NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date:  November 2, 2015

Re:  Notice of Proposed Classification Actions –Final Notice No. 30 FY 15/16 (copy attached).

Pursuant to completion of discussion with IFPTE Local 21 regarding this classification action, the classification action contained in the above referenced notice became effective November 2, 2015.

Micki Callahan
Human Resources Director

by:
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
     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: 30
Fiscal Year: 2015/2016
Posted Date: 10/05/2015
Reposted Date: 10/23/2015

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>6137</td>
<td>Assistant Industrial Hygienist</td>
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<tr>
<td>2</td>
<td>6138</td>
<td>Industrial Hygienist</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
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    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
Title: Assistant Industrial Hygienist

Job Code: 6137

INTRODUCTION

Under supervision, performs routine industrial hygiene work in connection with hazardous materials and other health and environmental hazards in the City and County of San Francisco; conducts and participates in industrial hygiene surveys of City and County facilities; conducts routine industrial hygiene monitoring of chemical, biological, and physical agents; maintains, calibrates and inventories standard industrial hygiene equipment; assists in developing and conducting occupational health and safety training programs; assists in developing technical materials; and performs related duties as required.

DISTINGUISHING FEATURES

This class functions as the entry level in the Industrial Hygienist series with responsibility for conducting occupational health and safety surveys and performing other duties with interaction limited to departmental health and safety personnel, first line supervisors and departmental employees. It is distinguished from the journey level Industrial Hygienist in that the latter serves as technical advisor to departmental representatives, managers and the public in the implementation of occupational safety and health 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. Conducts and participates in industrial hygiene surveys of city and county facilities for the purpose of identifying, evaluating, recommending controls, and regulating the use of hazardous chemical, biological, and physical agents; investigates and evaluates health and safety hazards and advises industrial hygienists and health and safety personnel of findings for necessary remedial action; conducts routine industrial hygiene monitoring of chemical, biological and physical agents.

2. Provides technical assistance to city and county departments in establishing legally mandated elements of Occupational Safety and Health Programs; assists departmental personnel in evaluating employee reports of unhealthy working conditions.

3. Assists in developing and conducting training programs on occupational health and safety topics.

4. Advises departmental health and safety personnel on matters pertaining to occupational health; provides technical support in identifying, preventing, and recommending controls of health and safety hazards, and in coordinating implementation of applicable laws, policies, procedures and regulations.
Title: Assistant Industrial Hygienist

Job Code: 6137

5. Assists in administrative tasks related to enforcement of codes and other regulations; maintains technical reference materials and records; compiles data and assists in preparation of reports.
6. Participates in meetings with departmental groups concerning industrial hygiene and hazardous materials matters.
7. Conducts respiratory protection fit-testing.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Industrial Hygiene and hazardous materials management; chemicals, physical, and biological agents and assessment of chemical, physical, and biological hazards; chemical sampling and analysis theory and practice; federal, state, and local environmental and occupational health and safety and hazardous material laws, regulations, and ordinances; professional standards, procedures and methods concerning the safe handling, storage and containment of hazardous materials; technical training methods and techniques; ergonomic hazards assessments and techniques. Ability and Skill to: Identify and evaluate chemical, physical, biological, and other hazards accurately; perform routine industrial hygiene monitoring utilizing standard industrial hygiene equipment; communicate effectively, both orally and in writing; wear a respirator and appropriate personal protective equipment; lift, carry, and use standard industrial hygiene equipment; work around and with hazardous materials, physical agents, and biological agents; enter and work in confined spaces such as tunnels, crawl spaces or sewers; work in hot and cold environments and elevated heights.

Ability and Skill in: Controlling industrial hazards, including engineering and administrative controls, and personal protective 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:

Possession of a Master’s degree in Industrial Hygiene, Occupational Safety and Health, Environmental Health/Management, or an equivalent degree in a closely related field from an accredited college or university. All degrees must have major coursework in Industrial Hygiene.

Experience:

None.
Title: Assistant Industrial Hygienist

Job Code: 6137

License and Certification:
Possession of a valid California driver’s license.

Substitution:
Possession of a baccalaureate degree from an accredited college or university in Industrial Hygiene, Environmental Health/Management, Occupational Safety & Health, Toxicology, Chemistry, Physics, Biology, Mechanical, Chemical or Sanitary Engineering or in a closely related major and two (2) years of professional Industrial Hygienist experience may substitute for the required education.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 6138 Industrial Hygienist
From: Original Entrance Examination

ORIGINATION DATE: 9/18/1989
AMENDED DATE: 11/02/2015
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
Title: Industrial Hygienist

Job Code: 6138

INTRODUCTION

Under direction, performs technically difficult industrial hygiene work in connection with hazardous materials and other health and environmental hazards in the City and County of San Francisco; independently conducts routine industrial hygiene monitoring of chemical, biological, and physical agents; serves as a technical resource and advisor in the implementation of occupational safety and health regulations; may evaluate industrial hygiene data in relation to public health issues; develops and conducts occupational health and safety training programs; responds to and evaluates hazardous materials incidents; conducts ergonomic evaluations; and performs related duties as required.

