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: 74
Fiscal Year: 2014/2015
Posted Date: 06/08/2015
Reposted Date: N/A

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

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<th>Item #</th>
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<td>8234</td>
<td>Fire Alarm Dispatcher</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: Fire Alarm Dispatcher
Job Code: 8234

INTRODUCTION

Under general supervision, during an assigned shift, is responsible for dispatching fire apparatus and other equipment in cases of fires or emergencies; and performs related duties as required.

Requires responsibility for maintaining routine records of fire calls and the movement of fire apparatus and similar emergency equipment.

DISTINGUISHING FEATURES

The 8234 Fire Alarm Dispatcher is the entry-level class in the series. This class is distinguished from class 8236 Chief Fire Alarm Dispatcher in that the latter is responsible for planning, assigning, and supervising the work of subordinate 8234 Fire Alarm Dispatchers.

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. Receives telephone reports of fires and other public safety emergencies and dispatches appropriate equipment through the use of telephone radio or telegraph key and video communication.

2. Receives box alarms and transmits alarms to fire houses; transfers to San Francisco Fire Department radio dispatch; transmits extra alarms or requests for special apparatuses to fire houses.

3. Makes regular tests of all fire box and alarm circuits; uses line testing equipment in conjunction with the telegraph key two-way radio for detecting location of circuit faults; dispatches repairmen staff to locate and repair breakdowns in fire alarm circuits.

4. Makes minor or temporary repairs to station's electrical equipment and circuits; activates emergency power equipment when required.

5. Maintains station log of all activities during assigned shift.

56. Monitors civil defense bells and lights and outdoor public warning system; and operates the siren attack warning system in the event of an emergency or enemy action that may warrant this operation; and activates the outdoor public warning systems as required for general public announcements.

6. Monitors audio and video feedback from burglar and fire alarm devices on City property and facilities for police, fire, and ambulatory dispatch as needed; monitors various video camera system
Title: Fire Alarm Dispatcher
Job Code: 8234

7. Receives trouble complaints for street lighting and traffic signals and dispatches appropriate staff.
8. Performs related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires good knowledge of: the operation and maintenance of fire alarm and telegraph equipment; city streets and fire company locations; the American Morse code.

Requires ability to: follow oral and written instruction; maintain ordinary operating records; make quick decisions and use good judgment in the handling of fire alarms and the dispatching of appropriate equipment.

Requires skill in the operation of a telegraph key and fire alarm and radio dispatching equipment.

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:

Requires completion of high school

Experience:

supplemented by one year of verifiable experience in a public contact position providing or soliciting information by telephone or radio such as positions with heavy public contact in answering complaints, telephone operations, or dispatching work; AND

Six (6) months of experience in the operation of telegraph instruments, including experience in the maintenance and repair of electrical circuits; or an equivalent combination of training and experience.

License and Certification:

Possession of a valid California driver’s license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
Title: Fire Alarm Dispatcher
Job Code: 8234

To: Chief Fire Alarm Dispatcher
From: Original entrance examination.

ORIGINATION DATE:

AMENDED DATE: 6/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