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:** 51
**Fiscal Year:** 2015/2016
**Posted Date:** 12/17/2015
**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>6139</td>
<td>Senior 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
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 general direction, performs highly technical and complex industrial hygiene work in the development, implementation and enforcement of regulations and programs in relation to the identification, evaluation, control and prevention of workplace hazards. Positions in this class may function as first line supervisors and highly technical specialists in providing expertise advice on the identification, evaluation, and control of chemical, physical, and biological agents, proper handling, and procedure for the storage and disposal of hazardous materials, and trouble shooting procedures for complex hazardous substances inspections, and emergency planning, response, demobilization, and preparedness.

Under general direction, supervises a staff of Industrial Hygienists; in the Toxic Control Management Program, and provides technical consultation for Environmental Health Inspectors and Industrial Hygienists assigned to other departments; provides highly technical expertise in the City-wide program involving enforcement of the Hazardous Materials Permit and Disclosure Ordinance, hazardous waste, community toxics, occupational safety and health, and the toxics education and training programs; may function as a representative of, and technical advisor to the Assistant Director, Environmental Health, Toxics, during hazardous spills and related emergencies; assists City and County Departments in developing worker health and safety programs; coordinates emergency response activities with the Fire Department, Emergency Response Room, Poison Control Center and other appropriate agencies; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class may function as first line supervisors and highly technical specialists in providing expertise advice on the identification, evaluation, and control of chemical, physical, and biological agents, proper handling, and procedure for the storage and disposal of hazardous materials, and trouble shooting procedures for complex hazardous substances inspections, and emergency planning, response, demobilization, and preparedness. This class is distinguished from the next lower class of Industrial Hygienist in that positions at this level require possession of a certification incumbents to be as a Certified Industrial Hygienists with the American Board of Industrial Hygiene. It is distinguished from the Hazardous Materials Permit Program Manager in that the latter has administrative responsibility for defining Hazardous Materials Permit program policies, procedures and operations. In addition, positions 6139 Senior Industrial Hygienists at this level independently develop, implement, and maintain health and safety programs and manage health and safety projects, whereas 6138 Industrial Hygienists do not exercise this level of independence.
Title: Senior Industrial Hygienist

Job Code: 6139

SUPERVISION EXERCISED:

May supervise industrial hygiene, health and safety, environmental, public health, 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. Supervises a staff of Industrial Hygienists and industrial hygiene, health and safety, environmental, public health, and support staff. This includes developing goals and objectives and monitoring progress.

2. Reviews the reports of and provides consultation to Environmental Health Inspectors engaged in a City-wide program involving enforcement of Article 21 of the Health Code, the Hazardous Materials and Waste Program, Permit Ordinance, toxics education and training programs and to Industrial Hygienists assigned to Hazardous Materials Programs in other City departments.

3. Develops and conducts training sessions for industrial hygienists, environmental health inspectors, hazardous materials emergency incident responders, managers, supervisors, and line workers personnel working with potential exposure to chemical, physical, or biological agents hazardous materials; develops and conducts public education programs on the proper use, storage and disposal of hazardous materials.

4. Responds to and provides consultation during hazardous material incidents and other related emergency events; evaluates the situation and advises on procedures for handling, containment and/or evacuation; may function as representative of and technical advisor to the Assistant Director, Environmental Health, Toxics during emergency situations in which hazardous materials are released or spilled.

5. Advises CCSF Departments regarding emergency planning and preparedness.

6. Coordinates the hazardous waste abatement program with all city departments, commissions and agencies.

7. Develops, implements, and maintains health and safety programs, inspection and prevention program procedures and monitors quality assurance for all toxic programs within assigned functional areas.

8. Reviews and responds to the more complex complaints from CCSF staff and/or the community that may involve exposure to chemical, physical, or biological agents involving community toxic exposure; initiates corrective, scientific and/or legal actions, where indicated, against individuals or entities that handle or dispose of hazardous waste or materials in violation of existing law.

9. Performs administrative tasks related to enforcement of ordinances, codes and other regulations; provides consultations to departments regarding regulatory agency inspections; maintains technical reference material and records; compiles data and prepares reports; develops and manages a budget for programs or projects; and tracks corrective action plans to ensure effective implementation.
Title: Senior Industrial Hygienist

Job Code: 6139

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES:

Knowledge, Abilities and Skills: Through knowledge of: toxicology, public health, environmental health, occupational health and industrial hygiene; applicable State and Federal rules and regulations; complex phases of biological, chemical, physical, engineering, and toxicological factors, which includes effects, evaluation and control measures; industrial hygiene equipment and test instruments and sampling methods utilized in chemical sampling and analysis.

Ability to: plan, organize, propose, evaluate and promote occupational and environmental health standards; review highly complex and technical reports of a professional staff; investigate and evaluate findings and make recommendations for the elimination or control of hazardous or undesirable environmental conditions; establish and maintain liaison with Federal, State and Local agencies and with labor, management and public interest groups; analyze and interpret statistical data related to occupational health; communicate effectively; and prepare clear concise reports.

Knowledge of: Industrial Hygiene and hazardous substances management; chemical, physical and biological agent 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 substances.

Ability and Skill to: Plan and manage occupational health programs or projects; conduct technical trainings; conduct ergonomic hazards assessments; communicate effectively, both orally and in writing including preparing clear concise reports; establish and maintain effective working relationships; supervise; wear a respirator and appropriate personal protective equipment; lift, carry, and use standard industrial hygiene equipment; work around and with hazardous chemical, physical, and biological agents; enter and work in confined spaces; work in hot and cold environments and elevated heights; control occupational health hazards.

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 a closely related field from an accredited college or university. All degrees must have major coursework in Industrial Hygiene.

Experience:

Four (4) years of professional industrial experience, which must include at least one (1)
Title: Senior Industrial Hygienist
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Year of journey level experience equivalent to the level of City and County of San Francisco classes 6138 Industrial Hygienist or 6139 Senior Industrial Hygienist. Experience must have included professional industrial hygiene activities including either hazardous materials management or identification, evaluation, and control of occupational health hazards.

License and Certification:

Certification by the American Board of Industrial Hygiene as a Certified Industrial Hygienist in the comprehensive practice of Industrial Hygiene and possession of a valid California driver’s license.

Substitution:

Possession of a Bachelor's degree with major coursework in Industrial Hygiene, Occupational Safety and Health, Environmental Health/Management, or a closely related field from an accredited college or university; AND six (6) years of experience as described above may substitute for the required education and experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
From: 6138 Industrial Hygienist

ORIGINATION DATE: 2/1/1988
AMENDED DATE: 12/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