

No. _____

CITY OF SAN DIEGO REQUEST FOR POSITION CLASSIFICATION

(Read the instructions and suggestions on the back of the last page before completing this questionnaire. Type or print all entries legibly. Attach additional sheets if more space is needed.)

BACKGROUND INFORMATION

• Reason for the Request:

- Classification of New Position
- Reclassification of Existing Position. If known, when was position last studied? _____
 - Currently Vacant Prior Incumbent (Name) Larry Mitchell
 - Class Title Equipment Mechanic
 - Currently Filled Incumbent (Name) _____
 - Class Title _____ Work Phone No. _____

If this is an existing position, the request is based on (Check one):

- Reorganization of Work Unit Significant change in duties/responsibilities
- Other: _____

NOTE: An increase in workload or the length of time an incumbent has been in the position is NOT a valid reason for a classification study.

- **Descriptive Job Title:** Sevice Writer
- **Department/Division:** Police / Auto Maintenance Division
Position is Budgeted as (class) _____
 Over budget (**Attach approval**) Limited (Indicate Duration) _____
- **Department/Division/Activity Number** (Use first and last 3 digits = 6 digit number) 110 / 6000 / 006000
- **Immediate Supervisor** (Name) Thomas Hughes Work Phone No. (619) 515-2783
(Class Title) Equipment Repair Supervisor
- **Organization Chart** Attach a copy of a current organization chart showing, by class title, this position and its functional relationship to others in the work unit (i.e., position(s) it reports to directly; positions which it supervises; similar positions, etc.)

1. **EQUIPMENT USAGE:** List key equipment, machines or motor vehicles the position is regularly **required** to use in performing assigned duties. Indicate how often used (D - Daily, W - Weekly, M - Monthly, Y - Yearly), and for what purpose. See example below.

<u>MACHINE/EQUIPMENT</u>	<u>TECHNICAL DESCRIPTION</u>	<u>HOW OFTEN USED</u>	<u>PURPOSE</u>
Motor Vehicles	Cars / Lt Trucks / Vans / Trailers	D	Transportation
Automotive Diagnostic Equip	ARV / Multimeter / Pressure Tester / Test Light	D	Diagnose Automotive Systems
Engine Analyzer	Various Makes/Models	D	Diagnose Engine Problems
Scanner / OBD Analyzer	OTC Monitor 4000 / Snap-on MT 2500 / Ford NGS	D	On Board Computer Diagnostics
Various Hand Tools	Wrenches / Drivers / Cutters / Pliers / Hammer	D	Perform Minor Repairs
Power Tools	Drills / Impacts / Soldering Iron / Tire Machine	W	Perform Minor Repairs
Welding Equipment	Gas / Wire Feed / Mig / Brazing	M	Fabrication & Equip. Conversions
Computer	Windows Based PC	D	Open Work Orders / Reports
Fleet Management System	Fleet Anywhere	D	Manage And Track Work Orders
General Office Equipment	Word Processor / Fax / Copier	D	Perform Clerical Functions

2. Briefly describe the **major purpose(s)** or **objective(s)** of the position. (Example: *To serve as secretary to a department director, and supervise a small clerical support staff.*)

Diagnose malfunctions in police fleet automotive equipment. Schedule services, assign loaner vehicles and arrange transportation for customers. Duties include determining probable causes and locations of mechanical difficulties; opening and preparing work orders; entering data into a computer; prioritizing work orders and projects; assisting supervisor with assigning work orders; testing automotive systems; performing mechanical, fabrication and conversion work; maintaining schedules and records of work performed.

3. **DESCRIPTION OF DUTIES:** The next section is the most important part of this form. Think about the whole job, consider the work done in the course of a day, week or month. Divide the job into **major functional areas** (e.g., supervision, budget administration, program administration, equipment operation/repair, accounting, payroll, general clerical, maintenance / custodial, etc.). Assign the approximate percentage of total work time spent performing each function, making sure to account for 100% of the job. Under each function, list the **duties** required to perform the function. Be as specific as possible to allow someone unfamiliar with the job to get a clear idea of the work that is done.

