

City and County of San Francisco  
Micki Callahan  
Human Resources Director



Department of Human Resources  
*Connecting People with Purpose*  
www.sfdhr.org

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

Date: October 31, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 29 FY 17/18 (copy attached).**

Pursuant to completion of discussion with Stephen Mungovan regarding this classification action, the classification action contained in the above referenced notice became effective October 31, 2018.

Micki Callahan  
Human Resources Director

by:

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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:** 29  
**Fiscal Year:** 2017/2018  
**Posted Date:** 03/09/2018  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	6270	Housing Inspector
2	6272	Senior Housing Inspector
3	6274	Chief Housing 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](mailto: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.

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Housing Inspector  
Job Code: 6270**

**DEFINITION**

Under general supervision, performs housing inspection work in the enforcement of a variety of housing codes and related safety regulations. This is the journey level in the housing inspection series.

**DISTINGUISHING FEATURES**

Class 6270 Housing Inspector is distinguished from Class 6272 Senior Housing Inspector in that the latter, is the first-level supervisor. The housing inspection series (6270 Housing Inspector, 6272 Senior Housing Inspector, and 6274 Chief Housing Inspector) differs from positions in other inspection classes (such as 6242 Plumbing Inspector, 6248 Electrical Inspector, 6318 Construction Inspector, and 6331 Building Inspector) by the former's primary responsibility for housing code enforcement.

**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. Enforces the provisions of the San Francisco housing code, applicable administrative code, and other codes as they relate to the condition, structure, occupancy, use and maintenance of the city's housing inventory; inspects apartment houses, residential and tourist hotels, motels, housing projects, dormitories, mobile vehicle parks, residential care homes and condominiums; processes and issues notices, infractions and misdemeanor citations for housing code violations as necessary; maintains and updates inspection findings and records, and handles housing code enforcement and public record requests.
2. Inspects for housing code violations in a systematic housing code enforcement program for multiple unit dwellings; determines substandard conditions as defined by the housing code; if necessary, may coordinate building, plumbing and electrical inspections; prepares detailed reports, logs and correspondence regarding inspection results, descriptions of the building and conditions, violations and hazards; determines nature and severity of violations and makes necessary referrals to other inspection groups and agencies; causes abatement orders or other orders for correction to be issued; and makes recommendations as required.
3. Evaluates and checks building permit applications and related plans that result from housing code enforcement activities to ensure conformance with the housing code; educates residential building owners, property managers, building occupants, community groups, and others on compliance and/or corrections needed to meet housing and related code requirements; provides preliminary estimated cost of housing code mandated work for determination of permit fees, and makes progress inspections and reports on permit work.
4. Works with City Attorney in obtaining inspection warrants and warning letters, testifies in court litigation involving housing, fire-safety, and sanitation; schedules noncomplying code

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

**Title: Housing Inspector  
Job Code: 6270**

enforcement cases to administrative hearings; and determines if State Franchise Tax Board is to be notified in cases of noncompliance.

5. Performs periodic health and safety inspections of residential buildings or identified sections as required by the systematic housing code enforcement requirements and when appropriate from occupant/community complaints, as well as identifying and eliminating life hazards and various housing code violations; investigates complaints regarding housing conditions, illegal occupancy, safety and related sanitation conditions; determines proper department, division, or City agency for complaint referral; enforces security ordinance, smoke and heat detector ordinance, lead paint safe practices ordinance, residential energy and water conservation ordinances, and residential hotel conversion ordinance; mediates disputes between property owners and complainants when possible to facilitate timely compliance; issues reports and conducts follow-up inspections leading to the correction of violations or abatement proceedings.
6. Develops statistical surveys and provides data regarding housing code enforcement as required; attends meetings and hearings, and makes presentations at board or commission hearings and other related events; helps codify, define and enforce new laws and ordinances as required; makes inspections for the Human Services Agency (HSA) master lease program for residential hotels as assigned.
7. Conducts special emergency investigations on matters relating to the preservation of the city's housing inventory.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: field inspection methods and procedures; city ordinances, departmental rules and regulations pertaining to housing code enforcement and related housing standards; safe working practices and procedures.

Ability and Skill to: meet, coordinate and collaborate with the general public, building owners and managers, tenants, contractors, community groups, and others to obtain effective cooperation and understanding of requirements to improve the quality of the city housing inventory; prepare clear and concise written reports, notices and other correspondence; maintain detailed records; speak in a clear and effective manner; and use a computer.

**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:

High school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

Two (2) years of inspection experience for a public or private agency charged with the authority to implement and enforce housing, building, fire, and/or health codes.

License and Certification:

Possession of a valid California driver license.

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

**Title: Housing Inspector  
Job Code: 6270**

Substitution:

Two (2) years of experience performing site inspections and/or providing case management for housing preservation and/or violation abatement may substitute for the required experience on a year-for-year basis.

Two (2) years of experience responsible for building construction/inspection as a licensed building contractor, licensed architect, or licensed civil, structural (or related) engineer, or any combination thereof, may substitute for the required experience on a year-for-year basis.

Four (4) years of experience as a carpenter supervisor or superintendent, responsible for overseeing and inspecting building construction under the direction of a licensed contractor, architect, or engineer may substitute for up to one (1) years of the required experience.

Possession of a certificate in one of the related areas: Property Maintenance and Housing Inspector, Building Plans Examiner, Commercial or Residential Building Inspector, Commercial or Residential Plumbing Inspector, or Commercial or Residential Electrical Inspector issued by the International Code Council (ICC), may substitute for six (6) months of required experience.

**SUPPLEMENTAL INFORMATION**

Nature of work includes the ability to work in inclement weather, and in some cases to work evenings, weekends, holidays, and possible exposure to hazardous conditions found in and around damaged buildings, structures, and construction sites; and ability to move in and out of buildings and other related areas. These positions require the operation of a motor vehicle in order to visit inspection sites.

**PROMOTIVE LINES**

To: 6272 Senior Housing Inspector  
From:

**ORIGINATION DATE:** 09/08/1971

**AMENDED DATE:** 01/18/1982; 02/08/13; 10/31/18

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

**BUSINESS UNIT(S):** COMMN

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

**Title:** Senior Housing Inspector  
**Job Code:** 6272

**DEFINITION**

Under general supervision, performs housing inspection work in the enforcement of a variety of housing codes and related safety regulations, and supervises housing inspectors. This is the first-level supervisor in the Housing Inspector series.

**DISTINGUISHING FEATURES**

6272 Senior Housing Inspector is distinguished from the 6270 Housing Inspector by the former's supervisory duties.

**SUPERVISION EXERCISED**

Supervises incumbents in class 6270 Housing Inspector.

**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. Supervises inspectors in the use of the citation procedure as required by the Housing Code. Oversees, coordinates, and conducts inspections of apartment houses, hotels, and other multiple residential buildings to determine existing code violations.
2. Instructs property owners to take necessary corrective actions; Advises property owners and ensures violations are corrected.
3. Reviews inspectors' reports and takes appropriate actions to finalize inspection reports.
4. Partners with other divisions and agencies in the coordination of a housing code enforcement program.
5. Conducts special investigations, prepares reports of work performance, accomplishment, and various aspects of housing conditions.
6. Interprets housing, building, and other related codes for inspectors and the general public.
7. Oversees the issuance and revocations of permits.
8. Oversees the initiation and resolution of abatement proceedings.
9. Reviews permit applications and plans to assure proper compliance and specifications.
10. Conducts administrative hearings and testifies during court litigation in connection with the enforcement of housing codes.
11. Coordinates with other divisions and agencies in the implementation and administration of new ordinances related to the housing and administrative code, as well as associated funding programs.
12. Represents the Dept. of Building Inspection before boards, commissions, other agencies, and community groups.
13. Drives a car to inspection sites, meetings, and hearings.

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

**Title:** Senior Housing Inspector  
**Job Code:** 6272

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: field Inspection techniques, state laws and City ordinances, departmental rules and regulations pertaining to housing and building code enforcement; safety measures and procedures including but not limited to inspection and enforcement work.

Ability and Skill to: assign, supervise, and review work of subordinate investigators; interpret pertinent laws, ordinances, rules, and regulations; communicate and exercise sound judgment in evaluating situations with tact, firmness, and courtesy in dealing with debtors; analyze and prepare clear, concise, and accurate reports; and drive a car to inspection sites and meetings.

**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:

High school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

Two (2) years of housing inspection experience working for a public agency which must have included local housing code enforcement, comparable to class 6270 Housing Inspector with the City & County of San Francisco.

License and Certification:

Possession of a valid California driver license.

Substitution:

**SUPPLEMENTAL INFORMATION**

Nature of work includes the ability to work in inclement weather, and in some cases to work evenings, weekends, holidays, and possible exposure to hazardous conditions found in and around damaged buildings, structures, and construction sites; and ability to move in and out of buildings and other related areas. These positions require the operation of a motor vehicle in order to visit inspection sites.

**PROMOTIVE LINES**

To: 6274 Chief Housing Inspector  
From: 6270 Housing Inspector

**ORIGINATION DATE:** 09/01/1971

**AMENDED DATE:** 01/18/1982; 09/22/00; 02/08/13; 10/31/18

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

**BUSINESS UNIT(S):** COMMN

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

**Title: Chief Housing Inspector  
Job Code: 6274**

**DEFINITION**

Under general direction, the Chief Housing Inspector supervises the work of inspectors and manages the housing inspection division.

**DISTINGUISHING FEATURES**

Class 6274 Chief Housing Inspector is distinguished from the 6272 Senior Housing Inspector by the former's responsibility for establishing housing inspection policy and engaging in long and short range planning concerning division level activities, whereas the latter is a first-level supervisor.

**SUPERVISION EXERCISED**

The Chief Housing Inspector supervises subordinate housing inspectors, clerical supervisors, and other staff as assigned.

**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. Assigns, directs, and reviews the work of the subordinate inspectors and office personnel in the inspection and enforcement of codes and regulations relating to housing; conducts spot inspections to determine efficiency of inspectors' work; assigns special inspections to subordinates and personally makes inspections on difficult and unusual cases.
2. Reviews and interprets housing, building, and other related code requirements to subordinates, the general public, building owners, realtors, and attorneys.
3. Prepares reports on work performance, accomplishments, and various aspects of housing conditions; reviews, analyzes, and prepares recommendations for additions or amendments to the housing code; prepares data for the City's code enforcement program.
4. Reviews the issuance of citations for administrative hearings and for District and City Attorneys' office regarding non-compliance cases; reviews and recommends warrants for entry to inspect buildings and for arrest of persons who violate certain codes; conducts administrative hearings in order to obtain compliance with related housing codes.
5. Coordinates in the effort of the housing code enforcement program with local, State, and federal code enforcement program agencies.
6. Prepares annual budget estimates for conducting housing inspection activities; Drafts new ordinances related to the housing and administrative code.
7. Represents the Department of Building Inspection at various meetings of the Board of Supervisors; conducts abatement appeals hearings; facilitates housing code enforcement procedures.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: field inspection techniques and procedures and related office routines, forms, documents and reports; state laws and city ordinances and Department of Building Inspection rules and regulations pertaining to housing inspection.



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

**Title: Chief Housing Inspector  
Job Code: 6274**

Ability and Skill to: plan, assign, and supervise the activities of subordinate personnel; utilize data processing applications relative to code enforcement; deal effectively with the general public, interdepartmental heads, property owners, tenants, and other persons; requires considerable skill in the interpretation and application of local ordinances and state laws to practical housing enforcement situations.

**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:

High school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

Four (4) years of housing inspection work experience for a public agency, including at least two (2) years in a supervisory capacity, comparable to class 6272 Senior Housing Inspector with the City and County of San Francisco.

License and Certification:

Possession of a valid California driver license.

Substitution:

**SUPPLEMENTAL INFORMATION**

Nature of work includes the ability to work in inclement weather, and in some cases to work evenings, weekends, holidays, and possible exposure to hazardous conditions found in and around damaged buildings, structures, and construction sites; and ability to move in and out of buildings and other related areas. These positions require the operation of a motor vehicle in order to visit inspection sites.

**PROMOTIVE LINES**

From: 6272 Senior Housing Inspector

**ORIGINATION DATE:** 09/08/1971

**AMENDED DATE:** 01/18/1982; 02/08/13; 07/09/15; 10/31/18

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

**BUSINESS UNIT(S):** COMMN