

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: August 26, 2021

Re: **Notice of Proposed Classification Actions – Final Notice No. 3 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 August 26, 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 Industrial Hygienist
Job Code: 6137**

DEFINITION

Under supervision, performs routine industrial hygiene work in connection with hazardous materials and other health and environmental hazards in the City and County of San Francisco; conducts and participates in industrial hygiene surveys of City and County facilities; conducts routine industrial hygiene monitoring of chemical, biological, and physical agents; maintains, calibrates and inventories standard industrial hygiene equipment; assists in developing and conducting occupational health and safety training programs; assists in developing technical materials; and performs related duties as required.

DISTINGUISHING FEATURES

This class functions as the entry level in the Industrial Hygienist series with responsibility for conducting occupational health and safety surveys and performing other duties with interaction limited to departmental health and safety personnel, first line supervisors and departmental employees. It is distinguished from the journey level Industrial Hygienist in that the latter serves as technical advisor to departmental representatives, managers and the public in the implementation of occupational safety and health regulations.

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. Conducts and participates in industrial hygiene surveys of city and county facilities for the purpose of identifying, evaluating, recommending controls, and regulating the use of hazardous chemical, biological, and physical agents; investigates and evaluates health and safety hazards and advises industrial hygienists and health and safety personnel of findings for necessary remedial action; conducts routine industrial hygiene monitoring of chemical, biological and physical agents.
2. Provides technical assistance to city and county departments in establishing legally mandated elements of Occupational Safety and Health Programs; assists departmental personnel in evaluating employee reports of unhealthy working conditions.
3. Assists in developing and conducting training programs on occupational health and safety topics.
4. Advises departmental health and safety personnel on matters pertaining to occupational health; provides technical support in identifying, preventing, and recommending controls of health and safety hazards, and in coordinating implementation of applicable laws, policies, procedures and regulations.
5. Assists in administrative tasks related to enforcement of codes and other regulations; maintains technical reference materials and records; compiles data and assists in preparation of reports.

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6. Participates in meetings with departmental groups concerning industrial hygiene and hazardous materials matters.
7. Conducts respiratory protection fit-testing.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Industrial Hygiene and hazardous materials management; chemicals, physical, and biological agents and assessment of chemical, physical, and biological hazards; chemical sampling and analysis theory and practice; federal, state, and local environmental and occupational health and safety and hazardous material laws, regulations, and ordinances; professional standards, procedures and methods concerning the safe handling, storage and containment of hazardous materials; technical training methods and techniques; ergonomic hazards assessments and techniques. Ability and Skill to: Identify and evaluate chemical, physical, biological, and other hazards accurately; perform routine industrial hygiene monitoring utilizing standard industrial hygiene equipment; communicate effectively, both orally and in writing; wear a respirator and appropriate personal protective equipment; lift, carry, and use standard industrial hygiene equipment; work around and with hazardous materials, physical agents, and biological agents; enter and work in confined spaces such as tunnels, crawl spaces or sewers; work in hot and cold environments and elevated heights.

Ability or Skill to: Controlling industrial hazards, including engineering and administrative controls, and personal protective equipment.

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:

Possession of a Master's degree in Industrial Hygiene; Occupational Safety and Health; Environmental Sciences, Health, or Management; or an equivalent degree in a closely related field from an accredited college or university. Applicant's college (undergraduate or masters) coursework must include a minimum of 6 semesters of any combination of chemistry, biology, and/or physics.

Experience:

None.

License and Certification:

Possession of a valid driver's license; if not a California driver's license ability to obtain a California Driver's License within 45 days of hire.

Substitution:

Possession of a baccalaureate degree from an accredited college or university in Industrial Hygiene, Environmental Sciences, Health, or Management; Occupational Safety & Health; or in a closely related major (examples include but are not limited to toxicology; chemistry,

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physics; biology; or mechanical, chemical, or environmental engineering). Applicant's college coursework must include a minimum of 6 semesters of any combination of chemistry, biology, and/or physics.

AND

Six months of exposure to industrial hygiene practice by way of an internship, trainee position, or technician under the direction of an industrial hygienist.

May substitute for the required Education and Experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:	9/18/1989
AMENDED DATE:	11/02/15; 08/26/21
REASON FOR AMENDMENT:	<i>To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.</i>
BUSINESS UNIT(S):	COMMN, SFMTA

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

**Title: Industrial Hygienist
Job Code: 6138**

DEFINITION

Under direction, performs technically difficult industrial hygiene work in connection with hazardous materials and other health and environmental hazards in the City and County of San Francisco; independently conducts routine industrial hygiene monitoring of chemical, biological, and physical agents; serves as a technical resource and advisor in the implementation of occupational safety and health regulations; may evaluate industrial hygiene data in relation to public health issues; develops and conducts occupational health and safety training programs; responds to and evaluates hazardous materials incidents; conducts ergonomic evaluations; and performs related duties as required.

DISTINGUISHING FEATURES

This class functions as a technical specialist in the Industrial Hygienist series with responsibility for the anticipation, identification, evaluation, and control of potential health and environmental hazards and in advising and training others in the identification and control of such materials. It is distinguished from the entry level Industrial Hygienist in that the latter does not independently conduct occupational health and safety surveys and does not supervise. It is distinguished from the senior level Industrial Hygienist in that the latter manages incumbents in this class and performs highly technical work. It is distinguished from classes in the Environmental Health inspector series in that incumbents in those classes perform inspection duties in routine enforcement of sanitation, health and safety codes, ordinances and laws.

SUPERVISION EXERCISED

May supervise industrial hygiene, health and safety, environmental, and support 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. Serves as a technical advisor to departmental management and other personnel in identifying, containing and regulating the use and storage of hazardous materials; in developing and implementing inspection practices and procedures; investigates and evaluates health and safety hazards and coordinates remedial action with representatives from various City and County departments, other agencies, businesses and the public; conducts surveys of potentially hazardous workplace operations, including monitoring for physical, biological, and chemical agents, evaluating results, recommending corrective actions and preparing reports.
2. Anticipates, identifies, evaluates, and controls occupational safety and health and environmental hazards for personnel working in proximity to hazardous waste remediation or hazardous materials.
3. Develops, modifies, and/or maintains health and safety programs for City and County of San Francisco personnel; develops policies and procedures for responding to hazardous materials incidents and implementation of environmental health and safety laws, codes and regulations.

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4. Develops and conducts health and safety training, and conducts programs concerning the proper use, storage and disposal of hazardous materials and the regulation of hazardous materials according to law.
5. Advises program and departmental management on matters pertaining to public health and safety; the handling and containment of hazardous materials incidents and evaluation procedures; provides technical support in identifying, preventing and controlling health, environmental and safety hazards; and coordinates compliance with applicable laws, policies, procedures and regulations.
6. Assists in administrative tasks related to implementation of ordinances, codes and other regulations; maintains technical reference materials and records; compiles data and prepares reports.
7. Maintains Respiratory Protection Program, including recommending appropriate respiratory protection, fit-testing, and coordinating medical examinations and maintaining records.
8. Conducts and participates in meetings with professional and business groups concerning industrial hygiene and hazardous materials matters.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Industrial Hygiene and hazardous materials management: chemicals, physical, and biological agents and assessment of chemical, physical, and biological hazards; chemical sampling and analysis theory and practice; federal, state, and local environmental and occupational health and safety and hazardous materials laws, regulations, and ordinances; professional standards, procedures and methods concerning the safe handling, storage, and containment of hazardous materials; technical training methods and techniques; ergonomic hazards assessments and techniques.

Ability or Skill to: Identify and evaluate chemical, physical, biological, and other hazards -accurately; perform industrial hygiene monitoring utilizing industrial hygiene equipment; interpret laws, ordinances, policies and regulations concerning the handling and containment of hazardous materials; communicate effectively, both orally and in writing; train and educate others in appropriate response to hazardous materials incidents and the use and storage of hazardous materials; -establish and maintain effective working relationships with departmental managers, staff and line personnel, public officials, environmental health professionals, representatives of business and community organizations, and others; wear a respirator and appropriate personal protective equipment; lift, carry, and use standard industrial hygiene equipment; work around and with hazardous materials, physical agents, and biological agents; enter and work in confined spaces; work in hot and cold environments and elevated heights.

Skill in: Controlling industrial hazards, including engineering and administrative controls, and personal protective equipment.

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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:

Possession of a Master's degree in Industrial Hygiene, Occupational Safety and Health; Environmental Sciences, Health, or Management; or a closely related field from an accredited college or university. Applicant's college level (undergraduate or masters) coursework must include a minimum of 6 semesters of any combination of chemistry, biology, and/or physics.

Experience:

Two (2) years of professional industrial experience equivalent to the level of City and County of San Francisco classes 6137 Assistant Industrial Hygienist or higher, which must have included professional industrial hygiene activities including either hazardous materials management or identification, evaluation, and control of occupational health hazards, such as noise, radiation, asbestos, various chemicals, etc.

License and Certification:

Possession of a valid driver's license; if not a California driver's license ability to obtain a California Driver's License within 45 days of hire.

Substitution:

Possession of a baccalaureate degree from an accredited college or university in Industrial Hygiene, Environmental Sciences, Health, or Management; Occupational Safety & Health; or in a closely related major (examples include but are not limited to toxicology; chemistry, physics; biology; or mechanical, chemical, or environmental engineering) which includes a minimum of 6 semesters of any combination of chemistry, biology, and/or physics, if accompanied by three (3) years of professional industrial experience equivalent to the level of City and County of San Francisco classes 6137 Assistant Industrial Hygienist or higher, which must have included professional industrial hygiene activities including either hazardous materials management or identification, evaluation, and control of occupational health hazards, such as noise, radiation, asbestos, various chemicals, etc.

OR

Certification by the American Board of Industrial Hygiene as a Certified Industrial Hygienist in the comprehensive practice of Industrial Hygiene may substitute for the required education and experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Industrial Hygienist
Job Code: 6138**

ORIGINATION DATE: 5/13/1985

AMENDED DATE: 11/02/15; 08/26/21

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

BUSINESS UNIT(S): COMMN, SFMTA

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

Title: Senior Industrial Hygienist
Job Code: 6139

DEFINITION

Under general direction, performs highly technical and complex industrial hygiene work in the development, implementation and enforcement of regulations and programs in relation to the identification, evaluation, control and prevention of workplace hazards. Positions in this class may function as first line supervisors and technical specialists providing advice on the identification, evaluation, and control of chemical, physical, and biological agents, proper handling, and procedure for the storage and disposal of hazardous substances, hazardous substances inspections and emergency planning, response, demobilization and preparedness.

DISTINGUISHING FEATURES

This class is distinguished from 6138 Industrial Hygienist in that positions at this level require incumbents to be Certified Industrial Hygienists with the American Board of Industrial Hygiene and the ability to manage projects and/or supervise employees in the latter class in the performance of industrial hygiene work. In addition, 6139 Senior Industrial Hygienists independently develop, implement, and maintain health and safety programs and manage health and safety projects, whereas 6138 Industrial Hygienists do not exercise this level of independence

SUPERVISION EXERCISED

May supervise industrial hygiene, health and safety, environmental, public health, and support 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 industrial hygiene, health and safety, environmental, public health, and support staff.
2. Reviews the reports of and provides consultation to Environmental Health Inspectors engaged in a City-wide program involving enforcement of Article 21 of the Health Code, Hazardous Materials and Waste Program.
3. Develops and conducts trainings for personnel working with chemical, physical, or biological agents; develops and conducts public education programs on the proper use, storage and disposal of hazardous substances.
4. Responds to and provides consultation during hazardous substance incidents and other related emergency events.
5. Advises CCSF Departments regarding emergency planning and preparedness.
6. Develops, implements, and maintains health and safety programs.
7. Performs administrative tasks related to enforcement of ordinances, codes and other regulations; provides consultations to departments regarding regulatory agency inspections; develops and manages a budget for programs or projects; and tracks corrective action plans to ensure effective implementation.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Industrial Hygiene and hazardous substances management; chemical, physical and biological agent sampling and analysis theory and practice; federal, state, and local environmental and occupational health and safety and hazardous materials laws, regulations, and ordinances; professional standards, procedures and methods concerning the safe handling, storage, and containment of hazardous substances.

Ability or Skill to: Plan and manage occupational health programs or projects; conduct technical trainings; conduct ergonomic hazards assessments; communicate effectively, both orally and in writing including preparing clear concise reports; establish and maintain effective working relationships; supervise; wear a respirator and appropriate personal protective equipment; lift, carry, and use standard industrial hygiene equipment; work around and with hazardous chemical, physical, and biological agents; enter and work in confined spaces; work in hot and cold environments and elevated heights; control occupational health hazards.

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:

Possession of a Master's degree in Industrial Hygiene, Occupational Safety and Health; Environmental Sciences, Health, or Management; or a closely related field from an accredited college or university.

Experience:

Four (4) years of professional industrial hygiene experience, which must include at least one (1) year of journey level experience equivalent to the level of City and County of San Francisco classes 6138 Industrial Hygienist. Experience must have included professional industrial hygiene activities including either hazardous materials management or identification, evaluation, and control of occupational health hazards.

License and Certification:

Possession of a valid driver's license; if not a California driver's license ability to obtain a California Driver's License within 45 days of hire. AND certification by the American Board of Industrial Hygiene as a Certified Industrial Hygienist in the Comprehensive Practice of Industrial Hygiene.

Substitution:

Possession of a baccalaureate degree with major coursework in Industrial Hygiene, Occupational Safety and Health; Environmental Sciences, Health, or Management; or a closely related field from an accredited college or university; AND two (2) additional years of experience (six (6) years total) as described above may substitute for the required education and experience.

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Title: Senior Industrial Hygienist
Job Code: 6139

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 02/01/1988

AMENDED DATE: 12/24/15; 08/26/21

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

BUSINESS UNIT(S): COMMN, SFMTA