

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ACCOUNTANT I – 1102

DEFINITION:

Under general supervision, to perform professional accounting work in maintaining a complex set of budgetary or financial records; to conduct departmental and business audits and, under supervision, the more complex audits; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs revenue audits, accounting, or financial information systems work;
- Analyzes, reconciles, and maintains a variety of financial statements and accounting records and documents;
- Plans and assigns work and resolves fiscal record keeping problems;
- Prepares and reviews revenue estimates, expenditures, and fund conditions;
- Sets-up and supervises financial record keeping systems;
- Audits books of departments, businesses, and special districts;
- Reviews records of original entry for accounts receivable, accounts payable, expenditures, and incomes;
- Notes discrepancies and makes recommendations regarding findings;
- Responds to staff and outside agency inquiries relating to budget and financial matters;
- Prepares reports;
- Dictates correspondence;
- Prepares financial statements;
- Directs the inputting and updating of data contained in the City's accounting system;
- Maintains and revises accounting and related system procedures;
- Evaluates and documents internal controls to identify weaknesses and risks;
- May supervise clerical personnel or subordinate professional personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Accounting, **OR** a Bachelor's degree in a closely related field, and completion of at least 24 semester/36 quarter units of college-level accounting course work; **AND** one year of full-time professional accounting and/or auditing experience.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ACCOUNTANT II - 1842

DEFINITION:

Under direction, to perform professional accounting work in the supervision and maintenance of budgetary, revenue, cost, and other financial records; to plan, analyze, and install modifications in accounting and auditing systems; to conduct difficult and complex departmental and business audits; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Performs revenue audits, accounting, or financial information systems work;
- Supervises the maintenance of a complex set of cost and control accounts;
- Confers with governmental officials and department personnel on accounting and auditing requirements and plans;
- Directs the inputting and updating of data contained in the City's accounting system;
- Assigns, supervises, and reviews the processing of financial documents and maintains a systematic record of accounts;
- Maintains and revises accounting and related system procedures;
- Supervises other accountants in auditing departmental, business, and special district accounts;
- Develops and recommends improvements to expedite work and improve accuracy or efficiency;
- Installs approved systems;
- Analyzes office methods and procedures, use of forms and office machines, and reviews space utilization;
- Designs, documents, and implements financial procedures and internal controls;
- Performs internal control testing and remediation;
- Evaluates and documents internal controls to identify weaknesses and risks;
- Prepares financial and procedural reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Accounting, **OR** a Bachelor's degree in a closely related field, and completion of at least 24 semester/36 quarter units of college-level accounting course work; **AND** two years of full-time professional accounting and/or auditing experience.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ACCOUNTANT III - 1100

DEFINITION:

Under direction, to perform the most difficult and complex audits, investigations, and studies; to perform accounting work of a highly complex or sensitive nature; to assist in training and to lead the work of other professional accountants; and to perform related work.

*** EXAMPLES OF DUTIES:**

In the Audit Division:

- Under direction, plans and designs audit programs and conducts the complex and comprehensive audits of major departments, lessees, and franchises;
- Prepares audit reports and recommendations for changes in audit systems and controls;
- Performs revenue audits, accounting, or financial information systems work;
- Performs special investigations and studies;
- Performs internal control testing and remediation;
- Evaluates and documents internal controls to identify weaknesses and risks;
- Assists in training and leads the work of other professional accountants;
- Coordinates the development and documentation of financial policies and procedures.

In the Accounting Division:

- Directs the inputting and updating of data contained in the City's accounting system;
- Maintains and revises accounting and related system procedures;
- Reviews and approves expenditures of all City departments for legal and budgetary compliance;
- Trains other professional accountants and City departments in the use of SAP systems; prepares and reconciles data input and financial report output of the accounting system;
- Designs accounting systems for newly established City programs;
- Assists in training and leads the work of other professional accountants;
- Performs special studies and prepares reports as assigned;
- May supervise subprofessional and/or clerical staff.

MINIMUM QUALIFICATIONS:

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College graduation with a Bachelor's degree in Accounting, **OR** a Bachelor's degree in a closely related field, and completion of at least 24 semester/36 quarter units of college-level accounting course work; **AND** three years of full-time professional accounting experience.

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CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ACCOUNTANT IV - 1183

DEFINITION:

Under direction, to supervise the work of professional Accountants performing accounting and auditing work, or setting up, reviewing, and maintaining automated financial information systems; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, reviews, and evaluates the work of subordinate staff performing a variety of financial accounting and audit functions including the following:
- Coordination and preparation of the City's Comprehensive Annual Financial Report, State Controller's Report, and other financial reports;
- Design, documentation, and implementation of financial procedures and internal controls;
- Coordination of the development and documentation of financial policies and procedures;
- Review, analysis, and reconciliation of revenue and expenditure transactions and documents;
- Directs the inputting and updating of data contained in the City's accounting system;
- Maintenance and processing of accounts receivable and accounts payable records and reports;
- Prepares revenue and expenditure charts and projections;
- Review, reconciliation, and maintenance of records and preparation of reports on all City construction projects, deposit trust funds, and other internal and external funds;
- Processing, control, reconciliation, and audit of payroll documents, records, and files;
- Audits of departmental fiscal operations, cash and securities, inventories, contracts, lease agreements, and franchises;
- Design, programming, installation, and maintenance of financial accounting forms and manages information systems and procedures;
- Performs internal control testing and remediation;
- Conducts the most complex, comprehensive, and politically sensitive accounting and audit assignments;
- Reviews audit reports and recommendations for changes in audit systems and controls;
- Implements and monitors internal controls over financial reporting;
- Performs special studies and prepares reports as assigned.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Accounting, **OR** a Bachelor's degree in a closely related field, and completion of at least 24 semester/36 quarter units of college-level accounting course work; **AND** four years of full-time professional accounting experience.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ACCOUNTANT TRAINEE - 1538

DEFINITION:

Under immediate supervision, to perform professional accounting work in the maintenance of a set of financial records; to assist an accountant of higher level in large departmental audits; to conduct the smallest audits; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Compiles data for special and regular financial statements and reports;
- Reviews records of original entry regarding accounts receivable, accounts payable, expenditures, and revenue;
- Verifies that expenditures have been made according to procedures and are valid;
- Conducts the less difficult departmental, business and special district audits, accounting, or financial information systems work and makes reports regarding findings;
- Prepares trial balances;
- Responds to staff and outside agency inquires related to budget and financial matters;
- Maintains and analyzes complex accounting records, documents, and procedures;
- Maintains and reconciles subsidiary and control accounts;
- Evaluates and documents internal controls and provides general guidance to staff regarding internal controls;
- May supervise clerical employees in the posting and maintenance of financial records.

MINIMUM QUALIFICATIONS:

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College graduation with a Bachelor's degree in Accounting; **OR** college graduation with a Bachelor's degree in a closely related field, and completion of at least 24 semester/36 quarter units of college-level accounting course work; **OR** a graduating senior in the final semester or quarter of an Accounting or closely related degree program, which must include at least 24 semester/36 quarter units of college-level accounting course work.

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CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ACCOUNT AUDIT CLERK - 1103

DEFINITION:

Under general supervision, in the Department of Finance, to review and correct errors in basic accounting clerical work performed by other City classes, using one or more of the City's double entry financial accounting systems; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Account Audit Clerks in the Department of Finance are responsible for reviewing and correcting errors in the basic accounting work of Account Clerks and other classes in other City departments. While Account Clerks reconcile their own work, and ensure that work is properly documented, recorded, and meets City policy and procedures, Account Audit Clerks perform audit and error correction of that work and the basic accounting work of departmental clerical classes.

*** EXAMPLES OF DUTIES:**

- Trains Account Clerks and other classes in the procedures and usage of, and reviews, identifies, and takes corrective action for transactions in one or more of the following systems: Citywide SAP system and supporting applications of Vendor Invoice Management (VIM) and Enterprise Scan and Invoice Capture Center (ICC) validation, or Bank of America applications such as CashPro and Works;
- Reviews work in one or more of the following areas: Accounts Payable, Accounts Receivable, Interfund Transfers, Purchase Orders, Direct Payments, Petty Cash, Fixed Assets, Deposit and Subdivision Trust Funds, Condemnation Deposits, construction change orders, requests to open/close job orders, airline billings, and travel payments;
- Determines whether submitted work follows prescribed procedures;
- Reviews reports and identifies and corrects accounts out of balance;
- Performs reconciliations of submitted work;
- Performs research into the account history of transactions;
- Posts and corrects errors in financial transactions;
- Initiates journal vouchers as necessary;
- Prepares investment postings to the City's general ledger;
- Handles all voided checks (other than pension and payroll checks), does necessary manual corrections to accounts, and calculates taxes;
- Reconciles financial accounting records used in the preparation of the City's financial statements;
- Reports on fees collected.

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MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience recording financial or payroll transactions in a double entry financial accounting system; **OR** completion of 6 semester/9 quarter units in accounting; **OR** completion of an accounting or bookkeeping curriculum at a recognized business college, **AND** six months of experience as an Account Clerk with the Department of Finance.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ACCOUNT CLERK - 1104

DEFINITION:

Under general supervision, to perform accounting clerical work using standard accounting principles and procedures within a financial accounting system and related subsidiary systems; to post, reconcile, and balance financial transactions of the accounting system; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Account Clerks post, balance, and reconcile financial transactions which impact more than one ledger or account; independently identify error conditions and determine changes needed to restore all affected accounts to the correct balance; reconcile the work that they perform or generate; and spend a majority of their time utilizing elementary accounting principles and procedures to interpret and pre-audit source documentation and analyze financial reports for accounting accuracy. Incumbents in other clerical classes compile statistical records; account for office supplies and petty cash; initiate requests for Direct Payment; extend invoices; type purchase orders/purchase requisitions; initiate receiving reports; prepare billings to other agencies for services; and perform other duties which do not meet the criteria of the Account Clerk class.

*** EXAMPLES OF DUTIES:**

- Performs a variety of clerical accounting tasks involved in maintaining the accounting records of a financial accounting system and/or subsidiary systems such as accounts receivable, accounts payable, appropriation accounting, trust accounting, cost accounting, fixed asset accounting, and/or capital project accounting;
- Sorts, verifies, batches, and files financial documents;
- Posts by hand, machine, or through direct on-line or batch mode, computer input to control accounts, subsidiary ledgers, and registers;
- Determines whether prescribed procedures have been followed;
- Identifies discrepancies and takes required corrective action;
- Locates and traces coding and posting errors;
- Reports unexplained discrepancies to superiors;
- Answers inquiries from the public and other operating departments;
- Operates adding machines, calculators, and computers as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required

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for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience recording financial or payroll transactions in a financial accounting system; **OR** completion of 6 semester/9 quarter units in Accounting or Bookkeeping; **OR** completion of an Accounting or Bookkeeping curriculum at a recognized business college.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ADMINISTRATIVE AIDE I - 1105

DEFINITION:

Under immediate supervision, to perform the less difficult subprofessional budgetary and administrative studies; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Monitors budget expenditure and grant programs;
- Reviews monthly budget status report to determine if the department is over or under budget and reports status to supervisor;
- Assists in preparing and developing operating and capital improvement budgets for a small department or division of a large department by analyzing line item detail;
- Acts as liaison with other government agencies and City departments;
- Records budget expenditures and keeps records of encumbrances;
- Performs routine administrative and management studies on work flow, work methods, forms control and preparation, and personnel staffing;
- Prepares Requests for Council Action for supervisor's approval;
- Drafts reports and correspondence on budgetary and administrative findings;
- Prepares charts and graphs for visual presentation, correspondence, and reports;
- Performs special projects as assigned;
- May supervise or coordinate clerical staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 60 semester/90 quarter college units; **OR** two years of full-time clerical experience in a supervisory capacity, which must include responsibility for the full range of supervisory duties; **OR** one year of full-time sub-professional experience performing administrative, budgetary, personnel, or related work or studies; **OR** a combination of the above education and experience.

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CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ADMINISTRATIVE AIDE II - 1107

DEFINITION:

Under general supervision, to perform subprofessional budgetary and administrative studies; to prepare, analyze, and administer operating and capital improvement budgets for a small department or division of a large department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Studies administrative, organizational, and procedural problems and recommends solutions;
- Analyzes, prepares, and administers the operating and capital improvements budgets of a small department or division of a large department;
- Analyzes line item detail and program input and output measures;
- Determines priorities of budget requests and recommends inclusion into final budget;
- Assists department director or division superintendent in presentation of final budget request to the Chief Operating Officer, Mayor, and City Council;
- Maintains financial records and keeps supervisor aware of the status of expenditures and encumbrances;
- Conducts evaluations of work flow and procedures;
- Performs special studies as assigned;
- Prepares reports and correspondence;
- May supervise or coordinate a small clerical unit essential to the accomplishment of the assigned function;
- Acts as liaison with other governmental agencies and City departments.

MINIMUM QUALIFICATIONS:

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Equivalent to the minimum qualifications for the City of San Diego's classification of Administrative Aide I; **AND** one year of full-time experience as an Administrative Aide I with the City of San Diego, **OR** equal to one year of full-time experience equivalent to that of Administrative Aide I performing a variety of subprofessional administrative, budgetary, or personnel work, **OR** equal to a combination of the above experience.

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CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AGRICULTURAL LEASE MANAGER - 1110

DEFINITION:

Under direction, to coordinate and administer the City's Agricultural Lease Program; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares requests for agricultural lease proposals;
- Analyzes proposals and recommends acceptance of the most favorable terms;
- Negotiates terms and conditions of leases;
- Monitors lease compliance and enforces compliance in cases where lease terms are not met;
- Conducts field studies to determine the most beneficial use of agricultural lands;
- Provides guidance and staff support to the City's Agricultural Committee;
- Makes presentations on agricultural projects to decision making legislative bodies and administrative officers;
- Acts in a liaison capacity between other departments, governmental agencies, and lessees.

MINIMUM QUALIFICATIONS:

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College graduation with a Bachelor's degree in Business Administration, Agricultural Business Management, Real Estate, or a closely related field; **AND** four years of full-time experience in property management. Possession of a valid California Class C Driver's License.

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CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AIRCRAFT MECHANIC - 1145

DEFINITION:

Under general direction, to repair, overhaul, inspect, maintain, service, clean, and return to service helicopters and fixed-wing aircraft owned by the City of San Diego.

*** EXAMPLES OF DUTIES:**

- Performs skilled technical work involved in the scheduled and unscheduled inspection, maintenance, repair, and overhaul of City-owned rotary and fixed-wing aircraft, accessories, and equipment in accordance with Federal Aviation Regulations (FAR), the aircraft manufacturer's specifications, and City of San Diego Police Department regulations;
- Conducts specified periodic inspections of engines and airframes;
- Identifies and corrects defects and malfunctions;
- Services, repairs, and inspects engines, airframes, accessories, and specialized equipment;
- Inspects, adjusts, repairs, or replaces components, assemblies, or sub-assemblies with common and special tools and precision instruments;
- Repairs, removes, services, or replaces system components for flight controls, fuel system, lubrication systems, hydraulic systems, gauges, instruments, electrical, and avionics system components;
- Removes, repairs, and replaces engines, propellers, gear boxes, dampeners, shock absorbers, drive shafts, rotor hubs, blades, and pulley assemblies;
- Tests and repairs airframe and fuselage components;
- Orders and replaces parts;
- Maintains records and logs of all inspections, discrepancies, replacements, check lists, and daily aircraft status.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Five years of full-time experience in the active maintenance and repair of helicopters and fixed wing airplanes. One year of the past three years must have been as an active aircraft mechanic charged with completing major and minor repairs to return aircraft to active service. Three of the five years must be in helicopter field maintenance, of which at least one year is working on the Eurocopter AS350 series helicopters with Arriel series two

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powerplants. Must possess a valid Federal Aviation Administration Airframe and Powerplant Mechanic's license at the time of application. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AIR OPERATIONS CHIEF - 1149

DEFINITION:

Under direction, to supervise and manage the San Diego Fire-Rescue Department Air Operations Division; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, and supervises personnel and overall operation of the aerial firefighting, rescue, and EMS program;
- Directs and coordinates the proper movement, use, and servicing of helicopters;
- Coordinates logistics of aerial firefighting and rescue equipment and supplies;
- Develops and revises aerial firefighting and rescue techniques;
- Researches and evaluates equipment;
- Prepares and manages helicopter maintenance contracts;
- Provides training to flight and ground support personnel;
- Develops program and policy guidelines;
- Coordinates helicopter missions with other jurisdictions;
- Makes recommendations regarding helicopter capabilities;
- Initiates action for aircraft incident reports and investigations;
- Interprets and enforces applicable City and departmental regulations;
- Develops, implements, and evaluates Aviation Management plans;
- Represents the division at technical symposiums;
- Prepares reports, operational budgets, and analyzes expenditures.

MINIMUM QUALIFICATIONS:

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Two years of full-time professional experience in fire and aviation management operations such as participation in or supervision/coordination of a multi-faceted aviation program, mobilization and dispatch, equipment development and deployment, training, logistics, fire communications systems, and fire suppression and preparedness. A valid County of San Diego Emergency Medical Technician Certificate (EMT-B) will be required within one year from hire date. Possession of a valid California Class C Driver License.

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CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AIRPORT MANAGER - 1118

DEFINITION:

Under direction, to be responsible for the operation, maintenance, and security of a general aviation airport; to coordinate airport capital improvement projects; to assist in long range planning of airport operations and maintenance functions; and to perform related duties.

*** EXAMPLES OF DUTIES:**

- Controls use of airport runways and facilities;
- Responds to aircraft emergencies;
- Inspects airport facilities to determine maintenance needs and user compliance with regulations;
- Recommends and develops proposals for new construction, major maintenance projects, and FAA and State of California grant acquisitions;
- Coordinates and monitors construction, installation, and maintenance projects for consistency with airport operations, FAA guidelines, and contract specifications;
- Supervises the Storm Water Pollution Prevention Program;
- Directs emergency field operations;
- Provides first aid and coordinates airport closures;
- Controls the opening and closing of the airfields;
- Researches and recommends major equipment procurement;
- Assists in the development, negotiation, and administration of major airport construction, maintenance, and service contracts;
- Recommends procedures and regulations to increase user benefits, safety, and revenues;
- Develops and administers revenue enhancement projects;
- Controls inventory of airport materials and equipment;
- Develops and administers preventive maintenance programs for airport facilities;
- Ensures compliance with FAA policies and directives, including regulations and advisory circulars;
- Reports to the National Transportation Safety Board and Federal Aviation Administration (NTSB & FAA);
- Selects, assigns, trains, and evaluates the work performance of assigned personnel;
- Interprets and explains Federal and City airport regulations to the public, facility users, and tenants;
- Prepares and monitors airport operating budgets and projects revenues;
- Conducts administrative studies related to airport operations;
- Participates in interagency aviation committees;
- Controls ground operations for special events such as air shows;
- Takes and reports weather observations;
- Prepares reports, presentations, and correspondence.

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MINIMUM QUALIFICATIONS:

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Two years of full-time experience in general airport operations including airport management, airport operational maintenance, air traffic control, or a closely related field that would demonstrate the ability to perform the core duties required of this classification; **OR** one year of full-time experience in general airport operations including airport management, airport operational maintenance, air traffic control, or a closely related field that would demonstrate the ability to perform the core duties required of this classification, **AND** possession of a valid Private or Commercial Pilot's License/Certificate with an Instrument Rating or Military Aviator Rating; **OR** one year of full-time experience in general airport operations including airport management, airport operational maintenance, air traffic control, or a closely related field that would demonstrate the ability to perform the core duties required of this classification, **AND** an Associate's Degree or higher in Airport Flight Operations, Aviation Management, or a closely related field.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AIRPORT NOISE ABATEMENT OFFICER - 1116

DEFINITION:

Under direction, to develop and administer the City's Airport Noise Abatement Program; to perform varied and difficult studies and analyses of noise levels and land use issues related to the City's airports; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Serves as the City's Airport Noise Abatement Officer;
- Develops and administers an airport noise abatement and control program;
- Investigates specific noise violations and takes appropriate abatement action;
- Conducts administrative hearings;
- Uses a two-way radio to provide information to pilots in flight to suggest alternate flight techniques to reduce excessive noise;
- Represents the City on airport noise related issues;
- Responds to citizen complaints;
- Attends community meetings;
- Presents airport noise, land use, and related information to the City Council, Council Committees, pilot organizations, and the press;
- Researches, analyzes, and prepares recommendations for noise level contour requirements and land use issues at Montgomery-Gibbs and Brown Field;
- Keeps abreast of the latest regulations and technology governing airport noise abatement;
- Provides maintenance and calibrates noise monitoring and computer equipment;
- Supervises and trains subordinates.

MINIMUM QUALIFICATIONS:

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College graduation with a Bachelor's degree, **AND** two years of full-time professional noise abatement experience, including experience in airport noise analysis and abatement.

