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: 34
Fiscal Year: 2015/2016
Posted Date: 10/09/2015
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>5620</td>
<td>Regulatory Specialist</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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@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
    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
INTRODUCTION

Under direction, the Regulatory Specialist assists in assuring that all Port of San Francisco and its tenants and San Francisco Public Utilities Commission operations, planning and development, property management, maintenance and maritime projects comply with federal, state and local laws and regulations and Port requirements. Essential functions of the position include: maintaining a working knowledge of the laws and regulations promulgated by various federal, state and local environmental and regulatory agencies; inspecting property, facilities, operations and construction activities to assure compliance with applicable laws and regulations; providing compliance assistance and/or enforcing environmental regulatory requirements; working well with others in multi-tasking situations; coordinating efforts among Port or PUC staff, with other City departments and with regulatory and resources agencies to acquire the necessary authorizations to operate and to undertake new projects and maintenance activities; advising management of pertinent regulations affecting planned or in-progress projects and activities; collecting, reviewing and/or analyzing quantitative environmental data; reviewing and coordinating work of technical consultants; reviewing and/or preparing risk assessment, environmental compliance, environmental monitoring, and/or CEQA/NEPA reports; coordinating with other utilities, regulatory and planning agencies and the public; developing and administering project budgets and establishing and maintaining records and regulatory files. The nature of the job may require: performing field investigations on foot in rough terrain and uneven surfaces; confined space entry; climbing and descending ladders and travel and work at distant facilities.

DISTINGUISHING FEATURES

This job code is responsible for assuring that development projects, operations, property management, maintenance and maritime activities, both proposed and those in progress, are in compliance with all federal, state and local environmental regulations.

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. According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

2. Research and track all federal, state and local regulations that may affect the department.

3. Advise management of pertinent and timely regulations and make recommendations on the appropriate departmental actions.
Title: REGULATORY SPECIALIST  
Job Code: 5620

Provides regulatory expertise and permit processing support to managers and staff.

4. Reviews plans including planning and development plans, capital improvement project plans, property management & maintenance plans, and other related plans.

5. Performs or oversees consultants' performance of an environmental sample collection and analysis program.

6. Assists in making technical presentations to regulatory agencies and related public agencies.

7. Implements and assists in developing permit processing and inspection practices and procedures related to compliance with regulations affecting operations and facilities maintenance projects, property development and management and land-use programs to manage environmental liabilities.

8. Develops and maintains effective working relationships with a diverse staff.

9. Establishes and maintains permit files.

10. Drives city vehicles.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of: federal, state and local laws, regulations and ordinances; environmental regulatory processes; and environmental field and laboratory procedures.

2. Ability to: establish and maintain effective working relationships; develop and implement strategies; communicate verbally and in written format; and drive city vehicles while maintaining insurability.

**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:**

A baccalaureate degree from an accredited college or university with major course work in natural sciences, engineering, environmental or resource planning or a related field; AND

**Experience:**

Four years of verifiable work experience in environmental permitting and regulations; environmental investigations; environmental or other regulatory compliance; or environmental project management; or utility regulatory analysis.
Title: REGULATORY SPECIALIST  
Job Code: 5620

License and Certification:

Possession of a valid California driver's license.

Substitution:

- A Master’s degree in natural sciences, engineering, environmental or resource planning, public policy, economics, or a related field may substitute for one (1) year of work experience.
- A law degree may substitute for one (1) year of work experience.
- A PhD in natural sciences, engineering, environmental or resource planning, public policy, economics, or related field may substitute for two (2) years of work experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 4/2/92

AMENDED DATE: 12/24/01, 10/XX/15

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