



9139 GENERAL SIGN UP ANNOUNCEMENT

REMEMBER: SERVICE IS OUR ONLY BUSINESS

NOTICE NUMBER

10-001

GENERAL SIGN-UP ANNOUNCEMENT CLASS 9139 TRANSIT SUPERVISOR

1. General Information & Schedule:

A 9139 Transit Supervisor General Sign-Up for all 9139 Personnel will be conducted in accordance with the current Collective Bargaining Agreement between the Transport Workers Union, AFL-CIO Local 200, and the SFMTA; Article II - employment Conditions; II.C. Assignment of Work, paragraphs 93 through and including paragraph 124.

The Sign-Up will be held under the coordination of the following Departments; Street Operations, Rail Operations, (Metro, MME, Cable Car, Station Operation), Training and Development, Operations Control Center, Dispatch and Schedules.

Sign Up Posted:	February 12 th , 2010
Sign-Up Commences:	February 23 rd , 2010
Sign-Up Effective:	March 20 th , 2010 (phase in process begins)
Hours of Sign-Up:	0900 hrs - 1700 hrs; @ intervals of 5 minutes

Sign -Up Locations:

Primary signup location: 949 Presidio Ave 2nd floor room 239.

1. Street Operations
2500 Mariposa St.

2. MRO/MME
601 25th St.

3. Training and Development
2640 Geary Blvd.

4. Operations Control Center
131 Lenox Way

2. Summary of Available Positions and shifts:

Work Unit	Number of Shifts
Street Operations	45
Rail Operations (as follows):	
Metro	29
Cable Car	7
Station Ops	5
Dispatch	39

Schedules	6
Operations Control Center	21
Training and Development	40
Sign-Up Implementation: Will be phased in.	

3. General Provisions

All 9139 Transit Supervisor seniority shall be verified for proper position prior to signing. The above shifts shall represent the minimum staffing at each department representing 9139 Transit Supervisor Shift Work.

Dispatching, Training and Development shall be deemed as priority departments. Polling as outlined in the current contract shall be performed by the "Schedule Department" in order to achieve adequate staffing for both departments.

Vacation Relief, due to the establishment of minimum staffing of supervisor shifts vacation relief (extra board shifts) shall be limited to five (5) trained supervisors in each of the following departments Metro Rail, Street Operations, Cable Car, Operations Control Center. In the event of supervisor staffing exceeding the maximum of five (5) a meet and confer to schedule another General Sign-Up to correct any violation of seniority issues.

All shifts in this 2010 General Sign-up are required to be filled by qualified and trained Transit Inspectors.

Trapeze training for all 9139 transit supervisors who wish to be dispatchers will be provided "Certified Trapeze Training" given prior to transferring to their new assignment. Re-training of dispatchers shall be established during this General Sign-up to "Certification" standards.

a. Waiting List; all work units will have a Waiting List. The Waiting List option is valid when all the signable work in a Unit has been selected and assigned. The Waiting List is not activated if work choices are available in a Unit and employee is qualified to work in the Unit in accordance with the requirements listed in the Sign-Up.

b. The SFMTA /CSC position descriptions are included for reference.

c. Experience requirements/ preferences:

1. Training and Development.; see requirements.
2. Rail Operations; see requirements
3. Dispatch/Schedules; see requirements
4. Street Operations; see requirements
5. Operations Control Center; see requirements
6. Cable Car; see requirements
7. Station Operations; see requirements
8. Schedules; see requirements

* In general, all 9139 Transit Supervisors should have the ability to work with the basic computer programs & applications such as Outlook, Word, and Excel. Trapeze, Transit Safe and other programs may be required to be used as a requirement of the department where employee is assigned, in addition

to use of the aforementioned basic programs. Some Units and shifts require the employee to demonstrate these skills as part of the usual performance of the assignment.

d. Changing assignments. Employees changing work assignments to another group or division and who require it will be trained in the required aspects of the work of the new group or division.

e. Accepted Performance Levels. An employee who has signed up for a changed work assignment in another group or division and does not meet accepted performance levels within three (3) months, but has worked satisfactorily in another previously assigned worksite, may be allowed to return to the previously assigned work group or division.

d. In compliance with the current Collective Bargaining Agreement, (CBA), the provision of restricting transfers from Schedules, Training and Operations Control center, (OCC a.k.a. central Control), will be restricted to 50% of available shifts.

e. The respective work units will determine the detailed responsibilities, subject to the Meet & Confer provisions of the current CBA.

4. Polling Vacant Shifts

Polling occurs when a permanent vacancy exists in a department and there is no Wish List available. The Union and Management have agreed to have the Schedules Department to conduct and coordinate the Polling by Seniority of those that wish to participate.

Vacancies will be filled through Systemwide Polling of all Divisions, but as provided by the requirements of each Unit.

5. Seniority List

A list of 9139 Transit Supervisors, in seniority order, will be posted at each unit. The list will provide the scheduled date and time that each 9139 transit Supervisor is to sign up.

Should your name be omitted from the list, or should any error be noted in the seniority list you must notify the Schedules Department immediately. 415-923-6113.

6. 9139 Transit Supervisors on Leave

9139 Transit Supervisors on personal Leave, Sick Leave, (including industrial), who are scheduled to return to work on or before March 20th, 2010 will be allowed to sign up.

9139 Transit Supervisors who are currently on Sick Leave or Industrial MUST present verification to Human Resources in the form of an original Certificate from their Doctor, or from the Industrial Doctor, that states that they are "released to full regular duty with no restrictions". This Certificate must be presented IN PERSON to the Work Force Administration, Human resources, on or before Friday - February 19th, 2010 in order to be eligible to sign up on February 23rd, 2010. **No exceptions will be granted.**

The Work Force Administration, Human Resources, is located at 1 South Van Ness, 6th Floor.

They are open weekdays, 8:00 am to 3:00pm for "Return to Work" processing.

9139 Transit Supervisors on other types of Leave who are scheduled to return to work on or before Saturday - March 20th, 2010 MUST report to the Work Force Administration, Human Resources on or before Friday - February 19th, 2010 and must complete the "Return to Work" process, completely before signing up on Tuesday - February 23rd, 2010.

They are open weekdays, 8:00 am to 3:00pm for "Return to Work" processing.

7. 9139 Transit Supervisors with absence thirty days or more

9139 Transit Supervisors who are NOT scheduled to return to work by Saturday - March 20th, 2010 and who have been absent thirty, (30), days or more may not sign up.

When they return to work, they will be returned to their unit of record only if there is a vacancy available. If there is no vacancy in the unit of record, they will be assigned to any other unit where there is a vacant assignment available and in accordance with the needs of service.

9139 Transit Supervisors who were off on leave thirty, (30), days or more in a previous Division Sign-Up and cleared, must have worked 240 hours in that Sign-Up period to be eligible to participate in any subsequent Sign-Up, including the GSU.

8. 9139 Transit Supervisors who clear and do not work on date of implementation of Sign-Up

A 9139 Transit Supervisor that clears and signs up in any unit but do not return to work on the first scheduled day/date of the implementation of the Sign-Up will be removed from the signed position. The position will either be filled by Polling or remain vacant for the duration of the Sign Up, based on needs of service.

If the 9139 Transit Supervisor returns, they will be assigned to the Extraboard, or other vacant position, according to needs of service until the next regularly scheduled Sign Up.

If a 9139 Transit Supervisor clears to return to work and fails to return to work during the last Unit Sign Up, or GSU, they will not be allowed to participate in the GSU.

9. Sign Up Procedures

- a. A Choice Slip for each 9139 Transit Supervisor will be provided at the work units at the time of the Sign-Up is posted.
- b. Assignment choices are to be indicated on the Choice Slip as follows:
 1. A minimum of five (5) choices are to be submitted if the 9139 Transit Supervisor will not be present at their designated sign up time.
 2. A minimum of two (2) choices are to be submitted if the 9139 Transit Supervisor completes the Choice Slip when present at their designated sign up time, in person.
- c. The Choice Slip is to be submitted to one of the Sign Up locations, in person.
- d. The 9139 Transit Supervisor must initial the Seniority Roster at the time the Choice Slip is submitted at one of the Sign Up locations.
- e. The Choice Slip is to be submitted no later than the scheduled sign up time.
- f. The Sign Up schedule will be strictly adhered to and conducted in accordance to the posted schedule at the time intervals that are indicated.
- g. Persons assigned to Schedules, Training and Development and the Operations Control Center shall be limited to a maximum turnover of fifty percent, (50%). Personnel desiring to leave these

units shall be allowed to do so in direct seniority order and subject to the fifty percent, (50%), turnover rule.

- h. If you sign up by phone, your Choice slip will be verified and signed by two (2) Sign Up persons. They will also verify and note the time and the fact that the selection was made as a "phone sign up".
- i. Sign Up phone numbers:
 - Presidio 415/923-6027 415/923-6136
 - Street Operations 415/554-9283
 - MRO/MME 415/401-3645 415/401-3646
 - Training and Development 415/351-3417
 - Operations Control Center 415/759-4398
- j. Updates will be e-mailed every 30 minutes, or as necessary.

Assignments that are selected will be entered on a Master Board at Schedules, 949 Presidio Avenue. At the other designated Sign Up locations, the updates will be provided once every half an hour.

Personnel that are assigned to update sign up lists at each location are required to promptly enter selected assignments that are no longer available. This will ensure that accurate information is available to 9139 Transit Supervisors that have yet to sign. This will allow the selection the actual choices that remain available at the various worksites.

Strict compliance is required with all the listed provisions in this announcement.

Any questions that you may have in regard to these procedures, or the General Sign-Up, should be directed to you immediate Superintendent or Local 200 Union representative.



David Hill
Acting Director of Transit
January 4, 2010

2010--9139 GSU SENIORITY LIST

CORRECTED & REVISED BY HR 021210@4PM

SEN ORDER	LASTNAME	FIRSTNAME	CERT DATE	DEPT START WORK DATE IN PERMANENT	LIST #	RANK #	SS# (LAST 2 DIGITS)	DEPARTMENT SENIORITY DATE	SIGN-UP DATE	SIGN-UP TIME	SHIFT
1	Wong	Michael	10/28/81	11/18/81	CPE1	12		07/01/81	23-Feb-10	9:00 AM	
2	Wells	Evelyn	03/01/83	03/07/83	CPE1	36			23-Feb-10	9:05 AM	
3	Stuart	James	03/01/83	03/07/83	CPE1	60			23-Feb-10	9:10 AM	
4	Lavigne	Glenda	03/01/83	03/07/83	CPE1	71			23-Feb-10	9:15 AM	
5	Cain	Patsy	10/11/83	10/19/83	CPE1	124			23-Feb-10	9:20 AM	
6	Johnson	Thomas	11/10/83	11/21/83	CPE1	128			23-Feb-10	9:25 AM	
7	Geer-Stevens	Evette	03/01/84	04/02/84	CPE1	130			23-Feb-10	9:30 AM	
8	Rooks	Ira	03/01/84	04/02/84	CPE1	142			23-Feb-10	9:35 AM	
9	Abuda-Jr	Manuel	03/01/84	04/02/84	CPE1	147			23-Feb-10	9:40 AM	
10	Taylor	George	05/15/84	05/22/84	CPE1	158			23-Feb-10	9:45 AM	
11	Byrd	Harold	02/15/85	03/13/85	CPE1	171			23-Feb-10	9:50 AM	
12	Fong	Victoria	02/11/87	03/23/87	CPE2	1			23-Feb-10	9:55 AM	
13	Baksheeff	Victor	05/20/87	07/01/87	CPE2	4			23-Feb-10	10:00 AM	
14	Ja	Alvin	03/20/89	04/01/89	CPE2	6		04/01/88	23-Feb-10	10:05 AM	
15	Julian	Tyronne	09/19/89	10/16/89	CPE2	20			23-Feb-10	10:10 AM	
16	Jones	Paul	09/19/89	10/14/89	CPE2	22			23-Feb-10	10:15 AM	
17	Castro	David	06/28/90	07/21/90	CPE2	32			23-Feb-10	10:20 AM	
18	Aldana	Thomas	10/18/90	11/10/90	CPE2	36			23-Feb-10	10:25 AM	
19	Johnson	Stephanie	10/18/90	11/10/90	CPE2	39			23-Feb-10	10:30 AM	
20	Lum	Bradford	04/22/92	05/11/92	CPE3	7			23-Feb-10	10:35 AM	
21	Hickey	Joseph	06/27/95	07/29/95	CPE3	6			23-Feb-10	10:40 AM	
22	Vickers	Eladia	04/15/96	05/18/96	CPE3	12			23-Feb-10	10:45 AM	
23	Fong	David	08/05/96	08/24/96	CPE3	15			23-Feb-10	10:50 AM	
24	Yee	Herbert	06/20/08	06/20/08	RL1	18		08/05/96	23-Feb-10	10:55 AM	
25	Newman	Barbara	10/03/96	10/05/96	CPE3	22			23-Feb-10	11:00 AM	
26	Morello	Angelo	10/03/96	10/05/96	CPE3	34			23-Feb-10	11:05 AM	
27	Tejada	Maribel	10/03/96	10/05/96	CPE3	39			23-Feb-10	11:10 AM	

