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: 23
Fiscal Year: 2012/2013
Posted Date: 04/10/2013
Reposted Date: N/A

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

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>6249</td>
<td>Senior Electrical Inspector</td>
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For additional information regarding this proposed classification action, please contact DHR Classification Action and Compensation Unit by email at DHR.ClassificationActionPostings@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
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Chris Trenschel, Controller/ Budget Division
    E-File
CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES  

Title: Senior Electrical Inspector  
Job Code: 6249  

INTRODUCTION  

Under direction, the Senior Electrical Inspector is responsible for planning, assigning, and supervising the work of professional Electrical Inspectors responsible for the enforcement of codes, laws and ordinances covering the installation, construction and maintenance of electrical systems. The Senior Electrical Inspector also performs inspections of electrical system installation, workmanship and materials for compliance with electrical codes and standards.  

DISTINGUISHING FEATURES  

This is the senior-level position in the Electrical Inspector series. The Senior Electrical Inspector is distinguished from the Electrical Inspector by the responsibility for the supervision of the work of electrical inspectors in connection with the enforcement of electrical codes, ordinances and regulations covering the installation and maintenance of electrical systems. Senior Electrical Inspectors are distinguished from the Chief Electrical Inspector by the latter’s responsibility for more difficult and complicated programs or projects, and the supervision of professional staff.  

SUPERVISION EXERCISED:  

Senior Electrical Inspectors supervise subordinate electrical inspectors and may supervise 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. Supervises staff responsible for electrical code enforcement and inspection activities; monitors work flow ensure timely inspection response; provides technical support, review timekeeping records.  
2. Regulates inspection schedule, prioritizes subordinate’s work assignments.  
3. Provides training on inspection and departmental procedures including work safety to ensure accuracy and timeliness of inspections, documentation and reports.  
5. Implements, explains and interprets information, codes, regulations, ordinances, and department policies and procedures which govern electrical installation in the City and County of San Francisco.  
6. Communicates directly with project sponsors, permit expeditors, design processonals, contractors, and the general public to provide assistance and consultation to resolve conflicts related to field inspection activities.  
7. Conducts site visits, monitors, reviews construction plans and inspections performed by subordinate staff to ensure accuracy and completeness.  
8. Performs inspections of electrical system installation, workmanship and materials for compliance with electrical codes and standards.
Title: Senior Electrical Inspector  
Job Code: 6249

9. Prepares and issues written correspondence, memorandums and reports relative to unit activities.
10. Testifies in court litigation relative to Electrical and Life Safety code violations.
11. Drives a vehicle to inspection sites, meetings, hearings, emergency activities and other related events.
13. Performs analysis and research to develop code interpretation.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:
Electrical system design and electrical material and uses; city and national electrical code; regulations and ordinance which govern construction, installation and maintenance of electrical system; modern construction methods and techniques applicable to electrical phases of construction; safety hazards, and procedures involved in carrying out electrical inspections safely; supervisory principles and practices.

Ability to:
Read and interpret plans, specifications of electrical system design; apply knowledge of electrical codes and construction procedures; work effectively and courteously with general public, contractors, and various cultural and ethnic groups; supervise, coordinate, prioritize and assign the work of subordinate electrical inspectors; conduct research and obtain necessary information through a variety of methods; evaluate site conditions which require code enforcement; communicate effectively orally and in writing; use computers to create schedules, input data and inspection results, compose emails, letters, and correspondence, and create reports; develop and provide training classes.

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.

Experience:
Three (3) years of verifiable experience as a journey level Electrical Inspector in a public jurisdiction responsible for independently inspecting electrical installations and enforcing electrical codes at a level equivalent to class 6248 Electrical Inspector with the City and County of San Francisco.

LICENSE AND CERTIFICATION

Possession and maintenance of a valid Driver License.

Possession and maintenance of one or more of the following certifications:
International Code Council (ICC) Commercial Electrical Inspector or Electrical Plans Examiner
International Association of Electrical Inspectors (IAEI) Electrical General or Electrical Plan Reviewer.
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Electrical Inspector
Job Code: 6249

PROMOTIVE LINES

To: 6250, Chief Electrical Inspector
From: 6248, Electrical Inspector

ORIGINATION DATE: 1961
AMENDED DATE: 04/10/2013
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