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: 13  
Fiscal Year: 2012/2013  
Posted Date: 2/01/2013  
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6270</td>
<td>Housing Inspector</td>
</tr>
<tr>
<td>2</td>
<td>6272</td>
<td>Senior Housing Inspector</td>
</tr>
<tr>
<td>3</td>
<td>6274</td>
<td>Chief Housing Inspector</td>
</tr>
</tbody>
</table>

For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

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 effected parties.


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 – Support Services  
    Micki Callahan, DHR  
    Jennifer Johnston, CSC  
    Sandra Eng, CSC  
    Linda Cosico, DHR  
    Maria Newport, SFERS  
    E-File
CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES  

Title: Housing Inspector  
Job Code: 6270  

INTRODUCTION  

Under direction, performs housing inspection work in the enforcement of a variety of housing codes and related safety regulations; initiates and follows through with abatement of housing code enforcement activity; maintains housing standards through periodic inspection, complaint investigation and coordination of housing rehabilitation work; and performs related duties as required.  

DISTINGUISHING FEATURES  

This is the professional working level in the housing inspection series. Employees in this class are expected to use initiative, judgment and resourcefulness in their work and consult with superiors to resolve the more difficult problems. The housing inspection series differs from positions in other inspection classes by its primary responsibility for housing code enforcement.  

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. Enforces the provisions of the San Francisco housing code, building, electrical, plumbing, fire, planning, health, applicable administrative code, and other codes as they relate to the condition, structure, occupancy, use and maintenance of the city’s housing stock; inspects apartment houses, residential and tourist hotels, motels, housing projects, dormitories, mobile vehicle parks, residential care homes and condominiums; processes and issues notices, infractions and misdemeanor citations for housing code violations as necessary; maintains and updates inspection findings and records, and handles housing code enforcement and public record requests.  

2. Inspects for housing code violations in a systematic housing code enforcement program for multiple unit dwellings; may determine substandard conditions as defined by the housing code, fitness and legality of existing construction materials used, and workmanship; if necessary, may coordinate building, plumbing and electrical inspections; prepares detailed reports, logs and correspondence regarding inspection results containing descriptions of the building and conditions, violations and hazards; determines nature and severity of violations and makes necessary referrals to other inspection groups and agencies; may assist in expediting building, plumbing and electrical permit applications; causes abatement orders or other orders for correction to be issued; and makes recommendations as required.  

3. Evaluates, processes and checks building permit applications and related plans that result from housing code enforcement activities to ensure conformance with the housing code and reviews plans prior to the granting of the permit; advises and educates consults with residential
Title: Housing Inspector  
Job Code: 6270

building owners, property managers, building occupants, community groups, architects, contractors and others on compliance and/or the corrections needed of code deficiencies with respect to meet housing and related code standards and requirements; provides preliminary estimated cost of housing code mandated work for determination of permit fees, and makes progress inspections and reports on permit work; issues certificates of final completion and occupancy.

4. Works with City Attorney in obtaining inspection warrants and warning letters, testifies as an expert witness in court litigation involving housing, fire-safety and sanitation; cites owners for schedules noncomplying code enforcement cases to administrative hearings, makes referrals to abatement division for possible condemnation; and determines if State Franchise Tax Board is to be notified in cases of noncompliance; issues permits of occupancy upon correction of deficiencies.

5. Performs periodic health and safety inspections of residential all existing buildings or identified sections as required by in order to maintain housing previously upgraded under the systematic housing code enforcement requirements program and when appropriate from occupant/community complaints, as well as identifying and eliminating life hazards and various housing code violations resulting from owner or tenant negligence or other causes; investigates complaints regarding housing conditions, illegal occupancy, safety and related sanitation conditions; determines proper department, division, or City enforcement agency for complaint referral; enforces security ordinance, smoke and heat detector ordinance, lead paint safe practices ordinance, residential energy and water conservation ordinances, and residential hotel conversion ordinance; mediates disputes between property owners and complainants when possible to facilitate timely compliance; issues reports and conducts follow-up inspections leading to the correction of violations or abatement proceedings.

6. Generates license fees for the city through enforcement of licensing codes; makes statistical surveys and provides data regarding housing code enforcement as required; assists in training of new inspectors; attends meetings, hearings, and makes presentations at board or commission hearings and other related events; represents the Bureau or Building Inspection to the community; helps codify, define and enforce new laws and ordinances as required; makes inspections for the Human Services Agency (HSA) master lease family relocation program for residential hotels as assigned of the Redevelopment Agency to determine acceptability of housing.

7. Performs other special and miscellaneous duties as required; attends meetings, training and educational conferences, and conducts special emergency investigations on matters relating to the preservation of the city’s housing inventory stock.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires a broad working knowledge of field inspection methods techniques and procedures, city ordinances, departmental rules and regulations pertaining to the field of housing code enforcement and related housing standards; requires considerable ability to meet and deal with the general public, as well as with many different
building owners and managers, tenants, contractors, collaborate with community groups, realtors, attorneys and others to obtain effective cooperation and understanding of requirements to improve the quality of the city housing inventory; requires the ability to prepare clear and concise written reports, notices and other correspondence and maintain detailed records; ability to speak in a clear and effective manner requires good communication skills; knowledge of safety methods; and ability to use a computer.

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:

Requires completion of high school and two years of college with coursework in such fields as architecture, real estate appraisal, sanitation, and oral and written report preparation; None.

Experience:

requires at least three years experience in housing, sanitation, fire inspection, building construction inspection, real estate appraisal or a related field.

Two (2) years of verifiable housing, building, fire and/or health inspection work experience for a public agency performing duties such as enforcing codes and safety regulations, handling abatement of code violations, conducting inspections, investigating complaints coordinating rehabilitation work, and providing code enforcement outreach related to violation abatement; OR

Four (4) years of verifiable experience in the construction industry as a licensed building contractor, a carpenter supervisor or superintendent of building construction, a civil engineer or an architect responsible for the supervision of building construction/inspection or any combination thereof.

Substitution:

Possession of a certificate in one of the related areas: Property Maintenance and Housing Inspector, Building Plans Examiner, Commercial or Residential Building Inspector, Commercial or Residential Plumbing Inspector, or Commercial or Residential Electrical Inspector issued by the International Code Council (ICC), may substitute for six (6) months of required experience.

LICENSE AND CERTIFICATION

Requires Possession and maintenance of a valid California Class C driver’s license.

SUPPLEMENTAL INFORMATION

Nature of work includes the ability to work in inclement weather, and in some cases to work
Title: Housing Inspector  
Job Code: 6270

evenings, weekends, holidays, and possible exposure to hazardous conditions found in and around damaged buildings, structures, and construction sites; and ability to move in and out of buildings and other related areas. These positions require the operation of a motor vehicle in order to visit inspection sites.

PROMOTIVE LINES

To: 6272 Senior Housing Inspector

From: Entrance Examination

ORIGINATION DATE: 9/8/71

AMENDED DATE: 1-18-82; xx/xx/xx

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 SFCCD SFMTA SFUSD
INTRODUCTION

Under direction, the Senior Housing Inspector is responsible for supervising subordinate inspectors in connection with inspection work in all aspects of the housing field with special emphasis on code enforcement; assuring compliance with established laws, ordinances, and regulations; and performing related duties as required.

DISTINGUISHING FEATURES

This is the journey level in the Inspector series. It is distinguished from the 6270 Housing Inspector by its supervisory duties and responsibility for performing more difficult and complex inspection work.

SUPERVISION EXERCISED

Positions in this class supervise Housing Inspectors and may supervise clerical staff.

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. Supervises, coordinates, and participates in inspections of apartment houses, hotels, and other multiple residential buildings to determine existing code violations.

2. Requires property owners to take necessary corrective actions.

3. Reviews inspectors’ reports and takes appropriate actions to finalize inspection reports.

4. Advises and works with property owners to assure violations are corrected.

5. Assists in the coordination of a housing code enforcement program with other divisions and agencies.

6. Prepares periodic and special reports of work performance, accomplishment, and various aspects of housing conditions.

7. Interprets housing, building and other related codes for inspectors and the general public.

8. Supervises the issuance and revocations of permits.

9. Assists in the initiation and resolution of abatement proceedings.

10. Reviews permit applications and plans to assure proper compliance and specifications.

11. Conducts administrative hearings and testifies during court litigation in connection with the enforcement of housing codes.
Title: Senior Housing Inspector
Job Code: 6272

12. Conducts special investigations.
13. Assists in the preparation of new ordinances for the housing and administrative code.
14. Supervises inspectors in the use of the citation procedure as required by the Housing Code.
15. Administers the Hotel Conversion Ordinance and the Residential Energy Conservation Ordinance and any new ordinances and associated funding programs.
16. Represents the Dept. of Building Inspection before boards, commissions, other agencies and community groups.
17. Drives a car to inspection sites, meetings and hearings.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Field Inspection techniques, state laws and City ordinances, departmental rules and regulations pertaining to housing and building code enforcement; safety measures and procedures including but not limited to inspection and enforcement work.

Ability to: Assign, supervise, and review work of subordinate investigators; interpret pertinent laws, ordinances, rules, and regulations; communicate and exercise sound judgment in evaluating situations with tact, firmness, and courtesy in dealing with debtors; analyze and prepare clear, concise, and accurate reports; and drive a car to inspection sites and meetings.

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:

None.

Experience:

Two (2) years of verifiable experience in the field of housing inspection experience working for a public agency which must have included local housing code enforcement at a level equivalent to class 6270 Housing Inspector with the City & County of San Francisco AND

Substitution:

None.

LICENSE AND CERTIFICATION
Title: Senior Housing Inspector  
Job Code: 6272

Possession and maintenance of a valid California Class C driver license.

SUPPLEMENTAL INFORMATION

Nature of work includes the ability to work in inclement weather, and in some cases to work evenings, weekends, holidays, and possible exposure to hazardous conditions found in and around damaged buildings, structures, and construction sites; and ability to move in and out of buildings and other related areas. These positions require the operation of a motor vehicle in order to visit inspection sites.

PROMOTIVE LINES

To: 6274 Chief Housing Inspector
From: 6270 Housing Inspector

ORIGINATION DATE: 9/1/71

AMENDED DATE: 1/18/82; 9/22/00; xx/xx/xx

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 SFCCD SFMTA SFUSD
Title: Chief Housing Inspector  
Job Code: 6274

INTRODUCTION

Under general direction, the Chief Building Inspector manages and administers the assigned division(s); plans, assigns, directs, and reviews the work of a group of subordinate inspectors engaged in the full range of housing code enforcement activities; assures compliance with established laws, ordinances, and regulations; and performs related duties as required.

DISTINGUISHING FEATURES

The position in this class is distinguished from the senior level by its responsibility for establishing housing inspection policy and engaging in long and short range planning concerning division level activities. The position in this class prepares the Housing Inspection Division’s budget and assists at abatement hearings for the Director of Public Works.

SUPERVISION EXERCISED

The Chief Building Inspector supervises subordinate housing inspectors, clerical supervisors, and other 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. Assigns, directs, and reviews the work of the subordinate inspectors and office personnel in the inspection and enforcement of codes and regulations relating to housing; conducts spot inspections to determine efficiency of inspectors, work; assigns special inspections to subordinates and personally makes inspections on difficult and unusual cases.

2. Reviews and interprets housing, building, and other related code requirements to subordinates, the general public, building owners, realtors and attorneys.

3. Analyzes and submits periodic and special reports on work performance, accomplishments, and various aspects of housing conditions; reviews, analyzes, and prepares recommendations for additions or amendments to the housing code; prepares data for the “Workable Program” relating to the City’s code enforcement program for the Federal Government.

4. Reviews the issuance of citations for administrative hearings and for District and City Attorneys’ office hearing regarding non-compliance cases; reviews and recommends warrants for entry to inspect buildings and for arrest of persons who violate certain codes; conducts administrative hearings in order to obtain compliance with related housing codes.

5. Coordinates in the effort of the housing code enforcement program with other divisions of the Bureau of Building Inspection and the Health and Fire Departments, and with agencies in the officially designated Federally Assisted Code Enforcement Areas, in the Central Relocation Program and in Redevelopment Areas.
6. Assists in preparing annual budget estimates for conducting housing inspection activities; assists in the development and advancement of subordinates through training and effective use of employee development programs; conducts periodic staff meetings for purpose of disseminating new information and clarifying existing requirements, policies, methods, and procedures; assists in the preparation of new ordinances as related to the Housing Code.

7. Represents the Department of Public Works at various meetings of the Board of Supervisors; conducts abatement appeals hearings; utilizes EDP procedures to facilitate housing code enforcement procedures.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a comprehensive knowledge of: field inspection techniques and procedures and related office routines, forms, documents and reports; state laws and city ordinances and Department of Public Works rules and regulations pertaining to housing inspection.

Requires considerable ability to: plan, assign, and supervise the activities of subordinate personnel; utilize data processing applications relative to code enforcement; deal effectively with the general public, interdepartmental heads, property owners, tenants, and other persons; requires considerable skill in the interpretation and application of local ordinances and state laws to practical housing enforcement situations.

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:

Requires completion of high school and two (2) years of college with coursework in such fields as architecture, real estate appraisal, sanitation, and oral and written report preparation (sixty (60) semester or ninety (90) quarter units) from an accredited college or university; AND

Experience:

requires at least seven years experience including Four (4) years of verifiable housing inspection work experience as a housing and/or building inspector for with a public agency, including and at least two (2) years in a lead or at the supervisory capacity level, in one of the following fields: housing inspection, building construction inspection, fire inspection, real estate appraisal, sanitation inspection or an equivalent combination of training and experience equivalent to class 6272 Senior Housing Inspector with the City and County of San Francisco, which includes supervision of professional code enforcement staff.

Substitution:

Additional housing inspection work experience in a lead or supervisory capacity equivalent to class
Title: Chief Housing Inspector  
Job Code: 6274

6272 Senior Housing Inspector may substitute for the required education on a year for year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.

LICENSE AND CERTIFICATION

Possession and maintenance of Requires a valid California Class C driver’s license.

SUPPLEMENTAL INFORMATION

Nature of work includes the ability to work in inclement weather, and in some cases to work evenings, weekends, holidays, and possible exposure to hazardous conditions found in and around damaged buildings, structures, and construction sites; and ability to move in and out of buildings and other related areas. These positions require the operation of a motor vehicle in order to visit inspection sites.

PROMOTIVE LINES

From: 6272 Senior Housing Inspector

ORIGINATION DATE: 9/8/71

AMENDED DATE: 1/18/82; xx/xx/xx

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 SFCCD SFMTA SFUSD