% of time spent on each function	Functional Area/Description of each duty
60%	<p><u>Schedule Services and Repairs</u> Schedule and assign services and repairs as needed. Assign loaner vehicles and arrange transportation for customers. Monitor computerized fleet management system for "services due." Prepare and prioritize service requests and work orders. Determine vehicle warranty status. Manage manufacturer recalls and campaigns. Contact appropriate personnel of assigned vehicles to schedule services, repairs, recalls and campaigns. Perform follow-up.</p>
20%	<p><u>Diagnose Equipment Malfunctions</u> Diagnose malfunctions in police fleet automotive equipment. Determine probable causes and locations of mechanical difficulties. Perform diagnostic tests using a variety of automotive diagnostic equipment. Assign times to work orders for completion of jobs based on time guidelines.</p>
10%	<p><u>Perform Mechanical Repairs</u> Perform all types of automotive mechanical repairs including fabrication and vehicle conversions.</p>
10%	<p><u>Maintain Records</u> Maintain work orders, maintenance schedules and records of repair work performed. Sort and prioritize manufacturer recall notices. Enter data into computerized fleet management system. Update maintenance schedules and warranty information.</p>
100%	

4. Of the duties described in Item 3, which is the most difficult/complex part of the job? Why? Give an example.

The most difficult/complex part of the job is scheduling and prioritizing services and repairs. The difficulty is a result of the large amount of assigned vehicles in the fleet and dealing with scheduling conflicts with the assigned drivers, units and divisions.

5. PROBLEM SOLVING

To what extent is problem solving a regular part of the job? What does the job involve in terms of the following:

- choosing solutions from a set of established instructions, procedures, rules or regulations.
- interpretation or analysis of data, standards, procedures, and policies.
- development of solutions.
- developing methods, procedures, long-range plans, and/or special programs.

Please explain and give an example of your problem solving responsibilities:

Problem Solving would consist of identifying potential scheduling problems and preventive maintenance issues and establishing corrective procedures. Interpret and analyze fleet maintenance records and schedules to determine which vehicles are due for service and plan accordingly. Prioritize, organize and schedule vehicle repairs and recalls. Develop methods and procedures to balance customer service needs with fleet maintenance requirements.

6. INDEPENDENCE OF ACTION

To what extent does the job require independent action and/or decision making? How is work assigned and reviewed in terms of the following?

- methods, procedures and techniques used.
- handling of exceptions.
- nature of the review exercised by the position’s supervisor.

Please explain and give an example to illustrate the level of independence that you regularly exercise:

This position requires a high level of independence and judgment in prioritizing workloads. The position also requires decision making at various levels. Work will be reviewed by the supervisor using factors including; customer service, scheduled maintenance control, workload management, accuracy, thoroughness and correct procedures.

7. CONSEQUENCE OF ERROR

What would be the probable effect or poor judgment, action or decision by this position in terms of the following?

- money, time, equipment, materials and supplies.
- production or service output.
- impact on major programs/projects.
- public relations and image.

Please explain and give an example of the impact your actions or decisions may have on others:

Poor judgment or error could result in a loss in money, time, materials, and create a potential safety hazard due to equipment failure. Productivity could be affected due to scheduling errors. An error could also have an impact on the image and prestige of the division by compromising customer service.

8. CONTACTS

What is the nature of the position’s contact with individuals inside and/or outside the City as required by the job (other than contact with the supervisor or those supervised)? Consider the following in answering this factor:

- the person / agency the position has contact with.
- the purpose of the contact.
- whether the contact involves the discussion and negotiation of issues which have an impact on policy guidelines.
- the authority of the position in making agreements, commitments, etc. on behalf of/for his/her unit, division, department, the City

Please explain and give an example of the nature of your regular contacts with others:

Contacts for this position would consist of Police Department employees & personnel from other City departments, vendors and dealer service managers.

9. Does the position have supervisory or lead responsibility? Yes No
If “Yes,” fill out the “Supplement for Supervisory or Lead Positions Only” section of the form. If “No,” sign below.

I hereby certify that the answers to these questions are my own and that to the best of my knowledge they are complete and correct.

(Signature of Persons Preparing Responses)

(Date)

SUPPLEMENT FOR SUPERVISORY OR LEAD POSITION ONLY

(If not applicable, skip this section and go on to the Certification and Signature Section at the bottom of this page.)

This supplement includes most of the common supervisory and lead functions; however, be sure to include any additional information about the responsibilities of the position, which may assist Personnel in evaluating the job.

1. The position **directly** supervises or leads (check appropriate box, and list class title and names of incumbents):

<u>Name</u>	<u>Class Title</u>
Unknown	Equipment Mechanic
Unknown	Senior Motive Service Technician

2. Please clarify the position's responsibility for the following supervisory or lead responsibilities and decisions. Check the box ("Yes" or "No") which applies to each identified duty, and provide additional information in the spaces provided.

- Interview and select employees to fill vacancies? Yes No
- Determine how subordinates are to be trained? Yes No
- Participate in training these employees? Yes No
- Evaluate employee grievances? Yes No
- Initiate disciplinary action? Yes No
- Plan and assign work to these employees? Yes No
- Initiate promotions and discharges? Yes No
 - If not, who does? (Title) Equipment Repair Supervisor
- Answerable for the quality and quantity of work produced by these employees? Yes No
 - If "Yes," to whom? (Title) Equipment Repair Supervisor
 - If "No," who is? (Title) _____
- Review their work? Yes No
 - If "Yes," to what extent? Inspect completed jobs
- Does anyone else review their work? Yes No
 - If "Yes," who does? (Title) Equipment Repair Supervisor
- Does the position determine the method by which work is performed? Yes No
 - If "Yes," how? Assign to appropriate job classification
- Does the position determine the priority of work to be performed? Yes No
- Does the position approve time-off for subordinates, i.e. vacation, sick leave? Yes No
 - If not, who does? (Title) Equipment Repair Supervisor
- Is the position required to determine equipment, material and personnel needs of the unit? Yes No
- Is the position expected to evaluate and approve/recommend changes in work flow and procedures for the unit?
 - Yes No Indicate if approval or recommendation: reco procedures
- Does the position assist in developing departmental policy? Yes No If "Yes," give an example: Shop scheduling and standard operating procedures
- Does the position participate in the evaluation of subordinates? Yes No If "Yes," check the box(es) which best describe the role of this position:
 - Observe performance, prepare the formal employee evaluation form, conduct the performance evaluation review, and sign the performance report as the supervisor.
 - Initiate appropriate disciplinary action and discuss with subordinate.
 - Observe performance and report to supervisor.
 - Assist supervisor in filling out the formal employee evaluation form and in conducting the performance evaluation interview.

3. Additional Information about this position: Must have five years of full-time journey-level experience as equipment mechanic or equivalent.

I hereby certify that the answers to these questions are my own and that to the best of my knowledge they are complete and correct.

(Signature of Persons Preparing Responses)

(Date)

(AFTER COMPLETING THIS QUESTIONNAIRE, GIVE IT TO YOUR SUPERVISOR FOR REVIEW. KEEP A FILE COPY)
SUPERVISOR'S STATEMENT

(Please verify that a current organization chart is attached)

IMMEDIATE SUPERVISOR OF POSITION DESCRIBED

1. If this request describes an existing position, why is the current classification no longer appropriate?
The Police Department recently adopted new standardized fleet preventive maintenance procedures that require more complexity in all areas and positions within the Fleet Maintenance Division. Many of the new procedures require more advanced technical skills and abilities. The needed restructuring of the division personnel is required to sustain the level of service recommended in standardized fleet operation practices.

a. Have the duties significantly changed: Yes No If "Yes," what changes affect this position?

The implementation of a new scheduled fleet maintenance program which requires higher levels of technical skills and abilities along with the implementation of a new fleet management software program that require changes in procedures from past practice. The size of the fleet along with new requirements has outgrown current staffing classifications. The requested position is required to maintain the recommended service level.

2. What class do you recommend for this position: Equipment Service Writer

3. Are you aware of other existing positions in your department or other departments that appear to be comparable?

Yes No If "Yes," which positions, and in what units?

The position of Equipment Service Writer exists in facilities of the City's Equipment Division and Fire Department.

4. What is the typical training period for a new employee to perform satisfactorily the duties described on page 2 (Item 3)?

Three months

5. I have reviewed the information in this Request, and unless noted below, I find it accurate and complete.

(IMMEDIATE SUPERVISOR'S SIGNATURE/TITLE)

PHONE# AND MAIL STATION

DATE

DIVISION HEAD'S STATEMENT

I have reviewed the information in this Request, and unless noted below, I find it accurate and complete.

(Division Head's Signature and Title)

(Phone Number)

(Date)

- Check all that apply:** I prefer that the Personnel Department discuss this classification request with me.
 I prefer that the Personnel Department contact me with classification results.
 I prefer that the Personnel Department contact the following to discuss this classification.

(Name and Title)

(Phone Number)

(Name and Title)

(Phone Number)

DEPARTMENT HEAD'S STATEMENT

I have reviewed the information in this Request, and unless noted below, I find it accurate and complete.

(Department Head's Signature and Title)

(Phone Number)

(Date)

- Check all that apply:** I prefer that the Personnel Department initially contact me for the initial job audit.
 I prefer that the Personnel Department contact me with classification results.

INSTRUCTIONS AND SUGGESTIONS FOR COMPLETING REQUEST FOR POSITION CLASSIFICATION
(All entries should be typed or printed legibly)

The information requested will be used to evaluate the duties and responsibilities of the position being reviewed in order to help determine the position's proper classification. A Classification Analyst may need to discuss this information further with you, your supervisor or other City staff before arriving at a conclusion.

For **new or vacant positions**, the department head or a designated representative (usually the immediate supervisor of the position being studied) completes the questionnaire. For positions that are currently filled, the incumbent typically describes the duties and responsibilities of the job.

Keep in mind that the questions asked are about the JOB, not about the individual who performs or will perform the duties listed. The classification of a position is not based on how well an employee performs the work, how well that employee is qualified, or how long the employee has been on the job. Neither is an increased volume of work a basis for a classification study. Classification is based on the duties and responsibilities which are assigned to a particular **position**, not on how it is budgeted.

IMPORTANT:

Attach an up-to-date organization chart to the request. The chart should show the functional relationship of each position within the work unit by class title.

Read the entire questionnaire first, then complete the form as indicated. Where asked to describe or explain, **use your own words**. Do not copy statements from class specifications.

BACKGROUND INFORMATION:

Check the appropriate boxes and fill in the appropriate spaces, starting with **why** the request for position classification is being submitted. Depending on whether the position to be studied is currently filled or vacant, indicate the complete name of the incumbent or prior incumbent.

The "**descriptive work title**" is the title by which the position is usually known in your department. Example: Senior Clerk/Typist could be known as "Office Manager."

For assistance in determining whether and how the position is budgeted, and for the applicable program element number, consult your division or department budget analyst.

ITEM 1 - EQUIPMENT USAGE: List all major items of equipment which are indispensable for the proper performance of duties. Give kind and type of model of each item, together with any technical description which would help the analyst identify the equipment used.

ITEM 2 - MAJOR PURPOSE: What is the overall purpose of the job? Describe it in one or two short sentences. Do not describe the tasks that a performed, but rather the basic reason why the job exists.

ITEM 3 - DESCRIPTION OF DUTIES: Be specific and complete in describing duties. Avoid technical jargon and acronyms. If they are unavoidable, briefly explain each one. Attach additional sheets if more space is needed. Do not use words like "assist," "handle," and "process" without explaining them. For instance, both a Clerical Assistant I and a department director may "handle" correspondence. Therefore, it is best to explain the processes used and procedures followed. In estimating percentages of time spent on various functions, only rough estimates are needed; however, total time should add up to 100%.

Examples of Duty Statements:

Good: Transcribe, using an electric typewriter, narratives from dictated tapes. Type the narrative only in final form and do minor editing to improve grammar. Erasures or strike-overs are acceptable.

Bad: Perform steno-typing for the Division.

Good: Mow lawns with power and hand-mower. Hand-mowers are used for small areas such as narrow parkways. Ninety percent of mowing time is spent on a triplex mower, which is a small tractor with gang-reel type attachments.

Bad: Mow lawns.

ITEM 4 - Refer to the duties described in Item 3 and identify what you consider the most difficult or complex part of the job. Briefly explain why.

ITEM 5 - 8 - Read the statements carefully and then give an example which will clearly illustrate the nature and level of each function performed

SUPPLEMENT FOR SUPERVISORY/LEAD POSITIONS:

Complete this portion only if applicable. Supervisory responsibility for others usually includes planning and assignment of work, instruction on how to do the work, checking quality and quantity of work performed, preparing evaluation/performance reports, administering discipline, and accountability for results. If the position does not have complete responsibility, check only those statements that apply, and explain the exact nature of the responsibility.

SUPERVISOR'S STATEMENT:

After completing the questionnaire, give it to your supervisor for review. Supervisors are requested to verify the accuracy of statements of their employees.

Supervisors should discuss with the employee any disagreement regarding the answers the employee has given so that revisions may be made. If necessary, under the Supervisor's Section or on an attached memorandum, make any comments regarding any unresolved disagreements regarding the answers provided.

Whether or not disagreements are resolved, the signed original should be forwarded to the Personnel Department. The requesting department should also keep a copy.

Remember - the signatures of the supervisor and division/department head are essential. These signatures indicate that the responses to the questionnaire have been reviewed by department management.

To facilitate processing, department and division heads may, if preferred, designate a specific contact person that the Personnel Department's assigned analyst may call to discuss the answers to the questionnaire. This contact person's name/title and phone number should be indicated in the spaces provided. If such a person is designated, a Classification Analyst will communicate directly with him/her to arrange for an audit/job study. If not, the analyst will call the department or division head.

Your cooperation in providing the necessary facts about this position is greatly appreciated. If help is needed, the employee should ask his/her supervisor. Then, if necessary, call the Personnel Department's Classification and Salary Section for further clarification (236-6400).