

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: August 26, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 4 FY 15/16 (copy attached).**

Pursuant to completion of discussion with SEIU 1021 regarding this classification action, the classification action contained in the above referenced notice became effective August 26, 2016.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

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

Steve Ponder  
Classification and Compensation Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Maria Newport, SFERS  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, Controller/ Budget Division  
E-File

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

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

**Posting No:** 04  
**Fiscal Year:** 2016/2017  
**Posted Date:** 07/28/2016  
**Reposted Date:** N/A

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached.)**

Item #	Job Code	Title
1	8139	Industrial Injury Investigator

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

**For additional information regarding this proposed classification action**, please contact Victor H Vallejo, Clerk, at (415) 557-4894 or by email at [Victor.h.Vallejo@sfgov.org](mailto:Victor.h.Vallejo@sfgov.org).

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Micki Callahan, DHR  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Industrial Injury Investigator  
Job Code: 8139**

**INTRODUCTION**

Under general supervision, reviews, verifies and analyzes records of occupational injuries and illnesses and workers compensation claims data investigates and/or reviews investigation of occupational injuries and near-misses and recommends changes to prevent future incidents; determines recordability and/or reportability of occupational incidents; maintains and/or reviews logs and other documents for completeness and accuracy, prepares correspondence as necessary, enters and updates incident records into a computerized data base, prepares statistical summary reports and performs trend analysis, analyzes monthly loss control report and injury/illness statistics, coordinates meetings , acts as liaison between the claims adjuster and department staff and performs other duties as assigned.

**DISTINGUISHING FEATURES**

This position is responsible for reviewing, verifying and analyzing records of occupational injuries, illnesses and motor vehicle accidents and acting as a liaison with the workers' compensation claims adjuster. It is distinguished from class 8141 Workers' Compensation Adjuster in that the latter performs professional journey- level workers' compensation duties. It is distinguished from class 9155 Claims Investigator in that this class is responsible for resolving property damage claims involving city vehicles and utilities.

**SUPERVISION EXERCISED**

None

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, 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. Obtains and analyzes incident investigation reports, reports of occupational injuries and illnesses, near misses, motor vehicle accidents and ensures that they are complete and accurate.
2. Determines recordability and reportability of incidents.
3. Ensures that OSHA logs and all other required records and documents are completed and maintained.
4. Conducts and/or assists supervisors in performing incident investigations and in preparing incident investigation reports.
5. Develops and maintains statistical data bases, analyzes and evaluates data, identifies injury and illness trends, and produces reports on occupational incidents, motor vehicle accidents and workers compensation claims and costs.

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**Title: Industrial Injury Investigator  
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6. Calculates incidence rates and other statistical measures as required. Prepares the quarterly report of occupational injuries and illnesses required by the Mayor.
7. Performs related duties and responsibilities as assigned.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of:

Cal-OSHA and workers' compensation laws and regulations; basic mathematics and statistics used to evaluate injury/illness trends and workers compensation costs; accident investigation requirements and procedures; and Cal-OSHA injury and illness prevention program requirements.

Ability and Skill to:

Analyze, review and/or complete required OSHA/workers' compensation documents and logs; accurately determine recordability and reportability of occupational injuries and illness; communicate effectively both orally and in writing;; investigate incidents, identify causal factors and determine effective corrective actions; work effectively with department staff, and workers compensation adjustors in difficult situations; conduct basic worksite evaluations and recognize unsafe working conditions.

Skill in using data base and spread sheet programs to produce computerized reports and graphs.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Experience:

One year of experience maintaining or reviewing occupational safety and health records as required by Cal-OSHA and/or investigating occupational injuries/illnesses

License and Certification:

License: Driver's License

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DEPARTMENT OF HUMAN RESOURCES**

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Substitution:

**SUPPLEMENTAL INFORMATION**

8/14/95 REASON FOR AMENDMENT: This class is no longer located exclusively at Municipal Railway. The duties and responsibilities of this class have changed significantly since it was created.

**PROMOTIVE LINES**

**ORIGINATION DATE:** 05/05/1975

**AMENDED DATE:** 08/14/1995; 08/26/16

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA