

City and County of San Francisco  
Carol Isen  
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: November 10, 2022

Re: **Notice of Proposed Classification Actions – Final Notice No. 8 FY 2022/2023 (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 November 10, 2022.

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  
Erik Rapoport, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

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

**Title: ENVIRONMENTAL HEALTH INSPECTOR  
Job Code: 6120**

**DEFINITION**

Under direction, conducts inspections of housing, industrial plants and premises, sources of noise emission, fixed and mobile food facilities, and public health and safety hazards in order to enforce established laws, ordinances and regulations pertaining to abatement of violations found; recommends appropriate actions to remedy situations; issues citations; prepares pertinent reports; implements various environmental health programs and services; and performs related duties as required.

**DISTINGUISHING FEATURES**

This is the professional journeyman level environmental health inspector. Employees in this class are expected to use initiative, judgment and resourcefulness in their work but consultation with a superior is available to resolve more difficult problems. The 6120 Environmental Health Inspector differs from the next higher class, 6122 Senior Environmental Health Inspector, in that the latter may provide supervision, handle more difficult cases, and have specialized county-wide program responsibility.

**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 provisions of the health, housing, planning and air pollution codes, State health and safety, industrial relations, administrative, agricultural and penal codes, State general safety orders, and sanitary aspects of meat plant construction, local ordinances and State laws pertaining to sanitary milk production and noise abatement and other environmental hazards; may be required to specialize in any of these or other activities related to the duties of the class.
2. Investigates complaints involving all buildings; takes necessary action to abate illegal health, sanitary and safety conditions; coordinates efforts with the Department of Public Works, bureaus of building inspection, electrical inspection and plumbing inspection and with the Fire and Police Departments in the enforcement of the building, electrical, plumbing, fire and police codes; appears as witness in court litigation when required and testifies in cases involving food establishments, housing, commercial buildings, hazardous materials and waste management, and other matters.
3. Conducts complaint inspections of dwellings, hotels, apartment houses, business establishments and other multiple dwellings; checks for sanitation, general maintenance of structural and operational features, light, ventilation, use and occupancy, safety and for compliance with applicable codes; detects violations; coordinates efforts with applicable city departments in the enforcement of appropriate codes; makes follow-up inspections to assure ordered corrections have been made; makes recommendations for order of vacation or

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

**Title: ENVIRONMENTAL HEALTH INSPECTOR  
Job Code: 6120**

- condemnation of buildings remaining in violation; prepares condemnation reports; appears and testifies at condemnation hearings.
4. Conducts complaint inspections at sites of noise sources to determine the noise source; prepares legal notices of violations of noise ordinance; recommends corrective action to be taken by the violators; prepares cases for argument before the Variance Board.
  5. Conducts food and drink establishment inspections; detects violations; orders corrections to effect compliance with established requirements, advises operators, building owners, architects, contractors and others on methods related to alternative design modification and equipping to comply with applicable codes and regulations; processes applicable portions of building permit applications and plans and follows through to insure that requirements are adhered to; advises operators and employees on proper handling procedures and sanitary methods; obtains routine samples of products and submits same for laboratory analyses, examinations and tests; conducts food poisoning investigations; recommends issuance or denial of permits to operate food establishments or suspension or revocation of existing permits if violation is not corrected as ordered; appears and testifies at hearings to enforce compliance; prepares related notices to courts, records and correspondence pertaining to duties performed, observations made, violations found and actions taken.
  6. Conducts miscellaneous inspections of facilities, including laundries, dry cleaning establishments, ambulatory homes for the aged, stables, kennels, pet hospitals and pet shops for compliance with pertinent regulations, and recommends issuance or denial of permit to operate; investigates growth of poison oak and other noxious weeds; investigates and adjudicates refuse removal rate disputes between scavenger companies and the public; investigates all complaints regarding the lack of required refuse collection service and/or unlawful disposal of refuse, debris and garbage accumulation on lots, streets, public places, yards; investigates industrial accidents and gives requirements for corrective action if necessary and. investigates cases of death due to poisonous gases; investigates infestations of rodents and other vermin; investigates mosquito complaints; checks applications and plans for construction of swimming pools; issues permits for small water supplies; inspects for cross connections and approves backflow prevention devices.
  7. Conducts inspections and complaint investigations of hazardous materials and waste facilities to determine compliance with applicable codes, laws and regulations; conducts field tests and acquires samples for laboratory analysis; travels to and from inspection sites; manages an inspectional district in accordance with program specific standard operating procedures and performance goals; issues citations and orders corrective actions; drafts complaints for the purpose of administering administrative civil penalties; appears and testifies at hearings to enforce compliance; prepares related case documents; reviews plans and applications for the installation, repair/upgrade and/or closure of underground storage tanks; reviews and processes submittals to the California Environmental Reporting System (CERS); prepares technical, specialized reports and program plans by gathering and compiling statistical and other supporting data; performs administrative and clerical environmental health task; and provides information and education to the public, business owners and operators and/or their agents regarding proper hazardous materials and waste management, and medical waste management.

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

**Title: ENVIRONMENTAL HEALTH INSPECTOR**

**Job Code: 6120**

8. Performs other special and miscellaneous duties as required, including sanitation and hazardous materials surveys, domestic water supply sampling, recreational water facilities; reclaimed waste waters; attends meetings and educational conferences, giving talks to groups, conducting tours with students and groups and conducting special emergency investigation of hazards, health and unsanitary conditions.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Requires a broad working knowledge of field inspection techniques and procedures; state laws and city ordinances, health department, rules and regulations pertaining to the field of general sanitation and housing inspection.

Ability or Skill to: Requires considerable ability to meet and deal with the general public, as well as with many different food vendors, retailers, food manufacturing representatives, building owners and managers, tenants, and others; obtain effective cooperation and understanding of requirements to improve general public health and sanitary conditions in assigned district.

**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:

Hazardous Materials and Waste Program (HM&WP): Possession of a baccalaureate degree from an accredited college or university with at least 30 semester units or a major in one or more of the following disciplines: Biology or microbiology; Chemistry, chemical engineering; Physics, physical science; Environmental science; Geology or soil science; Environmental health; Environmental or sanitary engineering; Toxicology; Industrial hygiene; Hazardous materials management; Fire science, fire technology.

Experience:

Hazardous Materials and Waste Program (HM&WP) specialty:

Requires two (2) years of experience in hazardous materials, hazardous waste, site mitigation and/or medical waste as a technician or inspector in an environmental health agency or related regulatory/service agency, or as a professional consultant in the environmental health industry;  
OR

One (1) year of experience as an inspector in a Certified Unified Program Agency (CUPA)

License and Certification:

Consumer Protection Program specialty:

Requires possession of a REHS (Registered Environmental Health Specialist) certification issued by the State of California Department of Public Health Services and eligibility to be deputized as a peace officer.

Both specialties:

Possession of a current, valid California driver's license.

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

**Title: ENVIRONMENTAL HEALTH INSPECTOR  
Job Code: 6120**

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 6122 Senior Environmental Health Inspector  
From: Original entrance examination

**ORIGINATION DATE:** 7/16/1973

**AMENDED DATE:** 7/02/2015; 11/10/2022

**REASON FOR AMENDMENT:** *To accurately reflect the current minimum qualifications.*

**BUSINESS UNIT(S):** COMMN, SFMTA

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

**Title: SENIOR ENVIRONMENTAL HEALTH INSPECTOR  
Job Code: 6122**

**DEFINITION**

Under direction conducts complex and difficult inspections and surveillance of dwellings, business establishments, facilities, farms, industrial plants and other areas in order to rectify violations and enforce established regulations. May supervise Environmental Health Inspectors and other support staff engaged in enforcing the provisions of federal, state and local ordinances and laws pertaining to health, safety and environmental hazards.

**DISTINGUISHING FEATURES**

The 6122 Senior Environmental Health Inspector classification is distinguished from the journey-level classification of 6120 Environmental Health Inspector in that the senior level may supervise a team of Environmental Health Inspectors, investigate complex and difficult cases, and have specialized county-wide program responsibility. The classification differs from that of 6124 Principal Environmental Health Inspector in that the latter has greater administrative responsibility for program activities and supervises employees in class 6122 Senior Environmental Health Inspector.

**SUPERVISION EXERCISED**

May supervise a team of Environmental Health Inspectors, Environmental Health Technicians, and clerical or other 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. May supervise a team of Environmental Health Inspectors assigned to a district engaged in the enforcement of the provisions of various codes, orders, ordinances and laws pertaining to health, safety, environmental hazards or conditions; enforces local health, housing and planning codes and noise ordinance; state health and safety, administrative, agricultural, penal, milk and dairy codes, Industrial Relations Act, and meat plant regulations.
2. Conducts inspections and investigations of complaints involving areas such as food and drink establishments and other facilities requiring permits to operate buildings and multiple dwellings and hazardous materials and waste facilities; investigates complex and difficult cases including those being prepared for hearings before the Director of Health.
3. May have specialized program responsibility on a countywide basis in areas such as industrial hygiene, food safety, noise abatement, environmental hazards, institutional inspections, solid waste management, hazardous/medical waste, water quality control or smoking control.
4. Attends meetings, educational conferences, and makes environmental health presentations to businesses, City agencies and other groups.
5. Prepares legal notices of violations; issues citations and prepares cases for hearings; testifies as a witness in court litigation; performs duties related to the issuance, denial, suspension and revocation of permits.

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

**Title: SENIOR ENVIRONMENTAL HEALTH INSPECTOR  
Job Code: 6122**

6. Interprets environmental health code provisions; coordinates environmental health requirements with other departments and bureaus; and performs related duties.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Environmental sciences, such as bacteriology, chemistry, toxicology, food science and ecology; federal, state and local environmental health laws and regulations; and field inspection techniques..

Ability or Skill to: Identify problems, set priorities and formulate solutions; train, evaluate, and discipline staff; communicate orally and in writing to other departmental staff, various agencies and the general public; and provide information and education regarding environmental health issues.

**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:

Hazardous Materials/Hazardous or Medical Waste: Possession of a baccalaureate degree from an accredited college or university with at least 30 semester units or a major in one or more of the following disciplines: Biology or microbiology; Chemistry, chemical engineering; Physics, physical science; Environmental science; Geology or soil science; Environmental health; Environmental or sanitary engineering; Toxicology; Industrial hygiene; Hazardous materials management; Fire science, fire technology.

Experience:

Hazardous Materials/Hazardous or Medical Waste Specialty:

Requires four (4) years of experience in hazardous materials, hazardous waste, site mitigation and/or medical waste as a technician or inspector in an environmental health agency or related regulatory/service agency, or as a professional consultant in the environmental health industry;  
OR

Two (2) year of experience as an inspector in a Certified Unified Program Agency (CUPA).

Consumer Protection Specialty:

Requires two years of experience in food, housing, water quality and supply, vector control, noise abatement and/or other related environmental health inspection work.

License and Certification:

Consumer Protection Specialty: Requires possession of a REHS (Registered Environmental Health Specialist) Certificate, issued by the State of California Department of Public Health Services and eligibility to be deputized as a peace officer.

Hazardous Materials/Hazardous or Medical Waste Specialty: Requires a CA UST Inspector Certification issued by the International Code Council (ICC) and possession of a current HAZWOPER Certification.

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

**Title: SENIOR ENVIRONMENTAL HEALTH INSPECTOR  
Job Code: 6122**

Both specialties: Require possession of a valid California Driver's License.

