NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: January 18, 2012
Re: Notice of Proposed Classification Actions –Final Notice No. 27 FY 2011/2012 (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 January 18, 2012.

Micki Callahan
Human Resources Director

by:
Steve Ponder
Classification and Compensation Manager
Human Resources

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
Micki Callahan, DHR
Anita Sanchez, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-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:  27
Fiscal Year:  2011/2012
Posted Date:  1/9/2012

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

<table>
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<tr>
<th>Item #</th>
<th>Job Code / Title</th>
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<tr>
<td>1</td>
<td>H22  Lieutenant, Fire Prevention</td>
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<tr>
<td>2</td>
<td>H24  Lieutenant, Fire Investigation</td>
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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 obtained from the Department of Human Resources or from DHR's website at: http://sfdhr.org/index.aspx?page=109.

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
INTRODUCTION

Under direction from an H-32 Captain, the H-22 Lieutenant maintains Department and Bureau records; writes and reviews reports and correspondence; develops 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. This class is distinguished from the H-32 Captain by the latter’s responsibility for budget management, 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.

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

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.

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.

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

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. 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.
Title: Lieutenant, Fire Prevention
Job Code: H 22

regarding fire prevention and life safety issues.

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.

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.

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.

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.

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.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:
The Department’s rules, regulations, policies, procedures, bulletins, and training bulletins;
City rules, regulations, policies, procedures and bulletins, including the General Orders and
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Job Code: H 22

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:
Direct and monitor subordinates, manage employee performance, counsel and evaluate subordinates;
Efficiently enforce codes, regulations, review plans for compliance with codes;
Aid in the conduct of and conduct inspections;
Train staff and facilitate professional development;
Analyze information and reach sound conclusions;
Communicate effectively, both orally and in writing
Write logical and accurate reports and correspondence;
Title: Lieutenant, Fire Prevention
Job Code: H 22

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.

PROMOTIVE LINES

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

ORIGINATION DATE:

AMENDED DATE: 09/21/09, Amended: 01/18/2012

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.
INTRODUCTION

Under direction from an H-32 Captain, the H-24 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. This class is distinguished from the H-32 Captain by the latter’s responsibility for budget management, 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. 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.
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.
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.
6. Establishes and maintains record keeping and file maintenance systems; reviews various records to verify accuracy to established methods, standards, policies and procedures.
Title: Lieutenant, Fire Investigation  
Job Code: H 24

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.

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.

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.

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.

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.

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.
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Job Code: H 24

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

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, firefighting, techniques used in fire investigation and in determining origin and cause of fire;
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;
Title: Lieutenant, Fire Investigation  
Job Code: H 24

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 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 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.
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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  

LICENSE AND CERTIFICATION  
Valid PC832 Certification (classroom and range) or P.O.S.T Certification  
Possession and maintenance of a valid California driver’s 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, Amended: 01/18/2012  

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