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:  27
Fiscal Year:  2011/2012
Posted Date:  1/9/2012

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

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For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email
her at Christina.Penland@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, at the Department of Human Resources, 1 South
Van Ness Ave, 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. Faxed copies will be accepted as timely with original to follow. Copies of this notice may be

cc:   All Employee Organizations
     All Departmental Personnel Officers
     DHR – Employee Relations Unit
     DHR – Class and Comp Unit
     DHR – Recruitment and Assessment Unit
     DHR – Support Services
     Anita Sanchez, CSC
     Linda Cosico, DHR
     Maria Newport, SFERS
     E-File
Title: Lieutenant, Fire Prevention  
Job Code: H 22

INTRODUCTION

An H-22 Lieutenant may be assigned to any of a number of positions in the Bureau of Fire Prevention and Public Safety, such as district inspections, plan check, specialist (high-rise/permits/institutions), airport, or Treasure Island. Under direction from an H-32 Captain, the H-22 Lieutenant maintains Department and Bureau records; writes and reviews reports and correspondence; develops and manages special projects; enforces policies, procedures, rules and regulations; directs evaluates, counsels and provides training to subordinates; represents the Department to the public and other governmental agencies; assists with and/or conducts inspections; reviews plans for compliance with codes; enforces codes; manages the permit process; and performs other related duties as required.

DISTINGUISHING FEATURES

The H-22 Lieutenant, Fire Prevention is the mid-management level in the Bureau of Fire Prevention and Public Safety class series and is primarily responsible for the enforcement of fire prevention and suppression codes and standards. This class reports to the respective H-32 Captain of the Bureau. This class is distinguished from the H-32 Captain by the Captain's responsibility for budget management tasks, development of unit policy, development, handling management and labor issues. It is distinguished from an H-24 Lieutenant, Fire Investigation, in the latter's primary responsibility for the investigation of the cause of fires.

SUPERVISION EXERCISED: This position supervises H-4 Inspectors and/or subordinate Fire Department and civilian personnel.

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.

In directing and monitoring subordinates: answers questions from inspectors regarding appropriate procedures and/or techniques to assist them in conducting inspections; consults with inspectors on difficult or complicated aspects of code enforcement and fire prevention; answers questions from subordinates regarding the appropriate interpretation of codes; monitors the actions and behaviors of subordinates to ensure that they are consistent with SFFD policies, practices, and procedures; relays information (in writing) from superior officers to subordinates to ensure that Departmental and related functions are carried out as directed; evaluates the work of subordinates based on the appropriate codes to ensure that codes are interpreted correctly; etc.

1. Ensures inspections are conducted timely and consistent with Bureau policies, practices, and procedures: ensure consistent interpretation and application of fire prevention codes.

1.2. Distributes work assignments to subordinates, ensure that work is completed correctly and on time, confirms an adequate workforce to cover all shifts and inspections and approves or denies requests by subordinates for time off.

2. In counseling and evaluating subordinates: evaluates employee’s work performance for the purpose of completing performance appraisals by reviewing written reports and other
documents submitted by employee and observing the employee’s performance in the field; discusses performance and behavioral issues individually with subordinates in an attempt to resolve them in an informal manner; counsels subordinates regarding work-related and non-work-related problems or concerns to help resolve problems that impede work performance; etc.

3. Performs personnel management functions, i.e. performance monitoring, and discipline; coaches and counsels employees; evaluates work performance; prepares annual performance evaluations; sets performance goals; conducts progressive discipline process.

3. In conducting activities related to training and professional development: attends training sessions held by H-32 Captain or other personnel on issues related to conducting inspections, changes in codes, and other job-related topics; attends Officer’s meetings to present information to peers and superior officers; attends Officer’s meetings to gather information from peers and superior officers in order to present information to subordinates; etc.

4. Conducts employee training on Bureau policies, procedures, standards and code; facilitates job-related training and skill maintenance programs.

4. In performing record-keeping and document review activities: reviews and prioritizes contents of in-basket to ensure that all work is completed or filed by specified or reasonable deadlines; reviews SFFD Bureau of Fire Prevention report forms for completeness, accuracy, and compliance with Department procedures; maintains files and office filing systems; logs building/construction plans into the computer by contractor or tenant number; etc.

5. Maintains record keeping and file maintenance systems; ensures adherence to established recording and filing methods and standards; reviews various records to verify accuracy to established methods and standards; and confirms proper recording and filing of documents.

6. In performing activities related to report writing and correspondence: keeps a journal of daily activities or unusual occurrences, including who is present at work and what activities are scheduled and/or accomplished in order to document the amount and type of work that is completed; uses the computer to prepare written guidelines for office policies and procedures that apply within the unit; completes annual performance evaluation forms on subordinates to document work performance and performance goals; edits inspector’s written responses to inquiries or complaints to ensure accuracy, completeness, diplomacy, and proper spelling and grammar; reviews memos and reports prepared to ensure that content includes proper actions, suggestions, and referrals, and that appropriate personnel receive copies; reviews letters and memos from the Fire Marshal requesting the interpretation of applicable codes; etc.

6. Reviews and edits memos, reports, written responses to inquiries or complaints for consistency and accuracy of content.

7. Identifies and documents plans or proposals that fail to comply with code requirements and established standards; prepares written guidelines for administrative bulletins, policies and procedures; drafts letters to groups, individuals, businesses and public and private agencies regarding fire prevention and life safety issues.
5. In performing activities related to community relations: responds verbally to questions and/or complaints from concerned parties (e.g., owners, contractors, inspectors) about special projects, fire codes and violations, inspections, and plans; explains to contractors why an inspection was not passed; maintains consistency in the interpretation of applicable codes; refers citizens to the appropriate authority or agency based on their request so that citizen can obtain needed information or services; explains the appropriate interpretation of codes to contractors, building owners, architects, engineers, and designers, etc.; listens to explanations of construction code problems from contractors; questions contractors, building owners, engineers, etc., regarding issues or problems related to applicable codes; etc.

8. Interacts with the community, including owners, contractors and inspectors; provides information regarding fire codes, code violations, inspection and prevention plans; responds to questions and complaints from concerned parties; meets with necessary parties, including City officials and employees, building owners and managers and others as necessary to resolve conflicts regarding compliance and fire code interpretation issues.

6. In aiding or conducting inspections: conducts inspections of buildings and/or establishments by special request of Chief, inspector, building owners, building managers, construction contractors, licensing or permit boards, or other City departments to ensure compliance with life safety code requirements or to expedite inspection processes; assists inspectors in conducting inspections when they have questions concerning codes, permits, or other fire prevention activities; keeps appointments of absent inspectors; conducts inspections or reviews proposals that modify approved plans to determine conformance with applicable fire and building codes; visually inspects exit areas to ensure that they are unobstructed at public assemblages; discusses code enforcement/interpretation issues with superior officer to determine appropriate actions to take; etc.

9. Conducts inspections of buildings and other establishments, by request of the Chief of the Department, inspectors, building owners, building managers, construction contractors, licensing or permit boards or other City departments to ensure compliance with all applicable codes and life safety requirements.

10. Assists with conducting inspections by addressing questions concerning codes, permits or other fire prevention activities; makes recommendations regarding equivalencies based upon the applicable codes or regulations.

7. In reviewing plans for compliance with codes: checks plans to see if they have been correctly routed to the appropriate personnel; visits sites during remodeling and new construction to ensure that approved plans are being followed and accurately completed; checks plans with building inspectors, electrical inspectors, fire protection engineers, and others to determine if submitted plans can be approved; researches local, state, and national fire and building codes in order to apply knowledge of these regulations in reviewing building plans; reviews plans with inspectors as needed in order to ensure correct documentation of the actions taken or recommended for a particular building plan; etc.

11. Resolves code issues related to problems with building plans; checks plans with building inspectors, electrical inspectors, fire protection engineers, and others to determine if submitted plans can be approved; meets with building owners, managers and contractors about the adequacy or inadequacy of life safety features or conditions in a building with
building plans.

12. Visits sites during remodeling and new construction to ensure that approved plans are followed and accurately completed; meets with all involved parties, contractors, engineers and owners regarding any issues with proposed building plans; provides explanations for plan denials and potential solutions.

