service to the historic Municipal Railway. I work with 600 volt D.C. high voltage power lines rain or shine.

Experience

October 24, 2021- PRESENT

SFMTA, San Francisco - *7235 Perminate Transit Power Line Crew Supervisor I*

- Plan and schedule the crew's daily work.
- Answer emergency calls for the overhead line department.
- Ensure the safety of my crew and the safety of the public.

July 1, 2016 - October 24, 2021

SFMTA, San Francisco - *7235 Acting Foreman*

- I was appointed acting foreman.
- Overline foreman I provided information about the department in meetings, regulations, community resources as well as legislation.

December 1, 2010-July 1, 2016

SFMTA, San Francisco - *7366 Transit power lineman*

- Oversees historic Municipal Railway.
- Ensure the safety of millions of people in San Francisco bicycling, walking, traffic, uber, lift
- Repair overhead high voltage Transit power for reliable travel.

June 16, 2007-December 1, 2010

Hired with SFMTA - *7432 Electrical Line Helper*

- Under supervision performed semi-skilled line work maintenance.
- Repair and installation of communication traffic and street light systems.
- Transit power lines and high voltage overhead.

Education

2010- 2012

Tennessee Valley Public Power, San Francisco - *apprenticeship program*- On the job training for the certification to become a Public Power Association Lineman for SFMTA

Awards Certifications for multiple classes could be found in my personal file at 1580 Burk SFMTA OHL building.

ATTACHMENT C

Pierre Aguirre Transit Power Line Worker Supervisor II - SF Municipal Transportation Agency - (7274) Qualifications Review

Jan 7, 2022

1/7/22



Dear Salvatore Pavone:

Thank you for submitting your application for Transit Power Line Worker Supervisor II - SF Municipal Transportation Agency - (7274). After a careful review of your application, it has been determined that you do not possess the **Experience** required to fulfill the minimum qualifications for this position as stated in the examination announcement. All applicants must meet all of the minimum qualifications and provide the necessary documents in order to progress in the examination.

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

Experience:

1. Six (6) years of journey-level experience which must have included three (3) years in a supervisory capacity in the construction, maintenance and repair of overhead and underground transit power transmission systems and equipment over 600 volts; **AND**
2. Possession of a valid Class C driver license.

Exams staff is working remotely. If you wish to have your application be reconsidered for this recruitment, please reply to this message and include verification as stipulated below by Friday, January 14, 2022 at 5:00 PM. If we do not receive verification documents or an email specifying why verification is unable to be provided by Friday, January 14, 2022 at 5:00 PM, your application will not proceed in this examination process.

Experience must be verified by submitting 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. 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.

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.

The verification documentation must be received no later than close of business (5:00 p.m.) on Friday, January 14, 2022. 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-7274-T00005

ATTACHMENT D



London Breed, Mayor

Gwyneth Borden, Chair
Amanda Eaken, Vice Chair
Steve Heminger, Director

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

Jeffrey Tumlin, Director of Transportation


MEMORANDUM

DATE: January 13th, 2022

TO: SFMTA Human Resources

FROM: Christopher Spain 
Manager
Traction Power Group

SUBJECT: Verification of Experience, Sal Pavone

This letter is to verify that Salvatore Pavone  has been employed at SFMTA as a 7366 Transit Power Line Worker since 5/25/2014 as a journey-level experience in the maintenance and repair of overhead transit power systems. Of this, three years and nine months was in a supervisory capacity. This is both in an acting capacity intermittently from 2017 to 2021, and in permanent position 7235 Transit Power Line Supervisor from October 2021 to present.

Please feel free contact me at  if you have questions or concerns.

ATTACHMENT E1



SFMTA
Municipal
Transportation
Agency

London N. Breed, *Acting Mayor*

Cheryl Brinkman, *Chairman* Joel Ramos, *Director*
Malcolm Heinicke, *Vice-Chairman* Cristina Rubre, *Director*
Gwyneth Borden, *Director* Art Torres, *Director*
Lee Hsu, *Director*

Edward D. Reiskin, *Director of Transportation*

MEMORANDUM

Date: January 5, 2018

To: Michael Keohane, Payroll Manager

From: Donald E. Ellison, Director of SFMTA Human Resources

Re: Acting Assignment Pay Request for Salvatore Pavone
Transit Power Line Worker, Job Code 7366

MM

Salvatore Pavone, Class 7366 Transit Power Line Worker, has been assigned to perform the full range of duties and responsibilities of the 7235 Transit Power Line Supervisor I position. This acting assignment pay is in accordance with the current Memorandum of Understanding between the San Francisco Municipal Transportation Agency and IBEW Local 6, Acting Assignment Pay.

Please adjust employee's salary rate as shown below for a period from 1/1/2018 through 6/30/2018.

Job Code 7366 Compensation Schedule No. 7366N: \$4251 BW [Step 4]
Job Code 7235 Adjusted Compensation Schedule No. 7235N: \$4464 BW [Step 4]

Your cooperation in expediting the necessary payroll adjustments is appreciated. Should you have any questions, please contact Aaron Beckwith, Personnel Analyst, at 415.701.5378.

Thank you for your assistance in this process.

Attachments: Acting Assignment Pay Form

Cc: John Haley, TS - Transit
Terrence Fahey, Maintenance of Way (MOW)
Salvatore Pavone, Maintenance of Way (MOW)
Emily Williams, Transit
Cindy Rivas, Transit
Sammy Ye, Transit
Mohammad Mansuri, Payroll
Lilian Yin, Payroll
Qihong Feng, Payroll
Mimi Tran, Payroll

Diana Lai, Payroll [MTATQ]
Acting Assignment Pay File
Employee's Personnel File
Chron File

ATTACHMENT E2



Mark Farrell, Mayor

Cheryl Brinkman, Chairman
Malcom Heinicke, Vice Chairman
Gwyneth Borden, Director
Lee Hsu, Director

Joél Ramos, Director
Cristina Rubke, Director
Art Torres, Director

Edward D. Reiskin, Director of Transportation

MEMORANDUM

Date: July 5, 2018

To: Michael Keohane, Payroll Manager

From: Donald E. Ellison, Director of SFMTA Human Resources

Re: Acting Assignment Pay Request for Salvatore Pavone
Transit Power Line Worker, Job Code 7366

MM

Salvatore Pavone, Class 7366 Transit Power Line Worker, has been assigned to perform the full range of duties and responsibilities of the 7235 Transit Power Line Supervisor I position. This acting assignment pay is in accordance with the current Memorandum of Understanding between the SFMTA and IBEW 6, Acting Assignment Pay.

Please adjust employee's salary rate as shown below for a period from 7/1/2018 through 12/31/2018.

Job Code 7366 Compensation Schedule No. 7366P: \$4379 BW (Step 4)
Job Code 7235 Adjusted Compensation Schedule No. 7235: \$4,598 BW (Step 4)

Your cooperation in expediting the necessary payroll adjustments is appreciated. Should you have any questions, please contact Yaya Holmes, Personnel Analyst, at 415.646.4276.

Thank you for your assistance in this process.

Attachments: Acting Assignment Pay Form

Cc: Terrance Fahey, Maintenance of Way
Charles Drane, Traction Power Group
Salvatore Pavone, Traction Power Group
Sammy Ye, Maintenance of Way
Mohammad Mansuri, Payroll
Qihong Feng, Payroll
Mimi Tran, Payroll
Acting Assignment Pay File
Employee's Personnel File
Chron File

ATTACHMENT E3



London Breed, Mayor

Cheryl Brinkman, Chairman
Malcolm Heinicke, Vice Chairman
Gwyneth Borden, Director
Amanda Eaken, Director

Lee Hsu, Director
Cristina Rubke, Director
Art Torres, Director

Edward D. Reiskin, Director of Transportation

MEMORANDUM

Date: December 27, 2018

To: Michael Keohane, Payroll Manager

From: Donald E. Ellison, Director of SFMTA Human Resources

Re: Acting Assignment Pay Request for Salvatore Pavone
Transit Power Line Worker, Job Code 7366

MM

Salvatore Pavone, Class 7366 Transit Power Line Worker, has been assigned to perform the full range of duties and responsibilities of the 7235 Transit Power Line Supervisor I position. This acting assignment pay is in accordance with the current Memorandum of Understanding between the SFMTA and IBEW 6, Acting Assignment Pay.

Please adjust employee's salary rate as shown below for a period from 1/1/2019 through 6/30/2019.

Job Code 7366 Compensation Schedule No. 7366P: \$4,379 BW (Step 4)
Job Code 7235 Adjusted Compensation Schedule No. 7235P: \$4,598 BW (Step 4)

Your cooperation in expediting the necessary payroll adjustments is appreciated. Should you have any questions, please contact Yaya Holmes, Personnel Analyst, at 415.646.4276.

Thank you for your assistance in this process.

Attachments: Acting Assignment Pay Form

Cc: Julie Kirschbaum, TS - Transit Division
Terrance Fahey, Cable Car Division
Salvatore Pavone, Cable Car Division
Shawnda Turner, TS - Transit Division
Mohammad Mansuri, Payroll
Yaya Holmes, ELR, HR Analyst
Qihong Feng, Payroll
Mimi Tran, Payroll
Acting Assignment Pay File
Employee's Personnel File
Chron File

ATTACHMENT E4



London Breed, Mayor

Gwyneth Borden, Chair
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: June 18, 2021
To: Michael Keohane, Payroll Manager
From: Kimberly W. Ackerman, Director of SFMTA Human Resources
Re: Acting Assignment Pay Request for Salvatore Pavone
Transit Power Line Worker, Job Code 7366 *Kimberly W. Ackerman*

Salvatore Pavone Transit Power Line Worker, Job Code 7366, has been assigned to perform the full range of duties and responsibilities of the Transit Power Line Supervisor I, Job Code 7235. This acting assignment pay is in accordance with the current Memorandum of Understanding between the SFMTA and IBEW L6, Acting Assignment Pay.

