



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

Date: November 03, 2025

Re: **Notice of Proposed Classification Actions – Final Notice No. 12 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 November 03, 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: 12
Fiscal Year: 2025/2026
Posted Date: 10/22/2025
Reposted Date: 10/27/2025

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

Item #	Job Code	Title	Salary	Bargaining Unit
1	H021	Lieutenant, Administration	\$194,246	0044
2	H031	Captain, Administration	\$221,728	0044
3	H041	Battalion Chief, Administration	\$266,214	0045

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](#).

cc: All Employee Organizations
All Departmental Personnel Officers
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lieutenant, Administration
Job Code: H021**

DEFINITION

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability or Skill to:

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:

Successful completion of probation in class H001 Fire Rescue Paramedic, H002 Firefighter, or H003 EMT/ Paramedic/ Firefighter

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

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

**Title: Lieutenant, Administration
Job Code: H021**

ORIGINATION DATE: 11/3/2025

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): COMMN

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

**Title: Captain, Administration
Job Code: H031**

DEFINITION

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability or Skill to:

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:

1. Permanent status and successful completion of probationary period in class H020 Lieutenant, Fire Suppression, H023 Lieutenant, Emergency Medical Services, H024 Lieutenant, Fire Investigation, or H033 Captain, Emergency Medical Services; OR
2. One (1) year of experience as an H021 Lieutenant, Administration or an H028 Lieutenant, Division of Training.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

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

**Title: Captain, Administration
Job Code: H031**

PROMOTIVE LINES

ORIGINATION DATE: 11/3/2025

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): COMMN

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

**Title: Battalion Chief, Administration
Job Code: H041**

DEFINITION

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability or Skill to:

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:

1. Permanent status and successful completion of probationary period in class H030 Captain, Fire Suppression, H032 Captain, Fire Prevention or Fire Investigation, or H033 Captain, Emergency Medical Services; OR
2. One (1) year of experience as an H031 Captain, Administration or an H039 Captain, Division of Training.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

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

**Title: Battalion Chief, Administration
Job Code: H041**

PROMOTIVE LINES

ORIGINATION DATE: 11/3/2025

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): COMMN