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 6124 Principal Environmental Health Inspector

From: 6120 Environmental Health Inspector

**ORIGINATION DATE:**

**AMENDED DATE:** 8/2/1982; 1/14/2000; 7/2/2015; 11/10/2022

**REASON FOR AMENDMENT:** *To accurately reflect the current minimum qualifications.*

**BUSINESS UNIT(S):** COMMN, SFMTA



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

**Title: PRINCIPAL ENVIRONMENTAL HEALTH INSPECTOR  
Job Code: 6124**

**DEFINITION**

Under general direction, supervises a number of inspectors in the regular inspection of food and drink establishments, housing, industrial plants and premises in an assigned district for public health and safety hazards in order to enforce established laws, ordinances and regulations pertaining to the abatement of violations found; personally conducts special investigations of highly important and especially difficult cases and makes recommendations and special reports thereon; and performs related duties as required.

Requires responsibility for: Carrying out, developing, interpreting, coordinating and enforcing existing laws, ordinances, policies, methods and procedures in the district supervised; achieving considerable economies and/or preventing considerable losses through efficient and overall organization and supervision of inspection programs and assignments; making regular contacts with the general public, other departments or representatives of outside organizations and dealing with persons of substantially high rank in obtaining and furnishing information or explanations on specialized matters and in obtaining compliance with orders issued; requires overall supervisory responsibility for important inspectional and technical records in the assigned district. As a deputized peace officer, makes arrests when necessary in the enforcement of various codes. Nature of work requires normal physical effort and manual dexterity with occasional exposure to accident and health hazards and disagreeable elements when conducting or reviewing field inspections.

**DISTINGUISHING FEATURES**

This is the principal-level class in the Environmental Health Inspector series. It is distinguished from the 6122 Senior Environmental Health Inspector in that the 6124 has greater supervisory responsibility and handles the most complex and difficult inspections.

**SUPERVISION EXERCISED**

Supervises environmental health inspectors, including those at the senior level.

**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. Administers and is directly responsible for the work assignments and performance of a Senior Environmental Inspector, inspectors and auxiliary office and clerical personnel; reviews reports and findings of inspectors; interprets applicable laws, ordinances, directives and established policies and procedures.
2. Administers the investigation of complaints involving all buildings; takes necessary action to abate illegal health, sanitary and safety conditions; coordinates efforts with appropriate city departments in the enforcement of the building, electrical, plumbing, fire and police codes; appears as witness in court litigation when required and testifies in cases involving food establishments, housing, commercial buildings, hazardous materials and waste facilities and other matters,

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

**Title: PRINCIPAL ENVIRONMENTAL HEALTH INSPECTOR  
Job Code: 6124**

3. Administers the conduct of complaint inspections of dwellings, hotels, apartment houses, and other multiple dwellings, relative to sanitation, general maintenance of structural and operational features, light, ventilation, use and occupancy, safety and for compliance with applicable codes, detects violations; coordinates efforts with the appropriate city department in the enforcement of the building, electrical, plumbing, fire and police codes, makes follow-up inspections to assure ordered corrections have been made; makes recommendations for order of vacation or condemnation of buildings remaining in violation; prepares condemnation reports, appears and testifies at condemnation hearings.
4. Prepares work schedules and assignments for office and field activities, investigations and special surveys relating to food, housing, urban renewal, industrial hygiene, air pollution, vector control, mosquito control and abatement, hazardous materials management and other environmental, ecological problems; observes routine office procedures and field activities for purposes of improving forms, techniques and overall performance; assists in the development and advancement of subordinates through training and effective use of employee development program,
5. Conducts spot inspections to determine efficiency of inspection work; confers with personnel on all problems concerning both office and field activities; advises on best procedures in order to insure maximum degree of compliance.
6. Consults with outside individuals and representatives of various concerns and establishments regarding compliance with regulatory requirements and orders issued, and to work out disputes or misinterpretations of existing provisions; confers with architects, contractors and attorneys on plans and specifications for new structures or rehabilitation of existing buildings; confers with members of other governmental jurisdictions in matters relating to specific activities and interpretations of applicable codes and regulations; accompanies representatives of the State Department of Agriculture on field inspections of meat processing plants.
7. May be assigned to administer and supervise the development and implementation of programs with respect to health and safety for employees of the Health Department; investigates and causes compliance with joint commission accreditation and related standards for institutions and other facilities of the Health Department; personally reviews and may investigate reports of hazards or injuries along with corrections for same; coordinates the accident prevention program for the department; provides technical information and guidance to supervisory personnel; and generally provides an awareness for safe working conditions and correction of safety hazards among city employees.
8. Personally conducts investigations of a highly important or special nature directly concerning department policy and on matters requiring more experienced judgment.
9. Makes final recommendations for issuance of warrants, citations and of any further action required to secure compliance with local, state or other existing regulations; makes final recommendations for condemnation of properties when owners fail to comply with statutory requirements; attends condemnation hearings and court litigations in connection with specific charges and violations; exercises independent judgment in quarantining and condemning unsatisfactory foodstuffs.