Please adjust employee's salary rate as shown below for a period from July 1, 2021, through January 7, 2022

Job Code 7366 Compensation Schedule No. 7366U, \$5149 BW (Step 4);
New Job Code 7235 Adjusted Compensation Schedule No.7235U, \$5677 BW (Step 5)

Please adjust employee's salary rate as shown below for a period from January 8, 2022, through June 30, 2022

Job Code 7366 Compensation Schedule No. 7366V, \$5175 BW (Step 4);
New Job Code 7235 Adjusted Compensation Schedule No.7235V, \$5705 BW (Step 5)

Your cooperation in expediting the necessary payroll adjustments is appreciated. Should you have any questions, please contact Aaron Beckwith, Acting Sr. HR Analyst, at 415.701.5381

Thank you for your assistance in this process.

Attachments: Acting Assignment Pay Form

Cc: Julie Kirschbaum, Director of Transit, Transit Division
Salvatore Pavone, Transit
Sammy Ye, Transit Administration, Transit Division
Acting Assignment Pay File

Emily Williams, Transit Administration, Transit Division
Nicole Lewis, Payroll Qihong Feng, Payroll Mimi Tran, Payroll
Employee's Personnel File Chron File



ACTING ASSIGNMENT PAY REQUEST FORM

I. EMPLOYEE INFORMATION

Please **DO NOT** fill in Highlighted fields

Name of Employee Assigned Salvatore Pavone				Salary (for period of assignment) Bi-weekly \$5149		(Rate Change & eff. Date) \$5175	(Rate Change & eff. Date)
Employee ID (DSW ID#) [REDACTED]		Employee Organization L6		Hourly \$64.3625		\$64.6875	
Current Job Code/Title 7366 Transit Power Line Worker				Step 4		4 7366V	
				Salary Grade # 7366U		Eff.Dt. 1/8/22	
Eff.Dt. 7/1/21							
Current Funding Job Code 7366	Pos. No. 7366-0029	Dept 68	Budget Combo Code 8005169	Project & Activity ID 10001724 / 16	Project	Grant	Other

II. ASSIGNMENT INFORMATION (Position to which employee will be assigned)

IS THIS AN EXTENSION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Explain: Position still vacant	Date Extension Begins 7/1/2021	Date Extension Ends 6/30/2022	
Job Code/Title of Temporary Assignment 7235 Transit Power Line Supervisor I		Date Assignment Begins 7/1/2021	Adjusted Salary Bi-weekly \$5677		(Rate Change & eff. Date) \$5705
Vice Name Lewis Giles		Date Assignment Ends 6/30/2022	Hourly \$70.9625		\$71.3125
Reason for Assignment Leading Day shift crew to cover a vacant position		Eff. Date Acting Pay 4/17/2021	Step 5		5
			Salary Grade # 7235U		7235V
			Eff.Dt. 7/1/21		Eff.Dt. 1/8/22

Description of Duties: (DO NOT ATTACH JOB CLASS SPECIFICATION)

1. Plans, assigns and supervises the work of subordinate personnel engaged in the installation, inspection, maintenance and repair of high voltage (600 volts or more) overhead and underground transit power lines and cables.
 2. Responds immediately to emergency breakdowns and makes necessary repairs.
 3. Reviews, supervises and performs the installation of overhead lines, feeders, circuit breakers and other accessories.
 4. Makes field investigations of job sites/existing facilities requiring alteration and relocation of transit power lines and related systems.
 5. Makes preliminary maps, sketches and drawings for new overhead and underground transit power systems.
 6. Prepares requests for materials and equipment.
 7. Prepares various reports such as performance evaluations, daily work logs and other operational reports.
 8. Establishes and maintains contact with the departmental personnel, representatives of other departments, contractors and the general public.
 9. Interprets, coordinates and enforces existing methods and procedures in the installation, maintenance and repair of transit power lines.
- Performs related duties and responsibilities as assigned.

FUNDING IDENTIFICATION		Dept 68	Program	Acting Project ID 10001724	Grant	Other
<input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Non-Budgeted*						
PCN: 7235-0006 Combo Code: 8005169						
*Explain						

III. APPROVALS

Certifies Assignment meets conditions of applicable MOU provisions And validates description of duties statement.

Kimberly W. Ackerman
Signature of Appointing Officer or Designee

Kimberly W. Ackerman
Director of Human Resources

July 7, 2021
Date

Certification of availability of funds
SFMTA Finance

Auggie Mense
Signature

Auggie Mense
Budget

July 7, 2021
Date

DEPARTMENT: Retain copy of this form. It may be submitted to support claims of qualifying experience for DHR examinations.

To Division Date	To Payroll Date	Log Date
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Corrections to Form By: 0 SFMTA Finance Date: _____



London Breed, Mayor

Gwyneth Borden, Chair
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 26, 2021
To: Kimberly W. Ackerman Director, Human Resources
Through: Emily Williams *Emily Williams*
Business and Administration Manager, Transit Division
From: Christopher Spain *Christopher Spain*
Traction Power Group Operations Manager
Re: Request for Acting Assignment Pay – Salvatore Pavone
7366 Transit Power Line Worker – Extension

Salvatore Pavone, 7366 Transit Power Line Worker, has been assigned to perform full range of duties and responsibilities of the 7235 Transit Power line Supervisor I position due to leading Day shift crews to cover a vacant position. Therefore, it is requested that Salvatore Pavone be granted acting assignment pay effective July 1, 2021 in classification 7235 Transit Power Line Supervisor I. It is anticipated that the acting assignment will end on or before June 30, 2022.

This request is made pursuant to the current Memorandum of Understanding (MOU) in place between the [SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY / CITY & COUNTY OF SAN FRANCISCO] and IBEW Local 6. All pertinent supporting documents are enclosed.

If you have further questions regarding this request, please contact me at [REDACTED].

Attachments:

- 1. Acting Assignment Notification Memo
- 2. Current Dated Organizational Chart
- 3. Acting Assignment Pay Request Form

CC: Julie Kirschbaum, Director of Transit, Transit Division
Charles Drane, SOM of Maintenance of Way, Transit Division
Christopher Spain, Traction Power Group Operations Manager, Transit Division
Salvatore Pavone, 7366 Transit Power Line Worker, Transit Division
Nkechi-Elysabeth Ndu, ELR, HR Division
Yves C Valdez, ELR, HR Division
Emily Williams, Transit Administration, Transit Division
Sammy Ye, Transit Administration, Transit Division
[EE's PERSONNEL FILE]
[CHRON FILE]



London Breed, Mayor

Gwyneth Borden, Chair
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 26, 2021

To: Salvatore Pavone
7366 Transit Power Line Worker
Charles Drane

From: Charles Drane, SOM of Maintenance of Way

Re: Acting Assignment Appointment – Extension

Thank you for your effort and dedication while serving as the 7235 Transit Power Line Supervisor I position within the Maintenance of Way Division. Your acting assignment as the 7235 Transit Power Line Supervisor I will be granted as of July 1, 2021. You will perform the full range of essential functions of the 7235 Transit Power Line Supervisor I.

Your effective date will be July 1, 2021 and it is anticipated that the acting assignment will end before or on June 30, 2022.

Please be aware that the acting assignment pay is subject to the approval of the Director of Human Resources, SFMTA Appointing Officer's designee and Finance.

Cc: Julie Kirschbaum, Director of Transit, Transit Division
Charles Drane, SOM of Maintenance of Way, Transit Division
Christopher Spain, Traction Power Group Operations Manager, Transit Division
Salvatore Pavone, 7366 Transit Power Line Worker, Transit Division
Nkechi-Elysabeth Ndu, ELR, HR Division
Yves C Valdez, ELR, HR Division
Emily Williams, Transit Administration, Transit Division
Sammy Ye, Transit Administration, Transit Division
[EE's PERSONNEL FILE]
[CHRON FILE]



ACTING ASSIGNMENT PAY REQUEST FORM

I. EMPLOYEE INFORMATION

Please **DO NOT** fill in **Highlighted** fields

Name of Employee Assigned Salvatore Pavone				Salary (for period of assignment) Bi-weekly		(Rate Change & eff. Date)	(Rate Change & eff. Date)
Employee ID (DSW ID#) [REDACTED]		Employee Organization L6		Hourly			
Current Job Code/Title 7366 Transit Power Line Worker				Step			
				Salary Grade #			
Current Funding Job Code 7366	Pos. No. 7366-0029	Dept 68	Budget Combo Code 8005169	Project & Activity ID 10001724 / 16	Project	Grant	Other

II. ASSIGNMENT INFORMATION (Position to which employee will be assigned)

IS THIS AN EXTENSION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Explain: Position still vacant		Date Extension Begins 7/1/2021	Date Extension Ends 6/30/2022	
Job Code/Title of Temporary Assignment 7235 Transit Power Line Supervisor I		Date Assignment Begins 7/1/2021		Adjusted Salary Bi-weekly		(Rate Change & eff. Date)
Vice Name Lewis Giles		Date Assignment Ends 6/30/2022		Hourly		(Rate Change & eff. Date)
Reason for Assignment Leading Day shift crew to cover a vacant position		Eff. Date Acting Pay 4/17/2021		Step		
				Salary Grade #		
Description of Duties: (DO NOT ATTACH JOB CLASS SPECIFICATION)						
<ol style="list-style-type: none"> 1. Plans, assigns and supervises the work of subordinate personnel engaged in the installation, inspection, maintenance and repair of high voltage (600 volts or more) overhead and underground transit power lines and cables. 2. Responds immediately to emergency breakdowns and makes necessary repairs. 3. Reviews, supervises and performs the installation of overhead lines, feeders, circuit breakers and other accessories. 4. Makes field investigations of job sites/existing facilities requiring alteration and relocation of transit power lines and related systems. 5. Makes preliminary maps, sketches and drawings for new overhead and underground transit power systems. 6. Prepares requests for materials and equipment. 7. Prepares various reports such as performance evaluations, daily work logs and other operational reports. 8. Establishes and maintains contact with the departmental personnel, representatives of other departments, contractors and the general public. 9. Interprets, coordinates and enforces existing methods and procedures in the installation, maintenance and repair of transit power lines. Performs related duties and responsibilities as assigned.						
FUNDING IDENTIFICATION		Dept 68	Program	Acting Project ID 10001724	Grant	Other
<input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Non-Budgeted*		PCN: 7235-0006 Combo Code: 8005169		*Explain		

III. APPROVALS

Certifies Assignment meets conditions of applicable MOU provisions And validates description of duties statement. Signature of Appointing Officer or Designee Kimberly W. Ackerman Director of Human Resources <div style="text-align: right;">Date</div>	Certification of availability of funds SFMTA Finance Signature Auggie Mense Budget <div style="text-align: right;">Date</div>
--	--

DEPARTMENT: Retain copy of this form. It may be submitted to support claims of qualifying experience for DHR examinations.

To Division Date	To Payroll Date	Log Date	
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Corrections to Form By: 0 SFMTA Finance Date: _____

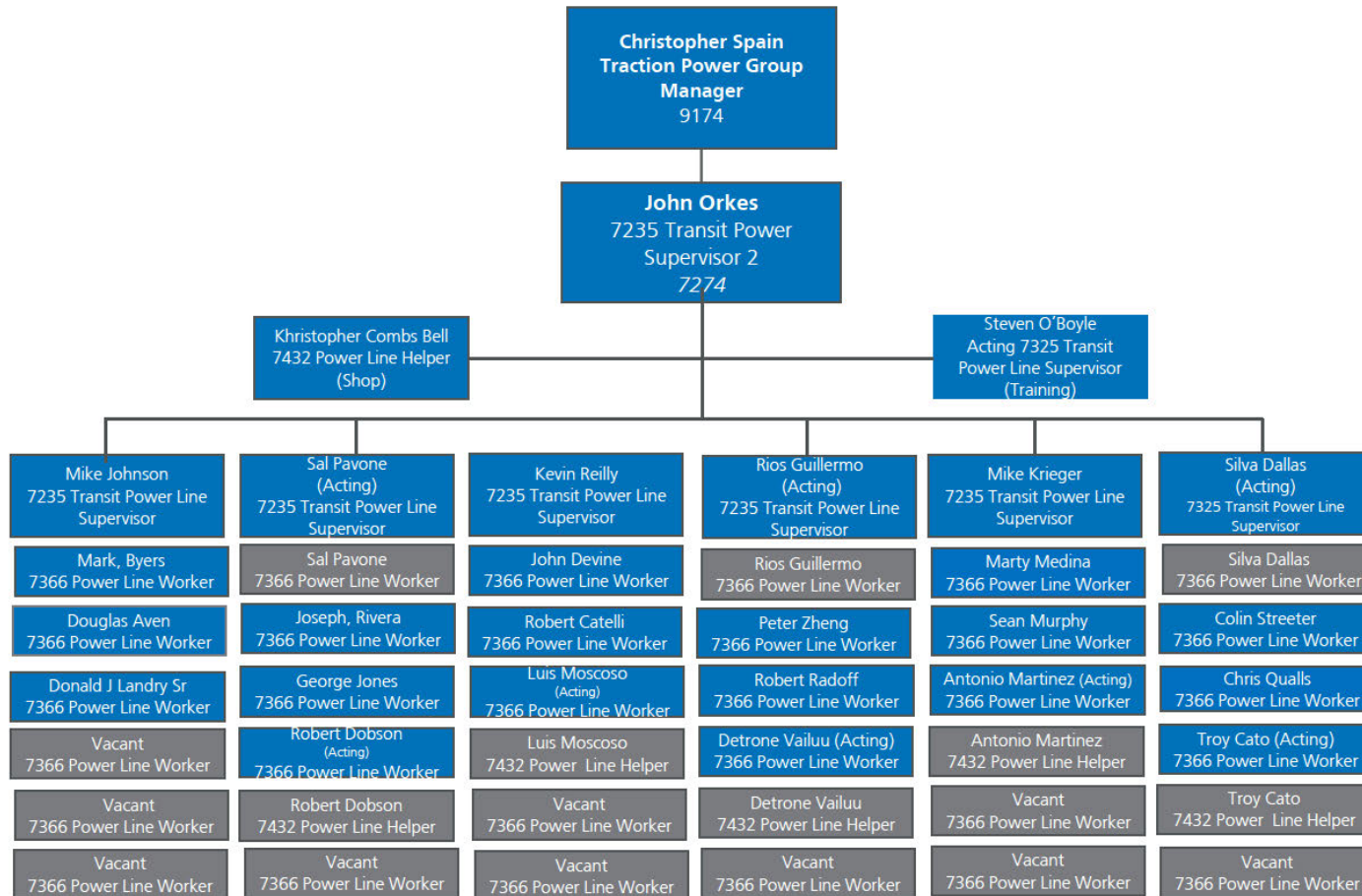


SFMTA

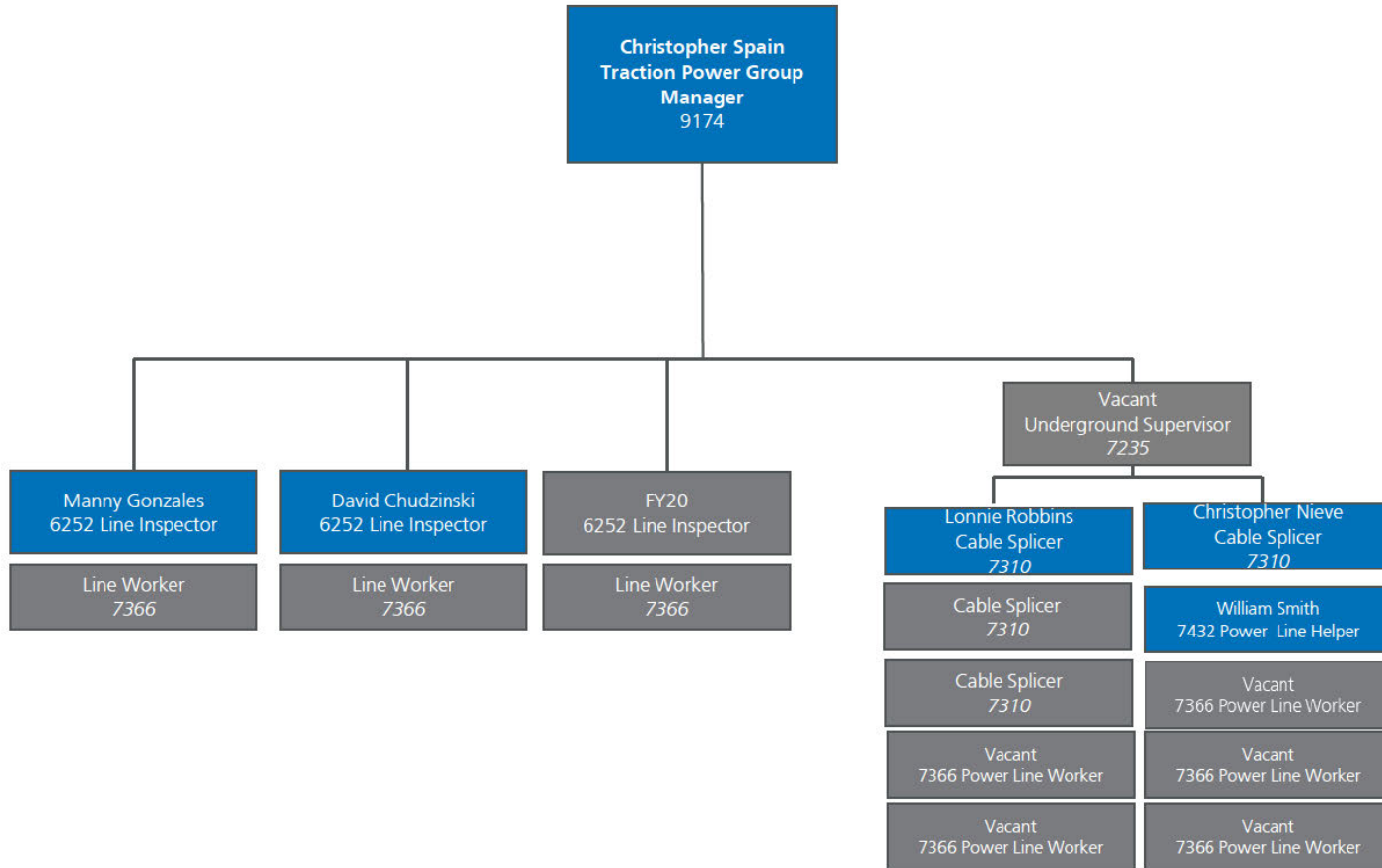
Overhead Line, Underground & OCS Inspections

Organization Chart April 26, 2020

Maintenance of Way *Overhead Lines*



Maintenance of Way *Underground & OCS Inspections*



ATTACHMENT E5



London Breed, Mayor

Gwyneth Borden, Chair
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: June 19, 2021

To: Michael Keohane, Payroll Manager

From: Kimberly W. Ackerman, Director of SFMTA Human Resources *Kimberly W. Ackerman*

Re: Acting Assignment Pay Request for Salvatore Pavone
Transit Power Line Worker, Job Code 7366

Salvatore Pavone Transit Power Line Worker, Job Code 7366, has been assigned to perform the full range of duties and responsibilities of the Transit Power Line Supervisor I, Job Code 7235. This acting assignment pay is in accordance with the current Memorandum of Understanding between the SFMTA and IBEW L6, Acting Assignment Pay.

Please adjust employee's salary rate as shown below for a period from April 17, 2021, through June 30, 2021:

Job Code 7366 Compensation Schedule No. 7366T, \$4879 BW (Step 4);
New Job Code 7235 Adjusted Compensation Schedule No.7235T, \$5380 BW (Step 5)

Please adjust employee's salary rate as shown below for a period from July 1, 2021, through January 7, 2022:

Job Code 7366 Compensation Schedule No. 7366U, \$5149 BW (Step 4);
New Job Code 7235 Adjusted Compensation Schedule No.7235U, \$5677 BW (Step 5)

Please adjust employee's salary rate as shown below for a period from January 8, 2022, through June 30, 2022:

Job Code 7366 Compensation Schedule No. 7366V, \$5175 BW (Step 4);
New Job Code 7235 Adjusted Compensation Schedule No.7235V, \$5705 BW (Step 5)

Your cooperation in expediting the necessary payroll adjustments is appreciated. Should you have any questions, please contact Aaron Beckwith, Acting Sr. HR Analyst, at 415.701.5381

Thank you for your assistance in this process.

Attachments: Acting Assignment Pay Form

Cc: Julie Kirschbaum, Director of Transit, Transit Division
Salvatore Pavone, Transit
Sammy Ye, Transit Administration, Transit Division
Acting Assignment Pay File

Emily Williams, Transit Administration, Transit Division
Nicole Lewis, Payroll Qihong Feng, Payroll Mimi Tran, Payroll
Employee's Personnel File Chron File

ATTACHMENT F

Pierre Aguirre Transit Power Line Worker Supervisor II - SF Municipal Transportation Agency -
(7274) Qualifications Re-Review

Mar 4, 2022

3/4/22



Dear Salvatore Pavone:

The information you provided in response to the rejection of your application for 7274 Transit Power Line Worker Supervisor II Examination has been received. The Municipal Transportation Agency's Examinations Unit has conducted a second review of your application along with the additional information. It has been determined that the application materials and additional documents do not demonstrate that you possess the experience required by the examination announcement.

The minimum qualifications for class 7274 Transit Power Line Worker Supervisor II Examination are as follows:

Experience:

1. Six (6) years of journey-level experience which must have included three (3) years in a supervisory capacity in the construction, maintenance and repair of overhead and underground transit power transmission systems and equipment over 600 volts; **AND**
2. Possession of a valid Class C driver license.

The additional information that we received from you consists of the following:

1. Verification/Recommendation Letter from Christopher Spain Motta dated 1/13/2022.
2. Labor Unit provided Acting Assignment Verification in class 7235 - totaling 2.5 years

Specially, the documentation above did not show your experience in *“(3) years in a supervisory capacity in the construction, maintenance and repair of overhead and underground transit power transmission systems and equipment over 600 volts.”*.

In light of the above, your application remains rejected.

We empathize with your disappointment in missing this employment opportunity. We encourage you to continue to seek employment opportunities with the San Francisco Municipal Transportation Agency and the City and County of San Francisco. For more details, please visit our website at www.sfmta.com or from the City and County of San Francisco website at www.sfgov.org/dhr.

We appreciate your interest in employment with this department and wish you success in your career pursuits.

San Francisco Transportation Agency

Pierre Aguirre

Human Resources Analyst

(415) 646-4664

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://www.sfgov3.org/index.aspx?page=300>. Copies of specific rules can also be obtained at 1 South Van Ness, 4th Floor, San Francisco, CA 94103.

ATTACHMENT G



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF RECEIPT OF APPEAL

DATE: March 10, 2022
REGISTER NO.: 0032-22-4
APPELLANT: SALVATORE PAVONE

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

Dear Jeffrey Tumlin:

The Civil Service Commission has received the attached letter from Salvatore Pavone, appealing the rejection of his application for the 7274 Transit Power Line Worker Supervisor II 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 at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. CSC Form 13 is available on the Civil Service Commission's website at www.sfgov.org/CivilService under "Forms."

In the event that Salvatore Pavone'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 April 21, 2022**, so that it may be heard by the Civil Service Commission at its meeting on May 2, 2022. If you will be unable to transmit the staff report by the April 21st deadline, or if required departmental representatives will not be available to attend the May 2nd 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 Sandra.Eng@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

/s/

SANDRA ENG
Executive Officer

Attachment

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent via Email

March 10, 2022

Salvatore Pavone
[REDACTED]

Subject: Register No. 0032-22-4: Appealing the Rejection of his Application for the 7274 Transit Power Line Worker Supervisor II Examination.

Dear Salvatore Pavone:

This is in response to your appeal submitted to the Civil Service Commission on March 8, 2022, appealing the rejection of your application for the 7274 Transit Power Line Worker 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 for 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 Sandra.Eng@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.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

7274 Transit Power Line Worker Supervisor II

Pavone, Salvatore <Salvatore.Pavone@sfmta.com>

Tue 3/8/2022 2:25 PM

To: CivilService, Civil (CSC) <civilservice@sfgov.org>

Cc: Aguirre, Pierre (MTA) <Pierre.Aguirre@sfmta.com>; Drane, Charles (MTA) <Charles.Drane@sfmta.com>

Goodafter noon my name is Salvatore Pavone iam a 7235 Transit overhead line supervisor I at SFMTA i was applying for the 7274 Transit Power Line Worker Supervisor II job but was rejected because i was told that i did not have enough time in a supervisory capacity of 3 years. I have been a forman for more 3 years in acting positions be for i got formans pay i was reciving Z19 pay which is running line crews. My Manager Chrithopher Spain wrote a letter that varified that i have been in position that meets qualifications.Then I got a second rejections email now our Mow Senior Manager Charles Drane will be in contact with you to verify my 3 years of over 3years of my time in a supervisory position.Thank you very much for you time any questions i can be reached at [REDACTED] or Salvatore.Pavone@Sfmta.com.

RE: Transit Power Line Worker Supervisor II - SF Municipal Transportation Agency - (7274) Qualifications Re-Review

Eng, Sandra (CSC) <sandra.eng@sfgov.org>

Wed 3/9/2022 9:40 AM

To: [REDACTED]

Cc: Aguirre, Pierre (MTA) <Pierre.Aguirre@sfmta.com>; Drane, Charles (MTA) <Charles.Drane@sfmta.com>; CivilService, Civil (CSC) <civilservice@sfgov.org>; Aldana, Elizabeth (CSC) <elizabeth.aldana@sfgov.org>

Dear Salvatore Pavone,

Disqualification from a Class Based Test Examination is an appealable matter to the Civil Service Commission. Commission staff will begin processing your appeal. If you have additional information to validate how you meet the minimum qualifications for the position, please email your documents (e.g. employment verification letters, certificates/licenses, acting assignment pay forms, performance appraisals documenting your experience at the time you were performing the work) for the Commission to review. Please note that any documentation verifying your duties and responsibilities in the past at MTA, must be filed in your employee personnel file at the time you were performing the work. For example, if you were performing supervisory work for 3 years or 6 years of journey level work while employed at MTA, this experience must be documented in your performance appraisals or in a memo during that period. If you have outside experience that qualifies you for the examination, please provide employment verification from the outside employer printed on the employer's letterhead that also includes contact information and signature.

If you have additional questions, please contact me and we can schedule a virtual meeting.

Sincerely,

Sandra Eng

*Sandra Eng
Executive Director
Civil Service Commission
City and County of San Francisco
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102*

Main (628) 652-1100 (Effective 12/1/20)

From: Pavone, Salvatore <Salvatore.Pavone@sfmta.com>

Sent: Wednesday, March 09, 2022 6:59 AM

To: Eng, Sandra (CSC) <sandra.eng@sfgov.org>

Cc: Aguirre, Pierre (MTA) <Pierre.Aguirre@sfmta.com>; Drane, Charles (MTA) <Charles.Drane@sfmta.com>

Subject: Fw: Transit Power Line Worker Supervisor II - SF Municipal Transportation Agency - (7274)

Qualifications Re-Review

From: Pavone, Salvatore <Salvatore.Pavone@sfmta.com>
Sent: Friday, March 4, 2022 11:29 PM
To: Drane, Charles <Charles.Drane@sfmta.com>
Cc: Pavone, Salvatore <Salvatore.Pavone@sfmta.com>
Subject: Fw: Transit Power Line Worker Supervisor II - SF Municipal Transportation Agency - (7274) Qualifications Re-Review

Hi Charles here is what Pierre Aguirre has sent me about our conversation early today. I will look for letter chris wrote me and send that to you to for the 7274 job .Thanks again and sorry to bother you have a great weekend if you need to get hold of me after hours just call my cell [REDACTED] because i leave city cell charging in office.Thanks Sal

From: sftowboy1980 <sftowboy1980@yahoo.com>
Sent: Friday, March 4, 2022 11:22 PM
To: Pavone, Salvatore <Salvatore.Pavone@sfmta.com>; [REDACTED] <[REDACTED]>
Subject: FW: Transit Power Line Worker Supervisor II - SF Municipal Transportation Agency - (7274) Qualifications Re-Review

EXT

Sent from my Verizon, Samsung Galaxy smartphone

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

From: Pierre Aguirre from City and County of San Francisco <notifications@smartrecruiters.com>
Date: 3/4/22 8:56 AM (GMT-08:00)
To: [REDACTED]
Subject: Transit Power Line Worker Supervisor II - SF Municipal Transportation Agency - (7274) Qualifications Re-Review

3/4/22

[REDACTED]

Dear Salvatore Pavone:

The information you provided in response to the rejection of your application for 7274 Transit Power Line Worker Supervisor II Examination has been received. The Municipal Transportation Agency's Examinations Unit has conducted a second review of your application along with the

additional information. It has been determined that the application materials and additional documents do not demonstrate that you possess the experience required by the examination announcement.

The minimum qualifications for class 7274 Transit Power Line Worker Supervisor II Examination are as follows:

Experience:

1. Six (6) years of journey-level experience which must have included three (3) years in a supervisory capacity in the construction, maintenance and repair of overhead and underground transit power transmission systems and equipment over 600 volts; **AND**
2. Possession of a valid Class C driver license.

The additional information that we received from you consists of the following:

1. Verification/Recommendation Letter from Christopher Spain Motta dated 1/13/2022.
2. Labor Unit provided Acting Assignment Verification in class 7235 - totaling 2.5 years

Specially, the documentation above did not show your experience in "(3) years in a supervisory capacity in the construction, maintenance and repair of overhead and underground transit power transmission systems and equipment over 600 volts."

In light of the above, your application remains rejected.

We empathize with your disappointment in missing this employment opportunity. We encourage you to continue to seek employment opportunities with the San Francisco Municipal Transportation Agency and the City and County of San Francisco. For more details, please visit our website at www.sfmta.com or from the City and County of San Francisco website at www.sfgov.org/dhr.

We appreciate your interest in employment with this department and wish you success in your career pursuits.

San Francisco Transportation Agency

Pierre Aguirre

Human Resources Analyst

(415) 646-4664

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

ATTACHMENT H


Nath, Shivani

From: Pavone, Salvatore
Sent: Wednesday, January 19, 2022 2:28 PM
To: Aguirre, Pierre
Subject: Re: Letter of approval from OHL management

The letter was for 7274 OHL Dept Superintendent position

From: Pavone, Salvatore
Sent: Wednesday, January 19, 2022 2:25 PM
To: Aguirre, Pierre <Pierre.Aguirre@sfmta.com>
Subject: Letter of approval from OHL management

Hi Pierre just wondering if you received the letter i email you on jan 13 2022 for proof of forman position for 3 years which was written for me by our power group manager Chris Spain. Thanks again Salvatore Pavone



ATTACHMENT I

CCSF Job Appointment Summary

Salvatore F Pavone

Emp

ID



Empl Record 0

Job Appointment Summary

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exmpt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept
10/30/2021	10/30/2021	DTA	Job Code Change	Active	7235	006	PCS	NA	F	M00242	3.00	01056544	08/23/2021	MTA
07/01/2017	05/24/2014	POS	Position Data Update	Active	7366	006	PCS	NA	F	M00054	5.00	01125441	03/17/2014	MTA
05/24/2014	05/24/2014	DTA	Job Code Change	Active	7366	006	PCS	NA	F	M00054	5.00	01125441	03/17/2014	MTA
08/17/2012	06/16/2007	DTA	Data Conversion	Active	7432	006	PCS	NA	F	052726	7.00	01092159	04/05/2007	MTA
07/02/2010	06/16/2007	DTA	Redesignation	Active	7432	006	PCS		F	052726	7.00		04/05/2007	MTA
06/16/2007	06/16/2007	HIR	New - Permanent Civil Service	Active	7432	006	PCS		F	052726	7.00		04/05/2007	DPT

Save

Return to Search

Notify

ATTACHMENT J



7432-Electrical Line Helper

[SF | Careers](#) > 7432-Electrical Line Helper

Know the Class Code?

Class Codes are four characters long.

Search

Search by Keyword:

Use a keyword to search for a class.

Search

Search within Title Search within Job Descriptions

Compensation Set Id:

Electrical Line Helper

Job Classification

Class	7432
Short Title	Electrical Line Helper
Effective Date	April 11, 2013

Current Compensation Plan

See [Historic and Future Compensation Information](#) for this Class

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$39.9125	\$41.9125	\$44.0250	\$46.2250	\$48.5000
Rate /year:	\$83,018	\$87,178	\$91,572	\$96,148	\$100,880

Job Description

Definition

Under supervision, performs semi-skilled line work in the maintenance, repair, and installation of communication and traffic and street lighting systems, transit power lines, and high voltage overhead and underground electrical transmission lines; and performs related duties as required.

Distinguishing Features

The 7432 Electrical Line Helper is responsible for performing semi-skilled line work that does not require completion of a formal apprenticeship or training program. Positions in this class work under direct supervision and do not work on energized or de-energized wires or make independent decisions in the field.

Supervision Exercised

None.

Duties

1. Digs holes and trenches for installing wood, concrete, and steel poles and laying underground cables. 2. Assists in the replacement of fire alarm boxes, police call boxes, traffic and street lighting systems, and overhead and underground wires. 3. Assists line crew to disassemble and install foundations for poles, structures, and distribution and transmission towers. 4. Assists line crew in assembling poles and cross arms; trims trees and removes other obstructions along overhead line right-of-way; preparing materials. 5. Assists cable splicers and line crew on public safety underground jobs. Sets up job sites and prepare splicing materials. 6. Performs general housekeeping at maintenance yards, line trucks, and job sites including the cleaning and caring of hand tools and pneumatic tools (e.g. pavement breaker). 7. Transports material, equipment, and crew to job sites in heavy line trucks.

Qualifications

Knowledge, Skills, and Abilities

Requires knowledge of: the basic maintenance, repair, and installation of communications and traffic and street lighting systems, transit power lines, and overhead and underground electrical transmission lines including the use and care of basic hand tools used by an electrical line crew; safe working practices and the correct and safe use of basic tools, equipment, and Personal Protection Equipment (PPE). Requires skill in the care and use of basic tools for general laboring and electrical maintenance work (e.g. hand tools, pneumatic tools, pavement breakers, etc.) Requires ability to effectively interact with co-workers, subordinates, representatives from other divisions and/or departments, and the public; speak clearly and effectively, answer questions, express ideas, and explain work-related information to others. This includes the ability to listen and understand verbal instructions, and use the appropriate terms when referring to technical matters; complete basic records and forms in a manner that is clear and easily understood. It also includes the ability to read and understand written instructions.

Minimum Qualifications

Possession of a high school diploma or proof of successful completion of an equivalency test (G.E.D or California High School Proficiency Examination); AND Two (2) years of full time verifiable general electrical and mechanical work experience in maintenance/construction.

Required Experience

Possession of a high school diploma or proof of successful completion of an equivalency test (G.E.D or California High School Proficiency Examination); AND Two (2) years of full time verifiable general electrical and mechanical work experience in maintenance/construction.

Licenses and Certifications

Possession and maintenance of, or the ability to obtain and maintain, a current valid California Class C driver license. Some positions allocated to this class require possession and maintenance of a current valid California Class B driver's license.

Historic and Future Compensation

Effective:	Step 1	Step 2	Step 3	Step 4	Step 5
Jan 08, 2022	\$39.9125	\$41.9125	\$44.0250	\$46.2250	\$48.5000
Jul 01, 2021	\$39.7125	\$41.7000	\$43.8000	\$46.0000	\$48.2625
Dec 26, 2020	\$38.3625	\$40.2875	\$42.3125	\$44.4375	\$46.6250
Jul 01, 2020	\$37.2500	\$39.1125	\$41.0750	\$43.1375	\$45.2625

Historic Compensation Data is provided in hourly pay.

Human Resources

[DHR Homepage](#)

[Career Events](#)

[Career Pathways](#)

About San Francisco

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7366-Transit Power Line Worker

[SF | Careers](#) > 7366-Transit Power Line Worker

Know the Class Code?

Class Codes are four characters long.

Search by Keyword:

Use a keyword to search for a class.

Search within Title Search within Job Descriptions

Compensation Set Id:

Transit Power Line Worker

Job Classification

Class	7366
Short Title	Transit Power Line Worker
Effective Date	August 21, 2013

Current Compensation Plan

See [Historic and Future Compensation Information](#) for this Class

Step:	Step 1	Step 2	Step 3	Step 4
Rate /hr:	\$60.1375	\$61.6500	\$63.1875	\$64.6875
Rate /year:	\$125,086	\$128,232	\$131,430	\$134,550

Job Description

Definition

Under general supervision, 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.

Distinguishing Features

Positions allocated to the Transit Power Line Worker job code function as journey- level line workers. This job code is distinguished from those in the 7432 Electrical Line Helper job code in that the latter functions at the sub-journey level, assisting the Transit Power Line Worker and do not work on energized overhead lines.

Supervision Excercised

None

Duties

According to Civil Service Commission Rule 409, the duties specified below are representative of the range of duties assigned to this class, and are not intended to be an inclusive list.

1. Strings, rigs and repairs electrical lines, cables, wires and related switches, including aluminum and copper conductors and support wires, under energized and de-energized conditions and in heavy traffic.
2. Inspects overhead lines and circuits to identify and assess faulty lines or worn parts for on-site or later repair and replacement, including removing trees or other obstructions.
3. Installs and maintains underground and overhead electrical systems/facilities and supporting structures.
4. Repairs and replaces poles, cross arms, insulators and related hardware under energized and de-energized conditions, and in heavy traffic or in underground and subway stations.
5. Digs foundations; sets, plumbs and anchors poles.
6. Responds to emergency road call requests.
7. Maintains routine records.
8. Drives City vehicles.
9. Performs related duties as required.

Qualifications

Knowledge, Skills, and Abilities

Knowledge of: Basic electrical theory and practices related to field maintenance and repair problems necessary to maintain transit power lines and overhead and underground electrical power distribution lines;; safety regulations and procedures, and safe working practices including applicable OSHA regulations, the correct and safe use of tools and equipment utilized in streets and thoroughfares; and used in electrical line construction.

Ability to: String, rig, splice, install, repair, replace, and maintain equipment/structures; climb poles and towers in order to inspect, repair and maintain poles and equipment in a safe manner; use tools and equipment utilized in the repair and maintenance of transit power lines and overhead and underground electrical distribution lines; speak clearly and understandably; express ideas in a clear and effective manner and comprehend, act upon and explain information using appropriate technical terminology; properly use hand signals to communicate to co-workers; record and complete routine records and forms in a manner that is clear, concise and easily understood; read, understand and follow-through on written instructions; interact with co-workers, supervisors, and members of the public in a tactful and professional manner.

Minimum Qualifications

Education: Completion of a State certified Electrical Line Worker apprenticeship program recognized by the International Brotherhood of Electrical Workers; OR

Experience: 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 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.

Licenses and Certifications

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 is cause for termination.

Historic and Future Compensation

Effective:	Step 1	Step 2	Step 3	Step 4
Jan 08, 2022	\$60.1375	\$61.6500	\$63.1875	\$64.6875
Jul 01, 2021	\$59.8375	\$61.3375	\$62.8750	\$64.3625
Dec 26, 2020	\$56.7000	\$58.1250	\$59.5875	\$60.9875
Jul 01, 2020	\$55.0500	\$56.4375	\$57.8500	\$59.2125

Historic Compensation Data is provided in hourly pay.

Human Resources

[DHR Homepage](#)

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About San Francisco

ATTACHMENT K

MEMORANDUM

Date: January 22, 2020

To: Kimberly Ackerman, Director of SFMTA Human Resources

From: Terrance Fahey, Deputy Director Maintenance of Way, Transit Division *Terrance Fahey*

Thru: Julie Kirschbaum, Director of Transit, Transit Division *Julie*

Re: Request for Acting Assignment Pay - Christopher Spain
9174 Manager IV - New Request

Christopher Spain, 7244 Power Plant Supervisor I, has been assigned to perform the full range of duties and responsibilities of the 9174 Manager IV position to maintain span of control of the Traction Power Group. Therefore, it is requested that Christopher Spain be granted acting assignment pay effective January 16, 2020. It is anticipated that the acting assignment will end on or before June 30, 2020.

This acting assignment pay is in accordance with the current Memorandum of Understanding between the San Francisco Municipal Transportation Agency and/or City and County of San Francisco and IBEW, Local 6, Acting Assignment Pay.

If you have further questions regarding this request, please contact Terrance Fahey at 415.500.5101.

Thank you for your assistance in this process.

Attachments: Acting Assignment Notification Memo
Acting Assignment Form
Updated Organization Chart with Date

Cc: Terrance Fahey, Transit Division, Deputy Director Maintenance of Way
Charles Drane, Maintenance of Way, Senior Operations Manager
Christopher Spain, Maintenance of Way, 7244 Power Plant Supervisor I
Yashika Holmes, Labor Relations, Personnel Analyst
Julie Kirschbaum, Transit Division, Director of Transit
Sammy Ye, Transit Division, Sr. Administrative Analyst

MEMORANDUM

Date: January 22, 2020
To: Christopher Spain, 7244 Power Plant Supervisor I
From: Terrance Fahey, Deputy Director Maintenance of Way, Transit *Terrance Fahey*
Re: Acting Assignment Appointment - new

Thank you for your effort and dedication while serving as the 9174 Manager IV position within the Traction Power Group at Maintenance of Way. Your acting assignment as the 9174 Manager IV will be granted as of January 16, 2020 in the 9174 Manager IV. You will perform the full range of essential functions of the 9174 Manager IV.

Your effective date will be January 16, 2020 and it is anticipated that the acting assignment will end before or on June 30, 2020.

Please be aware that the acting assignment pay is subject to the approval of the Director of Human Resources, SFMTA Appointing Officer's designee and Finance.

Cc: Julie Kirschbaum, Transit Division, Director of Transit
Terrance Fahey, Transit Division, Deputy Director Maintenance of Way
Charles Drane, Maintenance of Way, Senior Operations Manager
Christopher Spain, Maintenance of Way, 7244 Power Plant Supervisor I
Yashika Holmes, Labor Relations, Personnel Analyst
Yves C Valdez, Labor Relations, Personnel Analyst
Sammy Ye, Transit Division, Strategic Workforce Planning Manager
Shawnda Turner, Transit Division, Sr. Management Assistant

ACTING ASSIGNMENT PAY REQUEST FORM

I. EMPLOYEE INFORMATION

Please **DO NOT** fill in **Highlighted** fields

Name of Employee Assigned Christopher Spain				Salary (for period of assignment)		(Rate Change & eff. Date)		(Rate Change & eff. Date)	
Employee ID (DSW ID#) 175641		Employee Organization IBEW, Local 6		Bi-weekly	\$	\$	\$	\$	\$
Current Job Code/Title 7244 Power Plant Supervisor I				Hourly	\$	\$	\$	\$	\$
				Step					
				Salary Grade #					
Current Funding Job Code 7244	Pos. No. 72440001	Dept 68	Program BEN	Sub Fund 5MAAAAAA	Project	Grant	Other		

II. ASSIGNMENT INFORMATION (Position to which employee will be assigned)

IS THIS AN EXTENSION? <input checked="" type="checkbox"/> No		Extension Only Explain:		Date Extension Begins		Date Extension Ends			
Job Code/Title of Temporary Assignment 9174 Manager IV		Date Assignment Begins 01/16/2020		Adjusted Salary		(Rate Change & eff. Date)		(Rate Change & eff. Date)	
Vice Name FY1920 Sub fr 52120008		Date Assignment Ends 06/30/2020		Bi-weekly	\$	\$	\$	\$	\$
Reason for Assignment vacant position		Eff. Date Acting Pay Started 1/16/2020		Hourly	\$	\$	\$	\$	\$
				Step					
				Salary Grade #					

Description of Duties: (DO NOT ATTACH JOB CLASS SPECIFICATION)

1. Plans, monitors, evaluates, and supervises the operation of the Traction Power Group; coordinates the work of the Power Control Center, Overhead Lines, Substation Maintenance and the Underground Splicing teams; advises and consults with other section managers, division managers and deputy directors; meets with appropriate staff to identify and resolve problems or conflicts; makes or recommends final decisions regarding policy, operations, and administrative procedures.

2. Develops, implements and maintains policies, administrative monitoring practices and controls in order to obtain smooth and effective operation of the section; coordinates work activities with other sections and divisions within the Agency to prevent delays in required actions or to improve programs or services; assists in the identification, development and implementation of division and Agency goals, objectives, policies, and priorities. Establishes & monitors safety standards at TPG for all activities in traction power system. Responsible for keeping TPG unit in compliance with local, state and federal requirements: e.g. CPUC, OSHA, FTA, DPH.

3. Directs the gathering and analysis of information and reports on Traction Power Group maintenance activities to the Director of Transit. Presents On-Time-Performance data to the Director of Transportation (Transtat). Receives and analyzes division and agency reports; directs the preparation of weekly, quarterly and annual reports.

4. Conducts employee evaluations and assists with professional development. Takes steps to improve staff performance, including coaching and training.

5. Directs maintenance and construction support resources to maximize system performance and meet service goals within budget; Directs resources to respond to power outages and address public safety hazards. Evaluation of Power Plant redundancy, weakness and emergency solutions. Establishes and monitors maintenance standards for TPG. Sets priorities for unit activities and maintains flexibility to meet agency goals. Identifies and recommends alternative approaches or improvements to the traction power system; implements revisions, adjustments and changes.

6. Serves as liaison for the Agency with a variety of other City/County staff, policy-making officials, and officials of outside agencies; explains and justifies administrative procedures, policies, or programs; negotiates and resolves difficult and complex issues and problems. Coordination with Transit, SFMTA and CCSF units.

7. May plan, develop, implement or direct major or complex projects or programs which span several the Agency's established sections or divisions; directs the research of complex, highly technical issues; analyzes alternative solutions or approaches; recommends most effective course of action. Reviews Capital Improvement Project (CIP) scopes and specifications; Provides guidance on CIP Program Priorities. Monitors CIP progress from inception to implementation; Attends progress meetings; Arranges construction support. Site acceptance of OCS, substations and distribution equipment projects.

8. Implements budgets and determines staffing and resource allocations; directs and monitors expenditures and implements budgetary adjustments, if necessary; provides executive management with practical options and recommendations regarding potential cost over-runs or other budget issues. Manages hiring processes and oversees the discipline process; coordinates with HR.

FUNDING IDENTIFICATION		Dept 68	Program BEN	Sub Fund 5MAAAAAA	Project	Grant	Other
Budgeted <input type="checkbox"/> Non-Budgeted* PCN: 9180-0045 Index Code: 687003							
*Explain							

III. APPROVALS

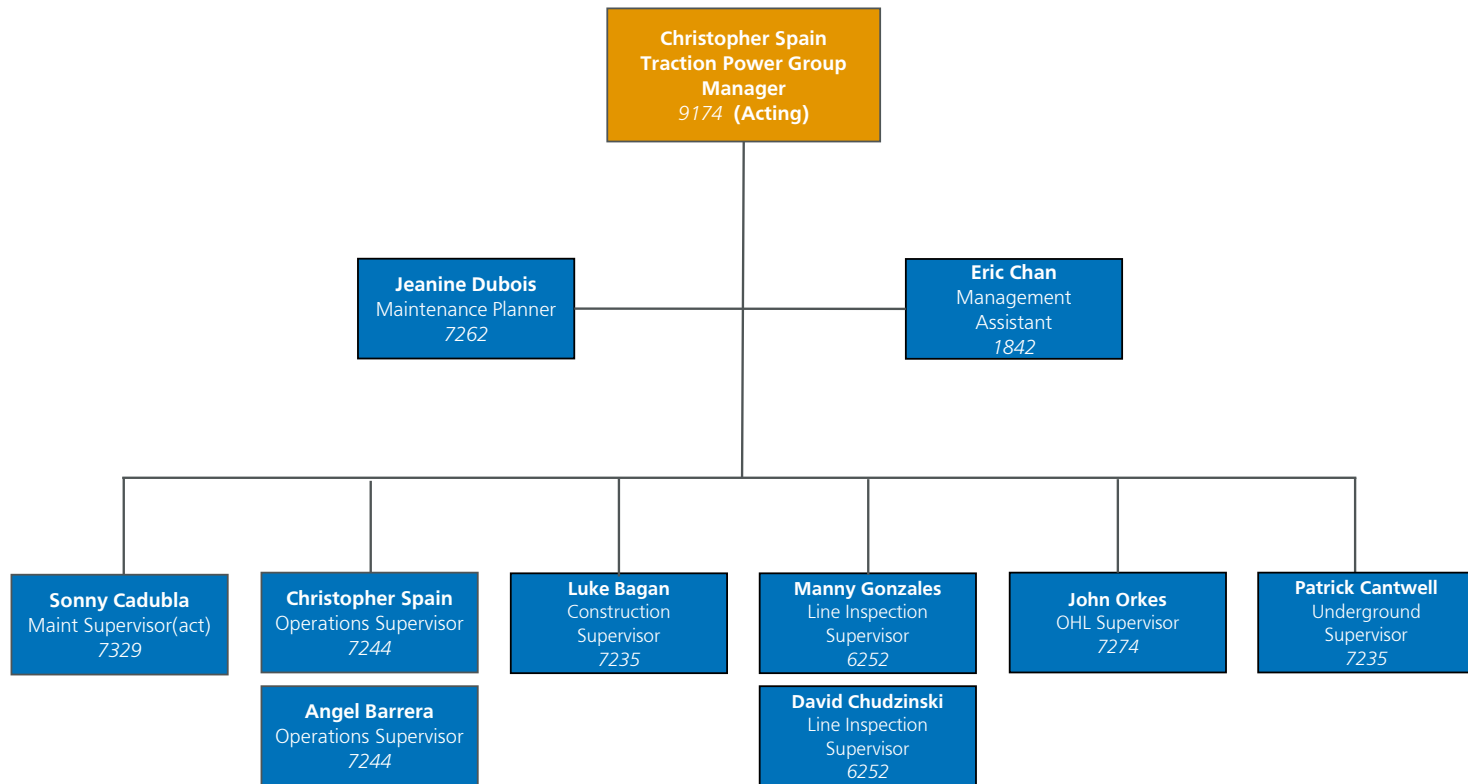
Certifies Assignment meets conditions of applicable MOU provisions And validates description of duties statement.	
Signature of Appointing Officer or Designee Kimberley Ackerman Title Director of Human Resources & Payroll	
Date	

Certification of availability of funds SFMTA Finance	
Signature Matthew McDonald Title Controller, Finance	
Date	

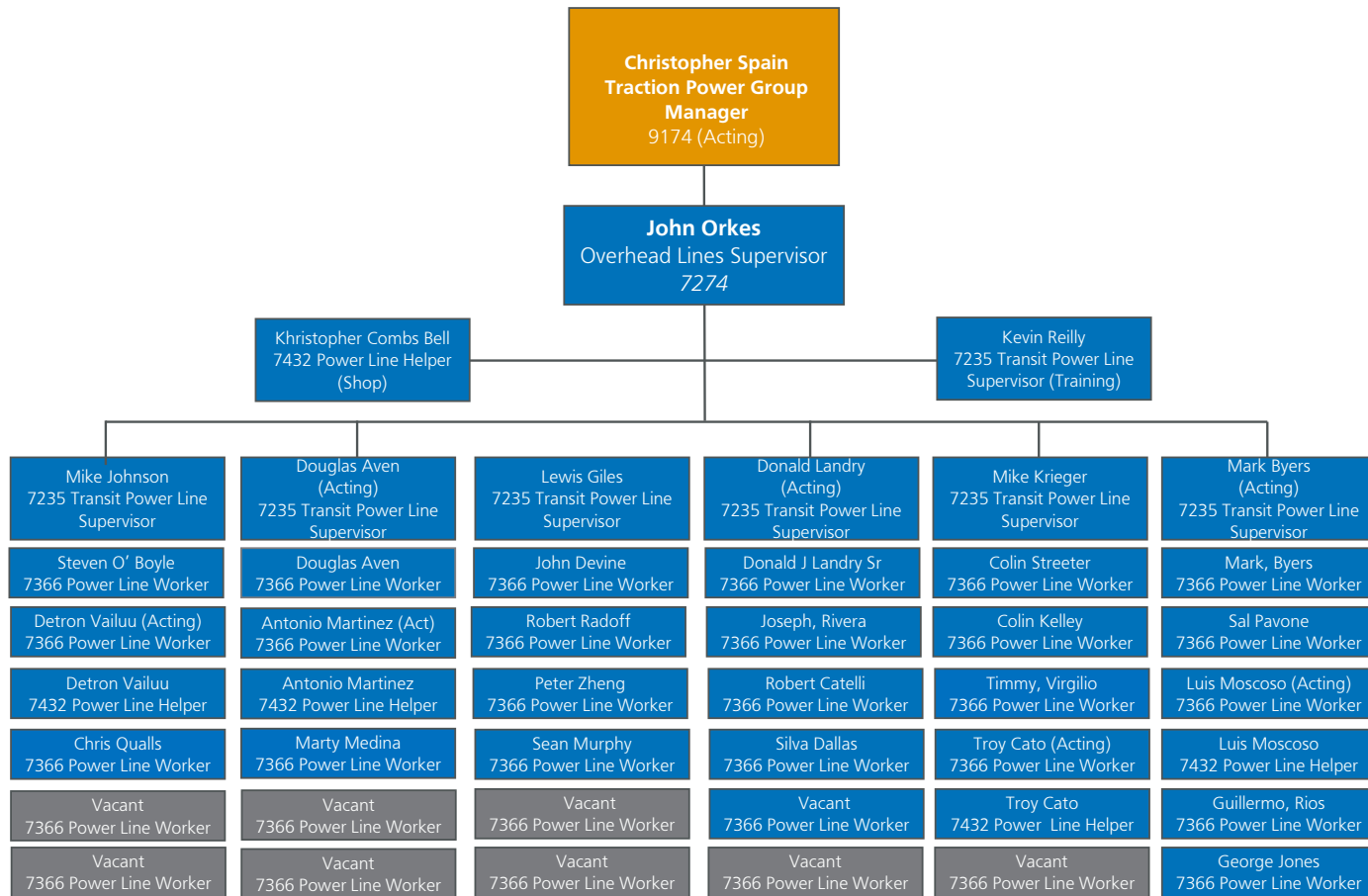
DEPARTMENT: Retain copy of this form. It may be submitted to support claims of qualifying experience for DHR examinations.

To Division Date	To Payroll Date	Log Date
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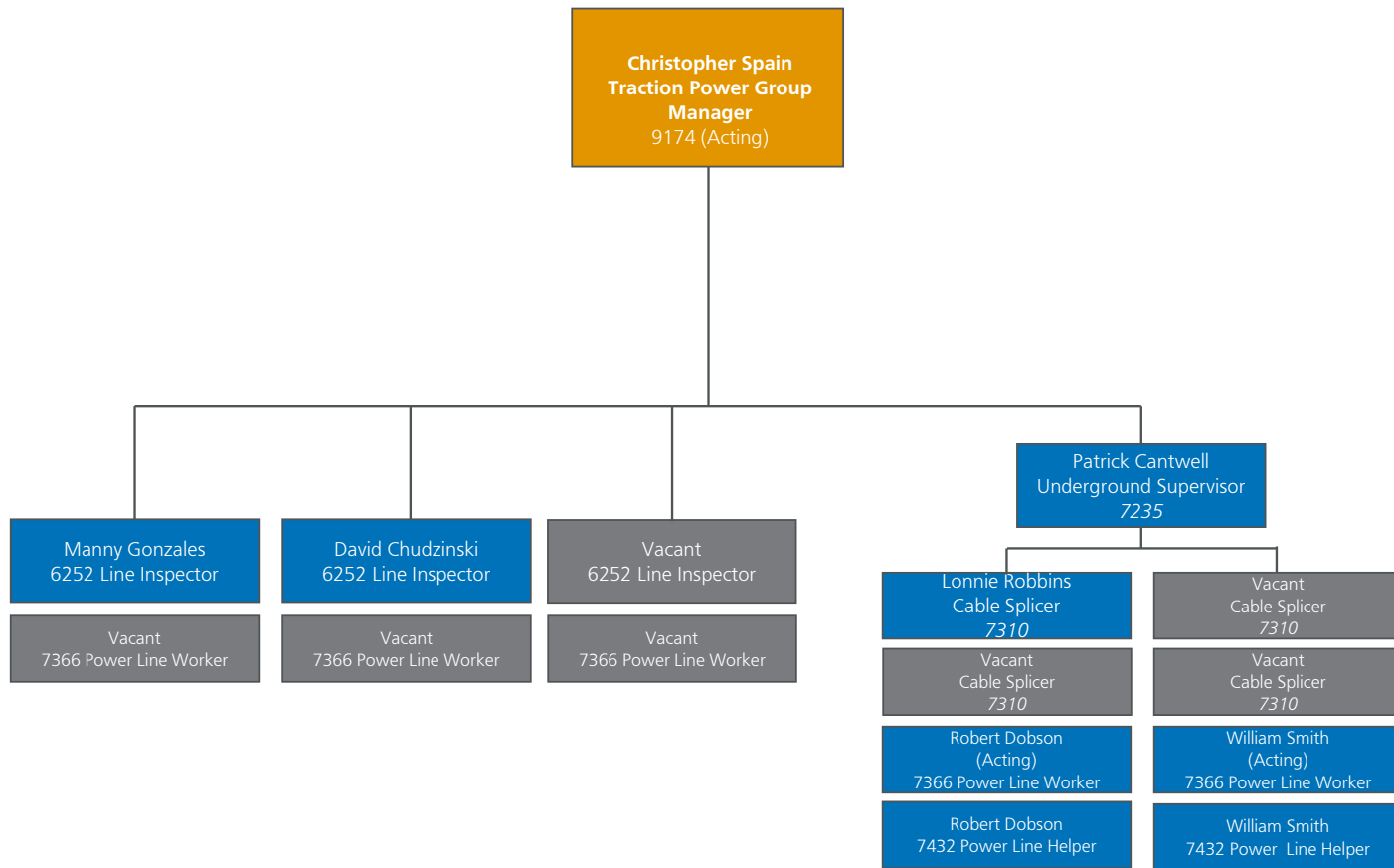
Maintenance of Way *Traction Power*



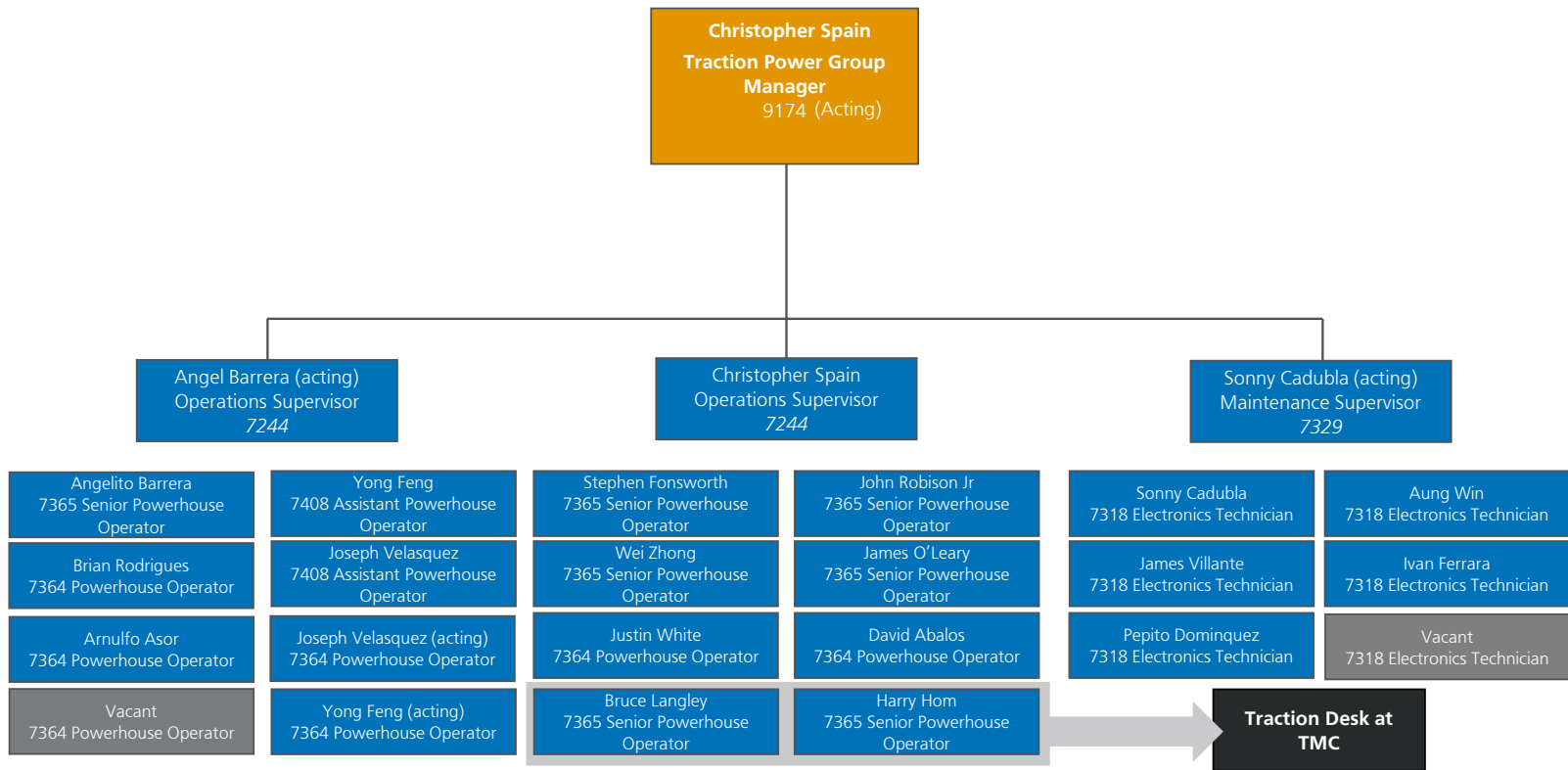
Maintenance of Way *Overhead Lines*



Maintenance of Way *Underground & OCS Inspections*



Maintenance of Way *Motive Power*



CCSF Job Appointment Summary

Christopher L Spain

Emp

ID



Empl Record 0

Job Appointment Summary

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exmpt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept
04/17/2021	04/17/2021	DTA	Job Code Change	Active	9174	351	PEX	8A	F		0.00	01089884		MTA
09/23/2017	09/23/2017	DTA	Job Code Change	Active	7244	006	PCS	NA	F	M00160	1.00	00412114	07/25/2017	MTA
07/01/2017	09/10/2016	POS	Position Data Update	Active	7364	006	PCS	NA	F	M00093	2.00	01046247	06/22/2016	MTA
09/10/2016	09/10/2016	HIR	New Hire	Active	7364	006	PCS	NA	F	M00093	2.00	01046247	06/22/2016	MTA

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7244-Power Plant Supervisor 1

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Class Codes are four characters long.

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Compensation Set Id:

Power Plant Supervisor 1

Job Classification

Class	7244
Short Title	Power Plant Supervisor 1
Effective Date	August 28, 2014

Current Compensation Plan

See [Historic and Future Compensation Information](#) for this Class

Step:	Step 1	Step 2	Step 3	Step 4	Step 5
Rate /hr:	\$48.8250	\$51.2625	\$53.8250	\$56.4875	\$59.3500
Rate /year:	\$101,556	\$106,626	\$111,956	\$117,494	\$123,448

Job Description

Definition

Under direction, supervises the maintenance, repair and operation of the SFMTA Power Control Center, Traction Power substations and machinery and equipment used in the conversion and distribution of electrical power and performs related duties as required.

Distinguishing Features

The 7244 Power Plant Supervisor I is the second level supervisor in the Power House Operator series and is responsible for the supervision of the 7365 Senior Power House Operators. The 7365 Senior Power House Operator is the first level supervisor of the 7364 Power House Operators and 7408 Assistant Power House Operators. The 7364 Power House Operator is responsible for the operation and maintenance of the electrical power conversion/generation and substation distribution systems that furnish electric power for the San Francisco Municipal Transportation Agency.

Supervision Exercised

Incumbents in this job code exercise supervision over 7365 Senior Power House Operators and other support personnel as required.

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. Inspects automatic, manual, hydroelectric and electric powerhouse stations and substations to assure that generators, rectifiers, valves and related machinery and equipment operate properly in the generation and distribution of power. 2. Supervises the work of a subordinate group of operators engaged in the generation and distribution of power. This includes assisting employees at remote sites in the performance of duties. 3. Supervises staff in the maintenance of machinery and equipment used in the generation and distribution of power. This includes overseeing the monitoring of the Supervisory Control System (SCADA). 4. Prepares various critical and routine reports, records, meter readings and technical information needed in documenting the generation, distribution and consumption of power. 5. Interprets rules, regulations, policies and procedures related to the operation of powerhouse substations, machinery and equipment. This includes determining needs and preparing requisitions for materials, supplies and resources used in the power plant. 6. Acts for the powerhouse superintendent or as an emergency relief operator as needed. 7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

Qualifications

Knowledge, Skills, and Abilities

Knowledge of: power plant operations and various electric concepts related to generators, rectifiers, and valves; operational procedures and the staffing needs required in a power plant; power plant machinery and equipment, generators, rectifiers, valves, and other related machinery and equipment utilized in operating a power plant or substation; electrical and electronic systems theories and concepts used in the operation of a power plant; safety procedures, rules and practices for working with various machinery, equipment and procedures utilized in a power plant or substation. Ability to: effectively assign, delegate, monitor and coordinate the work of a staff of subordinates; effectively communicate in writing; prepare reports, letters, memos in a clear concise manner; communicate effectively in a clear, concise and effective manner when interacting with subordinates, vendors, and other department representatives.

Required Experience

Two (2) years of fulltime verifiable experience working as a Senior Power House Operator in a hydro-electric generating plant or Transit Motive Power Control Center; OR Two (2) years of fulltime verifiable experience performing duties equivalent to that of a Senior Power House Operator with the City and County of San Francisco.

Licenses and Certifications

Possession of a valid class C driver license.

Historic and Future Compensation

Effective:	Step 1	Step 2	Step 3	Step 4	Step 5
Jan 08, 2022	\$48.8250	\$51.2625	\$53.8250	\$56.4875	\$59.3500
Jul 01, 2021	\$48.5875	\$51.0125	\$53.5625	\$56.2125	\$59.0500
Dec 26, 2020	\$46.1500	\$48.4625	\$50.8750	\$53.4000	\$56.0875
Jul 01, 2020	\$44.8000	\$47.0500	\$49.3875	\$51.8500	\$54.4500

Historic Compensation Data is provided in hourly pay.

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