

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: November 5, 2015

Re: **Notice of Proposed Classification Actions –Final Notice No. 34 FY 15/16 (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 October 19, 2015.

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 Manager
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
Risa Sandler, Controller/Budget Division
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: 34
Fiscal Year: 2015/2016
Posted Date: 10/09/2015
Reposted Date: N/A

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

Item #	Job Code	Title
1	5620	Regulatory Specialist

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. 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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@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>.

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: REGULATORY SPECIALIST

Job Code: 5620

INTRODUCTION

Under direction, the Regulatory Specialist assists in assuring that all Port of San Francisco and its tenants and San Francisco Public Utilities Commission operations, planning and development, property management, maintenance and maritime projects comply with federal, state and local laws and regulations and Port requirements. Essential functions of the position include: maintaining a working knowledge of the laws and regulations promulgated by various federal, state and local environmental and regulatory agencies; inspecting property, facilities, operations and construction activities to assure compliance with applicable laws and regulations; providing compliance assistance and/or enforcing environmental regulatory requirements; working well with others in multi-tasking situations; coordinating efforts among Port or PUC staff, with other City departments and with regulatory and resources agencies to acquire the necessary authorizations to operate and to undertake new projects and maintenance activities; advising management of pertinent regulations affecting planned or in-progress projects and activities; collecting, reviewing and/or analyzing quantitative environmental data; reviewing and coordinating work of technical consultants; reviewing and/or preparing risk assessment, environmental compliance, environmental monitoring, and/or CEQA/NEPA reports; coordinating with other utilities, regulatory and planning agencies and the public; developing and administering project budgets and establishing and maintaining records and regulatory files. The nature of the job may require: performing field investigations on foot in rough terrain and uneven surfaces; confined space entry; climbing and descending ladders and travel and work at distant facilities.

DISTINGUISHING FEATURES

This job code is responsible for assuring that development projects, operations, property management, maintenance and maritime activities, both proposed and those in progress, are in compliance with all federal, state and local environmental regulations.

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. According to Civil Service Commission Rule 109, 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.
2. Research and track all federal, state and local regulations that may affect the department.
3. Advise management of pertinent and timely regulations and make recommendations on the appropriate departmental actions.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: REGULATORY SPECIALIST

Job Code: 5620

Provides regulatory expertise and permit processing support to managers and staff.

4. Reviews plans including planning and development plans, capital improvement project plans, property management & maintenance plans, and other related plans.
5. Performs or oversees consultants' performance of an environmental sample collection and analysis program.
6. Assists in making technical presentations to regulatory agencies and related public agencies.
7. Implements and assists in developing permit processing and inspection practices and procedures related to compliance with regulations affecting operations and facilities maintenance projects, property development and management and land-use programs to manage environmental liabilities.
8. Develops and maintains effective working relationships with a diverse staff.
9. Establishes and maintains permit files.
10. Drives city vehicles.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of: federal, state and local laws, regulations and ordinances; environmental regulatory processes; and environmental field and laboratory procedures.
2. Ability to: establish and maintain effective working relationships; develop and implement strategies; communicate verbally and in written format; and drive city vehicles while maintaining insurability.

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:

A baccalaureate degree from an accredited college or university with major course work in natural sciences, engineering, environmental or resource planning or a related field; AND

Experience:

Four years of verifiable work experience in environmental permitting and regulations; environmental investigations; environmental or other regulatory compliance; or environmental project management; or utility regulatory analysis.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: REGULATORY SPECIALIST
Job Code: 5620**

License and Certification:

Possession of a valid California driver's license.

Substitution:

- A Master's degree in natural sciences, engineering, environmental or resource planning, public policy, economics or a related field may substitute for one (1) year of work experience.
- A law degree may substitute for one (1) year of work experience.
- A PhD in natural sciences, engineering, environmental or resource planning, public policy, economics, or related field may substitute for two (2) years of work experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 4/2/92

AMENDED DATE: 12/24/01, 10/19/15

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFMTA