

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

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

Date December 8, 2008

Re: **Notice of Proposed Classification Actions – Final Notice No. 15 FY 2008/2009 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective November 25, 2008.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to read "Kerry Ko", written over a horizontal line.

Kerry Ko
Deputy Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
_____ (contact person @ dept)

John Leon, DHR
Linda Cosico, DHR
Micki Callahan, DHR
Steve Ponder, ERD
Christina Fong, ERD
Rich David, ERD
Carmela Villasica, ERD
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
File



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

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

Posting No: 15
Fiscal Year: 2008/2009
Posted Date: November 25, 2008

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)

Item #	DEPT/ DIVISION	Class/Title
1	FIR	H 29 Special Services Officer \$4,886.00 B \$4,886.00
Reactivate an abolished classification.		

For additional information regarding the preceding proposed actions, please contact, Cathy Abela at 557-4933

Requests to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1st floor, 44 Gough Street.

- cc:** All Employee Organizations
All Departmental Personnel Officers
Regina Tharayil, MTA
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, ERD
Carmela Villasica, ERD
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, ERD
File

SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES

CLASS TITLE: SPECIAL SERVICES OFFICER
CODE: H-29

CHARACTERISTICS OF THE CLASS:

Under general supervision by the Assistant Deputy Chief of Support Services, plans, organizes and directs the selection, testing and repair of fire apparatus and equipment; supervises subordinates in maintenance of inventory control and repair of equipment; and performs related duties as required.

DISTINGUISHING FEATURES:

This class is responsible for planning and supervising a program of maintenance, service, repair, purchase and replacement of automotive and other equipment and supplies for the San Francisco Fire Department. It is distinguished from H-30 Captain in that the incumbent serves in an administrative support capacity as a technical expert in equipment purchasing, maintenance and repair and as supervisor of the Bureau of Equipment, while the H-30 Captain serves as a line officer overseeing firefighting functions.

SUPERVISION EXERCISED : H-2 Firefighters who perform work related to equipment/apparatus procurement and maintenance

EXAMPLES OF DUTIES:

According to Civil Service Commission Rule 309, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Acts as liaison between the Fire Department and the following agencies: Mayor's Emergency Resource Management Planning Group MTA Transportation Advisory Staff Committee; Interdepartmental Staff Committee on Traffic and Transportation; and Purchasing Department's Central Repair Shops.
2. Responds to fires and other emergencies to assist the Incident Commander with equipment placement and use, utilize special apparatus and oversee the proper use of equipment.
3. Directs the maintenance of inventory control over all firefighting tools, equipment, materials and supplies.
4. Directs subordinates in the upkeep and repair of Fire Department facilities.
5. Directs subordinates in the performance of emergency repair of Fire equipment and the maintenance and control of departmental records.
6. Monitors subordinate certifications to ensure that they are current and qualified to perform their duties.

7. Supervises the testing and certification of all Fire Department pumping equipment and ladders according to national standards.
8. Supervises the Fire Department's Breathing Apparatus Repair Facility.
9. Supervises the Fire Department's Procurement and Supply Division.
10. Prepares and administers departmental annual budget for vehicles and equipment.
11. Researches types of apparatus and equipment available for firefighting; contacts manufacturers and vendors; prepares specifications for all vehicles, apparatus and equipment purchased by the department.
12. Serves as a member of the Vehicle Accident Review Board.

QUALIFICATIONS:

Knowledge, Abilities and Skills:

Comprehensive knowledge of: principles and practices of firefighting equipment maintenance, purchasing and repair; inventory control and planning methods and procedures; principles and practices of management including supervision, training, organizing and budgeting; applicable laws, regulations and standards regarding the testing and certification of firefighting equipment.

Ability to: develop and implement a program for the maintenance, selection and repair of fire equipment and supplies; plan, organize and direct the work of subordinates; identify and interpret departmental equipment needs and implement effective solutions; communicate effectively verbally and in writing and establish effective working relationships with subordinates, departmental and other managers, vendors and others; evaluate specifications and other technical data in order to make sound purchasing recommendations.

Experience and Training: Successful completion of probationary period in class H-20 Lieutenant.

Position exempt from Civil Service examination under **Administrative Code, Article V, Sec 2A.90 (formerly Section 3.540 of the City Charter.)**

ADOPTED: 6-16-86
REVISED: 11-25-08

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