

**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: September 08, 2021

Re: **Notice of Proposed Classification Actions – Final Notice No. 04 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 September 08, 2021.

Carol Isen  
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  
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:** Lieutenant, Fire Prevention  
**Job Code:** H022

**DEFINITION**

Under direction from an H032 Captain, the H022 Lieutenant maintains Department and Bureau records; writes and reviews reports and correspondence; develops special projects; enforces policies, procedures, rules and regulations; directs evaluates, counsels and provides training to subordinates; represents the Department to the public and other governmental agencies; assists with and/or conducts inspections; reviews plans for compliance with codes; enforces codes; manages the permit process; and performs other related duties as required.

**DISTINGUISHING FEATURES**

The H022 Lieutenant, Fire Prevention is the mid-management level in the Bureau of Fire Prevention and Public Safety class series and is primarily responsible for the enforcement of fire prevention and suppression codes and standards. This class reports to the respective H032 Captain. This class is distinguished from the H032 Captain by the latter's responsibility for budget management, policy development, handling management and labor issues. It is distinguished from an H024 Lieutenant, Fire Investigation, in the latter's primary responsibility for the investigation of the cause of fires.

**SUPERVISION EXERCISED**

This position supervises H004 Inspectors and/or subordinate Fire Department and civilian personnel.

**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. Ensures inspections are conducted timely and consistent with Bureau policies, practices, and procedures; ensure consistent interpretation and application of fire prevention codes.
2. Distributes work assignments to subordinates, ensure that work is completed correctly and on time, confirms an adequate workforce to cover all shifts and inspections and approves or denies requests by subordinates for time off.
3. Performs personnel management functions, i.e. performance monitoring, and discipline; coaches and counsels employees; evaluates work performance; prepares annual performance evaluations; sets performance goals; conducts progressive discipline process.
4. Conducts employee training on Bureau policies, procedures, standards and code; facilitates job-related training and skill maintenance programs.
5. Maintains record keeping and file maintenance systems; ensures adherence to established recording and filing methods and standards; reviews various records to verify accuracy to established methods and standards, and confirms proper recording and filing of documents.
6. Reviews and edits memos, reports, written responses to inquiries or complaints for consistency and accuracy of content.
7. Identifies and documents plans or proposals that fail to comply with code requirements and established standards; prepares written guidelines for administrative

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- bulletins, policies and procedures; drafts letters to groups, individuals, businesses and public and private agencies regarding fire prevention and life safety issues.
8. Interacts with the community, including owners, contractors and inspectors; provides information regarding fire codes, code violations, inspection and prevention plans; responds to questions and complaints from concerned parties; meets with necessary parties, including City officials and employees, building owners and managers and others as necessary to resolve conflicts regarding compliance and fire code interpretation issues.
  9. Conducts inspections of buildings and other establishments, by request of the Chief of the Department, inspectors, building owners, building managers, construction contractors, licensing or permit boards or other City departments to ensure compliance with all applicable codes and life safety requirements.
  10. Assists with conducting inspections by addressing questions concerning codes, permits or other fire prevention activities; makes recommendations regarding equivalencies based upon the applicable codes or regulations.
  11. Resolves code issues related to problems with building plans; checks plans with building inspectors, electrical inspectors, fire protection engineers, and others to determine if submitted plans can be approved; meets with building owners, managers and contractors about the adequacy or inadequacy of life safety features or conditions in a building with building plans.
  12. Visits sites during remodeling and new construction to ensure that approved plans are followed and accurately completed; meets with all involved parties, contractors, engineers and owners regarding any issues with proposed building plans; provides explanations for plan denials and potential solutions.
  13. Determines the entities required to participate in and become subject to new code requirements; prepares implementation outlines and written proposals for special projects and new or revised policies.
  14. Collaborates with interested parties, including City officials, employees, representatives of other governmental agencies, organizations and others for input on development and implementation of new policies and special projects.
  15. Reviews and evaluates permit applications of major projects or disputed findings, for completeness and accuracy, to determine whether a permit may be issued.
  16. Researches and investigates businesses through site inspections and by asking questions, to assess if fire permits are needed.
  17. Issues citations for code or law violations to owners of buildings or structures, in order to remedy unsafe conditions.
  18. Provides expert testimony, in court hearings and proceedings, regarding code issues, violations and fire hazards.

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DEPARTMENT OF HUMAN RESOURCES**

**Title:** Lieutenant, Fire Prevention  
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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: The Department's rules, regulations, policies, procedures, bulletins, and training bulletins; City rules, regulations, policies, procedures and bulletins, including the General Orders and Administrative Bulletins; manual and guidebook on managing employee performance and the City's performance appraisal system, sexual harassment prevention, reporting procedures and requirements; Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA) requirements, Relevant Civil Service rules and regulations; Department manuals related to fire suppression and firefighting, including the Building and Fire Code interpretation manual; Codes, standards, and ordinances related to fire prevention and fire suppression systems, including the California Fire and Building Codes, San Francisco Building Code, San Francisco Housing Code, California State Health and Safety Code, California Mechanical Code as referenced in the California Building or Fire Code, and the National Fire Protection Association (NFPA) standards; Fire science and fire behavior; Computer software programs; Bureau computer tracking systems; The uses, capabilities, and limitations of fire suppression and firefighting equipment; Department policies regarding staffing, time off, personal behavior and appearance protocol; Effective team building, change management, motivation techniques, and performance management; Effective and efficient time and resource allocation; Common, prevalent building violations; Appropriate fire protection equipment to use with various building construction materials; Hazardous materials.

Ability or Skill to: Operate basic office equipment including computer; peripherals, telephone; Fire suppression and firefighting equipment; Direct and monitor subordinates, manage employee performance, counsel and evaluate subordinates; Efficiently enforce codes, regulations, review plans for compliance with codes; Aid in the conduct of and conduct inspections; Train staff and facilitate professional development; Analyze information and reach sound conclusions; Communicate effectively, both orally and in writing; Write logical and accurate reports and correspondence; Effective allocate resources according to the needs of the situation; Develop and implement department policies and procedures; Work effectively with others; Maintain accurate records and efficiently review documents; Foster and maintain effective community relations; Exeditiously develop and manage special projects.

**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:

Experience:

Permanent status and successful completion of probation in class H004 Inspector.

License and Certification:

Substitution:

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

**Title:** Lieutenant, Fire Prevention  
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**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

TO: H032 Captain

From: H004 Inspector

**ORIGINATION DATE:**

**AMENDED DATE:**

09/21/09; 01/18/12; 04/11/16; 07/31/19; 09/08/21

**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:** Lieutenant, Fire Investigation  
**Job Code:** H024

**DEFINITION**

Under direction from an H034 or H032 Captain, the H024 Lieutenant maintains Department and bureau records; writes and reviews reports and correspondence; enforces policies, procedures, rules and regulations; directs evaluates, counsels and provides training to subordinates; represents the Department to the public and other government agencies; assists with and/or conducts fire investigations; documents and secures physical evidence; assists with the resolution of civil or criminal cases including testifying in court; and performs other related duties as required.

**DISTINGUISHING FEATURES**

The H024 Lieutenant, Investigation is the mid-management level in the Bureau of Fire Investigation class series. This class reports to the respective H034 or H032 Captain. This class is distinguished from the H034 and H032 Captain by the latter's responsibility for budget management, policy development, handling of management and labor issues and role as Custodian of Records. It is distinguished from an H022 Lieutenant, Fire Prevention, in the latter's primary responsibility for the enforcement of fire prevention and suppression codes and standards.

**SUPERVISION EXERCISED**

This position supervises H006 Investigators and/or subordinate Fire Department and civilian personnel.

**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. Ensures that investigations are conducted timely and consistent with Bureau policies, practices and procedures; advises investigators on appropriate investigation procedures and techniques.
2. Directs investigators in the handling, recording and photographing of physical evidence to ensure evidence is properly documented and secured.
3. Distributes work assignments to subordinates, ensures that work is completed correctly and on time, confirms an adequate work force to cover all shifts and inspections and approves or denies requests by subordinates for time off.
4. Performs personnel management functions, i.e., performance monitoring and discipline; coaches and counsels employees; evaluates work performance; prepares annual performance evaluations; sets performance goals; conducts progressive discipline process.
5. Conducts employee training on Bureau policies, procedures, standards, in fire investigation techniques, correct documentation and report writing methods, proper techniques for handling evidence during suppression operations which aid in the determination of the cause of fires; facilitates job-related training and skill maintenance programs; confirms members qualify at the firing range to maintain their weapon skills.

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DEPARTMENT OF HUMAN RESOURCES**

**Title:** Lieutenant, Fire Investigation

**Job Code:** H024

6. Establishes and maintains record keeping and file maintenance systems; reviews various records to verify accuracy to established methods, standards, policies and procedures.
7. May act as a Custodian of Records; determines which records or incident reports may be made available to the public; monitors distribution of records to the public, requests for copies of documents; oversees collection of fees and issuance of receipts for documents.
8. Prepares operational status reports; prepares draft summaries and analysis of operational information; completes fire investigation reports and documents incidents; prepares written guidelines for Bureau policies and procedures; writes memos to inform staff of changes policies, procedures, rules and regulations; drafts letters to groups, individuals, business and public and private agencies regarding fire investigations; writes letters in response to inquiries and complaints; reviews and edits narrative reports and other documents for completeness and accuracy.
9. Performs activities related to community relations by responding to questions and/or complaint from all concerned parties in an investigation, including the district attorney's office, to provide information regarding a case, insurance companies regarding the disposition of a case, and referring citizens to appropriate authorities so they can obtain needed information or services.
10. Consults with police and superior officers to decide what, if any, information about an incident will be released to the media; provides superior officers and media liaison details surrounding fire investigations as necessary.
11. Responds to incidents and assists field investigators in determining the origin and cause of fires; visually examines and analyzes indicators of arson; gathers evidence and conducts interviews to make conclusions about the origin and cause of fires;
12. Keeps well-informed of the status and progress of active investigations and provides necessary investigative information to the Incident Commander; coordinates investigation efforts with other agencies in order to determine the cause of a fire or to apprehend and/or file charges against the person(s) responsible for the fire.
13. Analyzes information and data from investigations to find patterns in fires, victims, witnesses, suspects and other persons or circumstances; provides investigators' fire reports, written statements, and other information and documents to police and district attorney.
14. Maintains custody of physical evidence for proper storage; maintains documentation and photos of physical evidence for secure filing; documents chain of custody maintaining integrity of evidence and proving evidence has not been compromised; maintains legal record of person(s) handling or receiving evidence.
15. Reviews case files and reports in preparation for testifying in a case; serves subpoenas to staff summoned to appear in court; reviews with staff investigative reports in preparation for testimony.

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DEPARTMENT OF HUMAN RESOURCES**

**Title:** Lieutenant, Fire Investigation

**Job Code:** H024

16. Testifies in court regarding incidents, the records of evidence and the authenticity of Department documents; gives testimony at depositions; provides information to attorneys of proper channels and necessary documents for subpoenaing staff or records.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: The Department's rules, regulations, policies, procedures, bulletins, and training bulletins; City rules, regulations, policies, procedures and bulletins, including the General Orders and Administrative Bulletins, manual and guidebook on managing employee performance and the City's performance appraisal system, sexual harassment prevention, reporting procedures and requirements, Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA) requirements; Relevant Civil Service rules and regulations; Department manuals related to fire investigation, fire suppression, firefighting, techniques used in fire investigation and in determining origin and cause of fire; Codes, standards, and ordinances related to fire investigation, including Penal Code 832; the San Francisco Fire Code, Evidence Code of California, building codes regarding building construction types and the occupancies associated with various building types, fire and build codes regarding the functions of fire alarm and life safety systems, the National Fire Prevention Association (NFPA) 921 guide, Kirk's Fire Investigation reference book, City Fire Investigation Operations Guide, City Building Construction Manual, City Hazardous Materials Operating Guide, the High-Rise Manual, the Transit Manual, the Ventilation Manual and the Hose and Hose Appliances Manual; Parker's Evidence Code of California; Safe firearm practices; Search and seizure rights and the use of force during an investigation; Agencies who can be called in to assist with an investigation; Fire science and fire behavior; Computer software programs; Bureau computer tracking systems; The uses, capabilities, and limitations of fire investigation, fire suppression, and firefighting equipment; Methods for collecting, securing and maintaining physical evidence from a fire; First aid fire scene resources; Basic chemistry, ignition sequences and arson techniques as they related to investigating origin and cause of fire; Department organizational structure and chain of command; Department policies regarding staffing, time off, personal behavior and appearance protocol; Effective team building, change management, motivation techniques, and performance management; Effective and efficient time and resource allocation; Common, prevalent building violations; Uses, limitations, capabilities and operating characteristics of tools and equipment used in fire investigation; Hazardous materials.

Ability or Skill to: Accurately use firearms and use self-defense and arrest techniques; Operate basic office equipment including computer, peripherals, telephone; Determine origin and cause of fire; Direct and monitor subordinates, manage employee performance ; evaluate and counsel subordinates; Conduct and aid in the conduct of fire investigations; Maintain accurate records and efficiently review documents; Work effectively with others, develop strong interpersonal relationships with subordinates, peers and superiors; Train staff and facilitate professional development; Accurately document and secure physical evidence; Analyze information and reach sound conclusions; Communicate effectively, both orally and in writing; Write logical and accurate reports and correspondence, including creating documents on the computer; Effective allocate resources according to the needs of the situation; Develop and implement department policies and procedures; Foster and maintain effective public and community relations; Expediently dispose of civil or criminal cases.



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DEPARTMENT OF HUMAN RESOURCES**

**Title:** Lieutenant, Fire Investigation  
**Job Code:** H024

**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:

Experience:

Permanent status and successful completion of probationary period in class H006 Investigator.

Successful completion of State Fire Marshal Courses Investigation 1A,1B, and 1 C  
License and Certification:

Possession and maintenance of a valid California driver's license

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: H034 Captain  
From: H006 Investigator

**ORIGINATION DATE:**

**AMENDED DATE:** 09/21/09; 01/18/12; 04/11/16; 07/31/19; 09/08/21

**REASON FOR AMENDMENT:**

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

**BUSINESS UNIT(S):**

COMMN