

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: September 18, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 07 FY 17/18 (copy attached).**

Pursuant to completion of discussion regarding this classification action, the classification action contained in the above referenced notice became effective September 18, 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 Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, 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: 07
Fiscal Year: 2017/2018
Posted Date: 08/11/2017
Reposted Date: 08/16/2017

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

Item #	Job Code	Title
1	H-20	Lieutenant, Fire Suppression

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 Anne Marie Monroe, Principal Human Resources Analyst, at (415) 557-4914 or by email at annemarie.monroe@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>.

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

**Title: Lieutenant, Fire Suppression
Job Code: H020**

DEFINITION

Under general direction from higher-ranking officers in the Department, the H-20 Lieutenant is a working supervisor who commands a firefighting company (consisting of firefighters) in the performance of emergency and non-emergency tasks. Emergency tasks include those associated with receipt of an alarm, arrival at the scene, size-up, search and rescue, fire extinguishing, ventilation, salvage, overhaul, and emergency medical care. In the absence of a senior officer, a lieutenant directs and ensures the efficiency of multi-unit operations. Non-emergency tasks include those associated with fire prevention inspections; pre-fire planning; directing the maintenance of facilities and equipment; monitoring, evaluating, and counseling firefighters; training; and community relations. A lieutenant may also be required to perform other duties as assigned.

DISTINGUISHING FEATURES

An H-20 Lieutenant is distinguished from an H-22 Lieutenant in Fire Prevention and an H-24 Lieutenant in Fire Investigation in that the latter do not supervise crews engaged in fire suppression work. An H-20 Lieutenant is distinguished from an H-2 Firefighter in that the H-2 Firefighter has no supervision responsibilities. An H-20 Lieutenant is distinguished from an H-30 Captain, Fire Suppression in that the H 30 is responsible for developing station policy, and has broader command at emergency incidents.

SUPERVISION EXERCISED

Direct supervision of a crew of firefighters.

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. In preparing for tour of duty: monitors radio (and phone as backup system) for information needed concerning fire activities; notifies battalion chief in district if there is a personnel shortage; communicates verbally with the communications center in order to keep it informed of the status of the firefighting unit; checks sign-in and teletype at the beginning or tour to determine that appropriate personnel are on duty; informs firefighters and others about general orders, changes in practices, policy, procedure, daily activities, or other information; informs firefighters of changes and new procedures to ensure that they are adequately prepared to perform at the scene of a fire; etc.
2. In assigning duties to personnel: assigns station duties such as cooking, cleaning, and building and equipment maintenance responsibilities to firefighters; assigns personnel to firefighting activities, based upon an assessment of their capabilities, so as to maximize the efficiency of the unit; etc.
3. In performing tasks from receipt of alarm to arrival at scene: forms communications center by radio, if crew in on inspection or out of station, that crew is on its way to a fire; instructs driver to

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locate pumper so that there is access to the fire and/or to water, so as not to interfere with later-arriving equipment; instructs driver to locate truck for use of hand and aerial ladders, paying special attention to overhead obstructions (e.g., power lines) in locating the vehicle; notifies communications center of problems encountered (e.g., accident or breakdown) on way to scene of emergency; receives and carries out orders from incident commander; etc.

4. In performing tasks related to incident size-up: reports status of fire to communications center via radio if first to arrive at scene; sizes up fire by observing extent and location of smoke and flames, noting wind, nature of building or object that is on fire, and exposure potential of adjacent structures to determine additional support personnel and/or equipment needed at emergency site; evaluates conditions of fire scene to determine type of extinguisher or extinguishing agent to use (e.g., water, carbon dioxide, dry chemical, foam, or sand); instructs crew on how and when to enter fire scene; instructs crew what equipment to bring to the scene; instructs crew on size of ladders needed and where to position ladders; etc.

5. In performing search and rescue activities: evaluates conditions to determine if it is safe for firefighters to proceed with rescue (e.g., conditions of fire, tides, currents, whether equipment needed is available); determines priorities of rescue activities, such as to apply first aid versus extrication; determines priorities in treating victims (e.g., who receives treatment or rescue attempt first) where multiple victims are involved; directs firefighters in how to rescue trapped victims, potential jumpers, animals, and others in distressed situations, what equipment to use and where to use it; informs firefighters when electricity and gas need to be turned off to maintain the safety of the fire scene; etc.

6. In performing ventilation, salvage, and overhaul activities: confers with Incident Commander regarding proposed ventilation tactics (e.g., before breaking windows in a high-rise situation); evaluates condition and type of roof to determine whether roof is safe to support the weight of firefighters and their equipment; directs firefighters to ladder building using ladders from truck or aerial ladder to gain access to upper floors and roof for purposes of ventilation; directs firefighters which specific tools and equipment to use and where to ventilate; directs firefighters to pull down ceilings or to open walls to facilitate inspection to locate remaining fire or hot spots; visually inspects premises closely to determine that fire has been extinguished and that it will not rekindle; preserves suspicious area and preserves evidence for use by arson squad; etc.

7. In performing first aid-related activities: dons protective equipment (e.g., gloves) to protect against infectious diseases; observes that firefighters are wearing appropriate protective equipment when administering first aid, directs firefighters to carry first aid equipment, such as a respirator, to the site of a victim for use in treatment; analyzes first aid scene to determine what safety procedures need to be implemented to protect the fire crew; administers first responder treatment such as neck braces, oxygen, and CPR, in order to help victim until paramedics arrive; etc.

8. In performing inspection-related activities: during inspections, looks for fire hazards, checks tags on fire extinguishers and alarm systems, and determines if there is a code violation; familiarizes self with buildings or transit system (e.g., building layout, type of occupancy, and structural information) during inspections, so as to be able to respond appropriately in an emergency; reviews prepared pre-fire plans and access maps for properties related to company operations that might lead to greater alarm fires and natural disasters; reports obvious hazards (e.g., flammable rubbish or locked doors) to owners of buildings and to the battalion chief;

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reports apparent violations of fire safety code to Bureau of Fire Prevention for action; physically inspects first alarm area for location of hydrants; etc.

9. In performing activities related to monitoring, counseling, and evaluating subordinates: feeds back performance information to firefighters, based upon their performance in firefighting incidents or drills, in order to improve their performance; counsels firefighters when there is a performance standards or personnel problem (e.g., tardiness); conciliates problems among firefighters and between firefighters and self; refers unresolved grievances (e.g., daily assignments or interpersonal conflict between firefighters) to Captain or other officer; etc.

10. In performing activities related to information gathering, report writing, and record keeping: reviews journal since last shift to familiarize self and understand status of personnel, equipment, and apparatus in station; reads General Orders and teletype messages to learn about changes in practice, policy, procedure, or other information; checks vacation calendar, floating holiday, and detail information to understand and determine personnel needs for tour; fills out timeroll for payroll purposes; records information on forms or in personnel records regarding vacations or sick leave; maintains company watch and detail chart to identify personnel assignments; records daily record of company operations to indicate emergency runs, training drills, inspections made, and other activities; writes incident reports with required information such as what happened, where it occurred, what equipment was used, and who was involved; writes information on standard forms (e.g., personnel injury reports, equipment reports, of fire prevention reports); etc.

11. In performing activities related to ensuring compliance with Departmental policy: discusses with and provides input to company commander regarding policies for the station house; carries out station policies regarding assignments and roles; monitors firefighters' actions and behavior to ensure that they are consistent with SFFD policy, practices, and procedures; interprets and explains new administrative directives to firefighters; etc.

12. In performing tasks related to maintenance: refers equipment to Maintenance Division for repair work; orders equipment, supplies, and repair work when needed; puts company out of service if equipment or operation is not functioning properly/safely; visually inspects station, apparatus, and equipment to ensure safe and efficient operations; test equipment by operating it in order to determine if it is functioning properly; etc.

13. In performing activities related to training: assesses the training needs of the firefighters in the company and selects appropriate drills from the approved list; demonstrates equipment and procedures during drills in order to provide training for firefighters; critiques fires with firefighters to help everyone learn from the experience in case they encounter a similar situation; trains new recruits in the training center concerning the policies and procedures of the firefighting unit; trains probationary or temporary personnel in the policies and procedures of the firefighting unit; etc.

14. In performing activities related to community relations: explains and demonstrates firefighting practices, equipment, procedures, and policies to civilians (e.g., how equipment works, consequences of false alarms, etc.) during tours and public functions as a public service; speaks for Fire Department during inspections and emergencies; instructs spectators and non-safety personnel on what to do and where to be during an emergency; conducts public school fire drills (i.e., turns on the alarm and observes how school responds); informs members of the

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fire unit about visitors to the station house so that everyone is aware of the presence of others; etc.

15. In performing activities related to working with others: joins with firefighters to do his or her share of the work at a fire or emergency incident; participates as a member of a team in training drills; participates as a member of a team at a fire or emergency incident; actively (enthusiastically) attempts to carry out his or her work assignments; attempts to carry out his or her work assignments completely (not half-heartedly); does all that is possible to complete a work assignment (not the minimum possible); attempts to overcome obstacles or problems that may occur while carrying out an assignment; understands oral instructions or oral information from superiors, subordinates, and peers at emergency incidents; accepts information from subordinates or peers who have specialized expertise; attempts to contribute to a pleasant atmosphere at the firehouse; takes initiative to get tasks done at an emergency incident, during training, or at the firehouse; etc.

16. In performing tasks related to using computers: logs in to PeopleSoft program in computer to check company status; enters correct position code for staff in PeopleSoft (including personnel detailed in) to ensure that staff receives premium pay as appropriate; verifies in PeopleSoft positions to which staff are assigned to ensure that staff receive premium pay as appropriate; sends WDO requests to Bureau of Assignments via PeopleSoft program in computer; revises company assignments using PeopleSoft program in computer to reflect trades; completes SFIRS reports on-line; indicates company status (including in-service, en route to scene, available in quarters [AIQ]) via apparatus-based computer; completes timeroll on computer using PeopleSoft program; etc.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the streets, and traffic laws and patterns in the City; methods of building construction; hazardous materials and their implications for firefighting situations; the Department's rules, regulations, policies, procedures, and training bulletins; Department manuals; the general principles of fire science; the uses, capabilities, and limitations of firefighting equipment and apparatus; fire and explosion investigation procedures; computers; and fire and building codes related to fire suppression systems.

Ability and Skill to: supervise effectively at fire and other emergency situations; conduct inspections expeditiously; train, monitor, evaluate, and counsel firefighters; gather information, write reports, and maintain records; ensure compliance with Department policy; effectively relate to the community; work with others; and accurately complete reports and staffing tasks on computers.

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.

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Education:

Experience:

Five (5) years of experience as a permanent appointee in class H-2 Firefighter and/or H-3 Firefighter Paramedic - Level 3 in the San Francisco Fire Department.

License and Certification:

Substitution:

Applicants in Permanent Civil Service classes of H-2 Firefighter and H-3 Firefighter/Paramedic [Level 3 only] may substitute up to two (2) years of experience from another fire jurisdiction on a year for year basis in lieu of the required San Francisco Fire Department experience. Any substituted qualifying experience must be comparable to the rank and duties of a permanent, full-time San Francisco Fire Department Firefighter or dual function Firefighter Paramedic.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

H-30 Captain, Fire Suppression

ORIGINATION DATE:

AMENDED DATE:

7/20/2009; 05/12/2017; 09/18/17

REASON FOR AMENDMENT

To accurately reflect the tasks, knowledge, skills, & abilities, and minimum qualifications.

BUSINESS UNIT(S):

COMMN