8. In performing activities related to the development and management of special projects: confers with City attorneys to obtain information about possible legal implications of implementing a special project; prepares an outline and/or written proposal of specific steps that will need to be taken to implement and carry out a special project or policy; provides written reports regarding the status of a special project or policy to supervisor and other superior officers on a regular basis; provides oral reports regarding the status of a special project or policy to supervisor and other superior officers on a regular basis; etc.

13. Determines the entities required to participate in and become subject to new code requirements; prepares implementation outlines and written proposals for special projects and new or revised policies.

14. Collaborates with interested parties, including City officials, employees, representatives of other governmental agencies, organizations and others for input on development and implementation of new policies and special projects.

9. In performing activities related to code enforcement and managing the permit process: explains process whereby a permit can be obtained; refers follow-up inspections to district inspectors to ensure that safety violations found during an inspection are abated per instructions; researches and investigates businesses through site inspections, walk-through, and questioning to assess if fire permits are needed; etc.

15. Reviews and evaluates permit applications of major projects or disputed findings, for completeness and accuracy, to determine whether a permit may be issued.

16. Researches and investigates businesses through site inspections and by asking questions, to assess if fire permits are needed.

17. Issues citations for code or law violations to owners of buildings or structures, in order to remedy unsafe conditions.

18. Provides expert testimony, in court hearings and proceedings, regarding code issues, violations and fire hazards.

10.19. In working with others: actively (enthusiastically) attempts to carry out his or her work assignments; attempts to carry out his or her work assignments completely (not half-heartedly); does all that is possible to complete a work assignment (not the minimum possible); attempts to overcome obstacles or problems that may occur while carrying out an assignment; attempts to judge superiors, subordinates, and peers on the basis of their performance, not perceptions (e.g., rumor or prejudgments); communicates (gives information) effectively with superiors, subordinates, and peers from different cultures and backgrounds; shares his or her work experience with peers; effectively communicates his or her understanding of information provided orally by superiors, subordinates, peers, and citizens; attempts to contribute to a pleasant atmosphere within the work unit; takes the initiative to get tasks done at an emergency incident or during training; interacts with persons
from different backgrounds, cultures, and lifestyles without letting it upset him or her; asks subordinates questions during training to ensure that they understand; attempts to improve himself or herself to perform the job better; etc.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

The streets, and traffic laws and patterns in the City;
The Department’s rules, regulations, policies, procedures, bulletins, and training bulletins;
City rules, regulations, policies, procedures and bulletins, including the General Orders and Administrative Bulletins; manual and guidebook on managing employee performance and the City’s performance appraisal system, sexual harassment prevention, reporting procedures and requirements; Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA) requirements;
Relevant Civil Service rules and regulations;
Department manuals related to fire suppression and firefighting, including the Building and Fire Code interpretation manual;
Codes, standards, and ordinances related to fire prevention and fire suppression systems, including the California Fire and Building Codes, San Francisco Building Code, San Francisco Housing Code, California State Health and Safety Code, California Mechanical Code as referenced in the California Building or Fire Code, and the National Fire Protection Association (NFPA) standards;
Fire science and fire behavior;
Computer software programs;
Bureau computer tracking systems;
The uses, capabilities, and limitations of fire suppression and firefighting equipment;
Department policies regarding staffing, time off, personal behavior and appearance protocol;
Effective team building, change management, motivation techniques, and performance management;
Effective and efficient time and resource allocation;
Common, prevalent building violations;
Appropriate fire protection equipment to use with various building construction materials;
Hazardous materials.

Skill to:

Operate basic office equipment including computer; peripherals, telephone
Fire suppression and firefighting equipment

Ability to:
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Lieutenant, Fire Prevention
Job Code: H 22

Direct and monitor subordinates, manage employee performance, counsel and evaluate subordinates;
Efficiently enforce codes, regulations and manage the permit process, review plans for compliance with codes;
Review plans for compliance with codes;
Aid in the conduct of and conduct inspections;
Train staff and develop self and others, facilitate professional development;
Analyze information and reach sound conclusions;
Communicate effectively, both orally and in writing
Write logical and accurate reports and correspondence, including creating documents on the computer;
Effective allocate resources according to the needs of the situation;
Develop and implement department policies and procedures;
Work effectively with others;
Maintain accurate records and efficiently review documents;
Foster and maintain effective community relations;
Expeditiously develop and manage special projects.

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.

Training and Experience:

Permanent status and successful completion of probationary period in class H-4 Inspector or H-6 Investigator.

LICENSE AND CERTIFICATION

Possession and maintenance of a valid California Driver license.

OTHER REQUIREMENTS:

Essential duties require the following physical skills and work environment: Ability to work in a fast paced office environment; must work in potentially hazardous and dangerous situations; work in inclement weather, from heights, in tunnels, or other risky conditions. Positions may require specialized knowledge, skills, or abilities and qualifications depending on assignment.
Title: Lieutenant, Fire Prevention
Job Code: H 22

PROMOTIVE LINES

To: H-32 Captain
From: H-4 Inspector or H-6 Investigator

ORIGINATION DATE:

AMENDED DATE: 09/21/09

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
Title: Lieutenant, Fire Investigation  
Job Code: H 24

INTRODUCTION

Under direction from an H-32 Captain, the H-24 Lieutenant directs, evaluates, counsels, and provides training and professional development opportunities to H-6 Investigators and civilian personnel. In addition, the lieutenant maintains Department and bureau records; writes and reviews reports and correspondence; enforces policies, procedures, rules and regulations; directs evaluates, counsels and provides training to subordinates; represents the Department to the public and other government agencies; assists with and/or conducts fire investigations; documents and secures physical evidence; assists with the resolution of civil or criminal cases including testifying in court; and performs other related duties as required.

DISTINGUISHING FEATURES

The H-24 Lieutenant, Investigation is the mid-management level in the Bureau of Fire Prevention and Investigation class series. This class reports to the respective H-32 Captain of the Bureau. This class is distinguished from the H-32 Captain by the Captain's responsibility for budget management tasks, development of unit policy development, handling of management and labor issues and role as Custodian of Records. It is distinguished from an H-22 Lieutenant, Fire Prevention, in the latter's primary responsibility for the enforcement of fire prevention and suppression codes and standards.

SUPERVISION EXERCISED: This position supervises H-6 Investigators and/or subordinate Fire Department and civilian personnel.

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. In directing and monitoring (i.e., supervising) subordinates: determines when field personnel are needed to work an extra watch to maintain an appropriate level in the field; determines available work force of the Bureau by conducting roll call, reviewing time rolls and journal entries, and receiving oral information about employee attendance; responds to questions from field investigators regarding what actions should be taken in an investigation; approves or denies requests by subordinates for time off (e.g., vacation); directs investigators in handling and documenting physical evidence (e.g., by photographing evidence) so the evidence will be properly documented and secured for civil or criminal hearings; monitors actions and behaviors of subordinates to ensure that they are consistent with SFFD policy and procedures; oversees the security of physical plant to ensure that only authorized access is allowed to the building, records, and reports; etc.

1. Ensures that investigations are conducted timely and consistent with Bureau policies, practices and procedures; advises investigators on appropriate investigation procedures and techniques.

2. Directs investigators in the handling, recording and photographing of physical evidence to
ensure evidence is properly documented and secured.

3. Distributes work assignments to subordinates, ensures that work is completed correctly and on time, confirms an adequate work force to cover all shifts and inspections and approves or denies requests by subordinates for time off.

2. In counseling and evaluating subordinates: evaluates employee’s work performance for the purpose of completing performance appraisals by reviewing written reports and other documents submitted by employee and observing the employee’s performance in the field; discusses performance and behavioral issues individually with subordinates in an attempt to resolve them in an informal manner; takes corrective action to resolve conflicts between subordinates; carries out specific steps in the employee disciplinary process according to procedures set forth in SFFD rules, regulations, and procedures (for uniformed personnel) or the Civil Service Commission rules (for civilian personnel); etc.

4. Performs personnel management functions, i.e. performance monitoring and discipline; coaches and counsels employees; evaluates work performance; prepares annual performance evaluations; sets performance goals; conducts progressive discipline process.

3. In conducting activities related to training and professional development: trains newly appointed H-6 Investigators and other Department personnel serving in like work-like-pay fire investigator positions in fire investigation techniques, and fire investigation report writing; trains investigators to operate computers, video cameras, and new apparatus to maintain and improve investigator’s skills; explains new Department policies to subordinates to ensure that they understand them; enrolls investigators in job-related training or skill maintenance programs (e.g., shooting range, report writing, photographing evidence, new equipment use, and investigative techniques) to improve investigators’ work performance; attends Officer’s meetings to present information to peers and superior officers; attends Officer’s meetings to gather information from peers and superior officers in order to present information to subordinates; etc.

5. Conducts employee training on Bureau policies, procedures, standards, in fire investigation techniques, correct documentation and report writing methods, proper techniques for handling evidence during suppression operations which aid in the determination of the cause of fires; facilitates job-related training and skill maintenance programs; confirms members qualify at the firing range to maintain their weapon skills.

4. In performing record-keeping and document review activities: as acting Custodian of Records (in the absence of the H-32 Captain), establishes and maintains filing systems for safe storage and efficient retrieval of Department documents; determines which SFFD records may be made available to the public based on the nature of the incident, precedence, professional judgment, and established policies and practices; questions individuals who are requesting SFFD records to determine why the individuals want the information; denies access to records of incendiary or suspicious fires so that investigations of fires are not hampered or compromised; reviews and prioritizes contents of in-basket to ensure that all work is completed or filed by specified or reasonable deadlines; reviews SFFD Bureau of Fire Investigation report forms for completeness, accuracy, and compliance with Department procedures; assigns approved investigation reports to clerk for data entry; etc.
6. Establishes and maintains record keeping and file maintenance systems; reviews various records to verify accuracy to established methods, standards, policies and procedures.

7. May act as a Custodian of Records; determines which records or incident reports may be made available to the public; monitors distribution of records to the public, requests for copies of documents; oversees collection of fees and issuance of receipts for documents.

5. In performing activities related to report writing and correspondence: uses computer to respond to e-mails from investigators; completes accident/injury forms to comply with City and state regulations governing employees who are injured on the job; keeps a journal of daily activities or unusual occurrences, including who is present at work and what activities are scheduled and/or accomplished in order to document the amount and type of work that is completed; edits narrative reports and other documents written by investigators for accuracy, completeness, and proper grammar and spelling; writes outlines and/or proposals of specific steps that must be taken to implement special operations (e.g., surveillance activities); writes reports summarizing the progress of investigation cases or identifying patterns in arson fires for use by superior officers, district attorneys, and other authorized persons or agencies; etc.

8. Prepares operational status reports; prepares draft summaries and analysis of operational information; completes fire investigation reports and documents incidents; prepares written guidelines for Bureau policies and procedures; writes memos to inform staff of changes policies, procedures, rules and regulations; drafts letters to groups, individuals, business and public and private agencies regarding fire investigations; writes letters in response to inquiries and complaints; reviews and edits narrative reports and other documents for completeness and accuracy.

6. In performing activities related to community relations: refers citizens to appropriate authority so they can obtain needed information or services; consults with police and superior officers to decide what, if any, information about and incident will be released to the media; responds to phone calls from the district attorney’s office to provide information regarding a case; informs superior officers and/or Fire Chief of specific details surrounding fire deaths or other situations that are likely to arouse media or public attention so that they will be able to respond to inquiries; etc.

9. Performs activities related to community relations by responding to questions and/or complaint from all concerned parties in an investigation, including the district attorney’s office, to provide information regarding a case, insurance companies regarding the disposition of a case, and referring citizens to appropriate authorities so they can obtain needed information or services.

10. Consults with police and superior officers to decide what, if any, information about an incident will be released to the media; provides superior officers and media liaison details surrounding fire investigations as necessary.

7. In aiding and conducting investigations: responds to all greater alarms (during office hours), third or greater alarms (after normal working hours), know arson fires, fire where a death or injury has occurred, or at the request of investigators, to assist field investigators at the incident in determining the cause of the fire; talks to investigators at the fire scene to get a preliminary report on the status of the investigation; reports to the Incident Commander at
the fire scene to inform him/her of the progress of the investigation or to request assistance from suppression personnel; talks with the Incident Commander at the fire scene to ensure that suppression and overhaul operations are carried out in a manner that will result in the least amount of damage to the scene; talks to firefighters to get their impressions of how the fire started and/or how the fire progressed in order to obtain information about the point of origin and cause of the fire; interviews witnesses and/or suspects at the scene of an incident or in the office to gather information about the cause of the fire; reconstructs fire scene with citizens who have knowledge of the building in order to determine the origin and cause of a fire; researches fire-related criminal activity by use of computer traces (ANCJ) and information from other government agencies (e.g., Assessor’s Office; Federal Bureau of Investigation; Department of Motor Vehicles; Department of Justice; and Bureau of Alcohol, Tobacco, and Firearms) to compile and analyze relevant information/data about arson and arson patterns; analyzes information/data from research and other sources to find patterns in fires, victims, witnesses, suspects, and other persons or circumstances so the information can be used in solving arson crimes; coordinates human and other resources to implement procedures (e.g., surveillance) to apprehend suspects of fire-related crimes; aids in investigating accidents involving Department apparatus by taking statements from witnesses in order to provide a written report of the accident; etc.

11. Responds to incidents and assists field investigators in determining the origin and cause of fires; visually examines and analyzes indicators of arson; gathers evidence and conducts interviews to make conclusions about the origin and cause of fires;

12. Keeps well-informed of the status and progress of active investigations and provides necessary investigative information to the Incident Commander; coordinates investigation efforts with other agencies in order to determine the cause of a fire or to apprehend and/or file charges against the person(s) responsible for the fire.

13. Analyzes information and data from investigations to find patterns in fires, victims, witnesses, suspects and other persons or circumstances; provides investigators’ fire reports, written statements, and other information and documents to police and district attorney.

8. In documenting and securing physical evidence: maintains custody of physical evidence for proper storage; maintains custody of documents of physical evidence (e.g., photos) for secure filing; documents chain of events regarding submitting evidence to prove that integrity of evidence has not been compromised; ensures the proper storage of physical evidence in secure quarters in order to maintain legal integrity of evidence; enforces proper documentation of physical evidence by examining physical evidence and reviewing Evidence Form for accuracy of documentation; in the absence of police personnel, maintains legal record of person(s) handling or receiving evidence; etc.

14. Maintains custody of physical evidence for proper storage; maintains documentation and photos of physical evidence for secure filing; documents chain of custody maintain integrity of evidence and prove evidence has not been compromised; maintains legal record of person(s) handling or receiving evidence.

9. In performing activities related to the disposition of civil or criminal cases: contacts employees being subpoenaed in order to inform them of their obligation to appear; serves subpoenas to Department employees who are being summoned to appear in court so they can provide testimony regarding incidents; testifies in court regarding incidents that he/she
investigated, the record of evidence obtained from the incident, and the authenticity of Department documents; approves of denies requests from attorneys for information by determining the appropriateness of the request relative to the information requested; provides the district attorney with requested information about buildings, suspects, and other information related to incidents; reviews case files and reports in preparation for testifying in a case; discusses with investigators reports that they prepared about which he/she will have to testify; etc.

15. Reviews case files and reports in preparation for testifying in a case; serves subpoenas to staff summoned to appear in court; reviews with staff investigative reports in preparation for testimony.

16. Testifies in court regarding incidents, the records of evidence and the authenticity of Department documents; gives testimony at depositions; provides information to attorneys of proper channels and necessary documents for subpoenaing staff or records.

In working with others: joins with subordinates to do his or her share of the work at a fire or emergency incident; actively (enthusiastically) attempts to carry out his or her work assignments; attempts to carry out his or her work assignments completely (not half-heartedly); does all that is possible to complete a work assignment (not the minimum possible); attempts to overcome obstacles or problems that may occur while carrying out an assignment; attempts to judge superiors, subordinates, and peers on the basis of their performance, not perceptions (e.g., rumor or prejudgments); communicates (gives information) effectively with superiors, subordinates, and peers from different cultures and backgrounds; shares his or her work experience with peers; effectively communicates his or her understanding of information provided orally by superiors, subordinates, peers, and citizens; attempts to contribute to a pleasant atmosphere within the work unit; takes the initiative to get tasks done at an emergency incident or during training; interacts with persons from different backgrounds, cultures, and lifestyles without letting it upset him or her; asks subordinates questions during training to ensure that they understand; attempts to improve himself or herself to perform the job better; etc.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

The streets, and traffic laws and patterns in the City;

The Department’s rules, regulations, policies, procedures, bulletins, and training bulletins;

City rules, regulations, policies, procedures and bulletins, including the General Orders and Administrative Bulletins, manual and guidebook on managing employee performance and the City’s performance appraisal system, sexual harassment prevention, reporting procedures and requirements, Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA) requirements;

Relevant Civil Service rules and regulations;

Department manuals related to fire investigation, fire suppression, and firefighting, techniques used in fire investigation and in determining origin and cause of fire;

Codes, standards, and ordinances related to fire investigation, including Penal Code 832;
Title: Lieutenant, Fire Investigation
Job Code: H 24


Parker’s Evidence Code of California;

Safe firearm practices;

Search and seizure rights and the use of force during an investigation;

Agencies who can be called in to assist with an investigation;

Fire science and fire behavior;

Computer software programs;

Bureau computer tracking systems;

The uses, capabilities, and limitations of fire investigation, fire suppression, and firefighting equipment;

Methods for collecting, securing and maintaining physical evidence from a fire;

First aid fire scene resources;

Basic chemistry, ignition sequences and arson techniques as they related to investigating origin and cause of fire.

Department organizational structure and chain of command

Department policies regarding staffing, time off, personal behavior and appearance protocol;

Effective team building, change management, motivation techniques, and performance management;

Effective and efficient time and resource allocation;

Common, prevalent building violations;

Uses, limitations, capabilities and operating characteristics of tools and equipment used in fire investigation;

Hazardous materials.

Skill in:

Accurate use of firearms and use of self-defense and arrest techniques.

Basic office equipment including computer, peripherals, telephone

Ability to:

Determine origin and cause of fire;
Direct and monitor (i.e., supervise) subordinates, manage employee performance; evaluate and counsel subordinates;

Conduct and aid in the conduct of fire investigations;

Maintain accurate records and efficiently review documents;

Work effectively with others, develop strong interpersonal relationships with subordinates, peers and superiors;

Train staff and develop self and others facilitate professional development;

Accurately document and secure physical evidence;

Analyze information and reach sound conclusions;

Communicate effectively, both orally and in writing

Write logical and accurate reports and correspondence, including creating documents on the computer;

Effective allocate resources according to the needs of the situation;

Develop and implement department policies and procedures;

Roster and maintain effective public and community relations;

Expeditiously dispose of civil or criminal cases.

**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.*

**Training and Experience:**

1. Permanent status and successful completion of probationary period in class H-4 Inspector or H-6 Investigator.
2. Four years of experience as a firefighter.
3. Response to 100 fires (structure, vehicle, trash, grass, or wildland).
4. Successful completion of State Fire Marshal Courses Investigation 1A and 1B
5. Successful completion of Department of Justice Fingerprint Search.
6. Successful completion of background felony check.
7. Successful completion of psychological examination.
8. Successful completion of polygraph examination.
Title: Lieutenant, Fire Investigation  
Job Code: H 24

LICENSE AND CERTIFICATION

Valid PC832 Certification (classroom and range) or P.O.S.T Certification

Possession and maintenance of a valid California Driver license.

OTHER REQUIREMENTS:

Essential duties require the following physical skills and work environment: Ability to work in a fast paced office environment; must work in potentially hazardous and dangerous situations; work in inclement weather, from heights, in tunnels, or other risky conditions. Positions may require specialized knowledges, skills, or abilities and qualifications depending on assignment.

PROMOTIVE LINES

To: H-32 Captain

From: H-4 Inspector or H-6 Investigator

ORIGINATION DATE:  

AMENDED DATE: 9/21/09

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

OTHER INFORMATION FROM OLD SPEC