NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: December 24, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 51 FY 15/16 (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 December 24, 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: 51
Fiscal Year: 2015/2016
Posted Date: 12/17/2015
Reposted Date: N/A

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

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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.


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    Alex Koskinen, Controller/ Budget Division
    E-File
Title: Senior Industrial Hygienist

Job Code: 6139

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 technical specialists providing advice on the identification, evaluation, and control of chemical, physical, and biological agents, proper handling, and procedure for the storage and disposal of hazardous substances, hazardous substances inspections and emergency planning, response, demobilization and preparedness.

DISTINGUISHING FEATURES:

This class is distinguished from 6138 Industrial Hygienist in that positions at this level require incumbents to be Certified Industrial Hygienists with the American Board of Industrial Hygiene and the ability to manage projects and/or supervise employees in the latter class in the performance of industrial hygiene work. In addition, 6139 Senior Industrial Hygienists 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.

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 industrial hygiene, health and safety, environmental, public health, and support staff.
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, Hazardous Materials and Waste Program.
3. Develops and conducts trainings for personnel working with chemical, physical, or biological agents; develops and conducts public education programs on the proper use, storage and disposal of hazardous substances.
4. Responds to and provides consultation during hazardous substance incidents and other related emergency events.
5. Advises CCSF Departments regarding emergency planning and preparedness.
6. Develops, implements, and maintains health and safety programs.
7. Performs administrative tasks related to enforcement of ordinances, codes and other regulations; provides consultations to departments regarding regulatory agency inspections; 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 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) 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.
Title: Senior Industrial Hygienist

Job Code: 6139

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 6138 Industrial Hygienist

ORIGINATION DATE: 2/1/1988

AMENDED DATE: 12/24/2015

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