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28	Haileselassie	Tekle	10/03/96	10/05/96	CPE3	40			23-Feb-10	11:15 AM	
29	Pitcher	Jacalyn	12/19/96	01/11/97	CPE3	30			23-Feb-10	11:20 AM	
30	Ledbetter	Alfreda	12/12/08	12/13/08	CPE3	36		12/19/96	23-Feb-10	11:25 AM	
31	Pittman	Mark	12/19/96	01/13/97	CPE3	43			23-Feb-10	11:30 AM	
32	Parmenter	Danielle	02/18/99	03/13/99	CPE4	1			23-Feb-10	11:35 AM	
33	Davis	Larry	02/18/99	03/13/99	CPE4	4			23-Feb-10	11:40 AM	
34	Jomoc	Kenneth	02/18/99	03/13/99	CPE4	5			23-Feb-10	11:45 AM	
35	Lowe	Susan	02/18/99	03/13/99	CPE4	7			23-Feb-10	11:50 AM	
36	Bowers	Judy	02/18/99	03/13/99	CPE4	9			23-Feb-10	11:55 AM	
37	Hutchings	Debra	02/18/99	03/13/99	CPE4	10			23-Feb-10	12:00 PM	
38	Donaldson	Ronnie	02/18/99	03/13/99	CPE4	11			23-Feb-10	12:05 PM	
39	Garcia	Wilfred	02/18/99	03/13/99	CPE4	13			23-Feb-10	12:10 PM	
40	Thomas	Cynthia	02/18/99	03/13/99	CPE4	16			23-Feb-10	12:15 PM	
41	Chau	Alan	02/18/99	03/13/99	CPE4	17	23		23-Feb-10	12:20 PM	
42	Garcia	Ernest	02/18/99	03/13/99	CPE4	17	34		23-Feb-10	12:25 PM	
43	Jahn	Anne	08/29/09	08/29/09	CPE4	18		02/18/99	23-Feb-10	12:30 PM	
44	Nash	Stacey	02/18/99	03/13/99	CPE4	19			23-Feb-10	12:35 PM	
45	Williams	Kay	02/18/99	03/13/99	CPE4	20	88		23-Feb-10	12:40 PM	
46	Woon	William	02/18/99	03/13/99	CPE4	20	97		23-Feb-10	12:45 PM	
47	Walsh	Donald	02/18/99	03/13/99	CPE4	21			23-Feb-10	12:50 PM	
48	McCray	Reginald	02/18/99	03/13/99	CPE4	22			23-Feb-10	12:55 PM	
49	Bernardo	Joel	02/18/99	03/13/99	CPE4	23			23-Feb-10	1:00 PM	
50	Jones Jr	Robert	02/18/99	03/13/99	CPE4	25			23-Feb-10	1:05 PM	
51	Lee	Harland	02/18/99	03/13/99	CPE4	27			23-Feb-10	1:10 PM	
52	Saltzman	Deborah	02/18/99	03/13/99	CPE4	28			23-Feb-10	1:15 PM	
53	Brown	Lawrence	02/18/99	03/13/99	CPE4	29			23-Feb-10	1:20 PM	
54	Molina	Ramon	02/18/99	03/13/99	CPE4	31			23-Feb-10	1:25 PM	

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55	Williams	Gill	02/18/99	03/13/99	CPE4	32			23-Feb-10	1:30 PM	
56	Jones	Cintia	02/18/99	03/13/99	CPE4	33			23-Feb-10	1:35 PM	
57	Shul	Sebastian	02/06/08	02/09/08	RL1	34		02/18/99	23-Feb-10	1:40 PM	
58	Fong	Myron	02/18/99	03/13/99	CPE4	35			23-Feb-10	1:45 PM	
59	Smith	Billy	02/18/99	03/13/99	CPE4	36			23-Feb-10	1:50 PM	
60	Au	Tommy	02/18/99	03/13/99	CPE4	38	81		23-Feb-10	1:55 PM	
61	Wong	Paul	02/18/99	03/13/99	CPE4	38	96		23-Feb-10	2:00 PM	
62	Guzman	Roberto	02/18/99	03/13/99	CPE4	39			23-Feb-10	2:05 PM	
63	Thompson	Edward	02/18/99	03/13/99	CPE4	40			23-Feb-10	2:10 PM	
64	Andrews, Sr.	Andre	02/18/99	03/13/99	CPE4	43	17		23-Feb-10	2:15 PM	
65	Burton	Sheila	02/18/99	03/13/99	CPE4	43	18		23-Feb-10	2:20 PM	
66	Collazos	Walter	02/18/99	03/13/99	CPE4	44			23-Feb-10	2:25 PM	
67	Johnson	Kerry	02/18/99	03/13/99	CPE4	46			23-Feb-10	2:30 PM	
68	Fisher	Raymond	02/18/99	03/13/99	CPE4	49	27		23-Feb-10	2:35 PM	
69	Arevalo	Rene	02/18/99	03/13/99	CPE4	49	97		23-Feb-10	2:40 PM	
70	Armstrong	Charles	02/18/99	03/13/99	CPE4	51			23-Feb-10	2:45 PM	
71	Regudon	Patrick	02/18/99	03/13/99	CPE4	52			23-Feb-10	2:50 PM	
72	Yee	Ronald	02/18/99	03/13/99	CPE4	54			23-Feb-10	2:55 PM	
73	Tran	Chanh	02/18/99	03/13/99	CPE4	56			23-Feb-10	3:00 PM	
74	Lee	Clarence	02/18/99	03/13/99	CPE4	58			23-Feb-10	3:05 PM	
75	Smith	Jonathan	02/18/99	03/13/99	CPE4	70			23-Feb-10	3:10 PM	
76	Housley	Jesse	07/14/99	07/19/99	CPE4	59			23-Feb-10	3:15 PM	
77	Fontanilla	Fernando	07/14/99	07/19/99	CPE4	60			23-Feb-10	3:20 PM	
78	Barth	Wanda	07/14/99	07/19/99	CPE4	63			23-Feb-10	3:25 PM	
79	Debono	Carmel	07/14/99	07/19/99	CPE4	64	02		23-Feb-10	3:30 PM	
80	Koran	Margaret	07/14/99	07/19/99	CPE4	64	07		23-Feb-10	3:35 PM	
81	Allen	Craig	07/14/99	07/19/99	CPE4	64	64		23-Feb-10	3:40 PM	

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82	Seaton	Durwood	07/14/99	07/19/99	CPE4	65	10		23-Feb-10	3:45 PM	
83	Tran	Nhon-Tuan	07/14/99	07/19/99	CPE4	65	86		23-Feb-10	3:50 PM	
84	Geeter	Adrienne	07/14/99	07/19/99	CPE4	66			23-Feb-10	3:55 PM	
85	Ammari	Fares	09/23/99	11/08/99	CPE4	68	28		23-Feb-10	4:00 PM	
86	Escobar	Alfred	07/14/00	07/24/00	CPE4	68	29		23-Feb-10	4:05 PM	
87	Wong	Benedict	07/14/00	07/24/00	CPE4	69			23-Feb-10	4:10 PM	
88	Chavez	Jorge	07/14/00	07/24/00	CPE4	71			23-Feb-10	4:15 PM	
89	Hooks	Shawn	07/14/00	07/24/00	CPE4	72	42		23-Feb-10	4:20 PM	
90	Cross	Doretha	07/14/00	07/24/00	CPE4	72	76		23-Feb-10	4:25 PM	
91	Wong	Simon	07/14/00	07/24/00	CPE4	73			23-Feb-10	4:30 PM	
92	Kuo	Leon	07/14/00	07/24/00	CPE4	74			23-Feb-10	4:35 PM	
93	Perdue	Cornelius	08/30/00	10/16/00	CPE4	74			23-Feb-10	4:40 PM	
94	Slater	Margaret	03/22/08	03/22/08	RV1	77		08/30/00	23-Feb-10	4:45 PM	
95	Lacap	Davey	08/30/00	10/16/00	CPE4	78			23-Feb-10	4:50 PM	
96	Davis	Paulette	08/30/00	10/16/00	CPE4	79			23-Feb-10	4:55 PM	
97	Jackson	Deborah	03/16/09	03/21/09	RL-1	81	13	08/30/00	23-Feb-10	5:00 PM	

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98	Ng	Nathan	08/30/00	10/16/00	CPE4	81	48		24-Feb-10	9:00 AM	
99	Herd	Fabian	10/05/00	10/16/00	CPE4	82	10		24-Feb-10	9:05 AM	
100	Kwong	Jack	10/05/00	10/16/00	CPE4	82	49		24-Feb-10	9:10 AM	
101	Eng	Jeffrey	10/05/00	10/16/00	CPE4	83	53		24-Feb-10	9:15 AM	
102	Williams	Eric	10/05/00	10/16/00	CPE4	83	67		24-Feb-10	9:20 AM	
103	Giang	Jim	10/05/00	10/16/00	CPE4	84			24-Feb-10	9:25 AM	
104	Ginorio	Joe	10/05/00	10/16/00	CPE4	85			24-Feb-10	9:30 AM	
105	Forse	Alvin	11/28/00	12/26/00	CPE4	86			24-Feb-10	9:35 AM	
106	Sigala	Jesus	11/28/00	12/26/00	CPE4	88			24-Feb-10	9:40 AM	
107	Davis Jr.	Herman	01/23/01	03/05/01	CPE4	89			24-Feb-10	9:45 AM	
108	Pruitt	Sheila	01/23/01	03/05/01	CPE4	90	05		24-Feb-10	9:50 AM	
109	Irby	Eugene	01/23/01	03/05/01	CPE4	90	96		24-Feb-10	9:55 AM	
110	Henley	Herbert	01/23/01	03/05/01	CPE4	91			24-Feb-10	10:00 AM	
111	Gln	Vincent	01/23/01	03/05/01	CPE4	92			24-Feb-10	10:05 AM	
112	Bemnet	Aklilu	03/21/01	04/28/01	CPE4	93			24-Feb-10	10:10 AM	
113	McGehee	Marshell	03/21/01	04/28/01	CPE4	94			24-Feb-10	10:15 AM	
114	Nassar	Zuhair	05/31/01	08/04/01	CPE4	96			24-Feb-10	10:20 AM	
115	Lau	Moon	05/31/01	08/04/01	CPE4	100			24-Feb-10	10:25 AM	
116	Luu	Lewis	01/21/03	02/01/03	HOP1	101		05/31/01	24-Feb-10	10:30 AM	
117	Pinto	Gerardo	09/06/07	09/08/07	RV1	101		10/12/01	24-Feb-10	10:35 AM	
118	Corbin	Steven	09/01/09	09/01/09	RVX	101		10/12/01	24-Feb-10	10:40 AM	
119	Scott	Charles	03/26/04	03/26/04	CPE3	3		04/22/92	24-Feb-10	10:45 AM	
120	Espinoza	Thomas	06/23/05	08/01/05	P6	1			24-Feb-10	10:50 AM	
121	Wilcher	Candace	06/23/05	08/01/05	P6	4			24-Feb-10	10:55 AM	
122	Jones	James	06/23/05	08/01/05	P6	5		06/23/05	24-Feb-10	11:00 AM	
123	Tapia	Francisca	06/23/05	08/01/05	P6	6		06/23/05	24-Feb-10	11:05 AM	
124	Garnica	Salvador	08/11/05	09/26/05	P6	1			24-Feb-10	11:10 AM	

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2010--9139 GSU SENIORITY LIST

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SEN ORDER	LASTNAME	FIRSTNAME	CERT DATE	DEPT START WORK DATE IN PERMANENT	LIST #	RANK #	SS# (LAST 2 DIGITS)	DEPARTMENT SENIORITY DATE	SIGN-UP DATE	SIGN-UP TIME	SHIFT
125	Law	Perry	08/11/05	09/26/05	P6	8			24-Feb-10	11:15 AM	
126	Kososki	Stanley	08/11/05	09/26/05	P6	9			24-Feb-10	11:20 AM	
127	Cheung	Augustine	09/15/05	10/24/05	P6	3			24-Feb-10	11:25 AM	
128	White	Leinaala	09/15/05	10/24/05	P6	4			24-Feb-10	11:30 AM	
129	Williams	Willie	09/15/05	10/24/05	P6	10			24-Feb-10	11:35 AM	
130	Smith	Channin	09/15/05	10/24/05	P6	11			24-Feb-10	11:40 AM	
131	Sim	Kok	09/15/05	10/24/05	P6	13	65		24-Feb-10	11:45 AM	
132	Lau	Paul	09/15/05	10/24/05	P6	13	95		24-Feb-10	11:50 AM	
133	Velacruz	Alvin	09/15/05	10/24/05	P6	14			24-Feb-10	11:55 AM	
134	Jefferis	Richard	09/15/05	10/24/05	P6	15			24-Feb-10	12:00 PM	
135	Dickerson	Donald	09/15/05	10/24/05	P6	16			24-Feb-10	12:05 PM	
136	Valdellon	Elizabeth	06/20/06	07/31/06	P6	12			24-Feb-10	12:10 PM	
137	Canlas	Augusto	06/20/06	07/31/06	P6	18			24-Feb-10	12:15 PM	
138	Hutchings	Joyce	06/20/06	07/31/06	P6	20			24-Feb-10	12:20 PM	
139	Dennis	Edward	06/20/06	07/31/06	P6	21			24-Feb-10	12:25 PM	
140	Tucker	Eddy	06/20/06	07/31/06	P6	22			24-Feb-10	12:30 PM	
141	Aulakh	Manjit	08/17/06	09/25/06	P6	17			24-Feb-10	12:35 PM	
142	Porter	Larry	08/17/06	09/25/06	P6	25			24-Feb-10	12:40 PM	
143	Clark	Johnnie	08/17/06	09/25/06	P6	26			24-Feb-10	12:45 PM	
144	Echivarre	Marty	08/17/06	09/25/06	P6	27			24-Feb-10	12:50 PM	
145	McManus	William	08/17/06	09/25/06	P6	28			24-Feb-10	12:55 PM	
146	Johnson	Barron	08/17/06	09/25/06	P6	29			24-Feb-10	1:00 PM	
147	Lee	Paul	08/17/06	09/25/06	P6	30	71		24-Feb-10	1:05 PM	
148	Ramos	Peter	08/17/06	09/25/06	P6	30	76		24-Feb-10	1:10 PM	
149	Del Barrio	Ricardo	08/17/06	09/25/06	P6	31			24-Feb-10	1:15 PM	
150	Jimenez	Ricardo	08/17/06	09/25/06	P6	32			24-Feb-10	1:20 PM	
151	Kazanis	Michael	10/16/06	12/04/06	P6	33			24-Feb-10	1:25 PM	

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SEN ORDER	LASTNAME	FIRSTNAME	CERT DATE	DEPT START WORK DATE IN PERMANENT	LIST #	RANK #	SS# (LAST 2 DIGITS)	DEPARTMENT SENIORITY DATE	SIGN-UP DATE	SIGN-UP TIME	SHIFT
152	Flores	James	10/16/06	12/04/06	P6	34			24-Feb-10	1:30 PM	
153	Wong	Kai Ley	12/22/06	02/12/07	P6	7			24-Feb-10	1:35 PM	
154	Liu	Jia	12/22/06	02/12/07	P6	19			24-Feb-10	1:40 PM	
155	Marcic	Marcus	01/15/08	03/10/08	P6	30			24-Feb-10	1:45 PM	
156	Lo	Ping	01/15/08	03/10/08	P6	35			24-Feb-10	1:50 PM	
157	Au	Sammy	01/15/08	03/22/08	P6	8			24-Feb-10	1:55 PM	
158	Robinson	Beverly	01/15/08	03/22/08	P6	37			24-Feb-10	2:00 PM	
159	Holmes	Victor	01/15/08	03/22/08	P6	38			24-Feb-10	2:05 PM	
160	Cadelina	Ferdinand	01/15/08	03/22/08	P6	40			24-Feb-10	2:10 PM	
161	Castillo	Jose	01/15/08	03/22/08	P6	41			24-Feb-10	2:15 PM	
162	Gonzalez	Carlos	01/15/08	03/22/08	P6	42			24-Feb-10	2:20 PM	
163	Valaris	Wyatt	01/15/08	03/22/08	P6	43			24-Feb-10	2:25 PM	
164	Chan	Yin	01/15/08	03/22/08	P6	45			24-Feb-10	2:30 PM	
165	Biggins	Omozele	01/15/08	03/22/08	P6	47			24-Feb-10	2:35 PM	
166	Ng	Richard	01/15/08	03/22/08	P6	49			24-Feb-10	2:40 PM	
167	Contreras Sr	Miguel	01/15/08	03/22/08	P6	50			24-Feb-10	2:45 PM	
168	Seto	Steven	01/15/08	03/22/08	P6	51	70		24-Feb-10	2:50 PM	
169	Kong	Tom	01/15/08	03/22/08	P6	51	80		24-Feb-10	2:55 PM	
170	Williams	James	01/15/08	03/22/08	P6	53			24-Feb-10	3:00 PM	
171	Cleaver	Redeena	01/15/08	03/22/08	P6	55			24-Feb-10	3:05 PM	
172	Henderson	Bernard	01/15/08	03/22/08	P6	56			24-Feb-10	3:10 PM	
173	Huang	Yan	01/15/08	03/22/08	P6	58			24-Feb-10	3:15 PM	
174	Haynes	Lanair	01/15/08	03/22/08	P6	59			24-Feb-10	3:20 PM	
175	Liang	Bill	01/15/08	03/22/08	P6	60			24-Feb-10	3:25 PM	
176	Wilson Jr.	Leroy	01/15/08	03/22/08	P6	61			24-Feb-10	3:30 PM	
177	Baeza	Vilma	01/15/08	03/22/08	P6	62	33		24-Feb-10	3:35 PM	
178	Doss	Aaron	01/15/08	03/22/08	P6	62	75		24-Feb-10	3:40 PM	

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SEN ORDER	LASTNAME	FIRSTNAME	CERT DATE	DEPT START WORK DATE IN PERMANENT	LIST #	RANK #	SS# (LAST 2 DIGITS)	DEPARTMENT SENIORITY DATE	SIGN-UP DATE	SIGN-UP TIME	SHIFT
179	Smith	Louis	06/30/09	09/08/09	5	51		06/30/09	24-Feb-10	3:45 PM	
180	Parks	Robert	06/30/09	09/08/09	5	52		06/30/09	24-Feb-10	3:50 PM	
181	Coleman	Regina	06/30/09	09/08/09	5	54		06/30/09	24-Feb-10	3:55 PM	
182	Mohsin	Kaukab	06/30/09	09/08/09	5	56		06/30/09	24-Feb-10	4:00 PM	
183	Ng	Lawrence	06/30/09	09/08/09	5	57		06/30/09	24-Feb-10	4:05 PM	
184	Harker-Davis	Jeanne	06/30/09	09/08/09	5	58		06/30/09	24-Feb-10	4:10 PM	
185	Singh	Prem	06/30/09	09/08/09	5	63		06/30/09	24-Feb-10	4:15 PM	
186	Kun	John	06/30/09	09/08/09	5	64		06/30/09	24-Feb-10	4:20 PM	
187	Stalions	Maryjean	06/30/09	09/08/09	5	65		06/30/09	24-Feb-10	4:25 PM	
188	McLorin	Chauncey	06/30/09	09/08/09	5	66	09	06/30/09	24-Feb-10	4:30 PM	
189	Lam	Andy	06/30/09	09/08/09	5	66	42	06/30/09	24-Feb-10	4:35 PM	
190	Castro	Eduardo	06/30/09	09/08/09	5	66	93	06/30/09	24-Feb-10	4:40 PM	
191	Dial	Denisha	06/30/09	09/08/09	5	67	11	06/30/09	24-Feb-10	4:45 PM	
192	Kindstedt	Daniel	06/30/09	09/08/09	5	67	15	06/30/09	24-Feb-10	4:50 PM	

Seniority by the following:

1. Dept start work date in Permanent Position
2. Certification date
3. List number
4. Rank number
5. SS# (last 2 digits-low to high)

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9139 GENERAL SIGN-UP - POSITION DESCRIPTIONS 2010

The information that immediately follows is the MTA/CSC Position Description for 9139 Transit Supervisor. Following this description are detailed position descriptions for the respective operating units:

9139 – Transit Supervisor - Position Description

- I. The intent of this section of the 9139 Transit Supervisor General Sign-up is to present the environment, responsibilities, required physical abilities, preferred skills (existing or ability to train to attain), and special/specific requirements. The assignments and duties may change during the duration of the sign-up. All personnel should be aware of this uncertainty.
- II. For the purposes of this sign-up, the represented skill set is a preference. However, the skill set must be acquired in a reasonable time frame to perform the essential duties, as required.
- III. The following represents the current MTA Position Description for the 9139 Transit Supervisor Job Description:

Under general supervision, the Transit Supervisor supervises, directs, reviews, plans and evaluates the work of subordinate personnel engaged in a variety of transit service activities.

Distinguishing Features:

Positions allocated to the Transit Supervisor job code function at the level of a first-line supervisor. Assignments in this broad job code include but are not limited to: transit operator supervision, training and field monitoring, adjustment and control of schedule adherence, schedule preparation and modification, and divisional assignments in training, dispatching and communications. Positions in this job code are distinguished from the Transit Manager I in that the latter has responsibility for management functions rather than first-line supervision.

Supervision Exercised:

Most positions in this job code supervise employees in Transit Operator and/or Station Agent job codes.

Examples of Important and Essential Duties:

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

1. Supervises the activities of transit personnel; ensures that the department rules, policies and procedures are followed by subordinate personnel.
2. Maintains transit services by coordinating schedule adjustment and operator activities with central control; investigates service problems on assigned lines and at MUNI metro stations.
3. Prepares and/or modifies transit service schedules; analyzes traffic and passenger data to identify schedule problems and reports the information to appropriate personnel.

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4. Instructs, advises and evaluates subordinate personnel in the field or classroom on the safe, efficient operation of equipment; identifies and recommends retraining needs and conducts retraining; assigns and evaluates line trainers; and designs curriculum for instruction.
5. Prepares different reports such as schedule adherence reports, accident reports and violation reports; reviews reports to ensure that the information is complete and accurate.
6. Coordinates and initiates responses by appropriate personnel and transit services; maintains communication among field staff responds to silent alarms and dispatches police and support personnel; monitors the mimic board of the subway to identify potential problems and notifies appropriate personnel of the same.
7. Interacts with members of the public and other agency representatives on various matters and takes appropriate courses of action.
8. Performs related duties and responsibilities as assigned.
9. Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe

Job Related and Essential Qualifications:

Knowledge of: transit lines, line management techniques, schedules and equipment necessary to coordinate and maintain safe and effective transit operations; traffic patterns and their impact on transit corridors necessary to effectively reroute and reschedule transit equipment; emergency procedures necessary to quickly and safely assist passengers, the public and transit personnel in emergency situations; and radio communication terminology necessary to expediently and effectively handle emergency situations.

Ability to: effectively schedule, coordinate, monitor, evaluate and train subordinate personnel; provide leadership and issue orders; effectively interact with the public, transit personnel and representatives of other agencies in a courteous and effective manner using discretion and sound judgment even in difficult and stressful situations; communicate in a clear, concise and effective manner with subordinates, peers, superiors and members of the public; provide instruction, information and direction especially in emergency situations to members of the public and transit personnel; prepare reports in a clear and concise manner; prepare materials for instruction; use a computer to prepare schedules, dispatch personnel and/or vehicles, monitor transit activities, and prepare payroll.

Possession of a valid, unrestricted, Class C Driver License. Some positions may require obtaining a Class B California Driver License and Verification of Transit Training (VTT).

Nature of work requires incumbents to work rotating shifts, holidays and weekends; to work outdoors in all weather conditions; and to use computers. In addition, some positions may require standing and/or sitting for prolonged periods of time; and may require the performance of different physical activities such as pulling poles, cranking switches in the subway, resetting

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retrievers to return disabled transit vehicles to service and assisting in the movement of disabled vehicles when possible.

I. Street Supervision:

Minimum Qualifications: 9139 Classification

Performance Criteria:

Work Location: Varies dependent upon selection/assignment; this includes fixed post and mobile units. Fixed post units may be required to stand during the entire shift.

Work Environment: Outdoors and in enclosed vehicles

Preferred Skill Set: Ability to resolve various unanticipated situations

Examples of duties:

1. All 9139's wishing to sign into the Street Operations unit are **REQUIRED** to meet the minimum essential performance criteria that include physical requirements necessitated by the basic responsibilities of the position of Transit Supervisor.
2. Any Inspector wishing to elect to sign into the Street Operations unit **MUST** be able to meet **ALL** of the criteria listed below.
3. All Transit Service Inspectors may be required to be physically capable of pulling trolley poles (including running behind trolley coaches to get around delays), and replacing mirrors on all types of vehicles.
4. All Transit Service Inspectors must be physically capable of sitting or standing for continuous periods of up to 8 hours, or more, per shift.
5. During periods of inclement weather, Transit Service Inspector's duties may include remaining out of doors with limited protection from the elements.
6. All Transit Service Inspectors are required to comply with the uniform rules and regulations. This position is the first line of MUNI management to the public and, as such, must be easily identifiable to other MUNI employees and to the public. Anyone unable, or unwilling to wear the complete uniform, should not sign into the Street Operations unit.
7. The Transit Service Inspector is the first line representative of management and has the following duties, responsibilities and authority:
8. Supervises operations of transit service, attempting to keep vehicles on published schedules or predetermined headways based upon vehicle availability, in order to provide the best possible transit service to our riders. Utilizes various methods of service restoration, including switchbacks, deadheads, headway adjustments, re-routes, vehicle trades, foreign line trips, etc. Submits accurate, timely reports in writing of all actions

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taken to maintain transit service in order to provide a record of productivity and to ensure that Transit Operators are officially covered for actions ordered by Transit Supervisors.

9. Is responsible for all transit lines and Transit Operators under his or her supervision, either working in a specified radio car district, at a fixed post location or by conducting uniformed ride checks of Operators as directed by the Superintendent of Street Operations.
10. Observes operating practices of Transit Operators, instructing, reminding and, when necessary & appropriate, submitting timely and accurately written reports of rule violations.
11. Responds to accidents, blockades, fires, overhead line problems, altercations and other service disrupting incidents. Clears these delays individually or when required, requests assistance from shop persons, line department, fire, police and ambulance personnel, and higher management persons in order to solve the problem and clear the line. Must be familiar with all recommended emergency procedures.
12. Observes conditions in a radio car district or at assigned fixed post location and either immediately resolves them or reports any that will be or are disruptive to MUNI service and which will require resolution by higher MUNI management.
13. Makes minor mechanical repairs to transit equipment in order to keep them in service and directs removal of disabled vehicles blocking transit service.
14. Supervises transit service at special events such as charters, sporting events, races, street fairs, demonstrations, parades, etc., as directed by the Superintendent of Street Operations or other management officials.
15. As a Traffic Enforcement Officer (as authorized by Section # 13 – City Traffic Code) issues traffic citations for illegally parked vehicles affecting transit service and requests tows for such vehicles when a definite hazard exists or for vehicles parked in MUNI bus zones. The Transit Service Inspector also removes disorderly passengers from transit vehicles and directs traffic, when necessary, for the continued flow of MUNI transit vehicles.
16. Accepts complaints, commendations and other reports from citizens, news media, other City departments etc., and submits accurate and timely written reports of the above.

Mobile Units: District Descriptions (see map for graphic representation)

This is a general description of Mobile Unit Districts; assignments are routinely made to respond to incidents inside or outside of their assigned district borders. Generally the even numbered districts are north of Market Street and the odd numbered districts are south of Market Street. District coverage is time phased. District numbers are preceded by "1-T" or "1-Tom" and dimensioned by boundaries as indicated below:

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- 59 Field Assignment as needed (see schedule)
- 60 Van Ness, Market Street, California Street
- 61 11th St, Division, Channel, Embarcadero, Market Street
- 62 Lawton, 17th Street, Castro Street, Divisadero, Haight, Van Ness, California, 6th Avenue, Fulton, Crossover Drive, 19th Avenue**
- 63 Courtland, Bayshore, Chavez, Channel, Division, 11th Street,**
- 64 Sloat, 19th Ave, Cross over Drive, 6th Ave, Lake, 25th AVE
NW Coastline to Point Lobos, Great Highway
- 65 Mission (into San Mateo County service area), east to SE bay coast, North to Chavez, Bayshore, Courtland and Bayview Hunters Point
- 66 Lake Street, California, Van Ness, North Shore of SFBay/Pac Ocean to 25th/Lake**
- 67 SW corner CCSF, east to Mission, 30th St, Castro, 17th St, Lawton, 19th Ave, Sloat, South to SW corner of CCSF
- 68 California-Van Ness-Embarcadero, Chinatown
- 80 Citywide North
- 81 Citywide South

The Rover Units

A Rover Unit will be one of three units that will "rove" a specific corridor. The corridor will be defined with the shift. A Rover Unit will handle any and all incidents that occur on his/her corridor which will include but not be limited to the following; Accident Reports, clearing of bus zones, adjust all running time to ensure the transit vehicles will run on time and not create bunching. Have in-depth communication with Central Control and the Line Management Center. Have intercommunication skills with neighboring District Troubleshooters (Tom Units) and with Corner Units in the specific areas. A Mobile Troubleshooter will be called 1st from Central Control; a Rover Unit would be called if no other Unit is available. If an Accident occurs on the Rover Unit's Corridor the Rover Unit will be the Lead Inspector at the scene if first responder.

1. 1-R-18 Geary Blvd Corridor
2. 1-R-23 Market Street Corridor
3. 1-R-26 Van Ness Blvd Corridor

OFFICE/TROUBLESHOOTER 1-T-59

The duties of the 1-T-59 office require detail laden heavy duty office, communicative and people skills. Anyone who signs on this shift must have the skills required and be willing, under the direction of the Office Manager to perform the following:

- 1) Strong computer knowledge including excellent Excel and Word skills, with the ability to create clear and concise documents as well as perform spreadsheet functions either

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from a prepared copy or have the ability to create a spreadsheet from a blank document.

- 2) The ability to operate a multifunction photocopy machine is a must. The machines available will be able to copy, collate, fax and scan.
- 3) Receiving and distribution of bulletins, mail and documents is required. This include receiving and/or copying and distribution of multiple accident/Incident reports, previous day(s) reports from Street Inspectors, Construction assignments, Special events and other entities.
- 4) Schedule and prepare in advance the Daily Detail for multiple days work. This will include constant and multiple daily adjustments to the schedule, regarding overtime, construction, special assignments, unplanned absences, vacations, floating holidays, furlough day etc... This includes preparation of documents as instructed by a manager including but not limited to Sign-up's. All documents created by 1-T-59 must be approved by a manager before distribution.
- 5) Excellent interpersonal skills are required. Heavy phone contact is necessary and respectful communication is a must. 1-T-59 must be willing to clearly explain in detail, any queries presented. This is expected whether the communication is in person, written or by other means of contact.
- 6) The 1-T-59 may include extraneous duties not regularly assigned. 1-T-59 must be willing to perform tasks as assigned by the Chief Inspector or an Assistant Chief Inspector.
- 7) See Descriptions of Corner Unit, Trouble Shooter and Rover Unit.

Fixed Post Shifts/Locations/Comments

1-C-1	Transbay Terminal	HB 5	Primary: 38/38L Secondary: 5,6,14,14L No vehicle assigned
1-C-2	Union & Columbus	HB2	Primary: 30, 39, 45 Secondary: 8
1-C-6	Presidio Yard Starter California & Presidio	HB 2	All yard pull-outs Primary: 1,1BX 2, 3, 43 Secondary: 1AX No vehicle assigned
1-C-9A & B	30 th & Mission St	HB 2	Primary: 14, 14L, 24, 49, 67 Secondary: None

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		No vehicle assigned
1-C-14	(A) Park Presidion & Balboa/Geary California (B) District 62 (C) Cyril Magnin & Market	HB 2 Primary; 1A-B, 31A-B, 38A-B-X Primary; 9, 47, 49, 7116AX-BX, 27
1-C-17	16 th & Bryant St	HB3 Primary 22, 27, 33 Vehicle maybe assigned
1-C-19	19 th & Holloway	HB4 Primary 17, 28, 28L, 29
1-C-20	(A) 4 th Street & Townsend (B) Union & Columbus (C) Davis & Pine	HB5 Primary 10, 30, 45 Primary 30, 39, 45 Primary 1AX, 1BX, 31AX, 31BX, 38AX
1-C-25	Geneva & Mission	HB5 Primary; 14, 14L, 29, 43, 54
1-C-53	Potrero Yard Starter 37 Line District 63	HB3 All yard pull-outs See Position Description
1-C-57	(A) Woods Yard Starter (B) Transbay Terminal (C) PM Wds Yard Starter	HB4 All yard pull-outs See 1-C-1 All yard pull-outs
1-C-58	(A) Flynn Yard Starter (B) Arleta & Bayshore (C) Radio Car District 65	HB 4 All yard pull-out Primary; 56 8X

II. CABLE CAR INSPECTOR

Minimum Qualifications: 9139 Classification

Performance Criteria:

Work Location: Cable Car Division and service area

Work Environment: Work in inclement weather and enclosed vehicles

Preferred Skill Set: Previous Cable Car knowledge

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Specific Duties:

1. Observe operating practices of cable car Gripmen/Conductors, instructing, re-instructing and submitting written reports of the rule violations when necessary, in accordance with MUNI Rules & Procedures.
2. Observe conditions in his/her district and reports any that will be or are disruptive to cable car transit service. Submits accurate reports in writing of all actions taken to maintain transit service.
3. As a MUNI Inspector, issue traffic citations for illegally parked vehicles affecting transit service, request permission to tow such vehicles when they constitute a definite hazard. Direct traffic when necessary for the continued flow of MUNI transit vehicles.
4. Respond to accidents, blockades, fires, handles altercations, disorderly passengers and other service disruptions, and clears delays sometimes with assistance from appropriate agencies. Moreover, when required, Inspector may need to respond to non-Cable Car emergencies.
5. Supervise special events such as charters, sporting events, parades, etc. as directed by the Division Superintendent.
6. Submit completed line checks at the end of the day.
7. When a Cable Car is pulled in due to a problem, the Inspector will notify OCC and contact the Cable Shop, the Dispatcher, and other Inspectors who may be affected, and must confirm the run return to service.
8. Utilize various methods of service restoration, including switchbacks, deadheads, headway adjustments, vehicle trades, etc.
9. Inspectors should always strive to maintain good working relations with other MUNI employees, other City agencies and positive public relations with passengers.
10. Coordinate activities with other Supervisors and Dispatcher to ensure that supervision is maximized, instructions are consistent and responsibilities shared.
11. All cable Car Inspector units' primary responsibility is for supervision of any and all Cable Car related activity.

UNIT RESPONSIBILITIES:

All units should get the not-outs and car numbers at the start of the shift. Check your time. Mobile units – check vehicles for fuel & supplies.

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4-T-43A AM pullouts are a responsibility for this unit. The focus should be on overseeing pre-ops, on time pullouts, and schedule adherence of the Powell lines. Try to get the cars in rotation order. This unit focuses on line management of the 60 Line (Primary), 59 Line (Secondary) and 61 Line (Third). Must monitor all lines when only unit on streets.

4-T-54A This unit is to assist in putting cars in place and on time, through communication with 4-T-43A 59 (Primary) 60 (Secondary) & 60 (Third) Lines). Must monitor all line when only one unit on the streets.

4-T-35 This unit focuses on the 61 Line when all Inspector units are filled. If this is the only unit on the streets, the order of line management is 61 (Primary), 60 Line (Secondary) and 60 Line (Third). Must monitor all lines when only unit on the streets.

4-T-43B Confer with 4-T-43A to evaluate the overall condition of the lines. Work other units to assist with afternoon reliefs on the Powell Lines. California Street operation at night needs to be monitored when possible. Assist 4-T-54B with PM duties. This unit focuses on line management of the 60 Line. Must monitor all line when only unit on the streets.

4-T-54B The focus of this unit is on making sure the lines are in place to facilitate the evening pull-ins. All runs are to pull-in as close to schedule as possible. Early pull-ins will not be tolerated. If not on a call, position yourself to observe pull-ins, California Street operation at night needs to be monitored when possible. This unit focuses on line management of the 59 Line the afternoon and early morning. Must monitor all line when only unit on the streets.

III. Metro Rail Operations

Minimum Qualifications: 9139 Classification

Performance Criteria:

Work Location: Metro and associated service area, including tunnel

Work Environment: Outdoors, including in inclement weather, in tunnel environment and in enclosed vehicles

- Preferred Skill Set: Knowledge of Metro operations and equipment & have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe . Additional requirements below.
- Knowledge of Metro operations and equipment; and all personnel " MUST" successfully complete the Rail Operations Inspectors Course (60 days) and be properly certified as a Rail Inspector. Failure to receive the Rail Inspectors certification or to pass the refresher course (every two years) are grounds for disqualification and the individual must transfer to another 9139 division. The vacancy will be replaced from the wish list or, in the event the wish list is exhausted, it will be filled by seniority poll.

Unit Responsibilities:

4T70 Units: The "4T70 Units" are citywide rovers, covering all rail operations lines, terminals, subways stations, yards, right-of-ways, overhead line and track problems.

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All "70 Units" must be qualified to work any "30", "50" or "40" unit and will be required to do so as needed. The "70 Units" will accept the manager's duties when no manager is on duty. **To sign on a "70 Unit" one must have at least three (3) years experience in the field operations of a rail division, or successfully complete the Metro Rail Operations Training Program.**

4C30/ 4C50 Units: The "Charlie Units" (whether "30" or "50" series) main responsibility is Line Management. The "30" Units monitor the line at the West Portal, Duboce Portal and Embarcadero Booth. Working with the "50" Units at the various terminals, the "30" Units manage the lines with switchbacks, car trades and other line management tools. Accurate corner books are a must, and any gaps in the corner books must be explained on the "Line Condition Report". Light troubleshooting and constant contact with Central Control, M.R.U., and various troubleshooters are necessary. Some "50" Units, on occasion, are moved to cover a more critical shift, depending on the needs of service. **To sign on a "Charlie Unit", (2) years experience in the operations of a rail division is preferred, or the successful completion of the Metro Rail Operations Training Program.**

4T40 Units: The "4-Tom 40 Units" cover a specific district and respond to all road calls in that district, along with supporting the different "Charlie Units" and "M.R.U." during line delays, accidents, and various other incidents. The "40 Units" must sometimes monitor and actually work the different corners in their district when service demands it. Various "40 Units" are assigned to the corner on Sat/Sun schedules. Please note them before signing up. **To sign on a "4T40 Unit" one must have at least two (2) years in the field operations of a rail division, or successfully complete the Metro Rail Operations Training Program.**

Duties of the MRO Units:

4C30 Units:

4C30A/B , 4C31 - Embarcadero Supervisors:

Embarcadero Supervisors will be responsible for but not limited to:

- Monitoring all the service into and from the Embarcadero
- Keeping exact records of all train sequencing
- On-Time Performance
- Line Delays
- Car or mechanical system problems (including light troubleshooting)
- Keep constant contact with Central Control and other corner units as necessary
- Accident investigations
- Opening the Ferry Portal Gates at 0400hrs.
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe
- Other duties as assigned

Embarcadero Supervisors may be required to:

- Manually hand crank switches and manually run the subway

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4C32A/B – West Portal Supervisors

West Portal Supervisors will be responsible for but not limited to:

- Monitoring all service at West Portal
- Keeping exact records of On-Time Performance
- Assisting with Line Delays
- Assisting with car or mechanical system problems (including light troubleshooting)
- Accident investigations
- Keeping constant contact with OCC and other corner units as necessary
- Monitor and assist with the diesel coaches serving West Portal as the secondary line.
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe
- Other duties as assigned

West Portal Supervisors may be required to:

- Assist Operators with entering/exiting the Subway (ATCS Territory) whether in automatic or cut-out modes.

4C33A/B – Duboce and Church Supervisors

Duboce/Church Supervisors are responsible for but are not limited to:

- Monitoring all service at Duboce Portal
- Keeping exact records of On-Time performance
- Assist with line delays
- Assisting with car or mechanical system problems (including light troubleshooting)
- Keeping constant contact with OCC and other corner units as necessary
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe
- Other duties as assigned.

Duboce/Church supervisors may be required to:

- Assist Operators with entering/exiting the Subway (ATCS Territory) whether in automatic or cut-out modes.

4T40 Units:

4T40A – Weekday

Inspector is responsible for, but not limited to the following:

- Inspect overhead wires and track way on all lines with provided spotlight
- Open both Sunset Tunnel gates at D-4
- Stationed at Church/Duboce, monitoring N-Line until 4C33 arrives for shift
- Ride N-Line, monitoring service
- Assisting 4C33, 4C53, 4C56 and 4C52 with schedule adherence
- Monitoring 9th/Judah during peak period, monitoring for speed compliance in curves
- Respond to road calls and accidents as directed by Central Control

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- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe
- Other duties as assigned

4T40B – Weekday

Inspector is responsible for, but not limited to the following:

- Monitor La Playa/Judah during 4C56A/B shift change
- Monitor 9th/Judah during peak period, monitoring for speed compliance in curves
- Ride the N-Line, monitoring service
- Assisting 4C33 and 4C56 with schedule adherence
- Respond to road calls and accidents as directed by Central Control
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe
- Other duties as assigned

4T40A/B – Weekend (Saturday and Sunday Schedule)

Inspector is responsible for, but not limited to the following:

- Open West Portal Gates at W-4 at 0515 hours
- Inspect overhead lines and trackway on all lines with provided spotlight
- Stationed at Duboce/Church to monitor both N-Line and J-Line
- Respond to road calls and accidents when directed by Central Control
- Covering the N-Line to Ocean beach and J-Line to Randall
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe

Other duties as assigned

4T42 Units

4T42 – Weekday

Inspectors are responsible for, but not limited to, the following:

- Keeping an accurate corner book at Castro/17th Street Terminal
- Service the J-Line from Duboce/Church to Randall/San Jose
- Service the F-Line from Castro/17th to Market/Powell
- Monitor Ferry Terminal during 4C55A split
- Respond to road calls and accidents as directed by OCC – covering the J-Line, the F-Line and the N-Line.
- Work with 4C55A on the F-Line
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe
- Other duties as assigned

4T42 – Weekend (Saturday and Sunday schedule)

Inspectors are responsible for, but not limited to, the following:

- Keep accurate corner book at Castro Street/17th Street Terminal
- Service J-Line from Duboce/Church to Randall/San Jose

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- Service F-Line from Castro/17th to Market/Powell
- Respond to road calls and accidents as directed by OCC – covering the J-Line, the F-Line and the N-Line.
- Work with 4C55A on the F-Line
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe
- Other duties as assigned

****Special Note** – 4T42 will be used for Day Games during the San Francisco Giants' Baseball season. 4T42 will cover the games when 4C55A returns to duty from the split. 4T42's hours will remain the same, but the assignment will be at AT&T Park instead of 17th/Castro.

