

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: May 29, 2015

Re: **Notice of Proposed Classification Actions –Final Notice No. 66 FY 14/15 (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 May 29, 2015.

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
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

**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.)

| Item # | Job Code | Title |
|--------|----------|----------------------|
| 1 | 6248 | Electrical Inspector |

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.

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: 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.

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

**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; 5/29/2015

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