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: 86
Fiscal Year: 2014/2015
Posted Date: 06/29/2015
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>6274</td>
<td>Chief Housing 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
NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: July 9th, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 86 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 July 9, 2015.

Micki Callahan
Human Resources Director

by: Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
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INTRODUCTION

Under general direction, the Chief Building Inspector manages and administers the assigned division(s); plans, assigns, directs, and reviews the work of a group of subordinate inspectors engaged in the full range of housing code enforcement activities; assures compliance with established laws, ordinances, and regulations; and performs related duties as required.

DISTINGUISHING FEATURES

The position in this class is distinguished from the senior level by its responsibility for establishing housing inspection policy and engaging in long and short range planning concerning division level activities. The position in this class prepares the Housing Inspection Division’s budget and assists at abatement hearings for the Director of Building Inspection.

SUPERVISION EXERCISED

The Chief Building Inspector supervises subordinate housing inspectors, clerical supervisors, and other staff as assigned.

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. Assigns, directs, and reviews the work of the subordinate inspectors and office personnel in the inspection and enforcement of codes and regulations relating to housing; conducts spot inspections to determine efficiency of inspectors, work; assigns special inspections to subordinates and personally makes inspections on difficult and unusual cases.

2. Reviews and interprets housing, building, and other related code requirements to subordinates, the general public, building owners, realtors and attorneys.

3. Analyzes and submits periodic and special reports on work performance, accomplishments, and various aspects of housing conditions; reviews, analyzes, and prepares recommendations for additions or amendments to the housing code; prepares data for the “Workable Program” relating to the City’s code enforcement program for the Federal Government.

4. Reviews the issuance of citations for administrative hearings and for District and City Attorneys’ office hearing regarding non-compliance cases; reviews and recommends warrants for entry to inspect buildings and for arrest of persons who violate certain codes; conducts administrative hearings in order to obtain compliance with related housing codes.

5. Coordinates in the effort of the housing code enforcement program with other divisions of the Bureau of Building Inspection and the Health and Fire Departments, and with agencies in the officially designated Federally Assisted Code Enforcement Areas, in the Central Relocation Program and in Redevelopment Areas.
Title: Chief Housing Inspector  
Job Code: 6274

6. Assists in preparing annual budget estimates for conducting housing inspection activities; assists in the development and advancement of subordinates through training and effective use of employee development programs; conducts periodic staff meetings for purpose of disseminating new information and clarifying existing requirements, policies, methods, and procedures; assists in the preparation of new ordinances as related to the Housing Code.

7. Represents the Department of Building Inspection at various meetings of the Board of Supervisors; conducts abatement appeals hearings; utilizes EDP procedures to facilitate housing code enforcement procedures.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a comprehensive knowledge of: field inspection techniques and procedures and related office routines, forms, documents and reports; state laws and city ordinances and Department of Building Inspection rules and regulations pertaining to housing inspection.

Requires considerable ability to: plan, assign, and supervise the activities of subordinate personnel; utilize data processing applications relative to code enforcement; deal effectively with the general public, interdepartmental heads, property owners, tenants, and other persons; requires considerable skill in the interpretation and application of local ordinances and state laws to practical housing enforcement situations.

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.

Education:

Requires completion of two (2) years of college coursework (sixty (60) semester or ninety (90) quarter units) from an accredited college or university; AND

Experience:

Four (4) years of verifiable housing inspection work experience for a public agency, including at least two (2) years in a lead or supervisory capacity equivalent to class 6272 Senior Housing Inspector with the City and County of San Francisco, which includes supervision of professional code enforcement staff.

License and Certification:
Title: Chief Housing Inspector
Job Code: 6274

Possession and maintenance of a valid California Class C driver license.

Substitution:

Additional housing inspection work experience in a lead or supervisory capacity equivalent to class 6272 Senior Housing Inspector may substitute for the required education on a year for year basis. Thirty (30) semester units or forty-five (45) quarter units equal one year.

SUPPLEMENTAL INFORMATION

Nature of work includes the ability to work in inclement weather, and in some cases to work evenings, weekends, holidays, and possible exposure to hazardous conditions found in and around damaged buildings, structures, and construction sites; and ability to move in and out of buildings and other related areas. These positions require the operation of a motor vehicle in order to visit inspection sites.

PROMOTIVE LINES

From: 6272 Senior Housing Inspector

ORIGINATION DATE: 9/8/71

AMENDED DATE: 1/18/82; 2/8/13; 7/09/2015

REASON FOR AMENDMENT To accurately reflect the department in which the Chief Housing Inspector position resides.

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD