



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

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

Date June 24, 2009

Re: **Notice of Proposed Classification Actions – Final Notice No. 20 FY 2008/2009 (copy attached)**

Pursuant to completion of discussions with the Local 21 regarding this classification action, the classification actions contained in the above referenced notice became effective June 24, 2009.

Micki Callahan
Human Resources Director

by:

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

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Steve Ponder, DHR
Cathy Abela DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
John Leon, DHR
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
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: 20
Fiscal Year: 2008/2009
Posted Date: January 23, 2009

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)

Item #	Class/Title
1	6231 Senior Street Inspector

Item #	Class/Title
2	6230 Street Inspector

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933.

Posting No: 20

Fiscal Year: 2008/2009

Posted Date: January 23, 2009

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 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. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: http://www.sfgov.org/site/sfdhr_page.asp?id=102488

cc: All Employee Organizations
All Departmental Personnel Officers
Regina Tharayil, MTA
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
File

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

**Title: Street Inspector
Job Code: 6230**

INTRODUCTION

Under general supervision, inspects the use, condition, and construction of streets, sidewalks, trench excavations and repair projects to ensure compliance with federal, state, and municipal codes, specifications, regulations, permits, and plans; inspects building exteriors and lots visible from the public right of way that may constitute a public nuisance; reads and interprets plans, specifications, codes, ordinances and regulations; investigates claims and requests regarding street and sidewalk defects and improper use; and takes corrective action

DISTINGUISHING FEATURES

This is an entry-level position that has responsibility for enforcement of codes, regulations and ordinances relative to the use and safety of the public right of way and blighted conditions visible from the public right of way. It is distinguished from the Senior Street Inspector by its lower level of responsibility and lack of supervisory duties

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. Performs site inspections of streets, sidewalks, trench excavations, and utility and repair projects including inspecting the general condition or defects of streets and sidewalks; inspects building exteriors, structures, and lots; inspecting permit use for obstructions such as news racks, flower stands, restaurant furniture encroachments, produce stands, building construction, or other obstructions to paths of travel, especially with regard to compliance with the Americans with Disabilities Act and Title 24; inspecting excavation sites of sewer projects and utility companies to ensure that proper shoring practices and traffic and pedestrian safety procedures are followed.
2. Inspects the placement of signs, flyers, or notices within the public right of way; inspecting the placement or storage of garbage receptacles either on or visible from the public right of way.
3. Reads and interprets permits, plans and specifications to determine if condition and use of street, sidewalk, excavation, or repair project is in compliance with codes, regulations, ordinances, and permit conditions.
4. Enforces codes, regulations and ordinances by notifying responsible parties of the need to repair sidewalks or maintain structures and lots on their property; of noncompliance with permit use; and of violations of health and safety codes and regulations, Title 24, or ADA mandates; performs follow-up inspections to ensure compliance.
5. Investigates requests, inquiries, and claims related to the public right of way, encroachment, permit use, the appearance/condition of buildings, structures, or lots and public safety.
6. Writes reports and correspondence such as field reports, inspection records, notifications for corrective action, letters, warnings, citations, meeting documentation, and prepares diagrams and reports regarding findings of investigations; uses a computer for report-writing,

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

**Title: Street Inspector
Job Code: 6230**

correspondence, and data entry and retrieval.

7. Exterior inspections of buildings, structures, and lots that would be classified as a public nuisance such as deteriorated painted structures, broken windows, deteriorated awnings, graffiti, accumulated litter or debris, overgrown vegetation and other quality of life issues.

8. Communicates orally with a variety of people in meetings, conferences, hearings, and on the phone and in person with contractors, utility company representatives, property owners, permit holders, business owners, other City agencies, and the general public.

9. Provides depositions and testifies in court proceedings as a representative of the City.

10. Performs mathematical calculations including percentages, slope, area, and volume related to construction, maps, plans, and drawings.

11. Operates a motor vehicle in the course of making site visits or attending meetings.

12. Performs related duties as required

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: inspection practices and procedures for construction, maintenance, use, and repair of the public right of way; and safety procedures including an understanding of occupational hazards and procedures for accident prevention such as trench shoring, traffic and pedestrian safety requirements, and use of personal protective equipment (PPE's).

Ability to: interpret, apply, and enforce codes, specifications, ordinances and regulations; promote, establish, and maintain effective working relationships; communicate effectively orally with a variety of people and groups; to exercise independent judgment and self initiative for problem solving; write field reports, inspection reports, notifications and citations for corrective action, correspondence using a computer; perform basic mathematical calculations; and operate a motor vehicle.

ALLOCATION FACTORS

Allocation factors define work characteristics that allow the specific scope and level of a particular position to be compared to the general scope and level of a classification. Positions allocated to this class are likely to share many or all of the allocation factors listed below.

Expertise

Education and Training:

Experience:

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

**Title: Street Inspector
Job Code: 6230**

Decision-Making

Decision-Making Type:

Decision-Making Scope of Independence:

Working Relationships

Working Relationships Level:

Working Relationships Purpose:

Working Environment

Working Conditions:

Physical Effort:

Management Allocation Factors

Organizational Impact (Internal):

Organizational Impact (External):

Level of Supervision:

Consequence of Error:

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

**Title: Street Inspector
Job Code: 6230**

Budget Responsibility:

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Three years of verifiable experience in construction related to streets, roadways and sidewalks; or in code enforcement affecting the public right of way; or in permit issuance, or construction materials testing; or plan checking related to the construction, maintenance or use of the public right of way

LICENSE AND CERTIFICATION

Possession of a valid driver license.

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE: 10/6/00; 11/30/05; 06/24/09

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.

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

**Title: Senior Street Inspector
Job Code: 6231**

INTRODUCTION

Under direction, enforces appropriate codes, ordinances and regulations governing the use, construction, repair, maintenance, and conditions involving roadways, streets and sidewalks, or related to the development and enhancement of the public right of way; inspects building exteriors and lots visible from the public right of way that may constitute a public nuisance. Supervises the office and field activities of personnel engaged in inspecting and investigating street and sidewalk conditions, perform inspections of more complex projects, or be assigned to special projects

DISTINGUISHING FEATURES

This class may perform first level supervisory functions or perform inspections of more complex projects, either of which is related to compliance with codes, ordinances, and regulations governing the use, development and enhancement of the public right of way and blighted conditions found on private property visible from the public right of way.

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. Performs site inspections of streets, sidewalks, trench excavations and repair projects; inspects building exteriors, structures, and lots; inspects the placement of signs, flyers, or notices placed within the public right of way; inspecting the placement or storage of garbage receptacle on or visible from the public right of way.
2. Reads, reviews, interprets and recommends revisions to complex permits, plans and specifications.
3. Enforces codes, regulations and ordinances, and recommends administrative penalties, as necessary.
4. Investigates complex complaints and claims related to public right of way and private property structures related to the appearance/condition of buildings; structures, or lots, encroachment, permit use, or public safety. Scope of inspections include exterior inspections of buildings, structures, and lots that would be classified as a public nuisance such as deteriorated painted structures, broken windows, deteriorated awnings, graffiti, accumulated litter or debris, overgrown vegetation and other quality of life issues.
5. Responds to inquiries and complaints and may mediate conflicts.
6. Writes reports and correspondence and may prepare ordinances, resolutions and documents for public hearing.
7. Coordinates and facilitates meetings, conferences and hearings.
8. Provides depositions or testifies in court.
9. Performs mathematical calculations related to construction, plans, drawings, and maps.
10. Supervises Street Inspectors by planning, organizing, assigning, directing and

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

Title: Senior Street Inspector

Job Code: 6231

evaluating the work of staff in inspection. Ensure compliance with codes, permit conditions, plans and specifications; and ensure compliance with the Americans with Disabilities Act and California Title 24.

11. Schedules and participates in employee job safety training by conducting training sessions or arranging for training of staff.

12. Analyzes program goals and makes recommendations for unit performance goals and budget.

13. Operates a City vehicle in the course of performing site inspections or attending hearings and meetings.

14. Uses a computer to generate reports, maintain records, and to communicate with others.

15. Uses a telephone in the office or cell phone in the field.

16. Supervises a unit of Street Inspectors.

17. May be assigned to special projects related to the development and enhancement of the public right of way.

18. Performs other duties as required

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of roadway, street, and sidewalk inspection practices and procedures; basic math; and safety procedures.

Ability to: interpret, apply, and enforce codes, specifications, ordinances and regulations; maintain good working relationships; communicate effectively, both orally and in writing; supervise a unit or oversee a special project; perform basic word processing functions on a computer; and operate a motor vehicle.

ALLOCATION FACTORS

Allocation factors define work characteristics that allow the specific scope and level of a particular position to be compared to the general scope and level of a classification. Positions allocated to this class are likely to share many or all of the allocation factors listed below.

Expertise

Education and Training:

Experience:

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

**Title: Senior Street Inspector
Job Code: 6231**

Decision-Making

Decision-Making Type:

Decision-Making Scope of Independence:

Working Relationships

Working Relationships Level:

Working Relationships Purpose:

Working Environment

Working Conditions:

Physical Effort:

Management Allocation Factors

Organizational Impact (Internal):

Organizational Impact (External):

Level of Supervision: Incumbents in this class supervise incumbents in class 6230 Street Inspector, perform inspections of more complex projects or oversee special projects.

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

**Title: Senior Street Inspector
Job Code: 6231**

Consequence of Error:

Budget Responsibility:

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Three years of experience as a Street Inspector; or in monitoring quality assurance and code compliance related to excavations, roadways, and sidewalk construction; or in permit review, permit issuance, or plan checking related to the construction or maintenance of the public right of way

LICENSE AND CERTIFICATION

Possession of a valid driver license.

PROMOTIVE LINES

ORIGINATION DATE: 12/6/71

AMENDED DATE: 11/3/00, 6/24/09

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.*