

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: August 26, 2013

Re: **Notice of Proposed Classification Actions –Final Notice No. 5 FY 13/14 (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 August 26, 2013.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to read "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services 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 Trenchel, Controller/ Budget Division
E-File

**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: 5
Fiscal Year: 2013/2014
Posted Date: 08/16/2013
Reposted Date: N/A

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

Item #	Job Code	Title
1	6249	Senior Electrical Inspector

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at Cathy.Abela@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.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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**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.

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.

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.
4. Conducts disciplinary issues.
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 professionals, 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. Perform inspections of electrical system installation, workmanship and materials for compliance with electrical codes and standards, as necessary.
9. Prepares and issues written correspondence, memorandums and reports.
10. Testifies in court litigation relative to Electrical and Life Safety code violations.
11. Drives a vehicle to job sites, meetings, hearings, emergency activities and other related events.
12. Conducts employee performance appraisals.

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

**Title: Senior Electrical Inspector
Job Code: 6249**

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;
AND

Three (3) years of verifiable experience as a journey level electrician.

LICENSE AND CERTIFICATION

Possession and maintenance of a valid Driver License.

Possession and maintenance of one of the following certifications:

International Code Council (ICC) Commercial Electrical Inspector, or

International Association of Electrical Inspectors (IAEI)'s National Certification Program Construction Code Inspectors (NCPCCI) program Electrical General (2B).

PROMOTIVE LINES

To: 6250 Chief Electrical Inspector

From: 6248 Electrical Inspector

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

**Title: Senior Electrical Inspector
Job Code: 6249**

ORIGINATION DATE: N/A

AMENDED DATE: 05/15/2013; 8/26/13

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