



**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: October 14, 2025

Re: **Notice of Proposed Classification Actions – Final Notice No. 11 FY 2025/2026
(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 October 14, 2025.

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

**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: 11
Fiscal Year: 2025/2026
Posted Date: 10/06/2025
Reposted Date: N/A

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

Item #	Job Code	Title	Bargaining Unit
1	6231	Senior Street Inspector	0007
2	6232	Street Inspector Supervisor	0007

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.

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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

**Title: Senior Street Inspector
Job Code: 6231**

DEFINITION

Under direction, enforces appropriate codes, ordinances and regulations governing the use, construction, repair, maintenance, and conditions involving roadways, streets and sidewalks, or related to the development and enhancement of the public right of way; inspects building exteriors and lots visible from the public right of way that may constitute a public nuisance. Supervises the office and field activities of personnel engaged in inspecting and investigating street and sidewalk conditions, perform inspections of more complex projects, or be assigned to special projects.

DISTINGUISHING FEATURES

This class may perform first level supervisory functions or perform inspections of more complex projects. The 6231 Senior Street Inspector is distinguished from the 6232 Street Inspector Supervisor as the latter supervises the former.

SUPERVISION EXERCISED

Supervises staff engaged in street inspection work.

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. Performs site inspections of streets, sidewalks, trench excavations and repair projects; inspects building exteriors, structures, and lots; inspects the placement of signs, flyers, or notices placed within the public right of way; inspecting the placement or storage of garbage receptacle on or visible from the public right of way.
2. Reads, reviews, interprets and recommends revisions to complex permits, plans and specifications.
3. Enforces codes, regulations and ordinances, and recommends administrative penalties, as necessary.
4. Investigates complex complaints and claims related to public right of way and private property structures related to the appearance/condition of buildings; structures, or lots, encroachment, permit use, or public safety. Scope of inspections include exterior inspections of buildings, structures, and lots that would be classified as a public nuisance such as deteriorated painted structures, broken windows, deteriorated awnings, graffiti, accumulated litter or debris, overgrown vegetation and other quality of life issues.
5. Responds to inquiries and complaints and may mediate conflicts.
6. Writes reports and correspondence and may prepare ordinances, resolutions and documents for public hearing.
7. Coordinates and facilitates meetings, conferences and hearings.
8. Provides depositions or testifies in court.
9. Performs mathematical calculations related to construction, plans, drawings, and maps.

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

**Title: Senior Street Inspector
Job Code: 6231**

10. Supervises Street Inspectors by planning, organizing, assigning, directing and evaluating the work of staff in inspection. Ensure compliance with codes, permit conditions, plans and specifications; and ensure compliance with the Americans with Disabilities Act and California Title 24.
11. Schedules and participates in employee job safety training by conducting training sessions or arranging for training of staff.
12. Analyzes program goals and makes recommendations for unit performance goals and budget.
13. Operates a City vehicle in the course of performing site inspections or attending hearings and meetings.
14. Uses a computer to generate reports, maintain records, and to communicate with others.
15. Uses a telephone in the office or cell phone in the field.
16. Supervises a unit of Street Inspectors.
17. May be assigned to special projects related to the development and enhancement of the public right of way.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: roadway, street, and sidewalk inspection practices and procedures; basic math; and safety procedures.

Ability or Skill to: interpret, apply, and enforce codes, specifications, ordinances and regulations; maintain good working relationships; communicate effectively, both orally and in writing; supervise a unit or oversee a special project; perform basic word processing functions on a computer; and operate a motor vehicle.

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:

Three years of experience as a Street Inspector; or in monitoring quality assurance and code compliance related to excavations, roadways, and sidewalk construction; or in permit review, permit issuance, or plan checking related to the construction or maintenance of the public right of way.

License and Certification:

Possession of a valid driver license.

Substitution:

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

**Title: Senior Street Inspector
Job Code: 6231**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 12/6/71

AMENDED DATE: 11/3/00, 6/24/09; 10/19/09; 10/14/25

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: Street Inspector Supervisor
Job Code: 6232**

DEFINITION

Under general direction, manages personnel engaged in the inspection of streets, sidewalks, repair projects that involve the public right-of-way, and utility excavation sites for compliance with the San Francisco Public Works Code and Departmental directives.

DISTINGUISHING FEATURES

This is a second -level supervisory position that has responsibility for managing senior staff engaged in street, sidewalk, repair project, and utility excavation inspection activities.

SUPERVISION EXERCISED

This position supervises 6231 Senior Street Inspectors who are first level supervisors.

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 first line supervisors by planning, organizing, assigning, directing and evaluating the work of senior staff in inspection sections who are engaged in street, sidewalk, repair project, and utility excavation inspection activities. Ensures compliance with codes, permit conditions, plans and specifications; and secures compliance with the Americans with Disabilities Act and California Title 24.
2. Initiates, evaluates, develops, writes, implements, and maintains standards, methods, policies, forms and procedures for permit review and inspection teams.
3. Schedules and participates in employee job and safety training by conducting training sessions or arranging for training of staff.
4. Represents the Department in legal matters such as assisting the City Attorney with liability claims filed against the City; provides depositions or testifies in court as an expert witness; testifies before legislative bodies; and recommends revocation of permits.
5. Represents the Department at Boards, Commissions, community meetings, and public hearings.
6. Responds to or reviews responses to inquiries, complaints and claims; imparts information regarding codes, permits, ordinances and regulations; resolves issues and takes corrective action.
7. Uses a computer to write and generate reports, meeting and hearing documentation, performance appraisals, and correspondence.
8. Monitors and projects expenditures to assist with the preparation of the Bureau's budget.
9. May administer contracts for street, sidewalk, and utility trench improvement work.
10. Operates a motor vehicle to attend meetings or travel to a job site.
11. Uses a telephone, cell phone, pager, and two-way radio to communicate with managers, property and business owners, contractors, agency representatives and the public.

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

**Title: Street Inspector Supervisor
Job Code: 6232**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: roadway, street, and sidewalk inspection practices and procedures; basic math; and safety procedures

Ability or Skill to: supervise, plan, organize, assign, direct, and evaluate the work of senior staff in street inspection activities; interpret, apply and enforce codes; promote, establish, and maintain effective working relationships; write and speak in a manner that is easily understood, and listen to and understand what is said; perform mathematical calculations related to street construction; operate a motor vehicle and possess and maintain a valid class C driver license; use a telephone, cell phone, pager, and two-way radio; use a personal computer; walk on hilly or uneven ground, stand for prolonged periods, and stoop and bend when inspecting construction sites.

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:

Five (5) years of experience as a Street Inspector or in monitoring quality assurance and code compliance related to excavations, roadways, and sidewalk construction; or in permit review, permit issuance, or plan checking related to the construction or maintenance of the public right of way, of which two years must have been in a supervisory capacity.

License and Certification:

Possession and maintenance of a valid class C driver license.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 7/1/77

AMENDED DATE: 11/21/02; 11/14/25

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

BUSINESS UNIT(S): COMMN