4C50 Units

(Please see special note for 4C57)

4C51A/B (Assignable Shift)

- When this unit is filled, assists 4C52A/B with service at the "KTMJ" Terminal, concentrating on the M-Line. This shift is also to keep constant contact with OCC.

4C52A/B (KTMJ Terminal)

Inspector is responsible for, but not limited to, the following:

- Assisting 4T75 Yard Starter during AM Pull-outs while monitoring the KTMJ Terminal
- Respond to delays as directed by OCC
- Servicing the K-Line and M-Line from Metro to St. Francis Circle
- Servicing the J-Line to Randall/San Jose
- Prepare cars for trade with bad order cars pulled in by Operators as directed by OCC
- Maintain schedule adherence on the KTMJ-Lines with terminal departures.
- Constant contact with OCC and corner units as necessary
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe
- Other duties as assigned

4C53 (CalTrain)

Inspector is responsible for, but not limited to, the following:

- Monitoring schedule adherence at CalTrain Terminal with connections with the MUNI service and T-Line
- Respond to road calls and accidents on the Embarcadero Right-of-Way as directed by OCC
- Re-configure or bank bad order trains in the straight track at 6th/King Street
- Assist MRU when needed
- Light troubleshooting of LRVs when needed
- Monitor AM/PM pullouts at MME – acting as the Yard Starter
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe

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- Other duties as assigned

4C55A/B (F-Line)

Inspector is responsible for, but not limited to, the following:

- Stationed primarily at the Ferry Terminal, monitoring the F-Line cars for schedule adherence
- Constant contact with OCC and other corner units as necessary
- Light troubleshooting of trains when needed
- Trade pull-ins with line cars to maintain service when cars are broken down or when Operators have limitations with types of car.
- Service entire F-Line, including road calls and accidents as directed by OCC
- Work with 4T42 at 17th/Market to ensure smooth line operation
- Assist with dead tows for MRU or Rail Maintenance Shops
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe
- Other duties as assigned

4C56A/B (N-Judah La Playa Terminal)

Inspector is responsible for, but not limited to the following:

- Monitoring the N-Judah line for schedule adherence at the La Playa Terminal
- Light troubleshooting for LRVs when needed
- Re-configuration of trains when needed
- Respond to road calls and accidents as directed by OCC
- Servicing the N-Line from Carl/Cole to Judah/La Playa
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe
- Other duties as assigned

4C57 (Zoo Terminal)**

Inspector is responsible for, but not limited to the following:

- Monitoring the L-Line for schedule adherence at the Zoo Terminal
- Light troubleshooting on LRVs when needed
- Re-configuration of trains as needed
- Respond to road calls and accidents as directed by OCC
- Servicing the L-Line from West Portal to the Zoo Terminal
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe
- Other duties as assigned

****Special Note** – 4C57 is the primary Baseball Inspector and will work according to the San Francisco Giants' baseball schedule, whether it is a day or night game. 4C57's schedule may vary from shift to shift depending on the baseball schedule. Inspectors signing on to 4C57 should be prepared to work varying hours as needed.

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Overview

Note: Any and all units must be physically able to respond to all subway delays.

Corners: Car numbers and times must be shown in the corner book for the entire shift. Any gaps must be submitted on the Line Condition Report.

30/50 Units:

- Uniform Checks
- All incidents/accidents must be reported
- All shifts are subject to shift changes according to the service needs
- Corner units are expected to troubleshoot LRVs, Vintage Cars and Historic Cars
- Know how to operate and physically be able to crank both subway and surface switches by hand.
- Know how the ATCS System works
- Support the Mobile Response Units (MRU)
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe

40 Units:

- Respond to all calls in the district
- Support the Corner Units
- Support MRU
- Uniform checks
- Report all accidents/incidents
- All shifts are subject to change based on the service need
- Expected to troubleshoot LRVs, Vintage and Historic Cars
- Know how to operate and physically be able to crank both subway and surface switches by hand
- Know how the ATCS System works
- Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe

70 Units:

- Respond to all calls in every district
- Support the 40 Units and the Corner Units
- Support MRU
- Expected to troubleshoot LRVs, Vintage and Historic Cars
- All shifts are subject to change according to service needs
- Report all accidents/incidents
- Uniform checks
- Know how to operate and physically be able to crank both subway and surface switches by hand

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- Know how the ATCS System works
- Know the MRO SOP Manual

Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze and Transit Safe

IV. Station Operations

Minimum Qualifications: 9139 Classification

Performance Criteria:

Work Location: Metro Subway and environs

Work Environment: Subway and office environment and will assist field Metro rail Operations Inspectors as necessary.

Preferred Skill Set: Station Operations/Metro operations experience

Special Requirements:

1. Responsible for a thorough knowledge of Station Operations policies, regulations, and procedures, and, the enforcement of the same.
2. Responsible for Station Operations administrative functions to include:
3. Station Agents daily detail and timekeeping/payroll
4. Station Agent conferencing
5. Dispatching of Station Agents as needed.
6. Responsible for the line supervisor of station agents to include
7. Response to station locations in the event of line delays, altercations, fare disputes
8. Unusual occurrences
9. Responsible for a thorough knowledge of the metro station facilities including
10. Operation and function of automated fare collection equipment;
11. Operation and function of subway fan control system; and,
12. An understanding of all station agent booth equipment.
13. Provide assistance to the Metro rail Inspectors as necessary.

V. Central Control: (OCC)

Minimum Qualifications: 9139 Classification

Performance Criteria:

Work Location: Central Control, 131 Lenox Way

Work Environment: Enclosed, air conditioned, close quarters with fellow employees, real-time decision making in service driven environment.

Preferred Skill Set: Railway operations, comprehensive knowledge of procedures/practices, route structure, service design, advanced problem solving skills,

Have the ability to work with computer programs/applications such as Outlook, Word, Excel, Trapeze, Nextbus, Transit Safe and other programs as required.

Required to work for extended periods of time at a computer terminal.

Some short term (up to 14 days) changes may be necessitated by the needs of the department.

Special Requirements: Clear enunciation/communication ability.

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NOTE: SFMTA is developing and will start installation of a new computerized radio system during period of sign-up.

Duties/Responsibilities, General:

1. The OCC Dispatcher receives and transmits radio and telephone calls to effectively control the operation of transit operations to efficiently and effectively maintain scheduled service.
2. Prepare and maintain various operational reports; which include OCC Logs, Incident Reports, Daily Operations Reports, Special Event Reports and notifications.
3. Procedures and regulations related to safe efficient transit operations through a radio-controlled system
4. Maintaining continuous contact with field units and dispatching same in response to various situations, including emergencies. The nature of the work requires maintaining a situational awareness of all incidents.
5. Maintaining a thorough working knowledge of MUNI rules and procedures; reporting violations of same.
6. Maintaining tact and diplomacy when dealing with fellow employees, the public, and news media and outside agencies.
7. Receiving situational information during all emergencies, incidents, and malfunctions and coordinating a response to same.
8. Coordinating balanced service delivery for area of responsibility.
9. Informing all affected parties of decisions made or actions taken, including notifications in accordance with procedures.
10. Taking all steps necessary to restore service when delays or blockages occur.
11. Establishing all required communications within MUNI and with outside agencies, as required
12. Maintaining accurate written and computerized records and preparing appropriate reports for all incidents. (I.e. Log entries, incident reports, daily incident operations reports, special service reports, etc.).
13. Additional duties as assigned.

Note: The most senior OCC Dispatcher will assume duties of Lead Dispatcher when absent or as delegated by OCC Management.

Lead Dispatcher: Must Have 1 Year OCC Dispatcher Experience: Additional Duties to those listed above:

1. Responsible for OCC operations in absence or when delegated by OCC Management
2. Direct all calls from the media to the appropriate "on call" person in Communications Department
3. Notify duty manager of all serious and or unusual situations.
4. Assist Dispatchers and Shift Manager in handling all situations as needed.
5. Prepare and distribute daily written/oral/digital reports including NOLO/RDO reports.
6. Additional duties as assigned.

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VI. Schedule Department

Minimum Qualifications: 9139 Classification

Performance Criteria:

Work Location: 949 Presidio (this may change during period of sign-up)

Work Environment: Office environment enclosed; may be air-conditioned

Preferred Skill Set: Computer literate, advanced problem solving skills

Special Requirements: N/A

Daily Reporting: Sign-in Logs including accountability for all work hours and work sites; absence reporting through assigned unit manager, and adherence to Transportation attendance policy and vacation sign-up policy.

Daily Consultation: Unit Transit Manager will expect daily interaction and reporting on project progress and completion of assigned work.

Strong mathematics skills and ability to attend to details are essential.

Ability to work for extended periods of time at a computer terminal.

Proficiency with PCs and business software applications is required.

Ability to manage multiple tasks simultaneously under unrelenting time restraints and fixed deadlines.

Field observation/Division deliveries: Unit Transit Managers will assign as-needed special field observation to monitor high priority requests, deliveries of schedule material to divisions as required.

Work Hours: Regular five-day work schedules include Monday through Friday, eight- (8) work hours a day within a nine- (9) hour range (during signup periods some early morning and late evening work will be required). All 9139 personnel are subject to non-routine assigned overtime as required for emergency schedule production.

Duties and Responsibilities:

Daily correlation of field traffic checking assignments with transmitted data, editing of input errors and analysis of summary reports.

Prepare schedule adherence and load tabulation reports, and produce analysis summaries of data trends.

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Preparation of running time tabulation reports and evaluation of schedule adequacy. Make recommendations for schedule and service revisions based on subjective decisions arrived at through a thorough and methodical analysis of all the available tabulated data.

Utilization of schedule application software in the development of new schedules, to create headway, trips, and trains assignments. Prepare summary reports of resource requirements for all proposed schedules.

Development of schedule patches to supplement regular service as required for special events, emergencies, and other events that may cause extensive service disruptions.

Familiarization and compliance with schedule related City, County, State and Federal statutory requirements. Understanding of MUNI rules and procedures, and custom and practice factors relating to schedule development.

Interact with data services staff to communicate application anomalies and enhancements that may have an effect on departmental efficiency, attainment of proficiency in utilizing MSI, AutoTrip, AutoSched, Trapeze, Word, Excel, Outlook, Access, and any other applications as required.

Interact with representatives of other MUNI, city, county and state agencies in the process of adjusting, and/or reconfiguring transit service to meet the expectations of the customers who use our system.

Maintenance of computer and hard-copy files, so that the most current versions of working documents are properly archived, filed, and indexed for easy retrieval and reference. Creation of new deadhead, pullout, pull-in and line routes to support street and traffic changes.

Proofreading of all schedules documents for accuracy and completeness prior to system-wide distribution.

Monitoring and processing of all platform signups, training and rendering assistance to division personnel in SDC computer application procedures.

Assisting production and distribution staff with timely document production, copying, and distribution to meet established deadlines.

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XII. Training

MINIMUM QUALIFICATIONS:

9139 Classification

Class B Commercial Driver's License with P endorsement (no air brake restriction), Medical Certificate and VTT Document - (these must be maintained)

A minimum total of five years experience operating a motor coach, trolley coach, streetcar or cable car

WORK LOCATION:

Various

WORK ENVIRONMENT:

Classroom and outdoors including inclement weather

SPECIAL REQUIREMENTS:

- Must complete and pass the Federal Transit Administration/Transportation Safety Institute's (TSI) *Instructor's Course In Bus Operator Training*
- Must be mode qualified to sign on any Division or Assistant Division Instructor shift
- Ability to work with the following computer programs/applications: Outlook, Word, Excel, Drive Cam, Trapeze, Transit Safe and Vigil Manager
- Ability to pass the Bus Instructor Road Training Certification Test
- Zero point value against driver's license
- Positive review of PSRs
- Positive review of Class or Operational History
- Positive review of work ethics (AWOLs, on time performance, etc)
- Ability to pass the California Department of Motor Vehicles Employer Testing Program training for Drive Test Examiner

SHIFT INFORMATION

Division/Assistant Division Instructors (Presidio, Potrero, Woods, Kirkland and Flynn):

1. Primary work location will be at the division signed on
2. May be assigned to classroom training, road training, or other duties as assigned by the Training Unit.

NOTE: Division Instructors/Assistant Division Instructors shift hours may vary according to the needs of Training and Development.

Division/Assistant Division instructors (Green, MME and Cable Car)

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Green Division Instructor/Assistant Division Instructor

1. Primary work location will be Green Division.
2. May be assigned to MME Division (as needed), classroom training, rubber tire road training or other duties according to the Training Unit's needs.

MME Division Instructor

1. Primary work location will be Green Division.
2. May be assigned to rubber tire road training or other duties according to the Training Unit's needs.

Green/MME Rail Instructors:

1. Primary work location will usually be Green Division.
2. May be assigned to MME Division (as needed), classroom training, rubber tire road training or other duties according to the Training Unit's needs.

Cable Car Division Instructor

1. Primary work location will be Cable Car Division
2. May be assigned to rubber tire road training or other duties according to the Training Unit's needs.

Cable Car Assistant Division Instructor/Classroom/Road Instructor (Shift 22)

1. Primary work location will be will be designated on the weekly Instructor Detail
2. Primary work assignment will be classroom/road instructor assigned to new operator training and other classroom/road instructor duties.
3. **Will be assigned to Cable Car Assistant Division Instructor as needed**
4. This shift will be in effect for the duration of the General Sign-Up. Employee will not be eligible to sign-up during periodic intra-departmental sign-ups or participate in polling for other shifts.

NOTE: All Rail Training shifts will be in effect for the duration of the General Sign-Up. Employee will not be eligible to sign-up during periodic intra-departmental sign-ups or participate in polling for other shifts. All Rail Training Instructors shift hours may vary according to the needs of Training and Development.

Classroom/Road Instructor

1. Classroom/Road Instructor's primary work location will be designated on the weekly Instructor Detail; may be assigned to classroom, division, or road training depending on Training Unit needs.
2. Shift hours may vary according to the needs of the Training Unit. Classroom/Road Instructors will be rotated to night training on a regular basis. Anticipated changes in shift hours will be posted as part of the Weekly Instructor Detail.

Classroom/Road Accident Retraining & Line Training:

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1. This shift is responsible for assigning Operators to and conducting Accident Re-training and Line Training classes. May also be assigned to Corrective Case Interviews, classroom training, road training and/or division work.
2. This shift will be in effect for the duration of the General Sign-Up. Employee will not be eligible to sign-up during periodic intra-departmental sign-ups or participate in polling for other shifts.

DIVISION INSTRUCTOR

Duties and Responsibilities

1. Review daily accident reports.
Determine accident profile, code and grade accordingly ("A", "U" or "M").
Develop accident profile follow-up priorities and schedule to match hours of operator availability.
2. Analyze accidents; determine probable cause and preventative action.
3. Update operator accident history profiles.
4. Operator Follow-up rides:
New Operator
Senior Operator Refresher
General Sign-up
Part-time to full-time
Accident Re-training
Corrective Case Interview
Special Follow-ups (i.e. Supt request)
Safety Ride Check
Routine
Profile
5. Drive Cam Duties
6. Operate Vigil System Training Program
7. Line Trainer recruitment, selection and training
8. Detail operators to Line Trainers as needed. Develop Line Training Matrix ("Grid").
Detail operator trainees to Ride-alongs. Develop Ride Along Matrix ("Grid").
9. Re-qualification training for operators off over 60 days.
10. Conduct Accident Retraining as needed.
11. Maintain Division Records.

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12. Responsible for establishing, coordinating, and completing GSU Training.
13. Develop lesson and training plan/coordinate/instruct new equipment training.
14. Prepare daily payroll forms as needed for Operators, Line Trainers and other Trainees and enter data into Trapeze database as required.
15. Perform other Training Unit duties as required.

CLASSROOM INSTRUCTOR

Duties and Responsibilities

Under the supervision of the Training Department Managers:

- Plans, prepares, and gives practical and theoretical instructions to new trainees, experienced operators, supervisors, and other Muni personnel;
- Gives theoretical lessons on operation of subway and surface public transportation vehicles, prevention of accidents, driving rules, customer relations, and other public transportation related topics using written, and audio-visual aids;
- Conducts road-training sessions on revenue and non-revenue vehicles;
- Operates Vigil System Training Program equipment
- Writes comprehensive trainee/operator evaluation reports;
- Writes and/or revises training lesson plans
- Periodically assigned to Assistant Division Instructor duty and New Operator Training Team Leader duties
- Enters payroll data for operators and trainees

Performs other Training Unit duties as required

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VIII. General Duties of the Division Dispatcher

The responsibilities of the Division Dispatcher are as follows:

1. Division site responsibility, in the absence of the Division Superintendent. This includes, but is not limited to, supervision Second Desk Division Dispatcher shifts, office clerks and receivers.
2. Assignment of Operators to maintain the needs of service services delivery goals and budget constraints. This includes delivery of scheduled service, minimizing missing service and identification of and minimization of and reporting to Central Control of multiple missing headways and deployment of extra runs for special events. (I.e. football, baseball, etc.).
3. Maintain a current copy of the Civil service Rules, the Operator Rule Book, and Memorandum of Understanding between the City and County of San Francisco and TWU Local 250A, current General Bulletins, Notices, and Special Events Notices; Industrial Duty Procedure and any other associated germane documents and be conversant in all of the above.
4. Receive and process reports submitted by Operators (sick, accidents, miscellaneous, etc.)
5. Maintain current "Not Out" data.
6. Keep scheduled and non-scheduled (extra) runs in service using available Operators.
7. Maintain accurate and complete Division records. Process and complete necessary forms and reports. (Example: sick leaves, industrial, manpower, accident, etc.).
8. Transmit and receive correct information for those who need to know and brief relief Dispatcher as to status of the above.
9. Route Operator' mail; direct forms, documents and mail to the Division Manager and other departments in a timely manner. Deliver Operator mail within stated time constraints.
10. Handle telephone inquiries from Operators, Central Control, other departments, the general public, etc.
11. Ensure that unauthorized personnel do not enter or loiter on MUNI property.
12. Perform other duties as directed by the Division Manager or other in authority, or as dictated by operational necessity.
13. Review and complete Operator Accident/Incident Reports.
14. Responsibilities may vary by Division and specific shift/lead responsibilities are identified below and are subject to change.
15. Brief relief dispatcher of division operational status for the above.
16. 2nd desk dispatchers are subject to reassignment based on service needs

	Cable Car	Sign-up	January	2010	REVISED 12/14/09					
	Shift	SAT	SUN	MON	TUE	WED	THUR	FRI	RDO	INSPECTOR
1	8-T43a	RDO	RDO	530a/130p	530a/130p	530a/130p	530a/130p	530a/130p	SS	
2	8-T43b	130p/930p	130p/930p	130p/930p	130p/930p	RDO	RDO	130p/930p	WT	
3	8-T-35	12p/8p	RDO	RDO	11a/7p	11a/7p	11a/7p	11a/7p	SM	
4	8-T-54a	930a/530p	930a/530p	930a/530p	RDO	RDO	930a/530p	930a/530p	TW	
5	8-T-54b	RDO	530p/130a	530p/130a	530p/130a	530p/130a	530p/130a	RDO	FS	
6	Blk 1	8T43a530a/130p	8T43a530a/130p	8T35-11a/7p	8T54a930a/530p	8T54a930a/530p	RDO	RDO	TF	
7	Blk 2	8T54b-530p/130a	8T35-12p/8p	RDO	RDO	8T43b-130p/930p	8T43b-130p/930p	8T54b-530p/130a	MT	

The following changes have been made to the Cable Car Inspector shifts:

- The total number of positions has been reduced from 9 Inspectors to 7 Inspectors
- The hours for 8T35 have been changed from 7:30AM - 3:30PM to 11AM-7PM
- Block 1 now covers 8-T43a and 8T54a
- No Vacation Relief

CENTRAL CONTROL 9139 - 2010 GSU TENTATIVE 122909 FINAL

In Effect:

[illegible]

**DIVISION DISPATCHER SHIFT ASSIGNMENTS
2008 SIGN-UP**

Division	Shift	Hours	Days/Off	
CCAR	Lead Pay	0700-1500	Sat/Sun	_____
CCAR	Nite	1500-2300	Sun/Mon	_____
CCAR	OWL	2300-0700	Fri/Sat	_____
FLYNN	Lead Pay	0700-1500	Sat/Sun	_____
FLYNN	2nd Desk	0700-1500	Wed/Thur	_____
FLYNN	Nite	1500-2300	Thur/Fri	_____
FLYNN	Owl	2300-0700	Wed/Thur	_____
KIRK	Lead Pay	0700-1500	Sat/Sun	_____
KIRK	2nd Desk	0700-1500	Thur/Fri	_____
KIRK	Nite	1500-2300	Wed/Thur	_____
KIRK	Owl	2300-0700	Tue/Wed	_____
PRES	Lead Pay	0700-1500	Sat/Sun	_____
PRES	2nd Desk	0700-1500	Tue/Wed	_____
PRES	Nite	1500-2300	Tue/Wed	_____
PRES	Owl	2300-0700	Fri/Sat	_____
POT	Lead Pay	0700-1500	Sat/Sun	_____
POT	2nd Desk	0700-1500	Mon/Tue	_____
POT	Nite	1500-2300	Sat/Sun	_____
POT	Owl	2300-0700	Mon/Tue	_____
GRN	Lead Desk	0700-1500	Sat/Sun	_____
GRN	2nd Desk	0700-1500	Thur/Fri	_____
GRN	Nite	1500-2300	Fri/Sat	_____
GRN	Owl	2300-0700	Sun/Mon	_____
WOODS	Lead Pay	0700-1500	Sat/Sun	_____
WOODS	2nd Desk	0700-1500	Thur/Fri	_____
WOODS	Nite	1500-2300	Fri/Sat	_____
WOODS	Owl	2300-0700	Sat/Sun	_____
DISP/ADMIN MME	Lead Pay	0700-1500	Sat/Sun	_____

DISPATCHER'S
BLOCKS RELIEF ASSIGNMENT
2008 SIGN-UP

BLOCKS & RELIEFS SHIFT ASSIGNMENTS

BLOCK	DIV.	SHIFT	HOURS	DAYS	RDO	
BL-1	WDS	2	0700-1500	SAT/SUN	MON/TUE	_____
	WDS	2	0700-1500	THU/FRI		
	DET			WED		
BL-2	GRN	2	0700-1500	SAT/SUN	TUE/WED	_____
	GRN	2	0700-1500	THU/FRI		
	DET			MON		
BL-3	CCR	1	0700-1500	SAT/SUN	WED/THUR	_____
	POT	2	0700-1500	MON/TUE		
	DET			FRI		
BL-4	POT	2	0700-1500	SAT/SUN	MON/TUE	_____
	PRE	2	0700-1500	WED		
	FLN	2	0700-1500	THU		
	KIR	2	0700-1500	FRI		
BL-5	PRE	2	0700-1500	TUE	SUN/MON	_____
	FLN	2	0700-1500	WED		
	KIR	2	0700-1500	THU		
	DET	2	0300-1100	FRI/SAT		
BL-6	GRN	3	1500-2300	FRI/SAT	WED/THU	_____
	CCR	3	1500-2300	SUN/MON		
	DET			TUE		
BL-7	WDS	3	1500-2300	FRI/SAT	SUN/MON	_____
	PRE	3	1500-2300	TUE		
	KIR	3	1500-2300	WED/THU		
BL-8	POT	3	1500-2300	SAT/SUN	MON/TUE	_____
	FLN	3	1500-2300	THU/FRI		
	PRES	3	1500-2300	WED		

DISPATCHER'S
BLOCKS RELIEF ASSIGNMENT
2008 SIGN-UP

BL-9	PRE	4	2300-0700	FRI/SAT	SUN/MON	_____
	KIR	4	2300-0700	TUEWED		
	FLN	4	2300-0700	THU		
BL-10	CCR	4	2300-0700	FRI/SAT	TUE/WED	_____
	GRN	4	2300-0700	SUN/MON		
	DET			THU		
BL-11	WDS	4	2300-0700	SAT/SUN	THU/FRI	_____
	POT	4	2300-0700	MON/TUE		
	FLN	4	2300-0700	WED		

2010 9193 GSU METRO RAIL OPERATIONS SHIFTS

CORNER UNITS										
No.	Location	Shift	Hours	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	EMBARC	4C30A	5A/1P	6A/2P	7A/3P	RDO	RDO	5A/1P	5A/1P	5A/1P
2	EMBARC	4C31B	5P/1A	RDO	RDO	5P/1A	5P/1A	5P/1A	5P/1A	5P/1A
3	W. PORT	4C32A	5A/1P	RDO	RDO	5A/1P	5A/1P	5A/1P	5A/1P	5A/1P
4	W. PORT	4C32B	1P/9P	RDO	RDO	1P/9P	1P/9P	1P/9P	1P/9P	1P/9P
5	CH/DUB	4C33A	5A/1P	RDO	RDO	5A/1P	5A/1P	5A/1P	5A/1P	5A/1P
6	CH/DUB	4C33B	1P/9P	RDO	RDO	1P/9P	1P/9P	1P/9P	1P/9P	1P/9P
7	METRO	4C52A	5A/1P	5A/1P	5A/1P	5A/1P	5A/1P	RDO	RDO	5A/1P
8	METRO	4C52B	1P/9P	1P/9P	1P/9P	1P/9P	1P/9P	RDO	RDO	1P/9P
9	CALTRAIN	4C53A	6A/2P	6A/2P	7A/3P	6A/2P	6A/2P	6A/2P	RDO	RDO
10	CALTRAIN	4C53B	2P/10P	2P/10P	3P/11P	2P/10P	RDO	RDO	2P/10P	2P/10P
11	F-LINE	4C55A	7A/6P*	10A/6P	10A/6P	7A/6P*	7A/6P*	7A/6P*	RDO	RDO
12	F-LINE	4C55B	6P/2A	6P/2A	6P/2A	RDO	RDO	6P/2A	6P/2A	6P/2A
MOBILE TRUCK UNITS										
13	N-LINE	4T40A	4A/12P	RDO	RDO	4A/12P	4A/12P	4A/12P	4A/12P	4A/12P
14	N-LINE	4T40B	12P/8P	RDO	RDO	12P/8P	12P/8P	12P/8P	12P/8P	12P/8P
15	W. PORT	4T41A	6A/2P	RDO	RDO	6A/2P	6A/2P	6A/2P	6A/2P	6A/2P
16	W. PORT	4T41B	2P/10P	RDO	RDO	2P/10P	2P/10P	2P/10P	2P/10P	2P/10P
17	F-LINE	4T42A	5A/1P	RDO	RDO	5A/1P	5A/1P	5A/1P	5A/1P	5A/1P
18	**MME YARD	4T46	3A/11A	RDO	RDO	3A/11A	3A/11A	3A/11A	3A/11A	3A/11A
CITYWIDE ROVER UNITS										
19	METRO	*4T75	4A/12P	RDO	RDO	4A/12P	4A/12P	4A/12P	4A/12P	4A/12P
20	EAST	*4T76	2P/10P	RDO	RDO	2P/10P	2P/10P	2P/10P	2P/10P	2P/10P
21	WEST	*4T79	6P/2A	6P/2A	RDO	RDO	6P/2A	6P/2A	6P/2A	6P/2A
RELIEF BLOCKS										
22	BLK-1			4T40A	4T40A	4C30A	4C30A	RDO	RDO	DETAIL
23	BLK-2			4T41A	4T41A	RDO	RDO	DETAIL	4C53A	4C53A
24	BLK-3			4T40B	4T40B	RDO	RDO	4C52A	4C52A	DETAIL
25	BLK-4			4T41B	4T41B	4C55B	4C55B	RDO	RDO	DETAIL
26	BLK-5			4T42A	4T42A	DETAIL	RDO	RDO	4C55A	4C55A
27	BLK-6			RDO	4T79	4T79	4C53B	4C53B	DETAIL	RDO
28	BLK-7			4C31B	4C31B	DETAIL	DETAIL	DETAIL	RDO	RDO
29	BLK-8			4T76	RDO	RDO	DETAIL	4C52B	4C52B	DETAIL

Mobile Truck Units require 2 years of experience as corner units to be able to sign onto a shift. Must be able to trouble shoot a LRV and be certified to operate. May be assigned to work corner units when necessary in your district. Needs of service is a priority.