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

**Title: PRINCIPAL ENVIRONMENTAL HEALTH INSPECTOR  
Job Code: 6124**

10. Reviews reports of completed work assignments of both field and office activities; prepares periodic consolidated reports of district environmental health inspectors; conducts periodic staff meeting for purpose of disseminating new information and clarification of existing requirements, policies, methods and procedures; analyzes reports and activities of office and clerical personnel for compliance of essential information and statistical data.
11. Serves as departmental representative in matters relating to safety and accident prevention; conducts safety meetings with supervisory personnel to review employee accidents and accident reporting as well as accident prevention.
12. When assigned, supervises and serves as consultant for the Senior Environmental Health Inspector in charge of dairy and milk sanitation specialist for district offices of the bureau of environmental health.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Requires a broad working knowledge of: Field inspection techniques and procedures and related office routines, forms, documents and reports; state laws and city ordinances and health department rules and regulations pertaining to general sanitation, housing inspection, hospital procedures and sanitation, accident prevention and safety procedures.

Ability or Skill to: Requires exceptional skill and ability to: Meet and deal with the general public as well as with many different food vendors, retailers, food manufacturing representatives, building owners and managers, tenants and others; obtain and enforce effective cooperation and understanding of requirements to improve general public health and sanitary conditions in the assigned district; organize and effectively supervise inspectors and auxiliary office and clerical personnel.

**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:

Hazardous Materials/Hazardous or Medical Waste: Possession of a baccalaureate degree from an accredited college or university with at least 30 semester units or a major in one or more of the following disciplines: Biology or microbiology; Chemistry, chemical engineering; Physics, physical science; Environmental science; Geology or soil science; Environmental health; Environmental or sanitary engineering; Toxicology; Industrial hygiene; Hazardous materials management; Fire science, fire technology.

Experience:

Hazardous Materials/Hazardous or Medical Waste Specialty:

Requires seven (7) years of experience in hazardous materials, hazardous waste, site mitigation and/or medical waste as a technician or inspector in an environmental health agency or related regulatory/service agency, or as a professional consultant in the environmental health industry ; OR

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

**Title: PRINCIPAL ENVIRONMENTAL HEALTH INSPECTOR  
Job Code: 6124**

Five (5) year of experience as an inspector in a Certified Unified Program Agency (CUPA).

Consumer Protection Specialty:

Requires seven (7) years of experience in food, housing, water quality and supply, vector control, noise abatement and/or other related environmental health inspection work.

License and Certification:

Consumer Protection Specialty: Requires possession of a REHS (Registered Environmental Health Specialist) Certificate, issued by the State of California Department of Public Health Services and eligibility to be deputized as a peace officer.

Hazardous Materials/Hazardous or Medical Waste Specialty: Requires a CA UST Inspector Certification issued by the International Code Council (ICC) and possession of a current HAZWOPER Certification.

Both specialties: Require possession of a valid California Driver's License.

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

From: 6122 Senior Environmental Health Inspector

**ORIGINATION DATE:**

**AMENDED DATE:** 5/31/1972; 7/2/2015; 11/10/2022

**REASON FOR AMENDMENT:** *To accurately reflect the current minimum qualifications.*

**BUSINESS UNIT(S):** COMMN, SFMTA