

**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: 07
Fiscal Year: 2015/2016
Posted Date: 07/16/2015
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	H042	Assistant Fire Marshal

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 Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@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: <http://www.sfgov3.org/index.aspx?page=328>.

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 Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File

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

**Title: Assistant Fire Marshal
Job Code: H042**

INTRODUCTION

Under general direction of the Fire Marshal, the Assistant Fire Marshal is an upper management level supervisor who coordinates the day-to-day activities of personnel assigned to the Division of Fire Prevention, with an emphasis on Plan Check. However, the incumbent may also exercise oversight of Field Inspections and other Fire Prevention-related functions.

The Assistant Fire Marshal shall exercise independent judgment and initiative in performing the duties of the position, in accordance with the overall mission of the Fire Department and the specific goals of the Division of Fire Prevention.

The Assistant Fire Marshal provides supportive and proactive management that maintains industry standards for fire and life-safety concerns for Division members, City residents, and the business community. The Assistant Fire Marshal provides high-level code interpretation in-line with the goals of the Chief of Department's vision for the Division. In addition, the Assistant Fire Marshal may be required to participate in labor relations negotiations, budget development, and other sensitive matters as a representative of the Division.

The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

DISTINGUISHING FEATURES

The Assistant Fire Marshal classification is distinguished from the Captain, Fire Prevention by the complex, high-level, diverse duties, responsibilities and span of control performed, including community representative and public/media relations duties.

SUPERVISION EXERCISED

Direct supervision of Plan Check Fire Prevention Captain and general oversight of Captains in other Fire Prevention functional areas, as assigned.

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. Assists in the administration and management of the Bureau of Fire Prevention, Plan Check, and other functional areas of the Bureau;
2. Assists in the establishment and oversight of Bureau programs, priorities, and objectives using knowledge gained by observing current codes, ordinances, statutes and regulations relevant to Plan Check and other functional areas of the Bureau;
3. Assists in the establishment and maintenance of Bureau policies and procedures consistent

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with the Department-wide mission and service goals;

4. Assists in the management of Plan Check and Inspection programs, ensuring that Department obligations are met in a timely and appropriate manner;
5. Assists in the preparation of the Division's budget and oversight of expenditures;
6. Assists in the preparation of local Fire Code ordinances, administrative bulletins, Department website content, General Orders, and other reports as necessary;
7. Assists in the high-level review, interpretation, application and final disposition of relevant Fire Codes and other statutes in the event of challenges from stakeholders;
8. Performs other complex management and oversight duties, as assigned, based on the needs of the Bureau and the overall Department goals and objectives.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

The prospective candidate must have thorough knowledge of State and local fire safety statutes, rules and regulations; Knowledge of fire, building, mechanical, electrical and plumbing codes applicable to fire plan review and inspections work; Knowledge of plan review for building, fire protection systems, special systems applications for compliance with applicable fire codes, ordinances, standards, etc.; Knowledge of the standard practices, procedures and methods involved in fire inspection, prevention and safety; Knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules, regulations and policies for the Division; and Knowledge of the principles of supervision, organization and administration.

The prospective candidate must have the ability to plan, develop, implement and supervise an overall training program in accordance with codes and nationally recognized standards used in Division; effectively express oneself clearly and concisely, both orally and in writing; exercise sound judgment in routine and emergency situations; exercise considerable tact, courtesy and firmness in frequent contact with architects, engineers, contractors, builders, property owners and the general public; exercise considerable tact, courtesy and discretion in frequent contact with public officials at various levels of authority and influence; create presentations for large groups of people; establish and maintain effective working relationships with staff, public and private officials, developers, and representatives of city, county and other governmental agencies, community groups, the general public and the news media; plan and coordinate the work of technical and professional personnel in a manner conducive to full performance and high morale; and assign, direct and supervise a technical and clerical staff.

The prospective candidate must have working knowledge of computer office applications and databases.

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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.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 07/XX/15

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN