

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: May 8, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 44 FY 16/17 (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 May 8, 2017.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Director
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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, 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: 44
Fiscal Year: 2016/2017
Posted Date: 05/08/2017
Reposted Date: N/A

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

Item #	Job Code	Title	Salary
1	6229	Street Inspector Trainee	\$55,016 – \$67,730

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

Item #	Job Code	Title
1	6230	Street Inspector

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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Street Inspector Trainee
Job Code: 6229**

DEFINITION

This class exists as part of the Street Inspector Trainee Program to develop professional competence as a journey level Street Inspector while working under the guidance and supervision of Public Works staff. Street Inspector trainees initially perform relatively routine tasks in support of the various divisions of Public Works. Work is performed under close supervision and is evaluated on the basis of progress in a structured work experience training program. Incumbents work with increased independence as professional competence is demonstrated. Demonstrated professional competence and successful completion of the structured training program leads to eligibility to compete for a 6230 Street Inspector position. Failure to achieve demonstrated professional competence or the inability to complete the training program results in loss of employment.

DISTINGUISHING FEATURES

The 6229 Street Inspector Trainee class is the trainee class of the professional street inspector series. Initially under close supervision, the incumbents perform professional street inspection work while participating in a structured training program and training on street inspector methods, policies and procedures. This class is distinguished from class 6230 Street Inspector by the applicable structured training program requirements, the close guidance and supervision received, and the developmental nature of the class, whereas the 6230 Street Inspector independently performs the full range of inspection work required of the position.

SUPERVISION EXERCISED

None.

EXAMPLES OF 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. Assist journey level Street Inspector classifications and receive training in the performing site inspections of streets, sidewalks, trench excavations, and utility repair projects including inspecting the general condition or defects of streets and sidewalks; inspecting permit use for obstructions such as news racks, flower stands, restaurant furniture encroachments, produce stands, building construction, or other obstructions to paths of travel, especially with regard to compliance with the Americans with Disability Act and Title 24; inspecting excavation sites or sewer projects and utility companies to ensure that proper shoring practices and traffic and pedestrian safety procedures are followed.
2. Assist journey level Street Inspector classifications and receive training in inspecting the placement of signs, flyers, or notices within the public right-of-way; inspecting the placement or storage of refuse receptacles either on or visible from the public right-of-way.
3. Assist journey level Street Inspector classifications and receive training in reading and interpreting permits, plans and specifications to determine if condition and use of street, sidewalk, excavation, or repair projects are in compliance with codes, regulations, ordinances, and permit conditions.
4. Assist journey level Street Inspector classifications and receive training in enforcing codes, regulations and ordinances by notifying responsible parties of the need to repair sidewalks or maintain structures and lots on their property; of non-compliance with permit use and of

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violations of health and safety codes and regulations, Title 24, or ADA mandates; performing follow-up inspections to ensure compliance.

5. Assist journey level Street Inspector classifications and receive training in investigating requests, inquiries, and claims related to public right-of-way, encroachment, permit use, appearance/condition of buildings, structures, or lots and public safety.
6. Assist journey level Street Inspector classifications and receive training in writing reports and correspondences such as field reports, inspections records, notifications for corrective action, letters, warnings, citations, meeting documentation, and preparing diagrams and reports regarding findings of investigations; using a computer for report-writing, correspondence, and data entry and retrieval.
7. Assist journey level Street Inspector classifications and receive training in performing exterior inspections of buildings, structures, and lots that would be classified as a public nuisance such as deteriorated painted structures, broken windows, deteriorated awnings, graffiti, accumulated litter or debris, overgrown vegetation and other quality of life issues.
8. Assist journey level Street Inspector classifications and receive training in communicating orally with a variety of people in meetings, conferences, hearings, and on the phone as well as in person with contractors, utility company representatives, property owners, permit holders, business owners, other City agencies, and the general public.
9. Assist journey level Street Inspector classifications and receive training in providing depositions and testimony in court proceedings as a City representative.
10. Assist journey level Street Inspector classifications and receive training in performing mathematical calculations including percentage, slope, area, and volume related to construction, maps, plans, and drawings.
11. Assist journey level Street Inspector classifications and receive training in operating a motor vehicle in the course of making site visits or attending meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Inspection practices and procedures for construction, maintenance, use, and repair of the public right-of-way; and safety procedures including an understanding of occupational hazards and procedures for accident prevention such as trench shoring, traffic and pedestrian safety requirements, and use of personal protective equipment (PPE).

Ability and Skill to: Interpret, apply, and enforce codes, specifications, ordinances and regulations; promote, establish, and maintain effective working relationships; communicate effectively with a variety of people and groups; exercise independent judgment and self-initiative for problem solving; write field reports, notifications and citations for corrective action, and correspondences using a computer; perform basic mathematical calculations; and operate a motor vehicle; walk long distances and stand for extended periods of time, work in adverse weather conditions, and drive a vehicle to project sites and meetings.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which may be required for employment in the class. Please note, additional qualifications (i.e. special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

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**Title: Street Inspector Trainee
Job Code: 6229**

Experience:

One (1) year of experience in construction related to streets, roadways and sidewalks; or in code enforcement affecting the public right-of-way; or in permit issuance; or construction materials testing; or plan checking related to construction, maintenance or use of the public right-of-way.

License and Certification:

Possession of a valid California Class C driver's license.

Substitution:

SUPPLEMENTAL INFORMATION

The nature of the work will require exposure to inclement weather conditions and will require exposure to hazardous materials and/or conditions found on construction sites and in an urban environment. Work on nights, weekends and/or holidays may be required.

PROMOTIVE LINES:

To: 6230 Street Inspector

ORIGINATION DATE: 05/08/2017

AMENDED DATE:

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN

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**Title: Street Inspector
Job Code: 6230**

DEFINITION

Under general supervision, inspects the use, condition, and construction of streets, sidewalks, trench excavations and repair projects to ensure compliance with federal, state, and municipal codes, specifications, regulations, permits, and plans; inspects building exteriors and lots visible from the public right of way that may constitute a public nuisance.

DISTINGUISHING FEATURES

This is a journey-level position that has responsibility for enforcement of codes, regulations and ordinances relative to the use and safety of the public right of way and, where appropriate, enforce blighted conditions visible from the public right of way. It is distinguished from the 6231 Senior Street Inspector by its lower level of responsibility and lack of supervisory duties. It is distinguished from the 6229 Street Inspector Trainee by the structured training program requirements and the transitioning nature of the trainee class.

SUPERVISION EXERCISED

None.

EXAMPLES OF 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. Performs site inspections of streets, sidewalks, trench excavations, and utility repair projects including inspecting the general condition or defects of streets and sidewalks; inspecting permit use for obstructions such as news racks, flower stands, restaurant furniture encroachments, produce stands, building construction, or other obstructions to paths of travel, especially with regard to compliance with the Americans with Disability Act and Title 24; inspecting excavation sites or sewer projects and utility companies to ensure that proper shoring practices and traffic and pedestrian safety procedures are followed.
2. Inspects the placement of signs, flyers, or notices within the public right-of-way; inspecting the placement or storage of refuse receptacles either on or visible from the public right-of-way.
3. Reads and interprets permits, plans and specifications to determine if condition and use of street, sidewalk, excavation, or repair projects are in compliance with codes, regulations, ordinances, and permit conditions.
4. Enforces codes, regulations and ordinances by notifying responsible parties of the need to repair sidewalks or maintain structures and lots on their property; of non-compliance with permit use and of violations of health and safety codes and regulations, Title 24, or ADA mandates; performing follow-up inspections to ensure compliance.
5. Investigates requests, inquiries, and claims related to public right-of-way, encroachment, permit use, appearance/condition of buildings, structures, or lots and public safety.
6. Writes reports and correspondences such as field reports, inspections records, notifications for corrective action, letters, warnings, citations, meeting documentation, and preparing

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diagrams and reports regarding findings of investigations; using a computer for report-writing, correspondence, and data entry and retrieval.

7. Exterior inspections of buildings, structures, and lots that would be classified as a public nuisance such as deteriorated painted structures, broken windows, deteriorated awnings, graffiti, accumulated litter or debris, overgrown vegetation and other quality of life issues.
8. Communicates orally with a variety of people in meetings, conferences, hearings, and on the phone as well as in person with contractors, utility company representatives, property owners, permit holders, business owners, other City agencies, and the general public.
9. Provides depositions and testimony in court proceedings as a City representative.
10. Performs mathematical calculations including percentage, slope, area, and volume related to construction, maps, plans, and drawings.
11. Operates a motor vehicle in the course of making site visits or attending meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Inspection practices and procedures for construction, maintenance, use, and repair of the public right-of-way; and safety procedures including an understanding of occupational hazards and procedures for accident prevention such as trench shoring, traffic and pedestrian safety requirements, and use of personal protective equipment (PPE).

Ability and Skill to: Interpret, apply, and enforce codes, specifications, ordinances and regulations; promote, establish, and maintain effective working relationships; communicate effectively with a variety of people and groups; to exercise independent judgment and self-initiative for problem solving; write field reports, notifications and citations for corrective action, correspondences using a computer; perform basic mathematical calculations; and operate a motor vehicle; walk long distances and stand for extended periods of time, work in adverse weather conditions, and drive a vehicle to project sites and meetings.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which may be required for employment in the class. Please note, additional qualifications (i.e. special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

Three (3) years of experience in construction related to streets, roadways and sidewalks; or in code enforcement affecting the public right-of-way; or in permit issuance; or construction materials testing; or plan checking related to construction, maintenance or use of the public right-of-way.

License and Certification:

Possession of a valid California Class C driver's license.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Street Inspector
Job Code: 6230**

Substitution:

Completion of the City and County of San Francisco 6229 Street Inspector Trainee Program may be substituted for the required experience.

SUPPLEMENTAL INFORMATION

The nature of the work will require exposure to inclement weather conditions and will require exposure to hazardous materials and/or conditions found on construction sites and in an urban environment. Work on nights, weekends and/or holidays may be required.

PROMOTIVE LINES:

To: 6231 Senior Street Inspector
From: 6229 Street Inspector Trainee

ORIGINATION DATE:

AMENDED DATE: 10/6/00; 11/30/05; 6/24/09; 10/19/09; 05/08/17

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN