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:** 66  
**Fiscal Year:** 2014/2015  
**Posted Date:** 05/21/2015  
**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>6248</td>
<td>Electrical Inspector</td>
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**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 affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


**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  
Michael Brown, 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  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, Controller/ Budget Division  
E-File
Title: Electrical Inspector  
Job Code: 6248  

INTRODUCTION  
Under general supervision, performs physical inspections of electrical installations in buildings and other structures to assure compliance with applicable codes and ordinances.

DISTINGUISHING FEATURES  
Class 6248 Electrical Inspector is the journey level class in the Electrical Inspector series. This class is distinguished from 6249 Senior Electrical Inspector by the latter's responsibility to plan, assign and supervise the work of electrical inspectors in connection with the enforcement of electrical codes, ordinances and regulations covering the installation and maintenance of electrical systems.

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. Examines plans and permit applications for compliance with existing requirements pertaining to the installation of electrical appliances, electrical systems, electrical wiring; interprets and applies electrical codes, ordinances, and laws to specific electrical construction and conversion projects.

2. Checks and assists in mathematical calculations and job lay-outs of electrical installations; assists in the selection of approved electrical materials and supplies.

3. Reviews permit applications; inspects workmanship and materials to assure conformity with electrical codes and standards; inspects and approves completed installations prior to issuance of the certificate of completion.

4. Makes investigations of complaints of violations to electrical ordinances; condemns or assures correction of faulty and hazardous wiring or electrical installations.

5. Makes periodic inspections of various buildings and institutions for conditions which might cause electrical hazards; prepares and submits periodic reports of inspection and investigative activities.

6. Makes progress inspections and reports on permit work; and issues certificates of final completion.

7. Prepares reports based on field inspection records and conducts follow-up inspections leading to the correction of violations or abatement proceedings.

8. Performs field surveys and provides information and assistance to ensure compliance.

9. Drives a City car to inspection sites, meetings, hearings and emergency activities.

10. Utilizes a computer for routine inspection tracking, research and data entry.

11. Performs related duties and responsibilities as assigned.
Title: Electrical Inspector  
Job Code: 6248

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Electrical code and field installation standards; safety methods and procedures.

Ability to: Establish and maintain good working relationships with co-workers, industry professionals and the general public; orally communicate clearly and effectively with co-workers, industry professionals and the general public; prepare and maintain reports, records and correspondence accurately and clearly; use a computer and learn assigned software for routine inspection tracking, research and data entry.

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:

Experience:

One year of verifiable experience as an electrical inspector in a public jurisdiction, AND three years of experience as a journey level electrician; OR

A combination of apprenticeship in the trade and journey level experience as an electrician totaling six years: OR

Three years of verifiable experience as an electrical contractor with a C-10 license issued by the California State Contractors Licensing Board, AND three years of verifiable experience as a journey-level electrician totaling six years.

License and Certification:

Possession of a valid driver license.

Possession of the Electrical Inspection Certificate issued by the International Association of Electrical Inspectors (IAEI) or International Code Council (ICC) is required within one (1) year of appointment. Inspectors must maintain the certification as a condition of continued employment.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 6249 Senior Electrical Inspector

ORIGINATION DATE: 3/9/1961

AMENDED DATE: 3/30/2004; 5/xx/2015

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, SFMTA