NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date:  November 4, 2015
Re:  Notice of Proposed Classification Actions –Final Notice No. 67 FY 14/15 (copy attached).

Pursuant to completion of discussion with SEIU L1021 regarding this classification action, the classification action contained in the above referenced notice became effective November 4, 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
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: 67
Fiscal Year: 2014/2015
Posted Date: 05/21/2015
Reposted Date: 08/31/2015

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>6108</td>
<td>Environmental Health Technician I</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.


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INTRODUCTION

Under supervision, in an assigned district or specialty, conducts investigations, routine inspections and responds to complaints involving vector related issues, hazardous materials, solid waste, and other general unsanitary conditions; may issue notices and citations; recommends corrective action; explains sanitation and/or hazardous materials and public health requirements related to code enforcement to the public, business community, and government agencies; utilizes techniques in effectively controlling vector related hazards; prepares records and reports; and performs related duties as required.

DISTINGUISHING FEATURES

As the entry technician level in the Environmental Health series, class 6108 is responsible for the more routine investigations and site assessments related to vector control, solid waste, hazardous materials or general unsanitary conditions. It is distinguished from the next higher class of Environmental Health Technician II in that employees in the latter class supervise employees at the Technician I level and perform the more difficult field investigation work. It is distinguished from the Environmental Health Inspector class in that the latter functions as the professional journey level and performs the more complicated investigations involving inspection of food and drink establishments, hazardous materials storage facilities subject to regulation by a Certified Unified Program Agency (CUPA), or related areas which require registration as an environmental health specialist with the State of California.

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. Investigates complaints involving vector infestation sources, hazardous materials, lack of required refuse collections service, and other general unsanitary conditions; advises the public on the elimination of unsanitary conditions causing vector infestations, refuse collection service requirement, and hazardous materials storage requirements.

2. Inspects domestic, commercial and industrial properties for presence of vector breeding sources and other general unsanitary conditions; places traps and poisons and obtains specimens for laboratory analysis.

3. Issues notices of violation and citations and recommends corrective action; may issue a municipal citation, which is a summons to appear at administrative hearings; prepares chronologies for the Director’s hearings; performs follow-up inspections to ensure ordered corrections have been made; enforces provisions of health and safety codes such as those relating to the lack of required refuse collection service and/or unlawful disposal of refuse, debris and garbage accumulations; infestations of roaches, fleas, mosquitoes and other insects or vermin; illegal number of animals, or nuisances related to animal waste and odors; overgrown...
vegetation; and/or any condition which creates a health or safety hazard or constitutes a public nuisance; enforces applicable provisions of the health and safety code pertaining to hazardous materials storage and the management requirements

4. Informs supervisor of unsanitary and unsafe conditions observed during investigation such as structural defects, fire hazards, inadequate plumbing, and broken sewer pipes; may refer these complaints and code violations to the appropriate departments.

5. May appear as witness in court hearings; attends meetings and educational conferences related to vector control; prepares various reports and performs other duties as assigned.

6. Investigates businesses to determine compliance with the Hazardous Materials & Waste Program or need to subscribe to refuse collection service for residential and commercial properties; inspects the regulated community for compliance of all applicable laws, regulations, and prerequisites for the Green Business Recognition Program.

7. Evaluates documentation and/or reports submitted by businesses for completeness; provides assistance in completing documentation forms and/or reports required for submission.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: field inspection and enforcement techniques and procedures in accordance with established procedures; various environmental health codes, rules, regulations and ordinances

Ability and Skill to: communicate effectively verbally and in writing with the public, building owners, managers, tenants and others; obtain effective cooperation and understanding of requirements to improve the general public health and sanitary conditions; and effectively apply organizational skills

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:

Completion of twenty-four (24) semester units from an accredited college or university in engineering, mathematics, physical, natural and/or biological sciences

Experience:

Two (2) years, within the last six (6) years, of work experience involving direct public contact

License and Certification:

CONDITION OF EMPLOYMENT:

Employee may need to successfully complete and maintain the following for continued employment as an Environmental Health Technician I:
Title: Environmental Health Technician I
Job Code: 6108

1. As required by the program, successful completion of the vector control exam series given by the State of California within two years of the start date of employment;

2. As required by the program, obtain Lead Inspector/Assessor’s Certification issued by the State of California within one year of the start date of employment;

3. As required by the program, obtain Hazardous Waste Operations and Emergency Response Certification (HAZWOPER) as defined by California Code of Regulations Title 8 Section 5192 within one year of the start date of employment.

Substitution:

Two (2) years of experience in a public health/environmental agency or a related regulatory service agency performing duties similar to those described above may substitute for the required education and experience.

Possession of a baccalaureate degree from an accredited college or university with the completion of at least twenty-four (24) semester units in engineering, mathematics, physical, natural and/or biological sciences may substitute for the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: Entrance
To: 6110 Environmental Health Technician II

ORIGINATION DATE: 11/04/2015

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