DISTINGUISHING FEATURES

This class functions as a technical specialist in the Industrial Hygienist series with responsibility for the anticipation, identification, evaluation, and control of potential health and environmental hazards and in advising and training others in the identification and control of such materials. It is distinguished from the entry level Industrial Hygienist in that the latter does not independently conduct occupational health and safety surveys and does not supervise. It is distinguished from the senior level Industrial Hygienist in that the latter manages incumbents in this class and performs highly technical work. It is distinguished from classes in the Environmental Health inspector series in that incumbents in those classes perform inspection duties in routine enforcement of sanitation, health and safety codes, ordinances and laws.

SUPERVISION EXERCISED

May supervise industrial hygiene, health and safety, environmental, and support staff.

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. Serves as a technical advisor to departmental management and other personnel in identifying, containing and regulating the use and storage of hazardous materials; in developing and implementing inspection practices and procedures; investigates and evaluates health and safety hazards and coordinates remedial action with representatives from various City and County departments, other agencies, businesses and the public; conducts surveys of potentially hazardous workplace operations, including monitoring for physical, biological, and chemical agents, evaluating results, recommending corrective actions and preparing reports.
2. Anticipates, identifies, evaluates, and controls occupational safety and health and environmental hazards for personnel working in proximity to hazardous waste remediation or hazardous materials.

3. Develops, modifies, and/or maintains health and safety programs for City and County of San Francisco personnel; develops policies and procedures for responding to hazardous materials incidents and implementation of environmental health and safety laws, codes and regulations.

4. Develops and conducts health and safety training, and conducts programs concerning the proper use, storage and disposal of hazardous materials and the regulation of hazardous materials according to law.

5. Advises program and departmental management on matters pertaining to public health and safety; the handling and containment of hazardous materials incidents and evaluation procedures; provides technical support in identifying, preventing and controlling health, environmental and safety hazards; and coordinates compliance with applicable laws, policies, procedures and regulations.

6. Assists in administrative tasks related to implementation of ordinances, codes and other regulations; maintains technical reference materials and records; compiles data and prepares reports.

7. Maintains Respiratory Protection Program, including recommending appropriate respiratory protection, fit-testing, and coordinating medical examinations and maintaining records.

8. Conducts and participates in meetings with professional and business groups concerning industrial hygiene and hazardous materials matters.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:
Industrial Hygiene and hazardous materials management: chemicals, physical, and biological agents and assessment of chemical, physical, and biological hazards; chemical sampling and analysis theory and practice; federal, state, and local environmental and occupational health and safety and hazardous materials laws, regulations, and ordinances; professional standards, procedures and methods concerning the safe handling, storage, and containment of hazardous materials; technical training methods and techniques; ergonomic hazards assessments and techniques.

Ability and Skill to: Identify and evaluate chemical, physical, biological, and other hazards - accurately; perform industrial hygiene monitoring utilizing industrial hygiene equipment; interpret laws, ordinances, policies and regulations concerning the handling and containment of
Title: Industrial Hygienist

Job Code: 6138

hazardous materials; communicate effectively, both orally and in writing; train and educate others in appropriate response to hazardous materials incidents and the use and storage of hazardous materials; establish and maintain effective working relationships with departmental managers, staff and line personnel, public officials, environmental health professionals, representatives of business and community organizations, and others; wear a respirator and appropriate personal protective equipment; lift, carry, and use standard industrial hygiene equipment; work around and with hazardous materials, physical agents, and biological agents; enter and work in confined spaces; work in hot and cold environments and elevated heights.

Skill in: Controlling industrial hazards, including engineering and administrative controls, and personal protective 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:

Possession of a Master's degree in Industrial Hygiene, Occupational Safety and Health, Environmental Health/Management, or an equivalent degree in a closely related field from an accredited college or university. All degrees must have major coursework in Industrial Hygiene.

Experience:

Two (2) years of professional industrial experience equivalent to the level of City and County of San Francisco classes 6137 Assistant Industrial Hygienist or 6138 Industrial Hygienist, which must have included professional industrial hygiene activities including either hazardous materials management or identification, evaluation, and control of occupational health hazards, such as noise, radiation, asbestos, various chemicals, etc.

License and Certification:

Possession of a valid California driver’s license.

Substitution:

Certification by the American Board of Industrial Hygiene as a Certified Industrial Hygienist in the comprehensive practice of Industrial Hygiene may substitute for the required education and experience.
Title: Industrial Hygienist
Job Code: 6138

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
To: 6139 Senior Industrial Hygienist
From: 6137 Assistant Industrial Hygienist

ORIGINATION DATE: 5/13/1985
AMENDED DATE: 11/02/2015
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