

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: July 08, 2021

Re: **Notice of Proposed Classification Actions – Final Notice No. 22 FY 2021/2022
(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 July 08, 2021.

Carol Isen
Human Resources Director

by:

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
Carol Isen, DHR
Sandra Eng, CSC
Sue Hwang, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

**Title: ASSISTANT CHIEF
Job Code: H050**

INTRODUCTION

Under general direction from higher-ranking officers in the Department, the H050 Assistant Chief is a senior management level supervisor who commands a Division (consisting of several battalions) 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, and supervising search and rescue, fire extinguishing, ventilation, salvage, overhaul, and emergency medical care. At emergency incidents, and in the absence of a senior officer, an assistant chief directs and ensures the efficiency of multi-unit operations. Non-emergency tasks include those associated with preparing for tour of duty; fire prevention inspections; ensuring compliance with Department policy; monitoring, evaluating, and counseling supervisors; training; community relations; information gathering, report writing, and record keeping; and investigations and special projects. An assistant chief may also be required to perform other duties as assigned.

DISTINGUISHING FEATURES

An H050 Assistant Chief is distinguished from an H051 Assistant Deputy Chief in that the H051 is an exempt appointment, which serves at the pleasure of the Chief of Department, whereas the H050 Assistant Chief position is attained through civil service examination. An H050 Assistant Chief is distinguished from an H040 Battalion Chief in that the H040 Battalion Chief oversees the operations of a single battalion.

SUPERVISION EXERCISED

Direct supervision of battalion chiefs.

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. In preparing for tour of duty: reads journal, reports, and other written communication to determine level and nature of activities within the Division for the previous tours; meets with the off-going Assistant Chief to discuss what has been going on in order to decide actions that need to be taken or to ensure that consistent policy is followed between Assistant Chiefs; talks to Battalion Chiefs to give instructions for present tour; monitors communication systems (telephone, radio, email, HRMS) for information relevant to the Division to determine status of emergency activities in the City; communicates verbally with the Communications Center in order to keep it informed of the status of the firefighting units in the Division; informs Battalion Chiefs and others about changes in practices, policy, procedure, daily activities, or other information; runs Division staff meeting to give information and review and critique incidents with Battalion Chiefs; etc.
2. In performing tasks from receipt of alarm to arrival at scene: assesses situation (based on dispatch and who is responding) to determine whether presence of Assistant Chief is needed on the scene to direct, monitor, or support firefighting; confers with driver about route to be followed, so as to avoid delays that might be caused by obstructions such as traffic jams or

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construction, and take into account routes to be taken by other equipment to avoid conflict with them; listens to radio communications to gain information about nature of fire/incident, condition of building/physical site, location and condition of victims, and location and actions of personnel; plans actions enroute to scene, takes into account initial communication, which units are likely to be first on scene, relation to other resources on way, time of day, etc.; evaluates reports of fires in progress to determine rescue and firefighting priorities based on building type, location, occupancy, etc., while enroute to the scene; etc.

3. In performing tasks related to incident size-up and command: manages up to five-alarm fires, overseeing fire suppression activities of up to 120 personnel; informs communication center by radio if first Chief to arrive at scene; directs officers regarding positioning of unit personnel and apparatus for maximum effectiveness in attacking the fire; communicates via appropriate radio channel with all tactical units at the scene; assesses conditions and circumstances at scene to determine if additional resources are needed or if companies on the scene can be held in reserve; receives and evaluates reports from Battalion Chiefs, Company officers and Incident Support specialist at the scene concerning the status and progress of the fire; sizes up fire by observing extent and location of smoke and flames, noting wind, building type, and content that is on fire, and exposure potential of adjacent structures to determine additional support personnel and/or equipment needed at emergency site; analyzes information about the fire scene (e.g., extent of fire, seat of fire, exposures, size of building, location of fire in building, time of day, location of fire suppression equipment and personnel, type of building construction, occupancy, content of building, and occupants' behavior) to formulate a strategy for fighting the fire; determines, based on information obtained through personal observation and subordinates' reports, whether additional alarm should be pulled; assesses time of day, wind conditions, labels, crowd situation, and other such factors to determine degree of hazard and its potential extension; evaluates descriptions of conditions observed inside facility including extent of fire, whether additional resources are needed, and what needs to be done; etc.

4. In supervising/performing search and rescue activities: evaluates conditions to determine if they are safe for firefighters to proceed with rescue (e.g., conditions of fire, tides, currents, if equipment needed is available); determines priority in rescuing victims when multiple victims are involved; communicates with trapped victims to calm and reassure them during emergency and hazardous situations until they can be rescued; communicates via radio with other officers or units on scene in order to coordinate efforts to rescue victims; directs officers in how to rescue trapped victims, potential jumpers, animals, and others in distressed situations, what equipment to use and where to use it; etc.

5. In supervising/performing ventilation, salvage, and overhaul activities: evaluates conditions of fire, smoke, heat, wind, etc., and type of dwelling, to determine where, when, and how building should be ventilated, to retard the spread of fire, and to avoid backdraft; evaluates condition and type of roof to determine whether roof is safe to support the weight of firefighters and their equipment; directs officers to ladder building using ladders from truck or aerial ladder to gain access to upper floors and roof for purposes of ventilation; directs officers where to ventilate; directs officers to pull down ceilings or to open walls to facilitate inspection to locate remaining fire or hotspots, or to release smoke and heat; visually inspects premises closely to determine that fire has been extinguished and that it will not rekindle; orders officers to preserve suspicious area and preserve evidence for use in arson investigations; etc.

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6. In performing first aid-related activities: calls for additional medical assistance at scene; observes that firefighters are wearing appropriate protective equipment when administering first aid; analyzes first aid scene to determine what safety procedures need to be implemented to protect the fire crew; questions victims or others (e.g., bystanders) to gather information (e.g., level of consciousness, current medical history) to determine nature and extent of medical emergency and treatment needed; etc.

7. In performing inspection-related activities: reviews prepared pre-fire plans and access maps for properties related to company operations that might lead to greater alarm fires and natural disasters; familiarizes self with building or transit systems (e.g., building layout, type of occupancy, and structural information) during inspections, so that in emergency they are prepared to respond appropriately; requests installation of new hydrants or fire hoses in areas where potential fire hazard warrants these; calls police to close down night clubs operating under safety hazards to prevent injury or loss of life; visits building in response to complaints from the public in order to ensure compliance with the appropriate fire codes; etc.

8. In performing activities related to monitoring, counseling, and evaluating subordinates: observes the performance of firefighters and officers in order to evaluate their performance; meets with Battalion Chiefs to explain new orders, answer questions, and relay and receive information; counsels and coaches subordinates when there is a performance standards or personnel problem (such as tardiness); resolves problems between firefighters, and between firefighters and officers; evaluates information from Battalion Chiefs regarding unresolved grievances (such as interpersonal conflict between firefighters); reviews written recommendations of disciplinary actions from Battalion Chiefs to determine whether action is appropriate; collects documents relevant to subordinate's job performance in order to determine whether disciplinary action is necessary; meets with Battalion Chiefs to discuss issues related to EEO compliance; etc.

9. In performing activities related to information gathering, report writing, and record keeping: reviews reports of EEO complaints from Battalion Chiefs; reviews journal 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 the Division; reads letters from Department officials describing complaints that need to be investigated; verifies that departmental forms are properly completed; interviews witnesses and gathers on-site information needed to complete accident reports; completes written reports of disciplinary actions or reprimands to document what occurred in the incident; etc.

10. In performing activities related to ensuring compliance with Departmental policy: formulates policies for the Division concerning the actions and responsibilities of Division personnel; reviews the administrative policies formulated by Captains in the Division to ensure that they are appropriate and do not conflict with department policy; monitors firefighters' actions and behavior to ensure that they are consistent with SFFD policy, practices, and procedures; accepts and reviews reports from Battalion Chiefs regarding improper actions or behaviors of personnel within their units; etc.

11. In performing activities related to training: assesses the training needs of the firefighting units and selects appropriate drills; demonstrates equipment and procedures during drills in

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order to provide training for firefighters; facilitates and coordinates all training assignments within his or her Division; conducts training drills with Chief's Aides to improve their level of knowledge and skills in working as a unit; critiques fires with offices to help everyone to learn from experience in case they encounter a similar situation; etc.

12. In performing activities related to community relations: explains 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; explains nature of incidents to media to ensure accurate coverage; testifies in court regarding fire-related matters as a representative of the Fire Department; provides expertise to other agencies to aid in the development of their own policies and operating procedures; etc.

13. In performing activities related to investigations and special projects: interviews witnesses or those involved in an accident, complaint, incident, for injury and any physical evidence to gather information on the event; inspects the scene of accident, incident, complaint, or injury and any physical evidence in order to gather information on the event; analyzes information gained in the investigation to formulate a theory of cause and to recommend prevention of future incidents (except EEO incidents); interviews and gathers information on EEO complaint in order to obtain facts and to present in a report; interviews personnel and gathers information to recommend and determine appropriate disciplinary action; works on committees (in addition to regular duties) in order to meet special project goals (e.g., review and update manuals); etc.

14. In performing tasks related to working with others: meets regularly with Deputy Chief; meets with Battalion Chiefs to explain/discuss new or revised Fire Department policies and facilitate their understanding; attends regular work group or projects team meetings; facilitates work group or project team meetings, if serving as co-chair; etc.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the streets, and traffic laws and patterns in the City; Standardize, Triage and Rapid Transport (START) to assist in aiding injured individuals; 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; firefighting techniques and strategies; fire and explosion investigation procedures; computers; and fire and building codes related to fire suppression systems and fire safety.

Ability and Skill to: supervise effectively at fire and other emergency situations; conduct inspections expeditiously; train, monitor, evaluate, and counsels subordinates; gather information, write reports, and maintain records; ensure compliance with Department policy; effectively relate to the community; work effectively with others; and conduct investigations and complete special projects in a professional and timely manner.

MINIMUM QUALIFICATIONS

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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:

Experience: Two-year assignment in class H040 Battalion Chief including successful completion of probationary period. Time in an acting assignment may be counted toward the two-year requirement.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

0150 Deputy Chief [PEX]

ORIGINATION DATE:

AMENDED DATE:

09/21/09; 04/11/16; 07/31/19; 07/08/21

REASON FOR AMENDMENT

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

BUSINESS UNIT(S):

COMMN