

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

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

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Housing Inspector

Job Code: 6270

DEFINITION

Under ~~direction~~ **general supervision**, performs housing inspection work in the enforcement of a variety of housing codes and related safety regulations; ~~initiates and follows through with~~ **abatement of housing code enforcement activity**; ~~maintains housing standards through periodic inspection, complaint investigation and coordination of housing rehabilitation work;~~ and performs related duties as required. ~~This is the professional working~~ **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, This is the professional working level in the housing inspection series, is the first-level supervisor. Employees in this class are expected to use initiative, judgment and resourcefulness in their work and consult with superiors to resolve the more difficult problems. 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 its **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 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. ~~Makes~~ 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. ~~Performs other special and miscellaneous duties as required; attends meetings, trainings and educational conferences, and c~~ Conducts special emergency investigations on matters relating to the preservation of the city's housing inventory.

KNOWLEDGES, SKILLS, AND ABILITIES

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

Ability and Skill to: meet, coordinate and collaborate and deal with the general public, as well as with many different building owners and managers, tenants, contractors, collaborate with community groups, and others to obtain effective cooperation and understanding of requirements to improve the quality of the city housing inventory; ~~ability to~~ prepare clear and concise written reports, notices and other correspondence; maintain detailed records; ~~ability to~~ speak in a clear and effective manner; ~~knowledge of safety methods~~; and ~~ability to~~ 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:

~~None.~~ **High school diploma, or equivalent (GED or High School Proficiency Examination).**

Experience:

~~Two (2) years of verifiable *housing, building, fire and/or health* inspection work experience for a public **or private** agency **charged with the authority to implement and enforce** *housing, building, fire and/or health* **codes**, performing duties such as enforcing codes and safety regulations, handling abatement of code violation abatement, conducting inspections, investigating complaints, coordinating rehabilitation work, and providing and/or code enforcement outreach related to violation abatement; OR~~

License and Certification:

~~Possession and maintenance of a valid California Class C driver license.~~

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 verifiable experience in the construction industry as a licensed building contractor, a carpenter supervisor or superintendent, of building construction, a civil engineer or an architect 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**, the supervision of building construction/inspection or any combination thereof.~~

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: Entrance Examination

ORIGINATION DATE: 09/8/71

AMENDED DATE: 01/18/82; 02/8/13; 03/XX/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 direction~~ **general supervision, performs housing inspection work in the enforcement of a variety of housing codes and related safety regulations, supervises housing inspectors, and** the Senior Housing Inspector is responsible for supervising subordinate inspectors in connection with inspection work in all aspects of the housing field with special emphasis on code enforcement; assuring compliance with established laws, ordinances, and regulations; and performing related duties as required. *This is the journey first-level supervisor in the Housing Inspector series.*

DISTINGUISHING FEATURES

~~This is the journey level in the Inspector series. It~~ **6272 Senior Housing Inspector** is distinguished from the 6270 Housing Inspector by its **the former's** supervisory duties and responsibility for performing more difficult and complex inspection work.

SUPERVISION EXERCISED

~~Positions in this class s~~ **Supervises incumbents in class 6270** Housing Inspectors, and may supervise clerical staff.

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.* **Supervises Oversees**, coordinates, and ~~participates in~~ **conducts** inspections of apartment houses, hotels, and other multiple residential buildings to determine existing code violations.

2. ~~Requires~~ **Instructs** property owners to take necessary corrective actions. ~~Advises and works with property owners~~ **and** ~~to assure~~ **ensures** violations are corrected.

3. Reviews inspectors' reports and takes appropriate actions to finalize inspection reports.

4. ~~Advises and works with property owners to assure violations are corrected.~~

54. ~~Assists~~ **Partners** with other divisions and agencies in the coordination of a housing code enforcement program ~~with other divisions and agencies.~~

65. ~~Conducts special investigations.~~ **P**repare periodic and special reports of work performance, accomplishment, and various aspects of housing conditions.

76. Interprets housing, building and other related codes for inspectors and the general public.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Housing Inspector
Job Code: 6272

~~87.~~ Supervises Oversees the issuance and revocations of permits.

~~98.~~ Assists Oversees in the initiation and resolution of abatement proceedings.

~~409.~~ Reviews permit applications and plans to assure proper compliance and specifications.

~~4110.~~ Conducts administrative hearings and testifies during court litigation in connection with the enforcement of housing codes.

~~12. Conducts special investigations.~~

~~4311.~~ Assists Coordinates with other divisions and agencies in the preparation implementation and administration of new ordinances for related to the housing and administrative code, as well as associated funding programs.

~~14. Supervises inspectors in the use of the citation procedure as required by the Housing Code.~~

~~15 Administers the Hotel Conversion Ordinance and the Residential Energy Conservation Ordinance and any new ordinances and associated funding programs.~~

~~4612.~~ Represents the Dept. of Building Inspection before boards, commissions, other agencies and community groups.

~~4713.~~ Drives a car to inspection sites, meetings and hearings.

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.

CITY AND COUNTY OF SAN FRANCISCO
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Title: Senior Housing Inspector
Job Code: 6272

Education:

None. High school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

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

License and Certification:

Possession and maintenance of a valid California ~~Class C~~ 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: 9/1/1971

AMENDED DATE: 1/18/1982; 9/22/2000; 2/8/2013; 03/XX/2018

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 and administers the assigned housing inspection division(s); plans, assigns, directs, and reviews the work of a group of subordinate inspectors engaged in the full range of housing code enforcement activities; assures compliance with established laws, ordinances, and regulations; and performs related duties as required.

DISTINGUISHING FEATURES

The position in this class Class 6274 Chief Housing Inspector is distinguished from the 6272 Senior Housing Inspector level by its 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. The position in this class prepares the Housing Inspection Division's budget and assists at abatement hearings for the Director of Building Inspection.

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. Analyzes and submits Prepares periodic and special 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 "Workable Program" relating to the City's code enforcement program, for the Federal Government.
4. Reviews the issuance of citations for administrative hearings and for District and City

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DEPARTMENT OF HUMAN RESOURCES**

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

Attorneys' office hearing 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 other divisions of the Bureau of Building Inspection and the Health and Fire Departments, and with agencies in the officially designated Federally Assisted Code Enforcement Areas, in the Central Relocation Program and in Redevelopment Areas. code enforcement program agencies.

6. Assists in preparing Prepares annual budget estimates for conducting housing inspection activities; ~~assists in the development and advancement of subordinates through training and effective use of employee development programs; conducts periodic staff meetings for purpose of disseminating new information and clarifying existing requirements, policies, methods, and procedures; assists in the preparation of~~ Drafts new ordinances as related to the Housing housing and administrative Code.

7. Represents the Department of Building Inspection at various meetings of the Board of Supervisors; conducts abatement appeals hearings; ~~utilizes EDP procedures to facilitate~~ 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.

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:

Requires completion of two (2) years of college coursework (sixty (60) semester or ninety (90) quarter units) from an accredited college or university; High school diploma or equivalent (GED or High School Proficiency Examination).

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

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

Experience:

Four (4) years of ~~verifiable~~ housing inspection work experience for a public agency, including at least two (2) years in a ~~lead or supervisory capacity, equivalent comparable to class 6272 Senior Housing Inspector with the City and County of San Francisco,~~ which includes ~~supervision of professional code enforcement staff.~~

License and Certification:

Possession and maintenance of a valid California ~~Class C~~ driver license.

Substitution:

~~Additional housing inspection work experience in a lead or supervisory capacity equivalent to class 6272 Senior Housing Inspector may substitute for the required education on a year for year basis. Thirty (30) semester units or forty five (45) quarter units equal one year.~~

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: 9/8/71

AMENDED DATE: 1/18/82; 2/8/13; 7/09/2015; 03/XX/2018

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

BUSINESS UNIT(S): COMMN