Rover Units require 3 years as a Truck Unit (40) to be able to sign on as a Rover. Must be able to work all shifts in the division.

Exception taken on requirements when signing onto Blocks.

*Denotes Split Shifts [7A/10A-1P/6P]

** Denotes MME Yard Starter [3A/7A][7:30A/11A Sunnydale/Bayshore]

You cannot sign on Vacation Relief Block unless you are qualified as a Tom Unit. (You must have two years as a corner unit)

The following changes have been made to the MRO shifts:

- There has been a reduction in Embarcadero shifts from 3 shifts to 2 shifts.
- A MME Yard Starter shift has been added.
- The requirement for 4T70s has been increased to three (3) years up from two (2) years.
- The requirement for 4T40s has been increased to two (2) years up from one (1) year.

SCHEDULES DEPARTMENT
SHIFTS
2010 GSU

SHIFT	SAT	SUN	MON	TUE	WED	THUR	FRI	
1	RDO	RDO	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	_____
2	RDO	RDO	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	_____
3	RDO	RDO	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	_____
4	RDO	RDO	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	_____
5	RDO	RDO	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	_____
6	RDO	RDO	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	_____

*NOTE ALL SHIFTS HOURS ARE SUBJECT TO CHANGE AS WORK REQUIREMENTS DEMAND

Station Operations Supervisor Shifts Bid Draft 2010

SHIFT	HOURS	REGULAR DAYS OFF
4C90	4am-12pm	Sat/Sun
4C91	10am-6pm – Mon/Tues/ Wed 5am-1pm – Saturday 7am-3pm - Sunday	Thu/Fri
4C92	530pm-130am - Tues/Wed 10am-6pm - Thurs/Fri 1pm-9pm - Saturday	Sun/Mon
4C93 Vacation Relief, Special Projects Division Trainer. (Station Ops experience required)	10am-6pm or hours of shift on vacation	Sat/Sun
4C94	530pm-130am	Tues/Wed

Approved by:
Frank Lum and
Ernie del Barrio
Original Signature with the Union

STREET OPERATIONS 2010 - 9139 GENERAL SIGN-UP

TRANSIT INSPECTOR

RADIO CAR SHIFTS

UNIT # DISTRICT	SAT	SUN	MON	TUE	WED	THU	FRI	COMMENTS
1) 1-T-59 *Office Split Field Assignment Inspector:	OFF NBC	OFF NBC	0730-1230 1530-1830	0730-1230 1530-1830	0730-1230 1530-1830	0730-1230 1530-1830	0730-1230 1530-1830	Office Duties Various Duties as Assigned <i>*SEE OFFICE DUTIES DESCRIPTION</i>
2) 1-T-60A Downtown North Inspector:	BC1	BC1	0600-1400	0600-1400	0600-1400	0600-1400	0600-1400	Radio Channel HB2
3) 1-T-60B Downtown North Inspector:	OFF BC8	1400-2200	1400-2200	1400-2200	1400-2200	1400-2200	OFF BC8	Radio Channel HB2
4) 1-T-61A Downtown South Inspector:	0500-1300	OFF BC2	OFF BC1	0500-1300	0500-1300	0500-1300	0500-1300	Radio Channel HB3
5) 1-T-61B Downtown South Inspector:	OFF BC7	1300-2100	1300-2100	1300-2100	1300-2100	1300-2100	OFF BC6	Radio Channel HB3

UNIT # DISTRICT	SAT	SUN	MON	TUE	WED	THU	FRI	COMMENTS
6) 1-T-62A Western Addition	OFF BC6	OFF BC6	0700-0930 1230-1800	0700-0930 1230-1800	0700-0930 1230-1800	0700-0930 1230-1800	0700-0930 1230-1800	Radio Channel HB2
Inspector:								
7) 1-T-62B Western Addition	1800-0200	OFF BC8	OFF BC8	1800-0200	1800-0200	1800-0200	1800-0200	Radio Channel HB2
Inspector:								
8) 1-T-63A Middle Mission	1000-1800	OFF BC4	OFF BC4	0700-0100 1300-1800	0700-0100 1300-1800	0700-0100 1300-1800	0700-0100 1300-1800	Radio Channel HB3
Inspector:								
9) 1-T-63B Middle Mission	1800-0200	1800-0200	1800-0200	1800-0200	OFF BC 9	OFF BC 9	1800-0200	Radio Channel HB3
Inspector:								
10) 1-T-64A Outer Richmond	0500-1300	0500-1300	OFF BC2	OFF BC2	0500-1300	0500-1300	0500-1300	Radio Channel HB5
Inspector:								
11) 1-T-64B Outer Richmond	1300-2100	1300-2100	1300-2100	1300-2100	OFF BC6	OFF BC6	1300-2100	Radio Channel HB5 Fulton & 6th/8th MON-FRI 1530-1830 Primary Line 5 Secondary Line 44
Inspector:								

UNIT # DISTRICT	SAT	SUN	MON	TUE	WED	THU	FRI	COMMENTS
12) 1-T-65 Bayview/ Hunters Point/ Potrero Hill.	1000-1800	1000-1800	0700-1100 1400-1800	0700-1100 1400-1800	0700-1100 1400-1800	OFF BC1	OFF BC1	Radio Channel HB5 Arlota & Bayshore MON-FRI 1515-1730 Primary Lines 8X, 8 AX, 8 BX, 56

Inspector:

13) 1-T-66 Marina GGNRA	1000-1800	1000-1800	0700-1100 1400-1800	OFF BC5	OFF BC5	0700-1100 1400-1800	0700-1100 1400-1800	Radio Channel HB2
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Inspector:

14) 1-T-67A Outer Mission	OFF BC2	0600-1400	0600-1400	0600-1400	0600-1400	0600-1400	OFF BC2	Radio Channel HB4
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Inspector:

15) 1-T-67B Outer Mission	OFF BC9	OFF BC9	1400-2200	1400-2200	1400-2200	1400-2200	1400-2200	Radio Channel HB4
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Inspector:

16) 1-T-68 North Beach Fisherman's Wharf	OFF BC10	1700-0100	1700-0100	1700-0100	1700-0100	1700-0100	OFF BC9	Radio Channel HB2
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Inspector:

17) 1-T-80 City Wide (OWL) North	2100-0500	OFF BC10	OFF BC10	2100-0500	2100-0500	2100-0500	2100-0500	Radio Channel HB2
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Inspector:

[illegible]

TRANSIT INSPECTOR ROVING ASSIGNMENT SHIFTS

(See explanatory notes on the last page)

REVISÉD 2-12-2010 820AM

UNIT # DISTRICT	SAT	SUN	MON	TUE	WED	THU	FRI	COMMENTS
1) 1-R-18 Geary Corridor	OFF NBC	OFF NBC	0900-1400 1700-2000	0900-1400 1700-2000	0900-1400 1700-2000	0900-1400 1700-2000	0900-1400 1700-2000	
Inspector:								
2) 1-R-23 Market Corridor	OFF NC	OFF NC	BLK 3	BLK 3	BLK 7	BLK 7	BLK 7	Shift covered by Block Assignment only
Inspector:								
3) 1-R-26 Van Ness Corridor	0900-1700	0900-1700	0700-1200 1500-1800	OFF BLK 4	OFF BLK 4	0700-1200 1500-1800	0700-1200 1500-1800	
Inspector:								

NOTES AFFECTING RADIO CAR INSPECTOR ASSIGNMENTS

REVISED 2-12-2010 820AM

- 1) SOME SHORT-TERM SHIFT CHANGES MAY BE NECESSITATED BY THE NEEDS OF SERVICE.
- 2) BC(XX)=BLOCK NUMBER PROVIDING DAY OFF COVERAGE.
- 3) SPECIAL NOTE: WHEN A RADIO CAR UNIT IS NOT ON ASSIGNMENT, INSPECTORS ARE TO COVER THE LOCATIONS LISTED FOR EACH UNIT ON A ROTATING BASIS.
- 4) SPECIAL NOTE: SHORT TERM REASSIGNMENT TO PRIORITY (MUST FILL) SHIFTS.

PRIORITY RADIO CAR SHIFTS:

1-C-14
1-T-60 A & B
1-T-61 A & B
1-T-62 A & B
1-T-63 A & B
1-T-80 (OWL)
1-T-81 (OWL)
1-R-18
1-R-23
1-R-26

NON-PRIORITY RADIO CAR SHIFT

1-T-64 A & B
1-T-65 A & B
1-T-66 A & B
1-T-67 A & B
1-T-68

NON-PRIORITY RADIO CAR SHIFTS MAY BE REASSIGNED SHORT-TERM TO PRIORITY RADIO CAR SHIFTS DUE TO NEEDS OF SERVICE AND THE DEPLETION OF STREET OPERATIONS INSPECTOR. IF YOU ARE RE-ASSIGNED, EVERY EFFORT WILL BE MADE TO TRADE TO A SHIFT WITH SIMILAR HOURS AS YOUR OWN REGULARLY ASSIGNED SHIFT.

TRANSIT INSPECTOR

CORNER UNITS FIXED POST SHIFTS

(See explanatory notes on the last page)

UNIT # DISTRICT	SAT	SUN	MON	TUE	WED	THU	FRI	COMMENTS
1) 1-C-1 Transbay Terminal	OFF BC5	OFF BC5	0700-1130 1430-1800	0700-1130 1430-1800	0700-1130 1430-1800	0700-1130 1430-1800	0700-1130 1430-1800	Radio Channel HB5 Primary Lines 38, 38L, 5, 71 Secondary Lines 14, 14L No Vehicle Assigned
Inspector:								
2) 1-C-2 Union & Columbus	0900-1700	OFF BC3	OFF BC5	0700-1000 1300-1800	0700-1000 1300-1800	0700-1000 1300-1800	0700-1000 1300-1800	Radio Channel HB2 Primary Lines 30, 39, 41, 45 Secondary=8X No Vehicle Assigned
Inspector:								
3) 1-C-6 Presidio Yard Calif & Presidio	OFF NBC	OFF NBC	0500-0800 0800-1100 1400-1600	0500-0800 0800-1100 1400-1600	0500-0800 0800-1100 1400-1600	0500-0800 0800-1100 1400-1600	0500-0800 0800-1100 1400-1600	Radio Channel HB2 Primary Lines: All Pull Outs Primary Lines 1, 1BX, 2, 3, 43 Secondary=1AX No Radio Car Assigned
Inspector:								
4) 1-C-9A 30th & Mission	OFF NBC	OFF NBC	0500-1300	0500-1300	0500-1300	0500-1300	0500-1300	Radio Channel HB3 Primary Lines 14, 14L, 24, 49, 67 No Radio Car Assigned
Inspector:								
5) 1-C-9B 30th & Mission	OFF BC3	0900-1700	1300-2100	1300-2100	1300-2100	1300-2100	OFF BC 3	Radio Channel HB3 Primary Lines 14, 14L, 24, 49, 67 No Radio Car Assigned
Inspector:								

UNIT # DISTRICT	SAT	SUN	MON	TUE	WED	THU	FRI	COMMENTS
6) 1-C-14 Park Presidio at Balboa, Geary, California Radio Car District 62 Cyril Magnin & Market	OFF NBC	OFF NBC	0700-0930 0930-1300 1600-1800	0700-0930 0930-1300 1600-1800	0700-0930 0930-1300 1600-1800	0700-0930 0930-1300 1600-1800	0700-0930 0930-1300 1600-1800	Radio Channel HB4 & 2 Primary Lines 1 A-B, 31 A-B, 38 A-B-X 9, 49, 47, 71, 16 AX, -BX, 27 Radio Car Assignment AM Only
Inspector:								
7) 1-C-17 16th St & Bryant	OFF NBC	OFF NBC	0700-1200 1500-1800	0700-1200 1500-1800	0700-1200 1500-1800	0700-1200 1500-1800	0700-1200 1500-1800	Radio Channel HB3 Primary Lines 22, 27, 33 Vehicle may be Assigned
Inspector:								
8) 1-C-19 19th & Holloway	OFF BC4	OFF BC7	0700-1200 1500-1800	0700-1200 1500-1800	0700-1200 1500-1800	0700-1200 1500-1800	0700-1200 1500-1800	Radio Channel HB4 Primary Lines 17, 28, 28L, 29 Secondary None Vehicle may be Assigned
Inspector:								
9) 1-C-20 4th & Townsend Union & Columbus Davis & Pine	OFF NBC	OFF NBC	0700-1000 1000-1300 1600-1900	0700-1000 1000-1300 1600-1900	0700-1000 1000-1300 1600-1900	0700-1000 1000-1300 1600-1900	0700-1000 1000-1300 1600-1900	Radio Channel HB5 Primary Lines 10, 30, 45, Radio Channel HB 2 Primary Lines 30, 39, 45 Radio Channel HB4 Primary Lines 1AX, 1BX, 31AX, 31BX 38AX No Vehicle Assigned
Inspector:								
10) 1-C-25 Geneva & Mission	OFF NBC	OFF NBC	0700-1200 1500-1800	0700-1200 1500-1800	0700-1200 1500-1800	0700-1200 1500-1800	0700-1200 1500-1800	Radio Channel HB5 Primary Lines 14, 14L, 29, 43, 54, 88 No Vehicle Assigned
Inspector:								

UNIT # DISTRICT	SAT	SUN	MON	TUE	WED	THU	FRI	COMMENTS
11) 1-C53 Potrero Yard Starter 37 Line Radio Car District 63 Inspector:	OFF NBC	OFF NBC	0500-0800 0800-1000 1000-1300	0500-0800 0800-1000 1000-1300	0500-0800 0800-1000 1000-1300	0500-0800 0800-1000 1000-1300	0500-0800 0800-1000 1000-1300	Radio Channel HB3 Primary Lines - All Pull-Outs Primary Lines 9, 10, 14, 14L, 24, 49, 67, 19, 48 Radio Car Assignment
12) 1-C-57 Woods Yard Transbay Term Woods Yard Starter Inspector:	OFF NBC	OFF NBC	0530-0830 1130-1430 1430-1630	0530-0830 1130-1430 1430-1630	0530-0830 1130-1430 1430-1630	0530-0830 1130-1430 1430-1630	0530-0830 1130-1430 1430-1630	Radio Channel HB4 Primary Lines - All Pull-Outs Radio Channel HB5 Primary Lines 38, 38L, 5, 71 Radio Channel HB4 Primary Lines - All Pull-Outs No Radio Car Assignment
13) 1-C-58 Flynn Yard Arleta & Bayshore Inspector:	OFF NBC	OFF NBC	0500-0730 0730-1300	0500-0730 0730-1300	0500-0730 0730-1300	0500-0730 0730-1300	0500-0730 0730-1300	Radio Channel HB5 Primary Lines - All Pull Outs Primary Lines 8AX, 8BX, 56 Vehicle may be Assigned

NOTES AFFECTING FIXED POST INSPECTOR ASSIGNMENTS

- 1) Some short-term shift change may be necessitated by the needs of service.
- 2) NBC = No Block Coverage on this off day.
- 3) BC(XX) = Block number Providing Coverage on this off day.
- 4) Primary Lines = These are your primary line to supervise.
- 5) Secondary Lines = As long as another Inspector is assigned as primary control for other lines passing our location, you are the secondary control. IF THE OTHER INSPECTOR IS NOT ON DUTY THOSE PRIMARY LINES BECOME YOUR PRIMARY LINES TOO.
- 6) SPECIAL NOTE: SHORT TERM REASSIGNMENT TO PRIORITY (MUST FILL) SHIFTS
- 7) Management may assign trucks to corner units depending on vehicle availability and special needs.

PRIORITY FIXED POST SHIFTS:

1-C-1
1-C-2
1-C-6
1-C-9A&B
1-C-17
1-C-20
1-C-53

NON- PRIORITY FIXED POST SHIFTS:

1-C19
1-C-57
1-C-58

NON-PRIORITY FIXED POST SHIFTS MAY BE REASSIGNED SHORT-TERM TO PRIORITY RADIO CAR SHIFTS DUE TO NEEDS OF SERVICE AND THE DEPLETION OF STREET OPERATIONS INSPECTORS. IF YOU ARE RE-ASSIGNED, EVERY EFFORT WILL BE MADE TO TRADE TO A SHIFT WITH SIMILAR HOURS.

CORNER AND MOBILE UNITS

(See explanatory notes on last page)

BLOCK #	SAT	SUN	MON	TUE	WED	THU	FRI	COMMENTS
1) UNIT HOURS	1-T-60A* 0600-1400	1-T-60A* 0600-1400	1-T-61A* 0500-1300	OFF	OFF	1-T-65 0700-1100 1400-1800	1-T-65 0700-1100 1400-1800	
Inspector:								
2) UNIT HOURS	1-T-67A 0600-1400	1-T-61A* 0500-1300	1-T-64A* 0500-1300	1-T-64A* 0500-1300	OFF	OFF	1-T-67A 0600-1400	
Inspector:								
3) UNIT HOURS	1-C-9 0900-1700	1-C-2 0900-1700	1-R-23 1200-2000	1-R-23 1200-2000	OFF	OFF	1-C-9 1300-2100	1-C-2=Union & Columbus 1-C-6=California & Presidio 1-C-9=Mission & 30th
Inspector:								
4) UNIT HOURS	1-C-19 1000-1800	1-T-63A* 1000-1800	1-T-63A* 0700-1000 1300-1800	1-R-26 0800-1200 1500-1800	1-R-26 0800-1200 1500-1800	RDO	RDO	1-C-9=Mission & 30th 1-C-19=19th AVE and Holloway
Inspector:								
5) UNIT HOURS	1-C-1 0900-1700	1-C-1 0900-1700	1-C-2 0700-1000 1300-1800	1-T-66* 0700-1100 1400-1800	1-T-66* 0700-1100 1400-1800	OFF	OFF	1-C-1= Transbay Terminal 1-C-2=Union & Columbus
Inspector:								

BLOCK #	SAT	SUN	MON	TUE	WED	THU	FRI	COMMENTS
6) UNIT HOURS	1-T-62A* 1000-1800	1-T-62A* 1000-1800	OFF	OFF	1-T-64B* 1300-2100	1-T-64B* 1300-2100	1-T-61B 1300-2100	
Inspector:								
7) UNIT HOURS	1-T61B 1300-2100	1-C-19 1000-1800	OFF	OFF	1-R-23 1200-2000	1-R-23 1200-2000	1-R-23 1200-2000	
Inspector:								
8) UNIT HOURS	1-T-60B* 1400-2200	1-T-62B* 1800-0200	1-T-62B* 1800-0200	OFF	OFF	DET	1-T-60B* 1400-2200	
Inspector:								
9) UNIT HOURS	1-T-67B 1400-2200	1-T-67B 1400-2200	OFF	OFF	1-T-63B 1800-0200	1-T-63B 1800-0200	1-T-68* 1700-0100	
Inspector:								
10) UNIT HOURS	1-T-68* 1700-0100	1-T-80* 2100-0500	1-T-80* 2100-0500	1-T-81* 2200-0600	1-T-81* 2200-0600	OFF	OFF	

Inspector:

****SEE EXPLANATORY NOTES ON RADIO CAR SHIFTS LAST PAGE**

TRANSIT SERVICE INSPECTOR

VACATION RELIEF

ALL VACATION RELIEF INSPECTORS SHOULD BE CAPABLE OF:
TROUBLESHOOTING OF TROLLEY COACHES AND MOTOR COACHES
LINE MANAGEMENT AND BALL PARK OPERATIONS.

THE FOLLOWING OFF DAYS ARE PROVIDED FOR VACATION RELIEF INSPECTORS
DAYS OFF REMAIN THE SAME REGARDLESS OF ANY SHIFT SELECTED (or a PASS) ON THE WEEKLY HOLD-DOWN LIST

SHIFTS #

OFF DAYS

VR-1

SUN-MON

Inspector:

VR-2

WED-THU

Inspector:

TRANSIT SERVICE INSPECTOR

ROVER UNITS

A Rover Unit will be one of three units that will "rove" a specific corridor. The corridor will be defined with the shift. A Rover Unit will handle any and all incidents that occur on his/her corridor which will include but not be limited to the following; Accident Reports, clearing of bus zones, adjust all running time to ensure the transit vehicles will run on time and not create bunching. Have in-depth communication with Central Control and the Line Management Center. Have intercommunication skills with neighboring District Troubleshooters (Tom Units) and with Corner Units in the specific areas. A Mobile Troubleshooter will be called 1st from Central Control; a Rover Unit would be called if no other Unit is available. If an Accident occurs on the Rover Unit's Corridor the Rover Unit will be the Lead Inspector at the scene if first responder.

TRANSIT SERVICE INSPECTOR

OFFICE 1-T-59

The duties of the 1-T-59 office require detail laden heavy duty office, communicative and people skills. Anyone who signs on this shift must have the skills required and be willing, under the direction of the Office Manager to perform the following:

- 1) Strong computer knowledge including excellent Excel and Word skills, with the ability to create clear and concise documents as well as perform spreadsheet functions either from a prepared copy or have the ability to create a spreadsheet from a blank document.
- 2) The ability to operate a multifunction photocopy machine is a must. The machines available will be able to copy, collate, fax and scan. Receiving and distribution of bulletins, mail and documents is required. This include receiving and/or copying and distribution of
- 3) multiple accident/incident reports, previous day(s) reports from Street Inspectors, Construction assignments, Special events and other entities. Schedule and prepare in advance the Daily Detail for multiple days work. This will include constant and multiple daily adjustments to the schedule, regarding overtime, construction, special assignments, unplanned absences, vacations, floating holidays, furlough day etc...
- 4) This includes preparation of documents as instructed by a manager including but not limited to Sign-up's. All documents created by 1-T-59 must be approved by a manager before distribution. Excellent interpersonal skills are required. Heavy phone contact is necessary and respectful communication is a must. 1-T-59 must be
- 5) willing to clearly explain in detail, any queries presented. This is expected whether the communication is in person, written or by other means of contact.
- 6) The 1-C-30 may include extraneous duties not regularly assigned and 1-T-59 must be willing to perform tasks as assigned by the Chief Inspector or an Assistant Chief Inspector.

TRAINING AND DEVELOPMENT 2010 9139 GENERAL SIGN UP

SHIFT	LOCATION	SAT	SUN	HOURS	NAME
TRNG-1	WDS-INST	RDO	RDO	0700-1530	
TRNG-2	WDS-ASST	RDO	RDO	1100-1930	
TRNG-3	KIR-INST	RDO	RDO	0700-1530	
TRNG-4	FLN-INST	RDO	RDO	0700-1530	
TRNG-5	POT-INST	RDO	RDO	0700-1530	
TRNG-6	POT-ASST	RDO	RDO	1100-1930	
TRNG-7	PRE-INST	RDO	RDO	0700-1530	
TRNG-8	CCR-INST	RDO	RDO	0700-1530	
TRNG-9	GRN INST	RDO	RDO	0700-1530	
TRNG-10	GRN ASST	RDO	RDO	0700-1530	
TRNG-11	MME INST	RDO	RDO	0700-1530	
TRNG-12	GRN/MME CR/RD	RDO	RDO	0700-1530	
TRNG-13	GRN/MME CR/RD	RDO	RDO	0700-1530	
TRNG-14	GRN/MME CR/RD	RDO	RDO	0700-1530	
TRNG-15	GRN/MME CR/RD	RDO	RDO	1700-0130*	
TRNG-16	GRN/MME CR/RD	RDO	RDO	1700-0130*	
TRNG-17	GRN/MME CR/RD	RDO	RDO	1700-0130*	
TRNG-18	GRN/MME CR/RD	RDO	RDO	1700-0130*	
TRNG-19	GRN/MME CR/RD	RDO	RDO	1700-0130*	
TRNG-20	GRN/MME CR/RD	RDO	RDO	1700-0130*	
TRNG-21	CCR/CR/RD INST	RDO	RDO	0700-1530	
TRNG-22	CR/RD INST	RDO	RDO	0700-1530	
TRNG-23	CR/RD INST	RDO	RDO	0700-1530	
TRNG-24	CR/RD INST	RDO	RDO	0700-1530	
TRNG-25	CR/RD INST	RDO	RDO	0700-1530	
TRNG-26	CR/RD INST	RDO	RDO	0700-1530	
TRNG-27	CR/RD INST	RDO	RDO	0700-1530	
TRNG-28	CR/RD INST	RDO	RDO	0700-1530	
TRNG-29	CR/RD INST	RDO	RDO	0700-1530	
TRNG-30	CR/RD INST	RDO	RDO	0700-1530	
TRNG-31	CR/RD INST	RDO	RDO	0700-1530	
TRNG-32	CR/RD INST	RDO	RDO	0700-1530	
TRNG-33	CR/RD INST	RDO	RDO	0700-1530	
TRNG-34	CR/RD INST	RDO	RDO	0700-1530	
TRNG-35	CR/RD INST	RDO	RDO	0700-1530	
TRNG-36	CR/RD INST	RDO	RDO	0700-1530	
TRNG-37	CR/RD INST	RDO	RDO	0700-1530	
TRNG-38	CR/RD INST	RDO	RDO	0700-1530	
TRNG-39	CR/RD INST	RDO	RDO	0700-1530	
TRNG-40	AR/LTT INST	RDO	RDO	0700-1530	

TRAINING AND DEVELOPMENT 2010 9139 GENERAL SIGN UP

NOTES

1. CR/RD = Classroom/Road; AR/LTT = Accident Retraining/Line Trainer Training
2. Must be Mode Qualified to sign on a Division Instructor Shift
3. Shift 11: Primary work location will be Green Division until MME operates as a separate Division.
4. Shifts 15 through 20: Hours subject to change to 15:30 to 00:00 according to the needs of the training division.
5. Shift 21 CCR/Classroom Inst: Cable Car Assistant Division Instructor/Classroom - This shift works Classroom Instructor and Cable Car Assistant Division Instructor as needed. Must be and remain cable car grip mode qualified.
6. Cable Car Training Shifts (Shifts 8 and 21) will be in effect for the duration of the General Sign-up. Employee will not be eligible to sign up during periodic intra-departmental sign ups or participate in polling for other shifts.
7. Employees who sign on Green/MME Training Shifts (Shifts 9 through 20 inclusive) may only sign on shifts 9 through 20 during a periodic intra-departmental sign-up and are not eligible to participate in polling for other shifts.
8. All training shift hours subject to change according to needs of training division.

9139 GENERAL SIGNUP 2010

9139 Transit Supervisor

G.S.U. Choice Slip

NAME _____ CURRENT ASSIGNMENT _____

SECTION _____ PHONE(WORK/HOME) _____

CHOICES: 1 _____ SECTION _____

2 _____ SECTION _____

3 _____ SECTION _____

4 _____ SECTION _____

5 _____ SECTION _____

Wait List for:

Schedules ___ Training ___ Streets ___ MRO ___ Central ___ StaOps ___ DivDisp ___ Cable Car ___

SIGNATURE _____

DATE _____

TIME _____