



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

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

Date: May 28, 2010

Re: **Notice of Proposed Classification Actions – Final Notice No. 45 FY 2009/2010 (copy attached)**

Pursuant to discussion with the Electrical Workers Local 6 regarding this classification action, the classification action contained in the above referenced notice became effective May 28, 2010.

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  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Clare Leung, MTA  
Suzanne Wong, MTA  
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:** 45  
**Fiscal Year:** 2009/2010  
**Posted Date:** May 17, 2010

***AMEND THE FOLLOWING JOB SPECIFICATION:  
(Final job specification attached.)***

<b>Item #</b>	<b>DEPT/ DIVISION</b>	<b>Class/Title</b>
1	DBI	6250 Chief Electrical Inspector

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, 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, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

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File

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

**Title: Chief Electrical Inspector  
Job Code: 6250**

**INTRODUCTION**

Under general direction, the Chief Electrical Inspector plans, assigns and supervises the work of electrical inspectors and manages the electrical inspection division in connection with the enforcement of electrical codes, ordinances and regulations covering the installation and maintenance of electrical systems; and performs related duties as required.

Requires responsibility for: interpreting, enforcing and assisting in the review of electrical codes, laws and ordinances; regular contacts with the general public, other departmental personnel, outside organizations and representatives in connection with the interpretation and enforcement of electrical codes; checking and reviewing detailed inspectional reports.

**DISTINGUISHING FEATURES**

This classification is distinguished from the Senior Electrical Inspector by the responsibility for more difficult and complicated programs or projects, and the supervision of professional staff.

**SUPERVISION EXERCISED:** Chief Electrical Inspector supervise subordinate electrical inspectors and/or clerical staff as assigned

**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. Confers with architects, engineers, manufacturers, contractors, inspectors and the general public in connection with applications for permits for proposed electrical work and the application of existing electrical codes to such work.
2. Makes official interpretations of the electrical code and its application to unusual installation problems.
3. Reviews subordinate inspector's analysis of electrical plans and specifications for conformance with electrical codes.
4. Makes field inspections to interpret rules and code requirements in matters of disagreements with contractors, engineers and others.
5. Reviews and analyzes daily inspection reports for completeness, accuracy and the results of subordinate's investigations into violations of code requirements.
6. Responds to written correspondence such as letters of inquiry, requests for interpretation of electrical codes and other information relative to department's policies and procedures.
7. Prepares and presents to managers and city officials weekly, monthly, and annual reports detailing pertinent data and information relating to Department's activities.
8. Represents the Department at various public hearings, commission meetings and court proceedings; communicate the Department's policies, procedures and practices relative to

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

**Title: Chief Electrical Inspector**

**Job Code: 6250**

its activities; and provides information to managers, officials, and the general public.

9. Manages the day to day operation of the electrical inspection division by establishing goals and objectives, evaluating the division's activities and resources, setting priorities for electrical inspection assignments, reviewing and preparing the annual budget of the electrical inspection division, recommending and taking appropriate employee disciplinary action and writing employee performance evaluations in order to monitor, develop and evaluate the employee's activities and productivity.

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

Requires comprehensive knowledge of: electrical construction and maintenance installations; electrical materials and equipment; city and national electrical codes; the occupational hazards and safety precautions of the electrical trade.

Requires considerable ability to: plan, organize and supervise inspectional activities of subordinate employees; manage and interpret policy; analyze and interpret wiring diagrams, sketches, drawings and specifications of electrical installations; deal tactfully and with firmness with the general public and contractors in enforcing existing electrical codes; prepare and supervise the preparation of inspectional records and reports; communicate effectively orally and in writing; use computers to create schedules, input data and inspection results, compose emails, letters, and correspondence, and create reports .

Requires considerable skill in the application of electrical theory to practical inspectional field problems.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

1. Four years of verifiable experience as an electrical inspector in a public jurisdiction responsible for inspecting electrical installations for code enforcement. Two years of this experience must have been supervising electrical inspectors; **AND**
2. Possession of a valid driver's license.

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

**Title: Chief Electrical Inspector  
Job Code: 6250**

**LICENSE AND CERTIFICATION**

**PROMOTIVE LINES**

To: Deputy Director of Inspection Services

From: 6249 Senior Electrical Inspector

**ORIGINATION DATE:** 6/23/61

**AMENDED DATE:** 5/28/10

**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