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CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AIRPORT OPERATIONS ASSISTANT - 1117

DEFINITION:

Under general supervision, to perform a variety of airport operations, public contact, and routine enforcement work at the City's general aviation airports; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Maintains airport facilities and equipment;
- Operates and services airport navigational aids;
- Makes official weather observations;
- Operates radio communication equipment;
- Conducts routine inspections of lease holdings to ensure compliance with lease provisions and City regulations;
- Responds to tenant complaints;
- Enforces airport and airport noise abatement rules and regulations;
- Drafts notices of violation and citations;
- Advises public of FAA and City airport regulations;
- Assists in the administration of a Storm Water Pollution Prevention Program;
- Provides information to users and visitors;
- Collects landing fees;
- Operates airport rescue and firefighting vehicles to patrol runways and perform emergency services;
- Makes physical facility security checks;
- Assists in the supervision of airport contractors;
- Coordinates facilities for special events;
- Coordinates responses to airport emergencies;
- Operates airport emergency response vehicles as First Responder for aircraft incidents/accidents;
- Collects fees and generates invoices;
- Prepares routine letters and reports;
- Performs minor maintenance of airport facilities.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience in general aviation airport operations including airport management, airport operational maintenance, air traffic control, or a closely related field; **OR** possession of a Private or Commercial Pilot's Certificate with an Instrument Rating or Military Aviator Rating; **OR** an Associate's Degree in Airport Flight Operations, Aviation Management, or a closely related field.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
APPLICATIONS PROGRAMMER I – 1240

DEFINITION:

Under direction, to design, program, test, and maintain specialized control systems applications in a water or wastewater treatment environment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level classification in the Applications Programmer series. Positions are assigned the full range of programming duties, with some oversight from other levels within either the programmer series or the Information Systems Analyst series. Positions are utilized only within the Operations and Maintenance Division of the Wastewater Department, control systems function of ComNet. They are distinguished from business programmers which may be utilized under contract by some City departments based on the higher level of technical knowledge needed to develop customized applications for wastewater control systems applications.

*** EXAMPLES OF DUTIES:**

- Develops control systems programs using ladder logic, C, or similar programming languages;
- Troubleshoots existing programs to eliminate problems or correct errors;
- Modifies existing software applications using compilers and similar programming tools;
- Works with outside vendors to develop new applications to meet changing control systems needs;
- Performs other programming related tasks as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Computer Science, **AND** two years of full-time experience programming using a variety of hardware and software platforms. Qualifying programming experience would include extensive use of C or Compiled Ladder Logic programming languages.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
APPLICATIONS PROGRAMMER II - 1241

DEFINITION:

Under direction, to design, program, test, and maintain specialized control systems applications in a water or wastewater treatment environment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey level classification in the Applications Programmer series. Positions are assigned the full range of programming duties for developing the most complex customized control systems applications, with very limited oversight from other levels within either the programmer series or the Information Systems Analyst series. Positions may lead the work of outside contractors and vendors, as well as subordinate City staff. Positions are utilized only within the Operations and Maintenance Division of the Wastewater Department, control systems function of ComNet. They are distinguished from business programmers which may be utilized under contract by some City departments based on the higher level of technical knowledge needed to develop customized applications for wastewater control systems applications.

*** EXAMPLES OF DUTIES:**

- Develops the most complex control systems programs using ladder logic, C, or similar programming languages;
- Troubleshoots existing programs to eliminate problems or correct errors;
- Modifies existing software applications using compilers and similar programming tools;
- Leads the work of outside vendors and City staff to develop new applications to meet changing control systems needs;
- Performs other programming related tasks as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Computer Science, **AND** three years of full-time experience programming using a variety of hardware and software platforms. Qualifying programming experience would include extensive use of C or Compiled Ladder Logic programming languages.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
APPLICATIONS PROGRAMMER III - 1242

DEFINITION:

Under direction, to design, program, test, and maintain specialized control systems applications in a water or wastewater treatment environment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the supervisory level classification in the Applications Programmer series. Positions are assigned the full range of programming duties for supervising the development of the most complex customized control systems applications. Positions may supervise the work of outside contractors and vendors, as well as subordinate City staff. Positions are utilized only within the Operations and Maintenance Division of the Wastewater Department, control systems function of ComNet. They are distinguished from business programmers which may be utilized under contract by some City departments based on the higher level of technical knowledge needed to develop customized applications for wastewater control systems applications.

* **EXAMPLES OF DUTIES:**

- Supervises and develops the most complex control systems programs using ladder logic, C, or similar programming languages;
- Troubleshoots existing programs to eliminate problems or correct errors;
- Makes major modifications to existing software applications using compilers and similar programming tools;
- Supervises the work of outside vendors and City staff to develop new applications to meet changing control systems needs;
- Performs other programming related tasks as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Computer Science, **AND** four years of full-time experience programming using a variety of hardware and software platforms. Qualifying programming experience would include extensive use of C or Compiled Ladder Logic programming languages.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
APPRENTICE - 1300

DEFINITION:

Under immediate supervision, to participate in an apprenticeship training program in an apprenticeable skilled trade; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Participates in an apprenticeship training program in an apprenticeable skilled trade;
- Works under close technical supervision in learning to perform and in performing the required number of hours for each work process as established in the applicable trade standards;
- Learns to use and uses tools, equipment, and materials pertinent to the trade;
- Receives mandatory technical instruction in appropriate apprenticeship courses at a community college, completing a minimum of 160 hours of approved classes per year;
- Assumes increasing responsibility for successful performance of required work processes with a minimum of supervision;
- Acquires any licenses required for advancement to the journey-level class.

ADVANCEMENT:

- Appears before the Joint Apprenticeship Committee every six months for a review of record;
- Advances to each successive six month period if the recommendation of the Joint Apprenticeship Committee and the appointing authority is favorable based on work and academic performance;
- Advances from grade to grade and from Apprentice to journey-level class without Civil Service examination.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AQUATICS TECHNICIAN I - 1737

NOTE: formerly POOL TECHNICIAN

DEFINITION:

Under general supervision, to inspect, maintain, and repair aquatic equipment and facilities including fountains, water features, and swimming pools; to test and maintain aquatic facility water quality as required by health codes and safety standards; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Cleans, replaces, repairs, and adjusts ozone, chlorine, and other water chemical injectors, pumps, and devices;
- Calibrates and overhauls chemical and water flow metering and circulation devices, gauges, and meters;
- Maintains, repairs, and replaces filter systems, recirculation pipes, valves, related fittings, and pumps;
- Performs routine painting and marking of filters and circulation systems;
- Samples and tests aquatic facility water;
- Calculates accurate water treatment chemical applications;
- Applies the proper chemicals, backwashing procedures, water circulation, and filtration to provide and maintain consistent water balance and quality required by established health codes and safety standards;
- Keeps accurate records on water quality and the condition of the aquatics facilities equipment, materials, and supplies;
- Reports and logs safety incidents, equipment malfunctions, vandalism, and thefts;
- Inspects and reports malfunctions to electrical and heating systems and structural wear or failures of aquatic facilities including the condition of the pool, fountain or water feature lining, decks, gutters, skimmers, showers, locker rooms, etc;
- Initiates service requests for support services.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience maintaining and repairing mechanical equipment such as pumps, valves, and piping systems, of which one year must have involved repairing and

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

maintaining a variety of mechanical equipment and maintaining water quality for a large commercial aquatic facility. Possession of a valid Certified Pool/Spa Operator (CPO) or Aquatic Facility Operator (AFO) certification is required at time of hire, and a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AQUATICS TECHNICIAN II – 1732

DEFINITION:

Under general supervision, to inspect, maintain, and perform complex repairs of aquatic equipment and facilities including motors and pumps at various Citywide fountains, water features, and swimming pools; to design, renovate, and construct aquatic facility systems including circulation, filtration, and plumbing systems; to test and maintain water quality as required by health codes and safety standards; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Performs the more complex repairs and maintenance of aquatic facilities. It is distinguished from the lower-level Aquatics Technician I class by its work in the design, construction, and renovation of fountains and water features, including lighting and electrical works, electronic control systems, plumbing, and piping. This class may also serve as a lead over subordinate classes.

*** EXAMPLES OF DUTIES:**

- Designs and renovates aquatic facilities including installation, repair, and maintenance of electrical motors and time locks, specialized filter systems, aerators, protein stripper systems, and cement preparation and pouring;
- Installs, maintains, and repairs electronic components including control and feed systems and timers;
- Repairs and maintains aquatic facility piping systems, including welding, brazing, and fabricating piping and piping components;
- Installs and maintains bulk chemical storage tanks;
- Installs, repairs, and maintains compressed air components used in aquatic facilities including nano-shooters and micro-shooters;
- Cleans, replaces, repairs, and adjusts ozone, chlorine, and other water chemical injectors, pumps, and devices;
- Calibrates and overhauls chemical and water flow metering and circulation devices, gauges, and meters;
- Maintains, repairs, and replaces filter systems, recirculation pipes, valves, related fittings, and pumps;
- Performs painting and marking of filters and circulation systems;
- Samples and tests aquatic facility water;
- Tests and maintains water quality as required by health codes and safety standards;
- Calculates accurate water treatment chemical applications;
- Applies the proper chemicals, backwashing procedures, water circulation, and filtration to provide and maintain consistent water balance and quality required by established health codes and safety standards;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Keeps accurate records on water quality and the condition of the aquatic facilities equipment, materials, and supplies;
- Inspects and logs safety incidents, equipment malfunctions, vandalism, and thefts;
- Inspects and reports or repairs malfunctions to lighting, electrical, electronic, and heating systems;
- Reports structural wear or failures of aquatic facilities;
- Maintains inventory of equipment and schedules maintenance for equipment.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience maintaining and repairing mechanical equipment including pumps, valves, filters, chemical systems, and piping systems at large commercial aquatic facilities. Qualifying experience must include one year of full-time experience in the renovation and/or modification of pumping, circulation, and filtration systems. Possession of a valid Certified Pool/Spa Operator (CPO) or Aquatic Facility Operator (AFO) certification is required at time of hire, and a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AQUATICS TECHNICIAN SUPERVISOR – 1738

NOTE: formerly POOL TECHNICIAN SUPERVISOR

DEFINITION:

Under direction, to inspect and maintain City aquatic equipment and facilities including fountains, irrigation booster pumps, water features, and swimming pools; to ensure the maintenance of proper aquatic facility water quality as required by health codes; to supervise subordinates engaged in maintaining aquatic equipment and water quality; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Establishes and implements a preventive maintenance schedule for all aquatic equipment such as pumps, filters, and water treatment systems;
- Selects, schedules, assigns, and rates the work performance of subordinates engaged in testing and maintaining proper water quality and the repair, overhaul, or replacement of aquatic equipment;
- Prepares specifications for contractual services for maintenance projects;
- Inspects contractual maintenance work in progress and upon completion;
- Reviews service requests and coordinates support services with other divisions, departments, and contractors;
- Inspects aquatic facilities for proper water treatment, filtration, and circulation and to assess the condition of structural components;
- Serves as liaison between aquatic maintenance and aquatic programming operations;
- Responds to citizen inquiries and complaints regarding aquatic facilities issues;
- Trains subordinates in all facets of aquatic facility maintenance including hazardous materials handling, storage, and disposal to ensure employee and public safety;
- Coordinates the purchasing of and/or procures aquatic maintenance supplies, chemicals, and equipment;
- Meets with vendors to evaluate products related to aquatic facility water quality, equipment, and facilities;
- Participates in the review of design plans for new aquatics facilities to enhance ease of facility operation and maintenance;
- Coordinates support services with other department, division, and contractors;
- Reviews and maintains aquatic facility water quality, safety, maintenance, and repair records;
- Prepares preliminary budget data related to aquatic facility maintenance and repair.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience maintaining and repairing mechanical equipment including pumps, valves, filters, chemical systems, and piping systems, which must include two years of experience repairing and maintaining a variety of mechanical equipment and maintaining the water quality for a large commercial aquatic facility. Possession of a valid Certified Pool/Spa Operator (CPO) certificate, or Aquatic Facility Operator (AFO), and a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AREA MANAGER I - 1130

DEFINITION:

Under direction, to supervise area-wide recreation programs and activities, facility maintenance, and grounds maintenance functions in a geographical area having (1) a large recreation center/athletic facility or a medium-sized recreation center requiring difficult and sensitive community liaison work; or (2) a combination of a medium-sized recreation center or a small facility requiring difficult and sensitive community liaison work, and a small recreation facility having a limited range of recreation activities, programs, and maintenance functions.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, and supervises the work of subordinate recreation center, swimming pool, playground, and grounds and facility maintenance personnel;
- Directly initiates, modifies, and deletes programs;
- Determines community needs;
- Plans, organizes, conducts, and supervises all special events;
- May conduct face-to-face program leadership at the particular recreation center where assigned;
- Reviews program submittals and evaluations from subordinates and formulates programs from recommendations made;
- Meets with community organizations and recreation councils to determine area-wide needs and to provide staff support;
- Resolves difficult and sensitive public complaints;
- Administers area-wide planning, research, and training efforts;
- Consults with superiors to determine area-wide grounds maintenance needs;
- Supervises grounds and facility maintenance work at recreation center or facility where assigned;
- Through subordinate directors at other recreation centers, oversees general maintenance programs;
- Coordinates and develops area-wide maintenance programs for satellite activities such as neighborhood and community parks, undeveloped parks, athletic fields, and playground areas;
- Prepares annual budget estimates for the area including recommendations for staff, equipment, supplies, and capital improvements;
- Monitors work schedules and use of budgeted staff hours;
- Recruits and supervises contractual program employees and volunteers;
- Prepares reports, maintains records, and monitors the operation of special fund accounts;
- Assigns, trains, and evaluates the work performance of subordinates.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree, **AND** two years of full-time experience as a Grounds Maintenance Supervisor or Utility Supervisor supervising grounds maintenance functions with the City of San Diego; **OR** two years of full-time experience as a Recreation Center Director I, II, or III, or Recreation Specialist with the City of San Diego. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AREA MANAGER II - 1131

DEFINITION:

Under direction, to supervise and coordinate, through subordinate supervisors, area-wide recreation programs and activities, facility maintenance, and grounds maintenance functions in (1) an area having more than one major recreation center or a combination of a large, medium, and/or small center requiring very difficult and sensitive community liaison work; or (2) a significant regional community recreation center; to supervise and coordinate City-wide cultural and art programs and Balboa Park facility maintenance; to manage and coordinate municipal golf course maintenance and operations; to manage and coordinate City lakes maintenance and operations.

*** EXAMPLES OF DUTIES:**

- Coordinates the work of, and provides overall supervision and guidance to, subordinate recreation center, swimming pool, playground, and grounds and facility maintenance personnel;
- Initiates, modifies, and deletes recreation programs;
- Determines community needs;
- Plans, organizes, conducts, supervises all special events;
- May conduct face-to-face program leadership at recreation center where assigned;
- Through subordinate directors of other recreation centers, supervises the development, organization, and administration of recreation programs to meet diverse community needs and interests;
- Reviews program recommendations and formulates decisions from recommendations made;
- Interprets and explains park and recreation programs and policies to community organizations, including recreation councils, area committees, and other groups and works with the organizations on various types of projects and programs;
- Resolves difficult and sensitive complaints;
- Administers area-wide planning, research, and training programs;
- Coordinates and supervises City-wide cultural activities and art programs or City-wide athletic programs;
- Supervises grounds and facility maintenance work at the recreation center or facility where assigned;
- Through subordinate directors of other centers in the area, coordinates general maintenance programs;
- Coordinates and develops area-wide maintenance programs for satellite activities such as athletic fields, playground areas, neighborhood and community parks, and undeveloped parks;
- Through subordinate supervisors, oversees the reconstruction, repair, and maintenance of a major municipal golf course site;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Plans, supervises, and reviews the work of subordinates engaged in municipal golf course operations and tournament programs;
- Prepares annual budget estimates for the area or function overseen including recommendations for staff, supplies, and equipment;
- Inspects and administers contract maintenance agreements, and tennis court and building operation leases/permits;
- Monitors work schedules and the use of budget staff hours;
- Arranges for and coordinates the services of other City departments and contractual agencies;
- Prepares a variety of reports, maintains records, and monitors the operation of special fund accounts;
- Makes presentations to community groups;
- Assigns, trains, and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units- 12 semester/180 quarter), **AND** two years of full-time experience as a Recreation Center Director I, Recreation Center Director II, Recreation Center Director III, Recreation Specialist, or equivalent experience with the City of San Diego; **OR** two years of full-time experience as a Grounds Maintenance Supervisor or Utility Supervisor with the City of San Diego; **OR** two years full-time professional-level recreation experience which must include: planning and directing all operations at a regional park or open space park, community center, playground, swimming facility, or recreation facility, including planning and administering a variety of recreation and/or park interpretative programs and special events; managing/supervising employees, and directing building/grounds maintenance and security; **OR** two years full-time professional-level grounds maintenance experience which must include one of the following: writing/administering grounds maintenance contracts for a large organization/facility (e.g., stadiums golf courses, public water parks, neighborhood/community/regional/coastal parks, leisure parks, recreational theme parks) and/or managing/supervising crews engaged in grounds maintenance functions at these types of facilities.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

AREA REFUSE COLLECTION SUPERVISOR - 1835

DEFINITION:

Under direction, to supervise the work of Environmental Services collection crews; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises refuse, organic waste, yard waste, and/or recycling collection crews operating various waste collection vehicles such as automated side-loading and semi-automated rear-loading packer and/or recycling trucks in an assigned section;
- Receives, investigates, and resolves complaints from the public;
- Evaluates and makes changes in workloads and collection routes;
- Investigates and makes reports of crew accidents and injuries;
- Represents management in employer-employee relations issues with subordinates and processes disciplinary actions and grievances;
- Makes recommendations for improving methods and service;
- Enforces safety regulations;
- Keeps payroll and workload related records and prepares reports;
- Maintains assigned vehicles;
- Encodes and updates data;
- Trains and rates the work performance of subordinates;
- Has responsibility for care and maintenance of assigned vehicles.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience as a Sanitation Driver II and/or Sanitation Driver III with the City of San Diego, operating waste collection vehicles for the purpose of collecting and transporting refuse, organic waste, and/or recyclable materials, **AND** a valid unrestricted California Class A or B Driver License, **AND** a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of hire.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ARJIS ADMINISTRATOR - 1253

DEFINITION:

Under direction, to serve as the primary liaison between member law enforcement agencies and the Police Department in the development, testing, and implementation of enhancements to the Automated Regional Justice Information System (ARJIS); to prepare, analyze, and administer the ARJIS program budget; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Serves as staff to the ARJIS Board of Directors, Program and Budget Committee, and the Management Committee;
- Serves as the chair to user committees;
- Provides liaison between the member law enforcement agencies and the Police Department in the development, testing, and implementation of enhancements to ARJIS system;
- Coordinates the activities of committees;
- Reviews, evaluates, and makes recommendations on policies and procedures affecting the Automated Regional Justice Information System;
- Meets with and briefs elected and appointed officials of the member agencies on issues affecting ARJIS;
- Prepares and administers the budget;
- Trains various agency staff members in the use of ARJIS.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree; **AND** three years of full-time experience in data systems management, systems problem solving, program design, and development of user training.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ARTS MANAGEMENT ASSOCIATE - 1212

DEFINITION:

Under direction, at the journey-level, to perform a variety of public art administration work associated with performing arts center management, public art project management, and arts and culture funding program management; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Drafts funding proposals or requests for proposals;
- Conducts studies and analyzes data as needed to assist with the development of policies, procedures, and programs;
- Responds to and resolves customer concerns;
- Plans and coordinates special events and performs a variety of arts administration and project management duties;
- Coordinates community participation and visual/performing artist selection processes;
- Prepares and negotiates contracts with visual/performing artists;
- Oversees the design, fabrication, and installation of commissioned artwork;
- Serves as liaison with visual/performing artists, architects, engineers, City departments, and community groups;
- Oversees collections management activities, including the maintenance of City-owned artwork;
- Performs public art project management activities;
- Performs research, analysis, and database management;
- Drafts press releases and public service announcements;
- Processes incoming applications or project proposals for panel review;
- Analyzes data and drafts management reports;
- Makes public presentations and prepares informational materials regarding programs;
- Prepares, tracks, and analyzes budgets;
- Coordinates with other City departments to determine artist involvement and other public art components for capital improvement projects;
- Coordinates the arts and culture grant process;
- Provides technical assistance to arts and culture grant applicants;
- Responds to and resolves community concerns regarding art and design issues;
- Performs contract management for arts and culture services;
- Performs contract award management for arts and culture grants and financial assistance agreements;
- Plans, prepares, implements, and evaluates arts and culture programs, projects, and policies;
- Makes public presentations and prepares informational materials regarding programs;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Performs other related public art administration duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Arts History, Visual/Performing Arts, Arts Administration, Business Administration, Nonprofit Management, or a closely related field, **AND** one of the following: two years of full-time experience in the development and implementation of an arts and culture program, **OR** two years of professional-level budget and/or administrative experience which must include one or both of the following as primary duties: preparing, tracking, and analyzing budget requests and/or conducting administrative studies, including research and analyses of data and determining appropriate courses of action; **OR** Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** two years of full-time experience in the development and implementation of an arts and culture program.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ARTS MANAGEMENT ASSISTANT - 1211

DEFINITION:

Under general supervision, to perform public art administration work of limited scope and average difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in planning and coordinating press conferences and staged events;
- Co-facilitates technical assistance workshops;
- Completes committee assignments;
- Plans and coordinates technical logistics for meetings, workshops, and other special events;
- Provides group and individual assistance related to arts and culture programs;
- Maintains computer databases and basic desktop publishing;
- Conducts research using a variety of print and electronic resources;
- Assists with collections management activities;
- Assists with public art project management activities;
- Assists with and prepares budgets and grant proposals;
- Drafts press releases and public service announcements;
- Processes incoming applications or project proposals for panel review;
- Analyzes data and draft management reports;
- Makes public presentations and prepares informational materials regarding programs;
- Prepares, tracks, and analyzes budgets;
- Performs other related public art administration duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Arts History, Visual/Performing Arts, Arts Administration, Business Administration, Nonprofit Management, or a closely related field, **AND** one year of professional full-time experience in the development, implementation, and/or administration of an arts and culture, public art, and/or visual arts program, **OR** one year of professional level budget and/or administrative experience that includes one or both of the following as primary duties: preparing, tracking, and analyzing budget requests and/or conducting administrative studies including research and analyses of data and determining appropriate courses of

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

action; **OR** Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** one year of professional full-time experience in the development, implementation, and/or administration of an arts and culture, public art, and/or visual arts program.

July 1, 2010

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASBESTOS AND LEAD PROGRAM INSPECTOR - 1122

DEFINITION:

Under general supervision, to manage asbestos and lead abatement projects of City owned buildings; to conduct lead safety inspections; to enforce City codes and regulations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects facilities, buildings, and residences to identify asbestos and/or lead containing materials;
- Develops facility asbestos and/or lead management plans;
- Determines need for contractual work;
- Develops contract specifications;
- Monitors and inspects contractors' work to ensure compliance with EPA and OSHA regulations and contract specifications;
- Issues citations and/or notices of violation;
- Conducts City-wide training regarding asbestos and lead hazards;
- Maintains and updates a computer database of asbestos and lead facility information;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Possession of a valid, current Lead Certified Inspector/Assessor certification from the California Department of Health Services (DHS); **OR** three years of full-time experience performing one of the following: (1) conducting asbestos and/or lead inspections and assessing environmental hazards; or (2) designing asbestos and/or lead abatement projects which must include preparing reports and recommendations for mitigation measures and developing specifications for asbestos and/or lead abatement work; **AND** successful completion of all of the following Asbestos Hazards Emergency Response Act (AHERA) accredited courses: (1) Asbestos Inspector; (2) Asbestos Management Planning; (3) Asbestos Supervisor; (4) Asbestos Project Design. Possession of a valid California Class C Driver License is required.

An Associate's Degree in Occupational Safety and Health or a closely related degree in an environmental science field may be substituted for one year of experience. A Bachelor's Degree or higher in Occupational Safety and Health or a closely related degree in an environmental science field may be substituted for two years of experience.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASBESTOS PROGRAM MANAGER

DEFINITION:

Under direction, to plan, develop, organize, coordinate and direct a City-wide Asbestos Management Program; to oversee, through subordinate supervisors, the implementation of a wide variety of abatement and containment programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and implements asbestos abatement policies and procedures;
- Ensures City compliance with State, Federal and local regulations regarding the management, abatement and disposal of asbestos;
- Reviews changes in asbestos legislation to determine its impact on City operations;
- Coordinates the screening of City facilities for asbestos;
- Oversees the development and modification of individual building asbestos management plans;
- Coordinates the retention of data regarding asbestos management and abatement activity;
- Supervises the medical surveillance program designed to monitor the health history of employees exposed to asbestos;
- Develops and coordinates City-wide asbestos training programs;
- Prepares budget and staffing reports;
- Supervises the collection and organization of operational data related to the City's cost-recovery suit against asbestos manufacturers;
- Coordinates emergency responses to asbestos exposure;
- Selects, trains and rates the performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's Degree, **AND** three years experience in the investigation, inspection and control of asbestos contained materials in the work place, including one year of experience in the administration and implementation of an asbestos management program.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSET MANAGEMENT COORDINATOR - 1037

DEFINITION:

Under direction, to plan, coordinate, and direct a Citywide asset management program; to direct and supervise personnel in the performance of professional asset management work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, and reviews the work of staff using enterprise systems to support the integrity and reliability of assets, systems, and business solutions;
- Establishes objectives, standards, priorities, policies, and work procedures related to the support of the work management, asset management, and supply chain systems necessary to maintain assets;
- Identifies inefficiencies and develops recommendations to improve performance;
- Ensures materials, replacement parts, and consumables are available to maintenance and operations staff to perform maintenance;
- Ensures supply chain, material, warehouse, inventory management, and asset management software systems are used in coordination with City asset policies, procedures, and practices;
- Makes programmatic decisions;
- Develops and implements long-range goals and budgets based on system life-cycle analysis;
- Researches and analyzes legislation affecting system management;
- Researches and develops asset management markets;
- Researches current and emerging asset management technology solutions;
- Analyzes industry trends and best practices to identify program efficiencies;
- Develops and monitors the asset management program budget;
- Develops and monitors capital outlays for programs and projects;
- Prepares grant proposals;
- Reviews and analyzes contracts;
- Acts as liaison with federal, state, and local conferences and other major asset management events;
- Provides technical asset management information and expertise to City staff, City Council, political bodies, and citizen groups;
- Assists with vendor selection and oversight;
- Makes presentations and writes reports regarding the usage of systems to support asset management, maintenance planning, parts and materials procurement, safety staffing, reorganization, personnel systems, and budget cost analyses;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Oversees the centralized supply chain management section or asset management section; manages all supply chain and/or asset management logistics functions including material procurement, inventory management, warehouse management, and asset maintenance to ensure assets are maintained and operated effectively;
- Supervises, trains, and evaluates subordinate staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** five years of full-time professional experience in one of the following: Supply Chain Management; Asset Management; Maintenance Materials Planning; Project/Program Management; and Field Engineering. A Master's degree in Public Administration, Business Administration, or Environmental Science may be substituted for a maximum of six months of the required experience. A valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT CUSTOMER SERVICES SUPERVISOR - 1137

DEFINITION:

Under direction, to assist in planning, coordinating, and administering the City's water and sewer customer services activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in planning, coordinating, and administering water and sewer billing, collection, service, records, field investigation, meter reading, and delinquent account functions;
- Assists in reviewing, interpreting, and recommending changes to the Municipal Code pertaining to water and sewer services;
- Assists in establishing and revising work programs and schedules;
- Plans, implements, and coordinates an employee training program for customer service activities;
- Develops and outlines a detailed procedural training manual for customer service employees;
- Assists in reviewing, interpreting, and recommending changes to the Municipal Code pertaining to water and sewer services, departmental rules, regulations, and policies;
- Interprets department and division policies and procedures pertaining to customer service functions;
- Contacts customers on payment and abnormal water use problems;
- Resolves difficult and sensitive public relations issues;
- Supervises, trains, and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing supervisory duties in a customer service function. Qualifying experience must include the full range of supervisory responsibility for employee selection, training, evaluation, commendations, and discipline.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT DEPARTMENT HUMAN RESOURCES ANALYST - 1363

DEFINITION:

Under general supervision, to perform professional human resources work of average difficulty for a department or division; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class within the Department Human Resources Analyst series and is distinguished from the next higher class, Associate Department Human Resources Analyst, in that incumbents at the sub-journey level typically exercise less independent judgment on matters related to work procedures and methods.

*** EXAMPLES OF DUTIES:**

- Performs work in a wide variety of human resources (HR) topics/programs for a City department, including sexual harassment prevention, equal employment opportunities (EEO), hiring interviews, employee performance reviews, discipline, threat management, family medical leaves, meet and confer, contract negotiation, etc.;
- Provides guidance, training, and assistance to department management and employees on a variety of human resources questions/issues;
- Counsels department employees and researches and interprets various City policies and procedures such as Civil Service Rules, Personnel Manual, Administrative Regulations, Memoranda of Understanding (MOUs), department instructions, and Federal and State laws and legal guidelines;
- Conducts and reviews departmental equal employment opportunity (EEO) and/or disciplinary fact-finding investigations;
- Develops Appointing Authority interview packets;
- Develops human resources-related programs;
- Assists in the development of classification requests;
- Serves as a department liaison to Personnel, Risk Management, Human Resources, and labor organizations;
- Conducts special studies;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: The minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units), **AND** one year of full-time professional human resources experience at a government agency. Qualifying professional human resources experience must include responsibility for conducting professional level studies to identify problems and/or formulate recommendations in at least one of the following areas: 1) labor relations/negotiations; 2) reviewing, developing, and conducting selection/interview processes; 3) interpretation of administrative or personnel regulations to the public, management, and/or employees; 4) organizational effectiveness and productivity studies; 5) administration of human resources programs related to employee benefits, medical placement, light duty, workers' compensation, rehabilitation, or retirement; 6) misconduct/equal employment opportunity fact-finding or similar investigations; and/or 7) employee relations and development.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT DISPUTE RESOLUTION OFFICER - 1409

DEFINITION:

Under general supervision, to assist in resolving citizen disputes without formal court proceedings; to conduct interviews, mediation, and informal hearings in the Dispute Resolution Program; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts interviews with individuals in assigned cases to determine the facts in the cases and proper approach to resolve them;
- Prepares written documentation of case history;
- Performs formal mediation when appropriate to resolve conflict within a case;
- Conducts informal office hearings to obtain compliance with the law;
- Recommends cases for prosecution;
- Conducts hearings for the San Diego Parenting Program to determine proper course of action for parents of minors involved in illegal activity;
- Recruits interns from law schools for the internship program;
- Supervises subordinate staff performing support duties for the Dispute Resolution Office;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** one year of professional experience as a mediator. Qualifying professional mediation experience must be in a professional mediation agency (e.g., San Diego Mediation Center, California Dispute Resolution Council) or court program. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT ECONOMIST - 1158

DEFINITION:

Under general supervision, to perform studies of average difficulty and limited scope in determining the economic impact of urban growth; to assist in making short and long-range econometric revenue/cost projections on a City-wide basis; to assist in facilitating bond financings and conducting post-issuance administration; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts a variety of analyses of average difficulty and limited scope in determining the economic impact of urban growth;
- Assists in developing econometric models to measure and forecast revenues; assists in and collects and interprets data on specific economic variables to determine historical performance and make economic projections;
- Assists in determining the statistical relationships between specific economic variables and revenue sources;
- Researches and separates economic data reported on a regional basis and determines corresponding City-wide data; assists in determining the reliability of simulation models and equations by applying routine statistical tests;
- Assists in evaluating various tax forms and in performing cost-benefit analysis of capital improvement programs;
- Assists in researching and preparing reports and recommendations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's degree in Economics, Business, Finance, or a closely related field such as Public Administration or Mathematics which must include a minimum of 24 semester/36 quarter college credits of coursework in the following areas: Microeconomics, Macroeconomics, Economics, Accounting, Finance, Statistics, and Fiscal and Budgetary Policy.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT ENGINEER – CIVIL - 1153

DEFINITION:

Under general supervision, to perform journey-level professional engineering work; to serve as a design engineer with responsibility for all phases of a design project; to perform complex construction inspection; to check building and subdivision plans; to serve as project manager for an engineering project of average complexity; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares construction plans, profiles, property maps, and cross-sections for the design of improvements and structures;
- Makes quantity and cost estimates;
- Performs horizontal and vertical alignments;
- Prepares curve, flow, and capacity computations;
- Establishes tentative grades;
- Prepares design sketches for drafting personnel or may do the drafting for such design projects;
- Prepares cost and strength evaluations;
- Prepares specifications and contracts documents after conference with appropriate supervisors;
- Inspects and coordinates the construction of major construction projects such as buildings, bridges, reservoirs, sewers, water lines, and major water and sewage treatment plants;
- Inspects and tests construction materials;
- Serves as a resident engineer on City contract construction and inspects subdivision or permit construction work;
- Performs operational and facility improvement studies;
- Reviews moderately complex plans for conformance to code;
- Calculates structural adequacy;
- Consults with architects and contractors regarding required plan modifications;
- Checks and approves the public improvement proposals and designs of private engineers for conformance with State and local requirements and standards;
- Oversees the maintenance and retention of engineering maps and records in various types of systems including automated and manual systems;
- May supervise paraprofessional engineering or drafting staff in a variety of engineering and drafting support functions;
- Coordinates and performs engineering-related Geographical Information Systems (GIS) functions and ensures the integrity and maintenance of the information within the GIS databases;
- Coordinates and performs Computer Aided Drafting and Design (CADD) functions;
- Assists in developing Capital Improvement Project budgets;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Performs complex computer data modeling for planning, operational support, and other engineering related purposes.

As a design or construction project manager:

- Coordinates the planning, design, and construction of engineering projects of average complexity;
- Assists in the consultant selection process and in negotiating scopes of work;
- Approves contractor progress payments and minor change orders.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Civil Engineering or a related engineering field; **OR** registration as a professional Civil, Structural, or Traffic Engineer with a State licensing board; **OR** certification as an Engineer-in-Training, **AND** two years of full-time professional civil engineering experience.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT ENGINEER – CORROSION – 1154

DEFINITION:

Under general supervision, to perform journey-level corrosion control engineering work; to lead the work of outside corrosion control consultants; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the corrosion engineering-series. Incumbents in this class are expected to perform their duties with only occasional instructions or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

* **EXAMPLES OF DUTIES:**

- Prepares engineering designs and specifications for corrosion control systems;
- Develops larger designs for corrosion control approaches;
- Creates and implements test protocols for existing corrosion control devices and coatings;
- Prepares technical engineering studies and bid documents;
- Performs design and repair projects to replace existing cathodic protection systems;
- Performs cathodic protection that is directly involved in the design and construction phase of projects;
- Assists in data analysis;
- Writes routine reports and specifications;
- Performs field investigations and inspections;
- Assists in performing in-depth corrosion studies and evaluations to determine the extent of corrosion and necessary mitigation;
- Prepares engineering calculations of the effects of various corrosion control processes;
- Inspects corrosion control coatings at off-site materials production plants for acceptance by the City;
- Assists in planning, developing, maintaining, and implementing a Citywide corrosion mitigation program for the City's water and wastewater facilities;
- Supervises and reviews the work of subordinate personnel;
- Performs related duties.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Civil, Electrical, Mechanical Engineering, or a closely related engineering field; **OR** Engineer-in-Training (EIT) Certificate issued from a state licensing board; **OR** registration as a Professional Civil, Corrosion, Electrical, or Mechanical Engineer with a state licensing board, **AND** two years of full-time professional corrosion engineering experience which must include preparation of design drawings and development of specifications for cathodic protection systems and field inspection, testing, and troubleshooting of cathodic protection systems. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT ENGINEER – ELECTRICAL - 1157

DEFINITION:

Under general supervision, to perform journey-level professional electrical engineering, design, and inspection work; to check complex building plans for electrical design; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs journey-level electrical or electronic engineering designs and calculations;
- Prepares plans, estimates, and specifications for electrical or electronic contract work involving traffic signals, telemetering, radio communications systems, street lighting, parking lot and recreation field lighting, pumping plants, and structures;
- Administers and inspects the construction of electrical upgrade projects, traffic signals, and street lighting to ensure compliance with plans, specifications, and contract requirements;
- Consults with department representatives and other agencies on electrical or electronic engineering problems;
- Checks plans and specifications developed by consultants;
- Performs project site visits;
- Performs construction material evaluation/testing;
- Inspects major electrical or electronic contract work; checks material lists to ensure conformance with specifications; makes field investigations and surveys;
- Prepares calculations for photometrics, power, and energy studies and load characteristics;
- Utilizes Geographic Information System (GIS) applications;
- Utilizing Splash, Sharq, SAP, and other software to post and update project information and schedules and managing financial aspects of an engineering project;
- May supervise and check the work of subordinate engineers and drafting personnel;
- Checks complex building plans for conformance to applicable electrical regulations and calculates electrical adequacy;
- Prepares reports and written recommendations, and updates project files;
- Prepares sketches, layouts, material lists, and cost estimates;
- Coordinates construction activities with other agencies and citizen groups.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

College graduation with a Bachelor's degree in Electrical Engineering or a closely related engineering field; **OR** certification as an Engineer-in-Training; **OR** registration as a professional Electrical Engineer with a State licensing board, **AND** two years of full-time professional electrical engineering experience in at least two of the following as a primary job function: 1) energy management; 2) building, construction, energy, or control systems design and preparation of design specifications; 3) managing electrical, energy, or control systems engineering projects to design public works projects, industrial or commercial systems, and/or wastewater treatment systems; and/or 4) field engineering to inspect and solve complex electrical engineering or public works project problems. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT ENGINEER - FIRE PROTECTION - 1203

DEFINITION:

Under general supervision, at the journey-level, to perform difficult and complex fire protection plan reviews of development projects; to perform specialized engineering work in fire prevention and safety; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews building and construction plans and specifications related to development projects such as multi-family residential, commercial, and industrial buildings to ensure compliance with local and state fire, building, and residential codes and ordinances and applicable National Fire Protection Association standards;
- Reviews projects for compliance with hazardous materials requirements;
- Evaluates requests for alternate materials and methods of construction;
- Recommends changes in design, materials, or equipment such as structural component protection, fire protection equipment, life safety equipment, and alarm systems;
- Provides research support to building inspectors and technical enforcement advice to building contractors, architects, and other officials on fire and life safety problems;
- Reviews codes, ordinances, and fire protection standards from other jurisdictions for possible local application;
- Recommends revisions to fire protection codes and ordinances;
- Coordinates with City departments on fire protection issues;
- Conducts project site visits and inspections of fire alarm systems, fire sprinklers, hazardous materials, smoke control, kitchen hood systems, and special suppression systems;
- Updates project files and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Fire Protection Engineering, Fire Protection and Safety Engineering Technology, or a closely related engineering field, **OR** Engineer-in-Training (EIT) Certificate issued from a state licensing board, **OR** registration as a professional Fire Protection Engineer with the State of California; **AND** two years of full-time professional experience in fire protection engineering. Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT ENGINEER – MECHANICAL - 1167

DEFINITION:

Under general supervision, to perform professional mechanical engineering work; to design and inspect mechanical and motive equipment; to check moderately complex building and engineering plans for mechanical design; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs professional level design, research, and inspection of mechanical and motive equipment used in City facilities, vehicles, or activities;
- Performs controlled experiments on efficiency and expected life of mechanical, motive, and related equipment and materials;
- Recommends the replacement and acquisition of equipment;
- Prepares drawings and specifications for mechanical and motive equipment;
- Prepares cost estimates on assigned projects;
- Provides information to engineers, architects, and contractors;
- Makes field inspections to assure compliance with plans and specifications;
- Checks building plans for compliance with mechanical, plumbing, heating ventilation air-conditioning (HVAC), water, gas, sanitary piping, energy conservation, noise control, and electrical codes and standards;
- Checks engineering plans for conformance to a variety of Federal, State, and local mechanical codes as applied to buildings, vertical lift devices, ventilation and heating systems, motive equipment, thermal insulation, water, gas, and sanitary piping;
- Calculates, reviews, and verifies mechanical adequacy;
- Prepares specifications;
- Reviews engineering-related legislation for impact on City operations;
- Consults with architects and contractors regarding required plan modifications;
- May be assigned to assist field inspectors;
- Prepares reports and written recommendations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Mechanical Engineering or a closely related engineering field; **OR** certification as an Engineer-in-Training; **OR** registration as a professional Mechanical Engineer with a State licensing board, **AND** two years of full-time

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

professional-level mechanical engineering experience. Qualifying professional-level experience must include: checking building plans for compliance with mechanical and plumbing codes and standards; reviewing and verifying mechanical adequacy; and providing information to engineers, architects, and contractors regarding plan modification, building regulations, and mechanical/plumbing design issues. Possession of valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT ENGINEER – TRAFFIC - 1207

DEFINITION:

Under general supervision, to perform journey-level professional traffic engineering and transportation planning work in developing plans for facilitating traffic movements, accident prevention, and street lighting facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares journey-level analyses of, and drafts reports on, varied transportation projects;
- Performs traffic accident, transportation systems oversight, and traffic safety analyses, and performs field surveys and studies of existing statistical data;
- Recommends changes to striping, pavement markings, signage, and parking to facilitate safe and efficient traffic flow;
- Reviews proposed subdivision maps;
- Makes studies of street and intersection capacity and recommends necessary street changes for improved traffic movement;
- Reviews calculations and leads the work of personnel conducting traffic surveys;
- Plans traffic signal, traffic sign, street light, and other control device locations;
- Develops plans, estimates, and special provisions for electrical contract work involving traffic signal and safety lighting systems;
- Prepares signal timing plans and coordinates signal timing using SYNCHRO and diagrams, and evaluates results following the installation of timing schedules;
- Reviews transportation studies;
- Assists with implementing programs such as the Bicycle Program, traffic signal management, right-of-way coordination, mobility planning, capital improvement projects, and traffic safety plan checks;
- Coordinates construction activities with other agencies and citizen groups.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Traffic, Civil, Electrical Engineering, or a closely related field; **OR** certification as an Engineer-in-Training; **OR** registration as a professional Traffic, Civil, or Electrical Engineer with a State licensing board, **AND** two

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

years of full-time professional traffic engineering or transportation planning experience. Qualifying professional experience must include at least one of the following options: 1) Conducting traffic engineering analyses, preparing reports, or reviewing plans on striping, pavement marking, street and intersection capacity, parking, signing, traffic surveys, traffic safety, or traffic control work zones; 2) Transportation plan review of subdivision maps, state highway plans, environmental impact reports, community plans, public improvement plans, or other plans or documents; 3) Travel forecasting and transportation planning analyses which include network analysis and the use of transportation planning software (e.g., TRANSPLAN/TRANSCAD or equivalent transportation modeling software) to analyze future transportation system needs; or 4) Traffic signal or street light planning, design, operations, and inspections, including signal timing diagrams and schedules.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT FACILITY MANAGER - 1159

DEFINITION:

Under direction, to assist in managing the operation and maintenance of a major City public assembly facility; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in representing the City and providing liaison with citizens' groups and public agencies concerned with the development, operation, and use of City public assembly facilities;
- Assists in managing the operation of a major multi-use public assembly facility;
- Assists in negotiating, developing, and administering concession, maintenance, and operations contracts;
- Supervises and directs City staff and contract personnel;
- Ensures tenant compliance with Use Permit specifications;
- Assists in developing, administering, and providing fiscal control of operations and promotions budgets;
- Performs operations analysis and makes recommendations;
- Performs special assignments.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** three years of full-time experience in managing the operations and maintenance or in the administration of a public assembly facility, **OR** three years of full-time experience negotiating contracts and booking public assembly facility conventions, performing arts, or athletic events.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT FIRE MARSHAL - 1156

DEFINITION:

Under direction, to supervise, coordinate, and administer a major section within the Fire Prevention Bureau of the San Diego Fire-Rescue Department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, through subordinate supervisors, the work of fire prevention inspectors;
- Establishes and interprets fire plan checks and inspections, and fire code policies and procedures;
- Documents program development and effectiveness;
- Assists in the annual preparation of the budget;
- Monitors the section's budgetary status;
- Analyzes data and prepares reports;
- Reviews and evaluates policies and procedures in response to changes in fire codes and fire prevention technology;
- Monitors work output of operating units; develops work objectives for activities and operations;
- Initiates code enforcement and fire prevention activities and programs;
- Responds to requests and complaints from the public regarding code requirements and Fire Prevention Bureau activities and functions;
- Reviews proposed legislation at the local, state, and federal level pertinent to code enforcement or other Fire Prevention Bureau functions;
- Assists in the development and/or revision of policies or code regulations;
- Explains department policies and procedures, and City, state, and federal regulations and codes;
- Prepares, reviews, and evaluates reports and correspondence;
- Represents the department before government and community bodies on current and proposed programs and/or activities;
- Serves on committees and groups to discuss changes in fire technology and coordinate activities or programs;
- Mediates and resolves employee complaints and grievances;
- Conducts special studies; selects, trains, and disciplines personnel;
- Evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Fire Prevention Supervisor and/or a Fire Captain with the City of San Diego. Possession of valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT FLEET TECHNICIAN – 1450

NOTE: formerly Senior Motive Service Technician

DEFINITION:

Under general supervision, to perform a wide variety of servicing duties on motorcycle, automotive, light/heavy truck, construction, fire, safety, and industrial equipment; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Lubricates, fuels, and services motive, industrial, and construction equipment;
- Makes minor repairs, parts replacements, and adjustments;
- Orders, builds, installs, inspects, repairs, and replaces tires;
- Services and replaces batteries;
- Assists in heavy equipment repair;
- Drives a tow truck for field servicing operations;
- Drives and operate a fuel truck;
- Keeps service records;
- Performs preventive maintenance inspections;
- Performs daily Underground Storage Tank (UST)/Hazmat inspections and documents findings;
- Prepares basic reports;
- Performs simple mathematical calculations;
- Keeps up-to-date on current enhancements in the field of Automotive Technology;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time motive service work; **OR** an Associate's Degree in Automotive Technology or Auto Mechanics, **AND** one year of full-time motive service work experience; **OR** successful completion of a minimum of 600 hours of an accredited Automotive Services Training Program, **AND** one year of full-time motive service work experience. Qualifying motive service work experience must include all of the following: tire and battery servicing, vehicle lubrication, minor vehicle repair, and general maintenance on cars, trucks, or heavy equipment. A valid California Class C Driver License. Some positions may require a California Class B Driver License with Hazardous Materials and Tank Endorsements.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT GOLF COURSE SUPERINTENDENT – 1483

NOTE: formerly Greenskeeper Supervisor

DEFINITION:

Under direction, to supervise the work of subordinates engaged in the care and maintenance of a golf course; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the planting, mowing, trimming, irrigation, pruning, and general maintenance of turf, fairways, greens, aprons, tees, lawns, flower beds, trees, shrubs, bunkers, and similar landscaped areas at a golf course;
- Programs schedules for irrigation systems;
- Inspects areas for proper maintenance and repair and directs corrective action where necessary;
- Inspects course conditions on a daily basis;
- Schedules and assigns work to subordinates;
- Instructs subordinates on proper safety procedures;
- Estimates labor and materials required;
- Requisitions and issues tools, equipment, and supplies;
- Manages fertilizer and chemical applications;
- Personally directs the more difficult and responsible golf course maintenance and tournament preparation functions;
- Maintains proper golf course etiquette, safety, and rules;
- Trains subordinates and rates their work performance;
- Ensures the proper use and care of equipment, tools, and supplies;
- Keeps records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time paid greenskeeping experience at a golf course, **AND** two years of full-time paid grounds maintenance experience; **OR** two years of full-time paid greenskeeping experience at a golf course. A valid Qualified Applicator Certificate (QAC) in Landscape Maintenance issued from the State of California Department of Pesticide Regulation will be required. A valid California Class C Driver License is required.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT LABORATORY TECHNICIAN – 1160

DEFINITION:

Under general supervision, to perform simple and routine chemical and bacteriological testing and sampling; and to perform related work.

*** EXAMPLE OF DUTIES:**

- Collects various samples at treatment plants, water distribution systems, ocean waters, and/or from industrial wastewater discharges;
- Reads culture tubes and agar plates to determine the extent of bacterial growth;
- Reads results of basic chemical or bacteriological tests such as biological oxygen demands, chlorine field tests, pH values, and extent of dissolved oxygen;
- Independently collects various samples at designated sampling points located at beaches, bays, reservoirs, treatment plants, and drinking fountains while maintaining “chain of custody” requirements;
- Separates marine animals from sediments using a dissecting microscope;
- Collects and records routine data;
- Assists with basic chemical or bacteriological analyses of water, wastewater, and industrial wastes;
- Investigates sewage odor complaints;
- Maintains accurate inventories of sampling supplies, reagents, etc;
- Acid washes glassware for chemistry laboratory and fires glassware for organic analysis;
- Transports equipment, samples, and supplies;
- Logs and distributes incoming samples;
- Disposes of hazardous materials in a safe and legal manner;
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time general laboratory experience. Laboratory experience must include measuring and mixing chemicals or microbiological reagents and media; maintaining laboratory supplies; and operating laboratory equipment such as pipette machines, pH meters, balances, or sterilization equipment; **OR** satisfactory completion of at least one college-level course in both Biology and Chemistry, which must include one laboratory

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

course work; **OR** one year of full-time general laboratory experience, **AND** satisfactory completion of at least one college-level course in Biology or Chemistry which must include one laboratory course work; **OR** one year of full-time experience collecting samples from water, urban runoff/storm water, or wastewater facilities or the sites to fulfill regulatory requirements, **AND** satisfactory completion of at least one college-level course work in Biology or Chemistry which must include one laboratory course work. Experience must include field testing such as pH, conductivity, and temperature. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT MANAGEMENT ANALYST - 1132

NOTE: formerly Assistant Administrative Analyst

DEFINITION:

Under general supervision, to perform budgetary, fiscal, organization, crime analysis, and administrative studies and assignments of limited scope and average difficulty; to prepare, administer, and analyze operating and capital improvement budgets; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Assistant Management Analyst is the sub-journey class within the City's Management Analyst series. Most positions are classified as the Associate Management Analyst level, which is the fully experienced or journey-level class. In a training capacity, positions classified at this level may be underfilled with an Administrative Aide II or Management Trainee in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Associate Management Analyst, in that Assistant Management Analysts typically exercise less independent direction and judgment on matters related to work procedures and methods.

*** EXAMPLES OF DUTIES:**

- Conducts a variety of budgetary, fiscal, organizational, and administrative studies of limited scope and average difficulty;
- Assists in and prepares, administers, reviews, and analyzes the operating and capital improvement budgets for a department, major division, or grant program;
- Reviews and analyzes department budgets for adherence to City fiscal policy and numerical accuracy;
- Performs cost effectiveness and productivity studies;
- Determines and recommends work unit time standards, output measures, staffing requirements, and material and equipment usage levels;
- Compiles and interprets statistical data; analyzes department expenditures and makes fiscal projections;
- Analyzes revenue sources;
- Studies departmental administrative problems such as telephone utilization, space allocation, and work procedures;
- Determines and recommends budget review schedules;
- Prepares narrative justifications for budget programs and elements;
- Plans, designs, and implements budgetary and cost control forms;
- Maintains liaison between central budget office and operating departments;
- Assists in developing contracts with individual agencies for provision of services;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Assists in preparing grant applications and audits internal operations of grant programs to ensure compliance with grant fund requirements;
- Conducts crime pattern analysis and evaluates crime suppression techniques;
- Prepares written reports of studies conducted;
- Performs more difficult administrative and budgetary analysis as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum of 120 semester/180 quarter completed units), **OR** successful completion of 60 semester/90 quarter units, **AND** two years of full-time subprofessional administrative, budgetary, or personnel work; **AND** one year of full-time professional-level administrative, budgetary, productivity, personnel, crime analysis, or personnel work. Additional experience as listed above may be substituted for education lacked on a year-for-year basis. A Master's Degree in Public or Business Administration, Finance, Economics, Industrial Engineering, Industrial Psychology, or Management may be substituted for a maximum of one year of the required experience. A Master's Degree in a related field may be substituted for six months of the required experience.

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT PARK DESIGNER

DEFINITION:

Under general supervision, to assist in developing long-range land use plans, preliminary site studies, and landscape designs for park areas, recreation centers, other public facilities, and open space; to inspect park landscaping contract construction at the sub-journey level; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs studies of existing and proposed park and recreation facilities;
- Develops land use and planting plans consistent with landscape standards and use requirements;
- Consults with City departments, contract architects, and others;
- Prepares sketches and detailed plans;
- Inspects landscape work performed by contractors for conformance to contract specifications;
- Performs field studies and analysis in the formulation of project descriptions;
- Designs and assembles display materials;
- Prepares charts, maps, color renderings, layouts, reports, and recommendations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Landscape Architecture. Experience in landscape architecture or in designing or planning parks or recreation sites may be substituted for education lacked on a year-for-year basis up to a maximum of two years.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT PERSONNEL ANALYST - 1170

DEFINITION:

Under general supervision, to perform professional personnel work of average difficulty in a central personnel agency; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs position classification, compensation, liaison, recruiting, and examining work for assigned departments or classes;
- Prepares examination announcements and recruiting publicity;
- Reviews and evaluates applications against established standards;
- Constructs examinations;
- Administers performance tests;
- Develops and participates in interview processes;
- Analyzes test results and recommends passing points;
- Conducts classification and salary studies;
- Prepares and revises class specifications;
- Gathers salary data;
- Provides advice and assistance to departments on personnel problems;
- Counsels employees and applicants and interprets Civil Service rules, policy, and procedures;
- Conducts special studies;
- Prepares reports and correspondence;
- Reviews and processes various personnel transactions such as reinstatements, special leaves without pay, transfers, conviction history reviews, and requests for certification.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** one year of of full-time experience performing professional-level personnel or human resources work as a primary responsibility, such as conducting fact finding and investigating complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, and sexual harassment/orientation; conducting comprehensive pre/post employment

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

background investigations regarding medical and/or conviction histories; verifying employment/education/training records; conducting job analyses and developing job-related screening and selection instruments; reviewing employment applications for required qualifications; performing classification and salary/compensation related studies to include conducting studies to allocate positions to appropriate classifications; creating new classifications and corresponding compensation schedules; providing official staff support to employees, departments and unions to include interpreting and enforcing personnel rules and regulations, policies, and programs; developing and implementing comprehensive recruitment programs; and promoting career opportunities and performing job counseling/recruitment outreach at job fairs and community meetings/events; **OR** equal to the minimum qualifications for Personnel Assistant II, **AND** two years of full-time professional level experience performing any of the responsibilities listed above.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT PLANNER - 1175

DEFINITION:

Under general supervision, to perform professional planning and environmental impact analysis and research at the sub-journey level; to assist with more complex projects and assignments; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Participates in the preparation and revision of land use, transportation, community, neighborhood, and general plans;
- Assists with developing and managing environmental, general, community, and urban plans;
- Conducts research on a variety of planning problems and issues such as land use, growth management, urban design, housing, zoning, subdivision, transportation, and capital improvements;
- Performs development permit review and plan checks;
- Researches a variety of matters and problems affecting environmental quality;
- Analyzes the environmental impact of public and private development projects;
- Reviews and determines if projects may be exempted from the environmental assessment process;
- Assists with implementing all aspects of the City's Historic Resources Regulations and historic preservation program;
- Interprets planning and environmental review processes to the public, developers, and other interested persons;
- Performs Geographic Information Systems (GIS) mapping;
- Assists in the administration of zoning and subdivision regulations;
- Makes field investigations and studies;
- Assists in making presentations to citizen committees and other groups;
- Prepares reports and graphic and statistical materials.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 a semester/180 quarter), **AND** one year of full-time professional-level planning experience. Qualifying professional-level experience must be in at least one of the following areas: 1)

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

prehistoric or historic archeology; 2) historic preservation; 3) environmental review or analysis; 4) resource management (e.g., water supply, storm water, habitat, sensitive species, and other natural resources); 5) landscape planning or landscape architecture; 6) environmental, general, and community planning; 7) transportation planning; 8) design, redevelopment, and capital improvement projects; 9) zoning administration and enforcement; 10) architecture and urban design; 11) site planning; 12) discretionary permit review and processing. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY SERVICE COMMISSION

ASSISTANT PROCUREMENT CONTRACTING OFFICER - 1741

DEFINITION:

Under general supervision, to perform procurement and contracting of goods and services for use by operating departments of limited scope and average difficulty; to assist with contracts; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class within the Procurement Contracting Officer series and is distinguished from the next higher class, Associate Procurement Contracting Officer, in that incumbents at the sub-journey level typically exercise less independent judgment on matters related to work procedures and methods.

* **EXAMPLES OF DUTIES:**

- Prepares and reviews requisitions, solicits quotations and bids, and prepares and conducts cost analysis for an assigned group of commodities;
- Administers contracts and performs tasks associated with contract management to ensure compliance of contractual requirements;
- Assists with preparation of proposed specifications for formal or informal solicitations of average difficulty;
- Assists with the preparation of information and documentation for bid award protest hearings;
- Advises user departments on appropriate procurement methods, alternate products, and/or recommends substitutes;
- Analyzes bid responses, including all licensure, debarment, insurance, and bonding documents are submitted;
- Completes procurement transactions in the City's procurement software module;
- Negotiates with vendors on behalf of client departments;
- Processes solicitation documents and related correspondence;
- Keeps records and makes reports in accordance with City standards and guidelines;
- Performs other projects and duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** one year of full-time professional-level experience in purchasing and/or contracting a wide variety of governmental, industrial, and/or business equipment, materials, and/or services. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT PROPERTY AGENT - 1181

DEFINITION:

Under general supervision, to perform property appraisals, acquisition, sales, leasing, or property management work of average difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Negotiates the acquisition of rights-of-way and agreements for the purchase, use, sale, lease, or exchange of real property and property rights;
- Using accepted techniques, assists in appraising real property;
- Recommends proper rental rates and lease terms;
- Under supervision, prepares leases, deeds, rental and escrow agreements, and related documents for approval;
- Examines property to be acquired, sold, appraised, or leased;
- Recommends condemnation proceedings;
- Arranges for removal of structures from rights-of-way; inspects City-owned property to ensure compliance with contract conditions and regulations;
- Arranges for repair and maintenance of rented property to the extent of City obligations;
- Provides information to the public and other City departments;
- Conducts title searches and writes legal descriptions;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units 120 semester/180 quarter), **AND** one year of full-time professional-level commercial real estate property transactional experience in one or more of the following areas: appraisal/valuation; acquisitions and disposition; relocation and right-of-way; property and/or asset management; commercial marketing and sales/leasing; or commercial real estate brokerage. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT RATE ANALYST - 1190

DEFINITION:

Under general supervision, to assist in performing public and private utility rate studies and analyses of average difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in reviewing applications of City franchised companies for rate increases;
- Assists in conducting studies and analyses, and in making recommendations pertaining to public and private utility costs and services;
- Prepares reports and makes recommendations on specific phases of a project;
- Assists in developing rate spreads and in proposing rate schedules and revisions;
- Assists in the preparation of comprehensive rate projects and assignments;
- Gives testimony before Federal and State regulatory agencies;
- Prepares records and charts.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units 120 semester/180 quarter), **AND** two years of full-time experience in engineering, administrative analysis, accounting, utility rate analysis, or a closely related field.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT RECREATION CENTER DIRECTOR - 1192

DEFINITION:

Under general supervision, to serve as the assistant director of a medium or large-sized recreation center; to plan, develop, and implement large and complex special events and recreational activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Leads and assists in the training and supervision of subordinate recreation staff, volunteers, and contract staff;
- Schedules and assigns work;
- Plans, organizes, and directs large and complex special events and activities;
- Assists in administering the work of contract staff;
- Assists in liaison with recreation councils, community groups, and recreation-oriented organizations;
- Provides input on budget and other administrative matters;
- Assists Center Directors and other management staff with financial and accounting activities at a recreation center, including reviewing and assembling deposit documentation and maintaining financial records;
- Maintains records of fees collected, disbursements, and other financial transactions;
- Organizes and coordinates facility maintenance and security;
- Investigates and resolves citizen complaints;
- Assists with budget monitoring, generating service, and/or work order requests;
- Purchases and obtains supplies;
- Prepares simple reports;
- Provides input on the performance of subordinate recreation staff;
- Supervises the use and maintenance of a recreation facility in the absence of the Center Director;
- Assists in scheduling, assigning, and overseeing work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of recreation leadership experience. One year equals 1800 hours of experience; **OR** completion of 60 semester/90 quarter college-level units, including 30 semester/45 quarter units of college-level coursework in recreation, physical education, or a closely related field;

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

OR an equivalent combination of education and experience as specified above. One semester unit equals 60 hours of work experience, one quarter unit equals 40 hours of work experience.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT RESERVOIR KEEPER - 1193

DEFINITION:

Under general supervision, to operate, maintain, and safeguard a dam or reservoir, and surrounding recreational area; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs a variety of semi-skilled maintenance and repair work on boats, docks, pipelines, flumes, siphons, and other lake equipment and facilities;
- Uses small power and hand tools to perform semi-skilled carpentry, mechanical, plumbing, electrical, and painting work;
- Assists in the development and implementation of nature walks and other interpretive programs and in the preparation of exhibits and publications;
- Assists in the preparation of exhibits and publication material;
- Performs general landscaping and grounds maintenance work such as plant selection, planting trees, and pruning shrubbery;
- Loads and unloads equipment and materials from boats and answers questions from lake patrons;
- Assists in regulating reservoir water;
- Checks boat and fishing permits;
- Sells hunting and boating permits;
- Weighs and identifies fish;
- Cleans and repairs boats and facilities; maintains roads and trails;
- Patrols and safeguards dam and reservoir areas against trespassers;
- Issues warnings for violation of lake rules and policies;
- Leads the work of lake personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience working at a public park, forest, lake, natural recreation area, and/or historical area performing all of the following duties: general maintenance work; enforcing rules and regulations; and answering inquiries from the public. A valid Grade D1 Water Distribution Operator Certificate issued from the State of California is required within two years from date of hire. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT TRAINER – 1129

DEFINITION:

Under general supervision, to assist with and develop, instruct, present, and evaluate education, training, and staff development programs; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Assistant Trainer is the sub-journey class within the City's Trainer series. Most positions are classified at the Trainer level, which is the fully experienced or journey-level class. In a training capacity, positions classified at this level may be underfilled with an Administrative Aide II or Management Trainee in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Trainer, in that Assistant Trainers typically exercise less independent direction and judgment on matters related to work procedures and methods.

*** EXAMPLES OF DUTIES:**

- Assists in developing, evaluating, and facilitating a variety of technical training and educational courses of limited scope and average difficulty;
- Consults with and counsels department employees regarding training and certification requirements and training related to career development;
- Instructs employees on municipal codes, State and Federal regulations, and other policies and regulations related to their field;
- Develops standard formats for lesson plans, course curricula, workbooks, and training materials;
- Conducts or assists with analytical studies, preparing and analyzing reports of findings, and making recommendations regarding training and development programs;
- Coordinates, recruits, and schedules collateral duty instructors;
- Assembles training packages, manuals, presentations, and job aids;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum of 120 semester/180 quarter completed units); **AND** one year of full-time professional-level

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

experience developing, administering, or presenting/facilitating adult education programs, adult training programs, and/or adult structured learning programs, **OR** two years of full-time professional-level experience in Human Resources, Parks and Recreation Operations, Customer Service, or Occupational Health and Safety functions, which must include six months of experience developing, administering, or presenting/facilitating adult structured learning programs, **OR** two years of full-time professional-level experience developing multimedia presentations/materials for adult structured learning programs to include computer-based training, e-learning, or simulation applications. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT WASTEWATER PLANT OPERATOR - 1205

DEFINITION:

Under general supervision, to assist in the operation of designated wastewater treatment or pump station equipment on an assigned shift; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey level class in the Wastewater Plant Operator series. Incumbents of this class typically serve as Assistant Plant Operators at a wastewater treatment plant or pump station while acquiring the knowledge, skills, and abilities required to run a treatment plant or pump station of the size and complexity of the City's facilities.

*** EXAMPLES OF DUTIES:**

At a wastewater treatment plant or pump station, assists in:

- Operating and checking the operation of equipment such as pumps, valves, filters, screens, boilers, and electric motors;
- Carrying out plant control processes using both computer and manual controls;
- Routing flow of digester gas;
- Making simple standardized tests;
- Monitoring and adjusting chemical feed systems;
- Performing chemical and biological analyses;
- Reading meters and gauges;
- Calibrating and maintaining monitoring instrumentation;
- Regulating flow of raw and treated wastewater between various stages of the treatment process;
- Maintaining operating logs;
- Keeping plant equipment clean and orderly;
- Performing minor maintenance and repair;
- Reporting malfunctioning equipment;
- Calling for assistance in the event of serious breakdowns;
- Keeping records, logs, documentation, and reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Possession of a valid Grade I or higher Wastewater Treatment Plant Operator Certificate issued by the State of California Water Resources Control Board; **OR** successful completion of the Grade II or higher Wastewater Treatment Plant Operator Certification examination given by the State of California Water Resources Control Board, **AND** one year of full-time cumulative experience performing equipment maintenance or operational activities in a wastewater or large pump station facility. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT WATER DISTRIBUTION OPERATOR - 1368

DEFINITION:

Under the lead of a Water Distribution Operator, assists in the monitoring and operation of a potable, recycled, and raw water distribution system.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey level class in the Water Distribution Operator series. These positions are distinguished from the next higher class, Water Distribution Operator, in that Assistant Water Distribution Operators typically assist the “duty operator” or journey-level Water Distribution Operator in the monitoring and operation of a potable water distribution system.

*** EXAMPLES OF DUTIES:**

- Assists with monitoring and operating potable, recycled, and raw water distribution systems through a Supervisory Control and Data Acquisition (SCADA) system;
- Opens and closes valves, starts and stops pumps, and otherwise monitors and regulates the flow and pressure of potable water through a distribution system, manually and via a computerized control system at a centralized monitoring station and in the field;
- Inspects, checks, and calibrates equipment operated in the control and distribution systems;
- Takes readings from charts;
- Replaces charts, pens, and ink;
- Completes daily logs;
- Verifies unusual readings by contacting field personnel for manual verification;
- Collects data on chemical residuals;
- Makes daily checks of potable water pump stations, meters, pressure, and packing gland leakage;
- Maintains, repairs, and adjusts potable water pump station equipment;
- Reports operating problems and needed repairs in accordance with standard procedures;
- Operates radio, answers telephone, and refers questions to the proper resources;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience as a City of San Diego Water Distribution Operator Trainee; **OR** six months of full-time experience monitoring and operating a metropolitan potable water distribution system through a Supervisory Control and Data Acquisition (SCADA) System; **OR** one year of full-time experience constructing, maintaining, or repairing hydraulic control equipment such as pumps, valves, and related hydraulic facilities. Possession of a valid Grade D2 or higher Water Distribution Operator Certificate issued from the State of California. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT WATER PLANT OPERATOR – 1206

DEFINITION:

Under the lead of a Water Plant Operator, to assist in the operation of designated potable water treatment plant equipment on an assigned shift; and to perform related.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey level class in the Water Plant Operator series. These positions are distinguished from the next higher class, Water Plant Operator, in that Assistant Water Plant Operators typically assist the “in charge” Water Plant Operator in the operation of potable water treatment plant equipment.

*** EXAMPLES OF DUTIES:**

At a potable water treatment plant, assisting the “in charge” Water Plant Operator by:

- Operating and checking the operation of electric service pumps, valves, backup emergency generator, and other water treatment equipment;
- Determining the need and regulating flow of water through plant according to anticipated demand and water quality considerations;
- Performing tests for chlorine residual, pH, alkalinity, turbidity, taste, and odor of water;
- Adjusting and calibrating feed machinery for a variety of chemicals such as lime, activated carbon, chlorine, $KMnO_4$, and other normal treatment chemicals to keep treatment at prescribed standards;
- Observing loss of head and rate of flow indicators on filter controls;
- Operating valves to backwash filters;
- Reading and recording reservoir gauges and meters;
- Taking air and deep water temperature readings and water samples;
- Maintaining operating logs;
- Keeping plant clean and orderly;
- Reporting malfunctioning equipment;
- Calling for maintenance assistance in the event of serious breakdowns;
- Keeping flow and volume records and reports;
- Assisting in conducting plant tours for the public;
- Checking for plant security.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Possession of a valid Grade T3 or higher Water Treatment Operator's Certificate issued by the State of California Department of Health services. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSOCIATE COMMUNICATIONS ENGINEER - 1219

DEFINITION:

Under direction, to plan and supervise field and office work in connection with the design, review, and inspection of communications systems; to perform complex communications systems planning and design; to conduct special communications engineering research studies; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in planning, coordinating, reviewing, inspecting, and providing engineering assistance to the City's centralized electronic maintenance activity and the Association of Public Communications Officials (APCO) Project 25 Trunked Radio voice and data, microwave, and other communication systems;
- Tests equipment;
- Prepares specifications, cable TV reports, studies, and cost estimates;
- Provides engineering support on electronic communication problems;
- Assists in engineering studies for transmitter and receiver sites;
- Assists in research for planning of communication systems;
- Assists with on-site inspections;
- Conducts special communications engineering research studies;
- Designs and implements communications hardware and components;
- Researches and recommends technical operation and maintenance standards;
- Assists in preparation of capital improvement budget;
- Ensures that City radio stations are maintained in accordance with federal rules and regulations;
- Writes and prepares specifications;
- Assists in training, selecting, and rating the work performance of subordinates;
- Acts for the Senior Communications Engineer in the latter's absence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree in Electrical Engineering, Electronics, Computer Engineering, Communications/Network Engineering, or a closely related field; **OR** a valid certification as a Telecommunications Junior Engineer issued by the National Association of Radio and Telecom Engineers (iNARTE), **AND** three years of full-time professional-level

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

communications engineering experience with multiple site/multiple frequency radio communication systems and/or large, multiple site TCP/IP networks. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSOCIATE DEPARTMENT HUMAN RESOURCES ANALYST - 1364

DEFINITION:

Under direction, to perform professional human resources work of average difficulty for a department or division; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class within the Department Human Resources Analyst series. Incumbents of this class are expected to perform their duties with only occasional instructions or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

*** EXAMPLES OF DUTIES:**

- Performs work in a wide variety of human resources (HR) topics/programs for City departments, including sexual harassment prevention, equal employment opportunities (EEO), hiring interviews, employee performance reviews, discipline, threat management, family medical leaves, meet and confer, contract negotiations, etc.;
- Conducts and reviews disciplinary fact finding and/or EEO investigations;
- Provides guidance, training, and assistance to department management and employees on human resources issues;
- Counsels department employees and researches and interprets various City policies and procedures such as Civil Service Rules, Personnel Manual, Administrative Regulations, Memoranda of Understanding (MOUs), Department Instructions, and Federal and State laws and legal guidelines;
- Conducts and reviews departmental equal employment opportunity (EEO) and/or disciplinary fact-finding investigations;
- Develops Appointing Authority interview packets;
- Develops human resources-related programs;
- Assists in the development of classification requests;
- Serves as a department liaison to the Personnel, Risk Management, and Human Resources departments and labor organizations;
- May lead and train subordinate staff;
- Conducts special studies;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: The minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units), **AND** two years of full-time experience performing, as a primary duty, professional-level human resources work. Qualifying professional human resources experience must include responsibility for conducting professional level studies to identify problems and/or formulate recommendations in at least one of the following areas: 1) labor relations/negotiations; 2) reviewing, developing, and conducting selection/interview processes; 3) interpretation of administrative or personnel regulations to the public, management, and/or employees; 4) organizational effectiveness, productivity, and salary studies; 5) administration of human resources programs related to employee benefits, medical placement, light duty, workers' compensation, rehabilitation, or retirement; 6) misconduct/equal employment opportunity fact-finding or similar investigations; and/or 7) employee relations and development.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSOCIATE ECONOMIST - 1222

DEFINITION:

Under direction, to perform journey-level analyses in determining the economic impact of urban growth; to assist in making short and long-range econometric revenue projections on a City-wide basis; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts a variety of journey-level analyses in determining the economic impact of urban growth;
- Assists in the assessment of development proposals and growth strategies;
- Develops econometric models to measure and forecast revenues;
- Independently collects and interprets data on specific economic variables to determine historical performance and make econometric projections;
- Determines the statistical relationships between specific economic variables and revenue sources;
- Assists in projecting the interrelationship of economic conditions and the City's financial condition;
- Separates economic data reported on a regional basis and determines corresponding City-wide data;
- Determines the reliability of simulation models and equations by applying routine statistical tests;
- Evaluates various tax forms and performs cost-benefit analysis of capital improvement programs;
- Assists in facilitating bond financing and conducting post-issuance administration;
- Assists in preparing reports and recommendations for the Mayor's Office, City Council, and Planning Commission.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units 120 semester/180 quarter), **AND** two years of professional-level experience in one or more of the following areas: 1) performing economic or financial research and analysis (e.g., reviewing and evaluating financial implications and/or performing cost-benefit analysis of terms and conditions within contracts, agreements, policies, and

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

financing documents; or performing econometrics, statistical, or financial modeling); 2) performing economic forecasting of public or private sector budgets, including short and long range revenue projections; and/or 3) performing bond financial work (e.g., structuring and issuing financings and administering post-financing requirements).

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSOCIATE ENGINEER – CIVIL - 1221

DEFINITION:

Under direction, to plan and supervise the work of professional engineers engaged in construction inspection, building and subdivision plan review, development or design engineering, engineering planning, or related work; to serve as project manager for complex engineering projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

As a supervisor over professional engineers:

- Assigns, directs, and reviews the work of professional and subprofessional personnel;
- Recommends approval of planning studies, designs, and engineering standards for maintaining and constructing streets, highways, utility installations, bridges, pipes, buildings, structures, and water and sewage conveyance and treatment facilities;
- Supervises and participates in the preparation of contract documents and specifications;
- Performs specialized design, research, and analysis as the engineering expert for a division or department;
- Supervises and coordinates engineering-related Geographical Information Systems (GIS) functions and ensures the integrity and maintenance of the information with the GIS databases;
- Supervises and coordinates Computer Aided Drafting and Design (CADD) functions;
- Supervises plan checking functions and assists subordinates with the most technical reviews;
- Supervises the inspection of public works projects for consistency to applicable engineering codes and principles;
- Interviews, selects, evaluates, and assigns work to subordinate employees.

As a project manager:

- Coordinates all aspects of the design and construction for moderately complex engineering projects;
- Acts as liaison to various groups, departments, and agencies;
- Prepares contract documents and specifications;
- Estimates construction costs and time requirements;
- Monitors consultant contracts;
- Negotiates scope of work;
- Ensures contract compliance;
- Provide functional supervision over contract design consultants.

Other duties:

- Prepares various engineering and project reports;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Assists in developing Capital Improvement Project budgets;
- Estimates budget and staffing needs for an assigned unit;
- Performs complex computer data modeling for planning, operational support, and other engineering related purposes.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Civil Engineering or a closely related engineering field; **OR** certification as an Engineer-in-Training issued from a state licensing board; **OR** registration as a professional Civil, Traffic, or Electrical Engineer with a state licensing board, **AND** three years of full-time professional civil engineering experience, which must include one year of experience equivalent to the City of San Diego's classification of Assistant Engineer-Civil. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSOCIATE ENGINEER – CONTROL SYSTEMS - 1209

DEFINITION:

Under direction, to develop, operate, and evaluate control systems; to provide engineering design and support for complex industrial automated control systems for water and wastewater systems; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Ensures designs for distributed control system equipment at various facility sites is appropriate, effective, efficient, and can support ongoing operations;
- Ensures hardware and software repair, replacements, and upgrades are correct;
- Analyzes, writes, and reviews control systems programs to increase operating efficiency or to adapt a program to a new requirement;
- Directs contractor activities for the installation and testing of control systems at plant facilities;
- Designs electrical and hydraulic control systems for plant equipment;
- Reviews various plans and diagrams submitted by contractors and City staff for control systems design;
- Resolves issues with construction of control systems through contractor and management meetings;
- Serves as the technical expert and authority over control systems engineering and engineering design, installation, and start-up of water and wastewater systems;
- Designs a standardized network system to manage, operate, and maintain the programming of various water and wastewater systems;
- Develops logic system diagrams;
- Supervises various consultants, vendors, and contractors;
- Prepares guidelines to ensure uniformity of control systems;
- Identifies operational requirements and parameters at facilities to ensure necessary interfaces and requirements are met.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Electrical Engineering, Control Engineering, Computer Engineering, or Mechanical Engineering; **AND** three years of full-time professional industrial engineering project management experience.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSOCIATE ENGINEER – CORROSION - 1385

DEFINITION:

Under direction, to plan, design, and evaluate a corrosion prevention program for water and wastewater utilities systems; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, designs, and evaluates corrosion prevention systems such as cathodic protection and protective coatings for water and wastewater pipelines, tanks, standpipes, reservoirs, pump stations, and filtration plants;
- Prepares detailed engineering designs for corrosion prevention systems and develops specifications and bid documents;
- Determines location and size of cathodic protection systems, type of conduit for anode leads, and design of rectifier and electrical current systems;
- Conducts soil tests to determine corrosive properties of soil in proposed locations of water and wastewater pipelines;
- Recommends composition of pipe based on soil tests;
- Investigates the effects of the cathodic protection systems on other underground utility systems and, when necessary, recommends the relocation of the systems;
- Evaluates corrosion prevention systems and makes recommendations on improvements;
- Selects, develops specifications, and tests protective coatings;
- Conducts failure analyses of metal structures due to corrosion;
- Reviews new systems designs;
- Prepares technical engineering studies to determine the effect of electrical interference from other agencies' protection systems or other structures creating electrical currents near the City's systems;
- Maintains records and prepares reports regarding the corrosion prevention program;
- Recommends corrosion protective repair methods for facilities in need of repair;
- Manages consultant services for corrosion protection projects.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree in Civil, Electrical, Mechanical Engineering, or closely related engineering field; **OR** certification as an Engineer-in-Training issued from a

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

State licensing board; **OR** registration as a professional Civil, Corrosion, Electrical, or Mechanical Engineer with a State licensing board, **AND** three years of full-time professional corrosion engineering experience which must include preparation of design drawings and development of specifications for cathodic protection systems, development of specifications for protective coatings, and field testing and troubleshooting of cathodic protection systems. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSOCIATE ENGINEER – ELECTRICAL - 1223

DEFINITION:

Under direction, to plan and supervise field and office work in connection with the design, review, and inspection of electrical systems in streets, utility installations, buildings, and other structures; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns work, gives instructions, and approves engineering standards, specifications, and designs for the generation, transmission, and use of electricity;
- Supervises field inspection to check on compliance with electrical and safety regulations;
- Administers and inspects the construction of electrical upgrade projects, traffic signals, and street lighting to ensure compliance with plans, specifications, and contract requirements;
- Writes electrical instrumentation and control specifications and contract documents;
- Performs electrical or electronic design work on lighting, communications, and signal systems;
- Makes field inspections of electrical work requiring the knowledge and responsibility of an electrical engineer;
- Confers with the department and division heads, contractors, and other agencies concerning interpretations of electrical ordinances;
- Conducts studies and prepares revisions and amendments to the electrical code;
- Utilizes Geographic Information System (GIS) applications;
- Utilizing Splash, Sharq, SAP, and other software to post and update project information and schedules and manage financial aspects of an engineering project;
- Prepares reports and releases relating to the electrical code for distribution to architects, building contractors, and other interested parties;
- Prepares sketches, layouts, material lists, and cost estimates;
- Supervises the administration of the electrical code.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree in Electrical Engineering; **OR** certification as an Engineer-in-Training issued from a state licensing board; **OR** registration as a professional

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Electrical Engineer with a state licensing board, **AND** three years of full-time professional electrical engineering experience which must include at least two of the following options: 1) Electrical design that includes preparation of design, load calculations, specifications, single line diagram, and Title 24 for residential, commercial, industrial and all other building projects. 2) Electrical plan checking of residential, commercial or industrial buildings for compliance with California Electrical Code, National Electric Code, or equivalent. 3) Field engineering to inspect and solve complex electrical engineering problems. 4) Electrical system design, that includes load calculations and preparation of design specifications for public works projects, water or wastewater treatment facilities. 5) Electrical plan checking of traffic signals, flashing beacons, street lighting, airport electrical systems, interconnect systems, sport and park lighting and fiber optic cable installation and testing. 6) Electrical plan checking for public works projects, water or wastewater treatment facilities. 7) Management of Instrumentation and Control (I&C) system project to design and implement public works projects, industrial or commercial systems, and/or water or wastewater treatment systems. 8) Control Systems or Instrumentation and Control (I&C) design and plan checking for water and/or wastewater treatment facilities. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSOCIATE ENGINEER - FIRE PROTECTION - 1204

DEFINITION:

Under direction, to perform the more difficult and complex fire protection plan reviews of development projects; to perform the most complex engineering work in fire prevention and safety; to plan and lead the work of professional staff engaged in fire protection plan reviews and engineering work in fire prevention and safety; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews building and construction plans and specifications related to complex development projects such as multi-family residential, commercial, and industrial buildings to ensure compliance with local and state fire, building, and residential codes and ordinances and applicable National Fire Protection Association standards;
- Reviews projects for compliance with hazardous materials requirements;
- Reviews and recommends changes to codes, ordinances, and related fire protection standards;
- Recommends changes in design, materials, or equipment such as structural component protection, fire protection equipment, life safety equipment, and alarm systems;
- Advises building inspectors, contractors, architects, and other officials on fire and life safety problems;
- Reviews codes, ordinances, and fire protection standards from other jurisdictions for possible local application;
- Performs research studies concerning fire prevention activities;
- Prepares responses to technical reports on codes and standards and related topics of fire and life safety;
- Coordinates with other City departments on fire protection issues;
- Assists with developing recommendations to the Board of Appeals on fire protection code equivalencies for specific building projects;
- Conducts project site visits and inspections of fire alarm systems, fire sprinklers, hazardous materials, smoke control, kitchen hood systems, and special suppression systems;
- May lead the work of professional and technical staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's degree in Fire Protection Engineering, Fire Protection and Safety Engineering Technology, or a closely related engineering field, **OR** Engineer-in-Training (EIT) Certificate issued from a state licensing board, **OR** registration as a professional Fire Protection Engineer with the State of California; **AND** three years of full-time professional experience in fire protection engineering. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSOCIATE ENGINEER – MECHANICAL - 1225

DEFINITION:

Under direction, to plan and supervise the work of professional engineers engaged in the design, review, and inspection of mechanical and motive equipment; to check highly complex building plans for mechanical design; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns work, gives instructions, and approves engineering standards, specifications, and designs for maintaining and constructing mechanical, motive, plumbing, heating and ventilating systems, air-conditioning (HVAC), water, gas, sanitary piping, energy conservation, noise control, fire sprinklers, electrical codes, and thermal insulation;
- Supervises field inspection to ensure compliance with plans and regulations;
- Confers with department heads, contractors, architects, and others concerning interpretations of plans, specifications, and standards;
- Performs needs assessments, determines priorities, makes cost estimates, and prepares work orders;
- Designs modifications to mechanical, marine, and motive equipment;
- Prepares annual budget estimates;
- Inspects work in process and upon completion;
- Coordinates work with operating divisions, lease holders, and governmental agencies;
- Reviews engineering related legislation for impact on City operations;
- Reviews complex building designs for conformance to a variety of mechanical codes and ordinances;
- Trains and rates the work performance of subordinates;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree in Mechanical Engineering or a closely related field; **OR** certification as an Engineer-in-Training (E.I.T.) issued from a state licensing board; **OR** registration as a professional Mechanical Engineer with a state licensing board, **AND** three years of full-time professional-level mechanical engineering experience. Qualifying professional-level experience must include: checking building plans for compliance with fire sprinkler, mechanical, and/or plumbing codes and standards;

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

calculating, reviewing, and verifying mechanical adequacy; and providing information to engineers, architects, and contractors regarding plan modification, building regulations, and mechanical/plumbing design issues. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSOCIATE ENGINEER – TRAFFIC - 1233

DEFINITION:

Under direction, to plan and supervise a functional area of traffic engineering or transportation planning; to perform the more difficult phases of traffic engineering and transportation planning; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns and reviews the work of professional and subprofessional personnel in developing forecasting programs and community plan transportation elements, designing plans, preparing and developing functional specifications for street lighting and traffic control devices, devising methods of control including signals, signs, and other control devices, conducting traffic surveys and assembling related data, and performing related studies and designs;
- Performs traffic accident, transportation systems oversight, and traffic safety analyses, field surveys, and studies of existing statistical data;
- Prepares complicated traffic signal timing schedules using SYNCHRO and diagrams and evaluates results obtained following installation of timing schedules;
- Assists with developing programs such as the bicycle program, traffic signal management, right-of-way coordination, mobility planning, capital improvement program, and traffic safety plan checks;
- Interprets traffic engineering data;
- Conducts complex traffics studies;
- Develops the transportation circulation/mobility element of community plans;
- Coordinates or confers with other departments, agencies, contractors, and citizen groups;
- Prepares and presents detailed and comprehensive reports to other agencies;
- Trains and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree in Traffic, Civil, Electrical Engineering, or a closely related field; **OR** certification as an Engineer-in-Training issued from a State licensing board; **OR** registration as a professional Traffic, Civil, or Electrical Engineer with a State licensing board, **AND** three years of full-time professional traffic engineering or

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

transportation planning experience which must include one year of full-time professional journey-level experience at a level equivalent to an Assistant Engineer-Traffic with the City of San Diego (a position that produces travel forecasts; performs traffic accident analyses, field surveys, and studies of statistical data; recommends changes to striping, pavement markings, signage, and parking to facilitate safe and efficient traffic flow; and reviews traffic signal and traffic control plans). Qualifying professional experience must include at least one of the following options: 1) Conducting traffic engineering analyses, preparing reports, or reviewing plans on striping, pavement marking, street and intersection capacity, parking signing, traffic surveys, traffic safety, or traffic control work zones. 2) Transportation plan review of subdivision maps, state highway plans, environmental impact reports, community plans, public improvement plans, or other plans or documents. 3) Travel forecasting and transportation and mobility planning analyses which include network analysis and the use of transportation planning software (e.g., TRANSPLAN/TRANSCAD or equivalent transportation modeling software, HCS, SYNCHRO) to analyze future transportation system and mobility needs. 4) Traffic signal or street light planning, design, operations, and inspections, including signal timing diagrams and schedules. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSOCIATE MANAGEMENT ANALYST - 1218

NOTE: formerly Associate Administrative Analyst

DEFINITION:

Under direction, at the journey-level, to perform difficult and complex budgetary, fiscal, organizational, crime analysis, and administrative studies and assignments; to prepare, administer, and analyze operating and capital improvement budgets; to lead and/or supervise the work of a subprofessional and/or clerical staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class within the City's Management Analyst series. Incumbents of this class are expected to perform their duties with only occasional instructions or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department. Positions classified at this level may be underfilled with an Administrative Aide II, Management Trainee, or Assistant Management Analyst in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Conducts a variety of difficult and complex budgetary, fiscal, organizational, crime, and administrative studies having department and City-wide impact;
- Prepares, administers, and analyzes the operating and capital improvement budgets for a department, major division, or grant program;
- Confers with department heads and City officials in developing long-range fiscal and administrative plans and programs;
- Recommends budget adjustments and transfer of funds;
- Develops difficult City-wide budget formulas for computing budget items;
- Reviews and analyzes department budgets for adherence to City fiscal policy and numerical accuracy;
- Performs cost effectiveness and productivity studies;
- Analyzes department expenditures and revenue sources and makes long-term fiscal projections, evaluates and determines work unit time standards, output measures, staffing requirements, and material and equipment usage levels;
- Maintains liaison between central budget office and operating departments;
- Develops contracts with individual agencies for provision of services; prepares grant applications and audits internal operations of grant programs to ensure compliance with grant fund requirement;
- Conducts crime pattern analyses and evaluates crime suppression techniques;
- Prepares in-depth reports of studies conducted;
- Performs special administrative assignments and projects as assigned.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum of 120 semester/180 quarter completed units), **AND** two years of full-time professional-level administrative, budgetary, productivity, personnel, crime analysis, or personnel work. Additional experience as listed above may be substituted for the education lacked on a year-for-year basis. A Master's Degree in Public or Business Administration, Finance, Economics, Industrial Engineer, Industrial Psychology, or Management may be substituted for a maximum of one year of the required experience. A Master's Degree in a related field may be substituted for six months of experience.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSOCIATE PERSONNEL ANALYST - 1226

DEFINITION:

Under general supervision, to perform professional personnel work of average difficulty in a central personnel agency; and to perform related work.

*** EXAMPLES OF DUTIES:**

As a fully qualified journey-level analyst:

- Performs position classification, compensation, liaison, recruiting, and examining work for assigned departments or classes;
- Prepares examination announcements and recruiting publicity;
- Reviews and evaluates applications against established standards;
- Constructs examinations;
- Administers performance tests;
- Analyzes test results and recommends passing points;
- Develops and participates in interview processes;
- Conducts pre/post-employment background investigations regarding medical and/or conviction histories;
- Investigates complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, sexual harassment/orientation, etc.;
- Conducts classification and salary studies;
- Prepares and revises class specifications;
- Gathers salary data;
- Provides advice and assistance to departments on personnel problems;
- Counsels employees and applicants and interprets Civil Service rules, policy, and procedures;
- Conducts special studies;
- Prepares reports and correspondence;
- Reviews and processes various personnel transactions such as reinstatements, special leaves without pay, transfers, conviction history reviews, and requests for certification.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** two years of full-time experience performing professional-level personnel or human resources work as a primary responsibility, such as conducting fact finding and investigating complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, and sexual harassment/orientation; conducting comprehensive pre/post employment background investigations regarding medical and/or conviction histories; verifying employment/education/training records; conducting job analyses and developing job-related screening and selection instruments; reviewing employment applications for required qualifications; performing classification and salary/compensation related studies to include conducting studies to allocate positions to appropriate classifications; creating new classifications and corresponding compensation schedules; providing official staff support to employees, departments and unions to include interpreting and enforcing personnel rules and regulations, policies, and programs; developing and implementing comprehensive recruitment programs; and promoting career opportunities and performing job counseling/recruitment outreach at job fairs and community meetings/events; **OR** equal to the minimum qualifications for Personnel Assistant II, **AND** three years of full-time professional level experience performing any of the responsibilities listed above.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSOCIATE PLANNER - 1227

DEFINITION:

Under direction, to perform professional planning and environmental impact analysis and research at the journey-level; to perform related work.

*** EXAMPLES OF DUTIES:**

- Collects, organizes, and analyzes the data related to planning and environmental impact problems;
- Prepares recommendations on revisions to land use, transportation, community, neighborhood, and general plans;
- Conducts research on a variety of planning problems and issues such as land use, growth management, urban design, housing, zoning, subdivision, transportation, and capital improvements;
- Performs development permit review, landscape review, and prepares ordinances and policies;
- Performs development permit review, landscape review, and plan checks;
- Analyzes proposed public land dispositions for conformance with the general plan and established community plans;
- Interprets regulations and requirements to the public;
- Performs site inspections;
- Performs Geographic Information Systems (GIS) mapping;
- Reviews and analyzes technical drawings, specifications, and reports;
- Serves as a technical advisor to citizen planning committees;
- Conducts complex environmental impact analyses;
- Prepares final environmental impact reports;
- Monitors mitigation requirements for environmentally sensitive projects;
- Evaluates environmental legislation, reports from other jurisdictions, and City policies related to environmental impact analysis;
- Prepares proper documentation and reporting;
- Supervises the work of subprofessional staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's Degree or equivalent education (i.e., minimum completed units – 120 semester/180 quarter), **AND** two years of full-time professional-level planning experience. Qualifying professional-level experience must be in at least one of the following areas: 1) prehistoric or historic archeology; 2) historic preservation; 3) environmental review or analysis; 4) resource management (e.g., water supply, storm water, habitat, sensitive species, and other natural resources); 5) landscape planning or landscape architecture; 6) environmental, general, and community planning; 7) transportation planning; 8) design, redevelopment, and capital improvement projects; 9) zoning administration and enforcement; 10) architecture and urban design; 11) site planning; 12) discretionary permit review and processing. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSOCIATE PROCUREMENT CONTRACTING OFFICER - 1742

DEFINITION:

Under general supervision, to perform difficult procurement and contracting of goods and services for use by operating departments; to administer contracts; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Procurement Contracting Officer series. Employees in this class are expected to perform the full range of duties with only occasional instruction or assistance as new or unusual situations arise and are fully aware of the procurement and contracting procedures and policies of the Purchasing and Contracting Department. Positions classified at this level may be underfilled with Procurement Contracting Trainee and Assistant Procurement Contracting Officer in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Prepares and reviews requisitions, solicits quotations and bids, and prepares and conducts cost analysis for an assigned group of commodities;
- Administers contracts and performs contract management to ensure compliance of contractual requirements;
- Assists with preparation of proposed specifications for formal or informal solicitations;
- Assists with the preparation of information and documentation for bid award protest hearings;
- Advises user departments on appropriate procurement methods, alternate products, and/or recommends substitutes;
- Assists in conducting public bid openings;
- Completes procurement transactions in the City's procurement software module;
- Evaluates vendor performance and takes appropriate corrective action as required;
- Negotiates with vendors on behalf of client departments;
- Processes solicitation documents and related correspondence;
- Keeps records and makes reports in accordance with City standards and guidelines;
- Performs other projects and duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** two years of full-time professional-level experience in purchasing and/or contracting a wide variety of governmental, industrial, and/or business equipment, materials, and/or services. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSOCIATE PROPERTY AGENT - 1228

DEFINITION:

Under direction, to perform varied and difficult property appraisals, acquisition, sales, leasing, or property management work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Negotiates the acquisition of rights-of-way and agreements for the purchase, use, sale, lease, or exchange of real property and property rights;
- Appraises real property;
- Arranges for and reviews fee and staff appraisals and reviews appraisals submitted to the City by other agencies;
- Determines proper rental rates and lease terms;
- Negotiates and prepares leases and rental agreements;
- Negotiates the acquisition of right-of-way and easement agreements for purchase or exchange;
- Draws and interprets legal documents;
- Examines title claims and clears titles;
- Examines property to be acquired, sold, appraised, or leased;
- Recommends condemnation proceedings;
- Arranges for removal of structures from rights-of-way;
- Inspects City-owned property to insure compliance with contract conditions and regulations;
- Assists in providing relocation services to individuals or businesses displaced by City-sponsored activities;
- Arranges for repair and maintenance of rented property to the extent of City obligations;
- Provides information to the public;
- Assists in training Property Agents;
- Conducts property investigations and prepares reports and recommendations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** two years of full-time commercial real

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

property experience in at least one of the following areas: appraisal/valuation; acquisitions and disposition; relocation and right-of-way; property and/or asset management; commercial marketing and sales/leasing; or commercial real estate brokerage. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AUTO MESSENGER I – 1236

DEFINITION:

Under immediate supervision, to drive an auto or light truck in performing routine messenger service among City departments and outlying locations and agencies; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Drives an automobile or light truck;
- Picks-up, sorts, and delivers United States mail and interdepartmental communications;
- Delivers City water bills to the United States Post Office;
- Picks-up requisitioned items from local vendors and City storerooms;
- Keeps a record of special delivery, registered, and certified mail;
- Makes purchases from petty cash funds;
- Accounts for petty cash;
- Operates mail metering machine;
- May transport City personnel on an assigned schedule;
- Performs simple clerical duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

18 years of age or older, except for high school graduates (or persons with GED equivalency) who are 17. No specific education or experience is required. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AUTO MESSENGER II - 1194

DEFINITION:

Under general supervision, to operate specialized software to track deliveries; to drive an auto or light truck in performing routine messenger service among City departments and outlying locations and agencies; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is assigned to departments where an Auto Messenger II performs clerical functions such as entering, modifying, updating, and querying information using specialized software to track deliveries; while an Auto Messenger I performs tasks where the scope of work is limited to the actual delivery of United States mail, plans, books, or legal documents.

*** EXAMPLES OF DUTIES:**

- Operates specialized software to qualify United States mail for discounts by presorting, weighing, and sizing United States mail for City departments;
- Picks-up, sorts, and delivers United States mail and interdepartmental communications;
- Tracks United States mail billing for City departments;
- Picks-up requisitioned items from local vendors and City storerooms;
- Keeps a record of special delivery, registered, and certified mail;
- Operates specialized software to track deliveries; to determine if mailing addresses are registered with United States Postal Service; to sort addresses in sequential order; to design layout envelopes for mailings; and to print envelopes for mass mailings;
- Accounts for petty cash;
- Makes purchases from petty cash funds;
- Logs and tracks plan submittals and re-submittals in an automated project tracking system;
- Generates specific tracking reports to verify accuracy of billing information.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as an Auto Messenger I with the City of San Diego.
Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AUTO PARTS STOCK CLERK - 1294

DEFINITION:

Under general supervision, to receive, store, and distribute various automotive supplies and parts; to perform manual and computerized inventory control; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Receives automotive supplies and parts and checks receipts against purchase orders to ensure that correct quantity and quality of items have been supplied;
- Places stock received in proper storage areas;
- Packages and labels outgoing supplies/materials for proper delivery;
- Maintains manual and computer records of stock received and issued;
- Contacts vendors to resolve supply issues and request quotes;
- Processes computerized purchase requisitions;
- Takes physical inventory of stock on hand;
- Prepares supplies for mailing and delivery;
- Checks, prices, fills, and files requisitions;
- Reports low stock;
- Moves stock by hand or by use of truck or forklift;
- Sweeps and dusts stock and storeroom.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience receiving, storing, and/or issuing automotive parts from a stock room; **OR** one year of full-time experience in automotive parts sales performing full service duties in an establishment such as a wholesale automotive parts warehouse, a retail automotive parts store, or an automotive dealership parts department. Possession of a valid California Class C Driver License.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BENEFITS REPRESENTATIVE I – 1255

DEFINITION:

Under general supervision, to perform specialized clerical work in processing a variety of transactions under the City's benefit plans; to perform accounting clerical work to reconcile and balance financial records under these plans; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Incumbents typically perform similar duties as the Benefits Representative II class, but are not expected to perform with the same level of independence and discretion, nor to make decisions on benefits coverage issues and claims reimbursements. Neither are these positions required to perform difficult and involved calculations to ensure that contributions, benefit allocations, and other similar transactions are in accordance with tax rules and regulations. In a training capacity, positions classified at this level may be underfilled in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Determines employee eligibility for benefit plan coverage;
- Processes enrollments and changes in insurance plans;
- Provides information regarding provisions of plan documents and benefit coverage;
- Explains filing procedures, policies, and plan provisions to employees;
- Serves as liaison between employee and insurance carrier/provider to discuss and clarify problems regarding plan coverage;
- Performs a variety of clerical accounting tasks involved in reconciling, balancing, and maintaining accounting records for assigned plans;
- Identifies discrepancies and takes corrective action, including resolving billing discrepancies;
- Maintains manual and computer records and fiscal records subject to audit.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, **AND** six months of full-time employee benefits experience which must include: processing employee benefits enrollment and determining employee eligibility; explaining coverage and limitations of benefits and plan documents; and reconciling subscriber enrollment with insurance providers.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BENEFITS REPRESENTATIVE II – 1256

DEFINITION:

Under general supervision, to perform the more difficult and complex processing and calculations of employee benefits transactions, including withdrawals, paybacks, forfeitures, termination payments, and claims reimbursements, involving a wide variety of options and variables; to perform accounting clerical work to reconcile and balance control documents; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Benefits Representative II is distinguished from Benefits Representative I in the higher level of independence and discretion exercised in interpreting plan documents, resolving benefit coverage issues, and approving claims reimbursements. Benefits transactions processed by incumbents typically involve complex calculations utilizing numerous variables which impact the accuracy of benefit allocations. Positions classified at this level may be underfilled in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Determines employee eligibility for benefit plan coverage;
- Processes enrollments and changes in insurance plans;
- Provides information regarding provisions of plan documents, benefit coverage, options available, and applicable tax rules and regulations;
- Processes requests for withdrawals, paybacks, benefit payments, and claims reimbursements;
- Performs complex calculations to determine allowable maximum contributions, forfeitures, vesting adjustments, flexible spending accounts, values of suspense accounts, and spousal accounts;
- Identifies and tracks employee accounts to ensure compliance with maximum limits and determine whether money is due to the City or the employee;
- Investigates and resolves complaints regarding coverage under City-Med Health Insurance and explains results to employees;
- Researches and investigates claims to determine if expenses are eligible for reimbursement, and ensures that tax guidelines are adhered to;
- Identifies overpayment of benefits and arranges repayment schedules;
- Performs a variety of clerical accounting tasks to reconcile, balance, and maintain accounting records for assigned benefits and savings plans;
- Identifies discrepancies and takes corrective action;
- Maintains manual and computer records and fiscal records subject to audit;
- Prepares routine correspondence and reports.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, **AND** six months of full-time employee benefits experience which must include at least one of the following: processing, researching, and evaluating requests for flexible spending accounts claims reimbursements; or investigating and resolving complaints regarding benefits coverage.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

BUILDING CODE AND NOISE ABATEMENT SUPERVISOR - 1278

DEFINITION:

Under direction, to plan, organize, coordinate, and supervise the City's Noise Abatement and Building Code Enforcement programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, through subordinate supervisors, the work of building code enforcement and noise abatement personnel in the investigation and resolution of building code violations and noise ordinance complaints;
- Develops policies and procedures for processing and resolving violations and complaints;
- Reviews and evaluates policies and procedures in response to changes in codes and ordinances;
- Coordinates multiple violation problems with other departments and agencies;
- Conducts administrative hearings; develops procedures for initiating legal proceedings; and oversees the processing of complaints for legal action;
- Analyzes data and prepares reports;
- Assigns, trains, and rates the work of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., completed minimum units = 120 semester/180 quarter), **AND** one-year of full-time experience supervising the investigation and resolution of both building code and noise ordinance violations.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUILDING MAINTENANCE SUPERVISOR – 1273

DEFINITION:

Under direction, to plan and supervise various units engaged in the general repair, remodeling, and maintenance of City buildings and facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, plans, coordinates, and evaluates, directly or through subordinate supervisors, the work of skilled trades crews engaged in the general repair, remodeling, and maintenance of City buildings and facilities;
- Reviews, assigns, and prioritizes work requests for building repairs, improvements, custodial work, and/or preventive maintenance;
- Determines detailed cost estimates and work hours required for building repair and modification projects;
- Inspects City buildings and facilities and develops and supervises a preventive maintenance program;
- Prepares budget estimates and work schedules;
- Inspects work in progress and upon completion;
- Determines feasibility of contracting work and administers small scale contracts for private vendors;
- Maintains an inventory of supplies and equipment;
- Maintains liaison with City sections and departments relative to building repair and maintenance;
- Maintains records and prepares reports;
- Reviews plans, specifications, and sketches of proposed work projects for code compliance;
- Develops and supervises the training of subordinates and enforcement of safety regulations;
- Evaluates the performance of subordinate supervisors.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time journey-level skilled trades experience in the construction, repair, and maintenance of buildings, **AND** one year of experience supervising journey-level skilled trades staff; **OR** three years of journey-level skilled trades experience in the construction,

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

repair, and maintenance of buildings, **AND** one year of supervisory experience; **OR** one year of supervisory experience, **AND** three years of full-time experience in one or both of the following areas: developing and scheduling building construction or Capital Improvement Projects and the study, development, and recommendation of policies and procedures for planning, organizing, and administering departmental operations; and/or developing time guidelines and cost estimations for City building construction, remodeling, maintenance, or repair projects. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUILDING SUPERVISOR - 1274

DEFINITION:

Under general supervision, to supervise the cleaning and minor maintenance of a large building or a number of smaller buildings; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, plans, and assigns the work of a custodial and maintenance staff;
- Reviews and investigates requests and complaints from occupants;
- Inspects building for proper cleanliness, maintenance, and use of facilities;
- Maintains liaison with service contractors, vendors, and City trades personnel;
- Plans and directs the moving of furniture and equipment;
- Requisitions and distributes supplies;
- Directs the set up and arrangement of facilities for public meetings and special events;
- Supervises the changing of partition units;
- Maintains facility staffing and maintenance budgets;
- Assists in coordinating repair and special maintenance work;
- Inspects work done by contract;
- Checks for safety hazards;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience performing building repair and maintenance work in a public or commercial facility requiring on-going, regular, semi-skilled carpentry, electrical, painting, plumbing, and custodial work. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUILDING SERVICES SUPERVISOR - 1275

DEFINITION:

Under direction, to plan, coordinate, and direct custodial and minor maintenance services for a group of City buildings and facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares specifications for contractual custodial work;
- Administers custodial contracts by inspecting work in progress and completed work;
- Develops cost estimates and service schedules;
- Establishes standards for building cleaning;
- Supervises and coordinates crews performing custodial and minor maintenance work;
- Investigates new products and methods;
- Performs liaison with occupants, facility managers, and repair personnel;
- Receives and evaluates requests and complaints from occupants;
- Prepares budget estimates and maintains control of expenses;
- Keeps records and makes reports;
- Trains and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience managing building services and custodial work in public or commercial buildings or offices. Qualifying experience must include: 1) supervising and inspecting the work of crews involved in all of the following: minor maintenance and repair of buildings, performing semi-skilled carpentry, electrical, painting, plumbing, and custodial work; and 2) preparing contracts for service as well as inspecting and administering contractual work.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUILDING SERVICE TECHNICIAN - 1280

DEFINITION:

Under general supervision, to perform a wide variety of semi-skilled building maintenance and repair tasks of greater than average difficulty; to service and regulate building equipment; to assist skilled trades personnel; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs minor building maintenance and repairs involving carpentry, electrical, painting, plastering, plumbing, heating and air conditioning, concrete, and/or mechanical work;
- Assists skilled trades personnel on major or detailed craft work;
- Adjusts, lubricates, and makes minor repairs to hardware, furniture, utility carts, vacuum cleaners, and floor polishing machines;
- Inspects, adjusts, and services building equipment and systems such as water coolers, office kitchen units, showers, lavatory faucets, flushometers, restroom dispensers, water pressure regulations, air conditioning apparatus, thermostats, dampers, fountain equipment, high pressure water pumps and valves, drains, sprinklers, and irrigation systems;
- Clears minor plumbing stoppages using a snake, force cup, or chemicals; and removes, cuts, or replaces utility duct plugs;
- Installs utility outlets;
- Maintains simple records;
- May drive a light truck, electric carts, vans, and operate other equipment;
- Leads the work of subordinate personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing semi-skilled building maintenance and repair work at a public or commercial facility. Qualifying experience must include carpentry, electrical, plumbing, mechanical, heating and air conditioning, painting, plastering, and/or concrete work; **OR** an equivalent combination of experience and education, apprenticeship training, or vocational/trade school course work related to woodworking, electrical, HVAC, construction, or plumbing which equals two years. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BOAT OPERATOR - 1266

DEFINITION:

Under general supervision, to operate and maintain ocean monitoring boats; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Pilots ocean monitoring vessels and performs routine maintenance on boat engines;
- Participates in and oversees the maintenance, repair, and overhaul of on-board equipment including generators, winches, pumps, and various on board hydraulic, mechanical, and electrical systems;
- Maintains, troubleshoots, and/or oversees the repair of instrumentation, including global positioning systems, fathometers, radars, VHF radio telephones, and compasses;
- Schedules and oversees all required regular maintenance or emergency repair of vessels in the City's contract boatyard;
- Operates vessels in embayments and coastal waters off San Diego and northern Baja California;
- Assists in coordinating and overseeing major hull or engine overhauls and other required work performed by private contractors in drydock facilities or shipboard dockside;
- Safely operates vessels in coastal waters and bays according to established rules and regulations;
- Maintains and monitors all required safety equipment;
- Rigs equipment such as trawl nets, buoys, and specialized sampling equipment and instrumentation;
- Assists a scientific crew with sampling activities on occasion;
- Maintains related logs and records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in the maintenance and operation of a 30-foot or larger diesel-powered boat which must include the operation, maintenance, and repair of diesel engines, generators, winches, and pumps, and the operation and minor maintenance of

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

navigation, communication, and computer equipment. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BODY AND FENDER MECHANIC - 1264

DEFINITION:

Under general supervision, to perform skilled straightening and repair work on bodies and frames of automotive, construction, fire, and industrial equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Repairs breaks and damage to bodies and frames of automotive, construction, fire, and industrial equipment;
- Straightens grills, door panels, hoods, cabs, bodies, and other body parts;
- Checks and realigns frames;
- Shrinks fenders and other parts to repair stretched metal;
- Inspects vehicle bodies and fenders for dents and breaks;
- Forms and repairs fiberglass body parts;
- Heats and molds body parts with gas and arc welding equipment;
- Operates spot welding and sheet metal equipment;
- Applies body filler by soldering and welding;
- Files, grinds, sands, and paints repaired parts of bodies and fenders;
- Operates grinders, sanders, air chisels, paint guns, hand tools, and similar equipment;
- Replaces windshields and other glass; repairs and replaces upholstery;
- Performs metal fabrication projects;
- Makes estimates and orders parts for damaged equipment; assists equipment mechanics by detecting and reporting engine and mechanical parts damage;
- As directed, applies productivity time guidelines and other required data to work repair forms;
- Trains and leads the work of apprentices and assigned personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited four-year Body and Fender Mechanic Apprenticeship Program; **OR** four years of full-time experience in all phases of work as a journey-level Body and Fender Mechanic to include repairing and replacing body parts; fiberglass work; glass installation; automotive painting preparation and painting; frame

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

alignment and straightening; unitized body alignment and sectional repairs; body parts adjustments; minor mechanical and electrical repairs; and welding and metal fabrication. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BOOKMOBILE DRIVER - 1268

DEFINITION:

Under general supervision, to drive a bookmobile and to perform routine clerical library work; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Drives a bookmobile to scheduled stops; checks books in and out;
- Collects fines, fees, and payments for overdue, damaged, or lost library materials;
- Registers borrowers; types library cards and other forms;
- Files applications and fine slips; records and cash balances all monies received;
- Periodically checks shelves to ensure that books are in proper order;
- Turns in damaged books for mending or repair; loads and unloads books;
- Obtains bookmobile supplies;
- Reports lost or stolen books and cards;
- Keeps records of the number of books circulated;
- Prepares simple monthly reports;
- Keeps the bookmobile clean and orderly;
- Performs maintenance and servicing checks;
- Has necessary maintenance work done on the bookmobile;
- As assigned, works on the circulation desk and performs clerical library work in the main library or in a branch.

EMPLOYMENT STANDARDS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical or public contact experience. Ability to type at a rate of 30 net words per minute. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUSINESS SYSTEMS AIDE - 1027

DEFINITION:

Under immediate supervision, and in a training capacity, to perform the less complex enterprise business process technical and analytical duties in a functional area relating to the operation, maintenance, and enhancement of an integrated City-wide information management system; requirements for new developments, modifications, and enhancements to meet business requirements; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class within the City's Business Systems Analyst class series. This class is distinguished from the Business System Analyst series in the level of complexity associated with enterprise business processes. Business Systems Aides are typically responsible for progressively more responsible and complex duties in order to gain the knowledge, skills, and abilities to support the integrated City-wide information management system and career advance to the journey-level Business Systems Analyst II class.

* **EXAMPLES OF DUTIES:**

- Works with departments to define the less complex scope and requirements for new developments, modifications, and enhancements to meet changing business requirements;
- Writes less complex functional specifications; makes less complex customer specific changes to SAP software;
- Assists with configuration of SAP modules, components, and sub-components;
- Conducts less difficult data analyses and troubleshooting of data that has been processed through the system;
- Analyzes test results to determine that system components are functioning to required specifications;
- Updates existing test scripts for SAP modules based on system change specifications;
- Assists professional business systems personnel and developers with unit testing by following test scripts and recording results;
- Interprets business requirements;
- Creates training materials and system reference guides for new system functions using SAP uPerform and other automated tools;
- Assists Business Systems Analysts with the establishment and management of project plans including tasks and estimated complete dates;
- Performs related work.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units); **AND** four years subprofessional experience performing financial, payroll, or personnel business processes in an automated system, six months of which must be in the implementation or support of an automated Enterprise Resource Planning System.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUSINESS SYSTEMS ANALYST I - 1023

DEFINITION:

Under general supervision, to perform increasingly complex enterprise business process technical and analytical duties in a functional area relating to the operation, maintenance, troubleshooting, and enhancement of the City's integrated SAP Enterprise Resource Planning (ERP) system; to serve as a business analyst focused on the intersection of technology and functional business needs; to work on projects and assignments to support the development, testing, and implementation of new and modified system applications/features; to provide day-to-day user support; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class in the Business Systems Analyst series. This class is distinguished from the next higher class, Business Systems Analyst II, in that incumbents in Business Systems Analyst I positions typically perform the lesser complex, narrow scope technical and analytical duties, and receive more direction and guidance in their assignments. In a training capacity, positions at this level may be underfilled with the classifications of Management Trainee, Information Systems Analyst I, or Business Systems Aide in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- In a training capacity, reviews and evaluates existing and proposed systems, solutions, and business processes and devises or modifies processes and procedures for solving business problems;
- Makes customer specific changes to SAP software;
- Works with and configures SAP modules, components, and sub-components;
- Performs increasingly complex tasks dealing with the analysis, design, development, and implementation of solutions serving business needs in City departments;
- Analyzes business needs/problems and formulates and implements technology solutions for modules, components, and sub-components in an SAP enterprise environment that enables the business to meet operational goals;
- Coordinates and facilitates interactive analyses and design sessions with key business personnel, technical personnel, and City departments;
- Defines scope and requirements for new developments, modifications, and enhancements to meet changing business requirements;
- Assists with the establishment and management of project plans;
- Performs configuration changes and/or prepares and develops design specifications for programmers;
- Conducts detailed system design and writes specifications for development;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Develops tests for SAP modules, components, and sub-components and training plans and materials for updates and/or enhancements;
- Prepares, monitors, and analyzes budgets;
- Analyzes new hardware and software updates and products certified by SAP;
- Assists with tactical and strategic planning initiatives;
- Acts as a liaison with organizations and agencies for the continued development of SAP;
- Prepares and presents reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units); **AND** one year of recent full-time experience (within the last 5 years) analyzing business needs and problems, defining solutions, and working on software development/implementation projects to meet operational goals, **OR** professional experience providing technical and operations support of an automated system. Qualifying experience must include working with an enterprise software application (e.g., SAP, Oracle, MS Dynamics, SSA Global), troubleshooting and problem resolution, and providing technical assistance to others. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUSINESS SYSTEMS ANALYST II - 1022

DEFINITION:

Under direction, at the journey-level, to perform a variety of enterprise business process technical and analytical duties in a functional area relating to the operation, maintenance, troubleshooting, and enhancement of the City's integrated SAP Enterprise Resource Planning (ERP) system; to serve as a business analyst focused on the intersection of technology and functional business needs; to work on a wide variety of projects and assignments to support the configuring, testing, and implementation of new and/or modified system applications/features; to provide day-to-day user support; may lead and/or supervise the work of subordinate staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Business Systems Analyst series. Employees in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. Positions classified at this level may be underfilled with the classifications of Management Trainee, Information Systems Analyst I, Information Systems Analyst II, Business Systems Analyst I, or Business Systems Aide in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Reviews and evaluates existing and proposed systems, solutions, and business processes and devises or modifies processes and procedures for solving business problems;
- Makes customer specific changes to SAP software;
- Works with and configures SAP modules, components, and sub-components;
- Performs tasks dealing with the analysis, design, development, and implementation of solutions serving business needs in City departments;
- Analyzes business needs/problems and formulates and implements technology solutions for modules, components, and sub-components in an enterprise SAP environment that enable the business to meet operational goals;
- Coordinates and facilitates interactive analyses and design sessions with key business personnel, technical personnel, and City departments;
- Defines scope and requirements for new developments, modifications, and enhancements to meet changing business requirements;
- Establishes and manages project plans;
- Performs configuration changes and/or prepares and develops design specifications for programmers;
- Conducts detailed system design and writes specifications for development;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Develops tests for SAP modules, components, and sub-components and training plans and materials for updates and/or enhancements;
- Prepares, monitors, and analyzes budgets;
- Analyzes new hardware and software updates and products certified by SAP;
- Represents the department on a variety of committees;
- May supervise technical and support personnel;
- Participates in tactical and strategic planning initiatives;
- Acts as a liaison with organizations and agencies for the continued development of SAP;
- Prepares and presents reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units); **AND** two years of recent full-time experience (within the last 5 years) analyzing business needs and problems, defining solutions, and working on software development/implementation projects to meet operational goals, **OR** professional experience providing technical and operations support of an automated system. Qualifying experience must include a minimum of one year working with one of the core software applications in the SAP Business Suite (e.g., ERP, CRM, SRM, PLM) including design, configuration, and implementation of SAP functional modules, components, and sub-components, troubleshooting and problem resolution, and providing technical assistance to others. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUSINESS SYSTEMS ANALYST III - 1021

DEFINITION:

Under direction, to perform the most complex, in-depth, unique, and difficult enterprise business process technical and analytical duties in a functional area relating to the operation, maintenance, troubleshooting, and enhancement of the City's integrated SAP Enterprise Resource Planning (ERP) system; to provide expertise in the design, development, and implementation of enterprise system responses to City business needs; to serve as a business analyst focused on the intersection of technology and functional business needs; to work on a wide variety of complex projects and assignments to support the configuring, testing, and implementation of new and/or modified system applications/features; to provide day-to-day user support; may serve as a supervisor over other professional personnel; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the highest class in the Business Systems Analyst series. This class is distinguished from Business Systems Analyst II and Business Systems Analyst I in that Business Systems Analyst III positions are responsible for performing the most complex and unique enterprise system analyses or supporting multiple functional areas, components, and/or sub-components. This class may also supervise the activities of professional business systems analyst staff. Incumbents perform with the highest degree of independence and exercise expert judgment within broadly defined limits.

*** EXAMPLES OF DUTIES:**

- Reviews and evaluates existing and proposed systems, solutions, and business processes and devises or modifies processes and procedures for solving business problems;
- Makes customer specific changes to SAP software;
- Works with and configures SAP modules, components, and sub-components;
- Performs the most complex tasks dealing with the analysis, design, development, and implementation of solutions serving business needs in City departments;
- Ensures the integration of the SAP system with other department technologies and systems;
- Analyzes business needs/problems and formulates and implements technology solutions for modules, components, and sub-components in an SAP enterprise environment that enable the business to meet operational goals;
- Coordinates and facilitates interactive analyses and design sessions with key business personnel, technical personnel, and City departments;
- Defines scope and requirements for new developments, modifications, and enhancements to meet changing business requirements;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Provides direction and supervision to team members during the development cycle of assigned projects;
- Establishes and manages project plans;
- Performs configuration changes and/or prepares design specifications for programmers;
- Conducts detailed system design and writes specifications for development;
- Develops tests for SAP modules, components, and sub-components and training plans and materials for updates and/or enhancements;
- Prepares, monitors, and analyzes budgets;
- Analyzes new hardware and software updates and products certified by SAP;
- Represents the department on a variety of committees;
- May supervise the work of professional and subprofessional personnel including outside vendors, technical support, and business analyst personnel in a variety of systems analysis activities;
- Acts as a lead over multiple integrated and complex projects;
- Participates in tactical and strategic planning initiatives;
- Acts as a liaison with organizations and agencies for the continued development of SAP;
- May provide support to one or more functional areas, components, and/or sub-components;
- Prepares and presents reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units); **AND** four years of recent full-time experience (within the last 8 years) analyzing business needs and problems, defining solutions, and working on software development/implementation projects to meet operational goals, **OR** professional experience providing technical and operations support of an automated system. Qualifying experience must include a minimum of two years City of San Diego SAP support/implementation experience, or three years working with one of the core software applications in the SAP Business Suite (e.g., ERP, CRM, SRM, PLM) including design, configuration, and implementation of SAP functional modules, components, and sub-components, project management, troubleshooting and problem resolution, and providing technical assistance to others. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUYER'S AIDE I - 1286

DEFINITION:

Under general supervision, to perform subprofessional purchasing of a variety of supplies, materials, and equipment for use by operating departments; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Buyer's Aide I and Buyer's Aide II are subprofessional classifications within the Buyer's series. Positions in the Buyer's series are distinguished by the complexity of the supplies, materials, and equipment purchased and the level of authority to purchase commodities or services without supervisory approval.

*** EXAMPLES OF DUTIES:**

- Reviews requisitions for clarity and completeness;
- Contacts user departments to obtain specific requirements, as necessary;
- Obtains bids, written quotes, and telephone quotes;
- Evaluates bids and price quotations;
- Awards contracts;
- Expedites orders;
- Interprets specifications and regulations governing the purchasing process.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Completion of 60 college semester units; **OR** two years of full-time experience performing complex clerical functions at a level of responsibility equivalent to Senior Clerk/Typist; **OR** one year of full-time experience performing subprofessional purchasing.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUYER'S AIDE II - 1287

DEFINITION:

Under general supervision, to perform subprofessional purchasing of a wide variety of supplies, materials, and equipment for use by operating departments; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Buyer's Aide I and Buyer's Aide II are subprofessional classifications within the Buyer's series. Positions in the Buyer's series are distinguished by the complexity of the supplies, materials, and equipment purchased and the level of authority to purchase commodities or services without supervisory approval.

*** EXAMPLES OF DUTIES:**

- Reviews requisitions for clarity and completeness;
- Contacts user departments to obtain specific requirements, as necessary;
- Evaluates insurance needs, City protection clauses, varying delivery points, special storage issues, and other variables;
- Obtains bids, written quotes, and telephone quotes;
- Evaluates bids and price quotations;
- Awards contracts;
- Writes contracts including vendor performance issues/considerations;
- Conducts price/values analyses;
- Interprets specifications and regulations governing the purchasing process;
- Resolves department/vendor disputes.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing duties equivalent to the City of San Diego's classification of Buyer's Aide I; **AND** one year of full-time subprofessional purchasing experience which must include the following: 1) reviewing requisitions for clarity and completeness; 2) contacting user departments to obtain specific requirements; 3) obtaining bids and written and telephone quotes; 4) evaluating bids and price quotations; 5) awarding

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

contracts; 6) expediting orders; and 7) interpreting specifications and regulations governing the purchasing process.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CAL-ID TECHNICIAN - 1285

DEFINITION:

Under general supervision, to perform specialized identification of fingerprints using the Cal-ID fingerprint classification system; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Examines and matches fingerprints from print cards with prints from various databases in the Cal-ID system;
- Pattern types fingerprints;
- Enters and retrieves information and fingerprints from the Cal-ID system;
- Compares prints and determines points of identification;
- Analyzes characteristics of each candidate fingerprint set;
- Through the process of elimination, establishes positive identification by point-by-point comparison of minutiae within individual fingers or establishes that the subject has no prints on file;
- Sorts, photocopies, routes, and files records;
- Maintains and checks logs of reports received;
- Researches and provides criminal history and wanted persons information to law enforcement officers and other authorized personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, **AND** satisfactory completion of the City's Police Records Clerk Phase Training Program, **AND** six months of full-time experience performing specialized fingerprint matching and identification using the Cal-ID system, **AND** satisfactory completion of the City's automated Cal-ID Fingerprint Identification System Phase Training Program.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CARPENTER - 1288

DEFINITION:

Under general supervision, to perform skilled, journey-level carpentry work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Constructs and repairs buildings, bridges, fences, doors, boats, and other structures;
- Performs shop and mill work to include building and repairing cabinets, furniture, and specialized items;
- Builds forms, frames, and stairways;
- Builds and installs window frames, sashes, door frames and casings, doors, screens, counters, office furniture, partitions, ceiling systems, floor covering, and panelling;
- Repairs damage to buildings and structures; builds docks, work floats, fishing floats, and signs;
- Repairs boats including woodwork fixtures, fiberglassing, painting, and rebuilding damaged parts; does glazing and glass substitute installation;
- Repairs and rebuilds lifeguard and concession stands and wood and fiberglass buoys;
- Installs and maintains steel and wood guard rails and chain link fences;
- Operates and maintains power saws, jointers, shapers, sanding machines, drill presses, planers, and other related power and hand tools;
- Installs wall board and prepares walls for plaster and stucco work;
- Sets up, works from, and removes scaffolding;
- Drives assigned vehicles;
- As directed, applies productivity time guidelines and other required data to work repair forms;
- Trains and leads the work of apprentices, and assigned personnel;
- Provides data for cost estimates and records; reads plans and blueprints and makes rough sketches;
- Estimates materials and labor costs.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited four-year Carpenter Apprenticeship Program; **OR** four years of full-time journey-level experience in all phases of work as a journey-level

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Carpenter, which must include two years of qualifying experience in commercial and/or industrial carpentry. Qualifying experience must include three of the following: shop and mill work; exterior covering and finish work; or foundation, form construction, and framing work. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CARPENTER SUPERVISOR - 1290

DEFINITION:

Under direction, to plan and supervise the work of skilled carpenters and other staff engaged in general carpentry work; and to perform related work.

*** EXAMPLES DUTIES:**

- Assigns, supervises, and participates in the work of carpenters, apprentices, helpers, and others in performing skilled carpentry work, such as constructing forms, building frames, stairways, shelves, and cabinets;
- Erects, repairs, and maintains frame buildings and structures; erects walls and roofs;
- Installs, repairs, and maintains window frames, sashes, door frames, doors, and screens;
- Repairs and maintains furniture and cabinets; installs partitions and applies floor coverings and wall boards;
- Reviews plans and specifications and prepares blueprints and sketches of carpentry work to be done;
- Operates power saws, jointers, shapers, and other power and hand tools;
- Inspects work of subordinates and contractors;
- Estimates costs;
- Enforces safety regulations;
- Keeps records and makes reports;
- Orders supplies and equipment.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited four-year Carpenter Apprenticeship Program, **AND** two years of experience in all phases of work as a journey-level Carpenter; **OR** six years of full-time experience in all phases of work as a journey-level Carpenter. Qualifying experience must include three of the following functions: (1) shop and mill work; (2) interior finish work; (3) exterior covering and finish work; or (4) foundation form construction and framing work. At least two years of qualifying experience must be in commercial and/or industrial carpentry. One year of supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline, **OR** test

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

of Supervisory Ability (TSA) for City of San Diego employees. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CASHIER - 1330

DEFINITION:

Under general supervision, to receive, disburse, and account for money; to do clerical work involved in keeping financial records; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Accepts money from the public at a public counter and issues receipts;
- Sorts and counts cash, and prepares and balances reports of receipts;
- Maintains accounts receivable files;
- Receives checks and records payments received through the mail;
- Explains the basis of charges to members of the public;
- Classifies payments received by department and follows special procedures when appropriate for a given account;
- Operates office machines such as cash registers, endorsing machines, 10-key adding machines, typewriters, and copying machines.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time cashier or teller experience for a municipal organization, bank, savings and loan, credit union, or financial institution. Qualifying experience must include receiving cash, checks, and other negotiable instruments such as credit cards, money orders, etc. from the public and issuing receipts; calculating and making correct change; and balancing monies against register tapes and various source documents using a 10-key adding machine by touch. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CEMENT FINISHER - 1293

DEFINITION:

Under general supervision, to perform skilled cement finishing work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reads and interprets plans and standard drawings, designs, and builds forms;
- Pours and molds concrete in the construction of sidewalks, steps, vaults, walls, curbs, alleys, storm drains, catch basins, and similar concrete structures;
- Designs, measures, and cuts wood and metal forms;
- Finishes concrete by using trowels, screeds, floats, straight edges, and jointers to obtain required texture and contour;
- Mixes proper amounts of aggregates with cementing materials to form concrete;
- Mixes sand, cement, and coloring for dry mix;
- Sets grades to determine proper water drainage; patches holes in street with concrete;
- Repairs broken concrete;
- Reads and interprets standard drawings;
- Sets up temporary traffic patterns; drives pickup trucks, flatbed trucks, small dump trucks, and other similar equipment;
- Leads the work of assigned personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited three-year Cement Mason Apprenticeship Program; **OR** three years of full-time experience under the direction of a journey-level cement finisher. Qualifying experience must include reading plans and drawings, building and setting forms, and finishing cement on a variety of concrete projects. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CEMENT GUN OPERATOR - 1498

DEFINITION:

Under general supervision, to spray mortar over exposed masonry, steel, or other surfaces, including free form applications, overhead bridge trestles, and embankments; to lead a cement-finishing crew; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Builds and erects forms;
- Installs mesh and steel reinforcing on surfaces;
- Erects scaffolds;
- Directs and assists in mixing sand and cement dry mortar;
- Determines the proper air pressure to be used in operating gunite nozzles;
- Controls the water supply and signals crew members to discharge sand and cement into the outlet hose;
- Directs a stream of wet mortar from the gunite nozzle onto the surface to be covered;
- Sprays applications of thin layers of mortar to form walls, conduits, and other structures;
- Cleans high spots from surfaces of finished work;
- Determines angles and location of drainage holes, cuts, grooves, and troughs on embankments to ensure proper drainage;
- Performs minor maintenance and repair work on gunite machines;
- Finishes cement;
- Estimates costs; keeps records and maintains database for gunite backlog;
- Leads the work of cement finishers and subordinate workers.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience operating pneumatic power equipment, including the operation of a gunite nozzle in the framed and free form application of mortar. Possession of a valid California Class A or B Driver License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CEMETERY MANAGER - 1296

DEFINITION:

Under direction, to plan, coordinate, and supervise the operation and maintenance of the City's Mt. Hope Cemetery; and to perform related work.

EXAMPLES OF DUTIES:

- Develops and implements cemetery operations and maintenance policies and procedures;
- Prepares, implements, and monitors procedures for the sale and release of cemetery lots and related goods and services;
- Analyzes cemetery operations for cost effectiveness, and develops methods to enhance revenues;
- Ensures compliance with all City, County, and State law governing cemetery operations;
- Ensures cemetery staff receives training and complies with laws and regulations regarding the handling and disposal of hazardous materials;
- Administers software systems;
- Supervises the keeping of records;
- Selects, trains, disciplines, and rates the performance of subordinate supervisors;
- Deposits and accounts for funds derived from lot sales, interments, and other fees;
- Develops policies and procedures for the use of cemetery facilities and services by funeral directors;
- Establishes guidelines for dissemination of information to the public on available services;
- Enforces regulations governing the operation of the cemetery;
- Reviews and recommends fee revisions;
- Markets cemetery services through advertising and attendance at professional meetings;
- Negotiates the sale of group plots prior to City Council approval;
- Plans, schedules, and supervises the development and improvement of grounds;
- Reviews requests by private groups for special park accommodations;
- Supervises the preparation and administration of the cemetery operations and capital improvement budget;
- May participate in funeral services, interments, and disinterments;
- Resolves difficult and/or sensitive complaints or problems;
- Prepares special reports and studies;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

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recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in the administration and management of cemetery operations, which must include responsibility for funeral and interment services; **OR** two years of full-time experience as a Funeral Director which includes cemetery experience.

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CITY ATTORNEY INVESTIGATOR

NOTE: Formerly LITIGATION INVESTIGATOR

DEFINITION:

Under direction, to perform a wide variety of investigations for City liability and other cases going to trial; to conduct special investigations on various legal issues; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Performs a variety of investigations for City liability on lawsuits and other cases where the City may be either the plaintiff or defendant;
- Conducts surveillances;
- Locates and interviews witnesses;
- Gathers and obtains statements, documents, and other factual material relating to cases;
- Analyzes data compiled and prepares recommendations and reports;
- Prepares statistical data, special documentation, and exhibits to be presented at court;
- Takes photographs;
- Serves summonses and subpoenas;
- Attends trials and assists attorneys in arranging appearance of witnesses at trials and hearings and in preparing presentation of evidence;
- Testifies in court;
- Gathers data in response to interrogatories and/or demand for production of documents and is responsible for verifying the evidence or information;
- Conducts special investigations as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed college unit equal to 120 semester/180 quarter), **AND** two years of civil, criminal or law enforcement investigative experience. Qualifying experience must include investigation of civil or criminal cases such as public liability claims, traffic accidents, consumer fraud, domestic violence or code enforcement. Additional investigatory experience may be substituted for education lacked on a year-for-year basis. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CLAIMS AND INSURANCE MANAGER - 1816

DEFINITION:

Under administrative direction, to administer the City's public liability and/or workers' compensation programs; to plan and direct risk management activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Manages the City's liability, insurance, claims recovery, and/or workers' compensation programs;
- Evaluates the City's exposure to loss and potential risks from its operations and activities;
- Establishes policies and ensures conformance of program operations to established standards;
- Reviews major and controversial cases;
- Recommends methods to reduce or eliminate potential losses and risks to the City;
- Maintains liaison with departments and City management on risk management issues;
- Provides technical expertise in evaluating proposed public liability insurance contracts;
- Evaluates the feasibility of self-insuring City programs;
- Reviews and evaluates the work performance of subordinates;
- Prepares correspondence and reports;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units), **AND** five years of full-time experience in the investigation and adjustment of general and automobile liability, bodily injury, and/or property damage claims. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CLAIMS AIDE - 1340

DEFINITION:

Under general supervision, to perform a variety of subprofessional workers' compensation, public liability, rehabilitation, long term disability, and other claim assignments of average difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews, evaluates, and adjusts the less complex and serious claims against the City, including medical only, small property damage, tow-away, recovery of revenues subrogation, and other claims involving limited liability exposure and in which determination of liability is not a major issue;
- Evaluates and coordinates early intervention and other less sensitive, non-stress related and non-litigated rehabilitation cases;
- Determines whether injuries are work related; establishes reserves for medical expenses;
- Processes and effects settlements and payments within assigned monetary authority;
- Conducts investigations and interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Calculates cost of damage or benefits;
- Prepares settlement documents;
- Conducts on-site job analyses to obtain specific information regarding injured employee's job;
- Provides information to claimants, employees, attorneys, and physicians regarding risk management programs, policies, procedures, requirements, and status of claims;
- Assists professional claims representatives in investigating, evaluating, and resolving the more complex cases, as assigned;
- Initiates and maintains case files and prepares case reports;
- Performs related risk management duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Claims Clerk or Benefits Representative I with the City of San Diego Risk Management Department; **OR** six months of full-time experience as a

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Benefits Representative II with the City of San Diego Risk Management Department; **OR** six months of full-time experience as a Claims Clerk or Benefits Representative I with the City of San Diego Risk Management Department, **AND** successful completion of one of the following Insurance Educational Association (IEA) classes or equivalent agency's classes: Property and Liability Insurance Principles; Introduction to Claims; or Workers' Compensation Claims. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CLAIMS CLERK - 1341

DEFINITION:

Under general supervision, to perform specialized and complex clerical work in processing a variety of claims filed against the City or initiated by the City, which are processed through the Risk Management Department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Processes workers' compensation, public liability, and loss recovery claims;
- Explains filing procedures and policies;
- Sets-up and maintains case files;
- Researches the status of claims and claim payments;
- Reviews and routes documents received and files with appropriate case files;
- Exercises discretion in the release of confidential case information;
- Calculates award payments;
- Performs basic skip tracing techniques to locate debtors;
- Copies and distributes case materials;
- Prepares direct payments and invoices.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience; **AND** six months of full-time experience setting-up and maintaining case files of public liability, loss recovery, workers' compensation, or other related medical claims in the Risk Management Department.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CLAIMS REPRESENTATIVE I - 1342

DEFINITION:

Under general supervision, to perform the less difficult claims adjusting work in connection with the City's public liability, workers' compensation, cost recovery, or other specialized risk management programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Investigates the less difficult claims for workers' compensation, or the less serious bodily injury and property loss or damage claims filed against the City;
- Reviews personal injury and property damage accident reports;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Maintains monetary reserves; reviews police and hospital records;
- On a scheduled or on-call basis, inspects the scenes of accidents, takes photographs, and collects and preserves evidence;
- Evaluates property damage and bodily injuries to determine extent of the City's liability;
- Estimates settlement value if City liability exists;
- Negotiates with claimants in order to effect equitable settlements out of court;
- Recommends claim denial;
- Effects settlements within assigned monetary authority;
- Performs cost-recovery investigations regarding damage to City property or injury to City personnel;
- Prepares investigative reports;
- Represents the City in small claims actions;
- Assists in the preparation of cases for litigation;
- Performs projects related to the maintenance of the City's insurance portfolio;
- Attends hearings of the Workers' Compensation Appeals Board;
- Attends industrial leave hearings;
- Evaluates and rates disabilities;
- Performs related risk management duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time professional experience in the investigation, adjustment, and settlement of long-term disability (LTD), public liability, and medical (including workers' compensation) claims. Professional experience would typically include negotiation or settlements with claimants and the authority for approval of settlements and denial of claims. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CLAIMS REPRESENTATIVE II - 1343

DEFINITION:

Under general supervision, to perform varied and difficult claims adjusting work related to the City's public liability, workers' compensation, cost recovery, or other specialized risk management programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Investigates varied and difficult claims for workers' compensation, or serious bodily injury and property loss or damage claims filed against the City;
- Performs cost recovery investigations regarding damage to City property or injury to City personnel;
- Reviews accident or injury reports;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Reviews police and hospital records;
- Maintains monetary reserves;
- On a scheduled or on-call basis, inspects the scenes of accidents, takes photographs, and collects and preserves evidence;
- Evaluates property damage and bodily injuries to determine extent of the City's liability;
- Estimates settlement value of claims if City liability exists;
- Negotiates with claimants to effect equitable settlements out of court;
- Recommends claim denials;
- Effects settlements within assigned monetary settlement authority;
- Prepares comprehensive investigative reports;
- Represents the City in small claims actions;
- Assists in the preparation of cases for litigation;
- Performs projects related to the maintenance of the City's insurance portfolio;
- Attends hearings of the Workers' Compensation Appeals Board;
- Attends industrial leave hearings;
- Evaluates and rates disabilities;
- Performs related risk management projects as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Two years of full-time professional experience in the investigation, adjustment, and settlement of long-term disability (LTD), public liability, and medical (including workers' compensation) claims. Professional experience would typically include negotiation or settlements with claimants and the authority for approval of settlements and denial of claims. Possession of a valid California C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CLERICAL ASSISTANT I - 1569

DEFINITION:

Under immediate supervision, to perform a variety of routine clerical work according to specific instructions; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the general clerical series. Instructions for completing work assignments are specific and work is closely reviewed. This class differs from the next higher level, Clerical Assistant II, in that the latter performs a wide variety of more difficult, journey-level clerical tasks.

*** EXAMPLE OF DUTIES:**

- Sorts, indexes, alphabetizes, and files cards, letters, or documents;
- Performs simple computations and types data in column form;
- Answers and routes telephone calls to the proper office or employee;
- Enters, modifies, and queries computerized files;
- Provides routine information to the public over the counter or by telephone;
- Distributes forms, pamphlets, and applications;
- Proofreads and compares records and reports;
- Assists in preparing payrolls and related documents;
- Prepares and types requisitions and work order requests for service;
- Types forms, reports, and correspondence from rough drafts;
- Distributes mail, office supplies, books, and other materials;
- Conducts periodic equipment inventories;
- Microfilms/ microfiches records and other documents;
- Photocopies and collates printed materials;
- Operates office machines and equipment.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required. Ability to type at a corrected speed of 30 or 50 net words per minute may be required for some positions.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CLERICAL ASSISTANT II - 1535

DEFINITION:

Under general supervision, to perform a variety of clerical work of average difficulty in various City departments; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the general clerical series. Positions classified at this level may be underfilled with Clerical Assistants I in accordance with the City's Career Advancement Program.

*** EXAMPLE OF DUTIES:**

- Prepares statistical reports requiring the location and assembly of data from a variety of sources;
- Sorts and files records and other documents;
- Issues permits and licenses in accordance with established procedures;
- Collects fees and issues receipts;
- Maintains files where discretion is involved;
- Serves as a receptionist;
- Answers inquiries over the telephone and counter regarding City services and general departmental procedures and policies;
- Photocopies and collates various documents;
- Makes entries into logs and other control records;
- Reconciles payments and balances against encumbrances;
- Processes the less complex payrolls and related documents, or assists in processing a large and complex payroll;
- Prepares and sends out notices, bills, and similar forms;
- Orders and distributes office supplies;
- Maintains inventories and invoices of supplies;
- Maintains mailing lists;
- Sorts and routes incoming and outgoing mail;
- Reviews records for accuracy and completeness;
- Conducts periodic equipment inventories;
- Operates a variety of office equipment;
- Enters, modifies, and queries computerized files;
- Types correspondence, reports, forms, requisitions, and a variety of other documents from rough drafts, tape recordings, or oral instructions;
- Arranges materials into proper format and corrects grammar, punctuation, and spelling;
- Proofreads finished copy;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Maintains and processes various records such as purchase requisitions, receiving reports, and direct payments;
- Maintains a petty cash fund;
- Schedules appointments;
- Makes travel and hotel accommodations and processes travel expense reports;
- May assist in the training of new employees, and review the work of other lower-level or less experienced clerical employees.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience which may include typing, filing, providing information to the public, and general bookkeeping as typical duties. Six months of this experience must be in a position where the primary job responsibility is clerical in nature and must include a wide range of qualifying clerical duties; **OR** an Associate's Degree in Business Office Technology or a closely related field. Ability to type at a corrected speed of 30 words or 50 words per minute may be required for some positions.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CODE COMPLIANCE OFFICER - 1356

DEFINITION:

Under general supervision, to conduct field investigations in the enforcement of City codes and regulations; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from Field Representative in that incumbents of that class are primarily responsible for complaint resolution and enforcement of less complex City Codes and ordinances, whereas Code Compliance Officers are responsible for the enforcement of more complex City codes and ordinances. In addition, duties of this classification include performing in-depth investigations of code violations which often require subjective judgment; issuing violation notices and or citations; conducting extensive research to determine property ownership; preparing comprehensive reports for administrative hearings and court appearances; testifying at hearings and in court; conducting formal meetings to mediate formal disputes; and occasionally conducting administrative hearings.

*** EXAMPLES OF DUTIES:**

- Investigates complaints of excessive noise, off-street abandoned vehicles, off-street illegal parking, excessive towing charges, water waste or theft, unsightly litter, illegal dumping, illegal storage, small animals, temporary signs, rooming house and high occupancy issues, news racks, news bins, fire hazards, and unabated graffiti;
- Conducts field inspections of various businesses and properties for compliance with applicable codes and regulations;
- Enforces violations, false load declarations, and improper disposal of waste in accordance with Miramar Landfill regulations, abandoned personal property, and transient camp abatement;
- Recognizes and may cite violations of building and zoning codes and related issues and refers to staff, as appropriate;
- Determines if code violations exist;
- Explains and interprets governing codes;
- Researches property ownership;
- Searches files and records to obtain data required in the conduct of inspections and/or investigations;
- Collects and documents evidence;
- Explains violation and corrective measures required, and encourages voluntary compliance;
- Issues citations or notices of violation;
- Sets up and follows through on abatement schedules and procedures;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Reinspects property for compliance;
- Prepares case materials for hearings and legal proceedings and testifies in court;
- Initiates, organizes, and coordinates clean-up activities;
- Serves as a court witness;
- Maintains records and prepares reports and correspondence;
- Meets with community groups and coordinates with City departments to provide equipment, tools, and other materials needed for self-help projects.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience investigating complaints from the public, which must include reviewing or interpreting data and/or the responsibility for complaint resolution; **OR** one year of full-time experience in the enforcement of codes and ordinances; **OR** successful completion of 30 semester/45 quarter college-level units, which must include a minimum of 15 semester/22.5 quarter college-level course work in criminal justice and/or administration of justice; **OR** a combination of education an experience as specified above equaling one year. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CODE COMPLIANCE SUPERVISOR - 1357

DEFINITION:

Under direction, to supervise subordinates engaged in the investigation and enforcement of special ordinances and regulations relating to licensing/pawn shops, litter and weed abatement, and water loss/theft prevention; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises subordinates engaged in field investigations in response to citizen complaints and inquiries regarding enforcement of noise and land use regulations, solid waste code enforcement, storm water ordinances, water waste and drought restrictions, licensing/pawn shops, litter and weed abatement, and water loss/theft prevention;
- Enforces recycling, construction and demolition ordinances, franchise enforcement, and other City ordinances, as required;
- Receives complaints and assigns investigations to subordinates;
- May assist in the investigation of the more sensitive and complex complaints;
- Acts as liaison between other enforcement agencies as well as other City departments;
- Conducts ride-along inspections;
- Supervises the preparation of case material where legal action is required;
- Prepares statistical reports and correspondence;
- Testifies in court and attends administrative hearings;
- Reviews and recommends procedural changes;
- Develops and writes procedural manuals, prepares spreadsheets, reports, and presentations;
- Develops training programs for subordinates;
- Uses Environmental Programs and Collection System (EPACS) and other computer programs;
- Mediates and resolves employee complaints and grievances;
- Selects, trains, and evaluates the work performance of subordinates;
- Performs other related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Two years of full-time experience in the enforcement of County, Federal, State, or Municipal codes and ordinances which must include field investigations, inspections, and the authority to issue citations and/or revoke licenses. Qualifying experience must include responsibility for the investigation and resolution of citizen inquires and complaints. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COLLECTIONS INVESTIGATOR I - 1331

DEFINITION:

Under general supervision, to collect payment in full on the City's delinquent accounts receivable; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Collects delinquent funds owed the City stipulated in various municipal codes, ordinances, and resolutions;
- Researches various written and computerized records available to determine account status and establish proof of debt;
- Contacts other City departments and agencies to gather information related to the collection of delinquent accounts;
- Assists with filing and removing liens;
- Locates missing debtors using assorted skip tracing techniques;
- Investigates disputed claims on delinquent bills;
- Explains and interprets relevant governing codes, ordinances, and resolutions;
- Contacts and negotiates with debtor to elicit payment in full;
- Recommends and sets-up payment schedules for debtors unable to make payment in full;
- Initiates litigation and gathers and prepares documents verifying proof of debt for presentation in court;
- Inputs and retrieves account information using a computer system;
- Locates and identifies debtor assets for attachment;
- Recommends write-off on uncollectible accounts;
- Maintains records of work performed;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing debt collections and investigations on charged-off accounts with a government agency, financial institution, law office, or collection agency. Qualifying experience must include skip tracing delinquent debtors, negotiating terms of payment, and setting up payment schedules and assembling/ verifying documents and other proof of debt to support litigation.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COLLECTIONS INVESTIGATOR II - 1332

DEFINITION:

Under general supervision, to compile court evidence and prepare and process a variety of legal documents for the collection of delinquent accounts requiring court action; to handle the more complex delinquent accounts and the associated follow through of all legal processes to resolve the accounts; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews litigation requests and determines responsible parties;
- Reviews litigation request packages to determine if all necessary documentation is provided and valid;
- Files civil actions, arranges for service legal documents, and represents the City of San Diego in small claims court;
- Explains legal options available to Collections Investigators in collecting delinquent debts and assists investigators with court preparation;
- Researches legal issues;
- Gathers and verifies case data for processing legal actions;
- Contacts other City departments and agencies to gather information related to the collection of delinquent accounts;
- Determines the proper venue and pleading to be filed in a variety of jurisdictions;
- Resolves disputes, conducts field investigations, and interviews witnesses;
- Negotiates settlements with defendants, their attorneys and/or insurance companies, or recommends compromise settlements through the City Attorney's Office;
- Maintains records of seizure and sale actions;
- Arranges for the placement of Marshall's Keepers in seized property;
- Sets up and maintains court calendars and schedules continuances;
- Attends settlement conference, mediation, arbitration, and/or trials;
- Interrogates witnesses and schedules witness appearances;
- Drafts responses to discovery requests and prepares summaries to relevant portions of the municipal code;
- Prepares and files a variety of court documents;
- Inputs or retrieves accounts from multiple City computer databases;
- May handle the more complex delinquent accounts, such as major damage claims, lease and contractual agreements, major audit deficiencies, and multiple accounts by one debtor.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing debt collection and investigations on charged-off accounts with a collection agency, financial institution, law office, or government agency. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COLLECTIONS INVESTIGATOR SUPERVISOR – 1333

NOTE: formerly Collections Investigator III

DEFINITION:

Under direction, to supervise a group of Collections Investigators performing delinquent account collections and investigations and/or delinquent account litigation work; to perform very complex and highly sensitive delinquent account collection work to recover monies owed the City; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises subordinate Collections Investigators in the collection of delinquent accounts and in the preparation and processing of delinquent accounts referred for litigation;
- Handles very complex, high balance, or highly sensitive accounts or delinquent debt cases;
- Reviews litigation/legal request packages for completeness;
- Prepares and refers cases to the City Attorney's Office and monitors, coordinates, and assists with the cases;
- Approves court actions and authorizes subsequent attachment of assets;
- Analyzes delinquent unsecured accounts to determine the most effective collection method; interviews and/or interrogates debtors or witnesses;
- Negotiates payment arrangement plans with debtors, their attorneys and/or insurance companies, or recommends compromise settlement agreements through the City Attorney's Office;
- Reviews accounts for discrepancies; initiates action on accounts requiring legal determination;
- Reconciles audit reports and reviews daily and period ending reports for accuracy;
- Contacts other City departments and agencies to gather information related to the collection of delinquent accounts;
- Reconciles differences between the Treasurer's collection system and other City databases;
- Prepares various statistical and summary reports for management;
- Reviews requests for expenditures and prepares required documentation;
- Inputs or retrieves account data from multiple City computer systems/databases;
- Maintains records and prepares reports;
- Trains and evaluates the performance of subordinates.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience performing debt collections and investigations on charged-off accounts with a collection agency, financial institution, law office, or government agency. Possession of valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COLLECTIONS INVESTIGATOR TRAINEE - 1334

DEFINITION:

Under immediate supervision, in a training capacity, to perform increasingly responsible work in collecting payment in full on the City's delinquent accounts receivable; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Collects delinquent funds owed the City as stipulated in various municipal codes, ordinances, and resolutions;
- Researches various written and computerized records available to determine account status and establish proof of debt;
- Contacts other City departments and agencies to gather information related to the collection of delinquent accounts;
- Investigates disputed claims on delinquent bills;
- Locates missing debtors using assorted skip tracing techniques;
- Explains and interprets relevant governing codes, ordinances, and resolutions;
- Contacts and negotiates with debtors to elicit payment in full;
- Recommends and sets-up payment schedules for debtors unable to make payment in full;
- Initiates litigation and gathers and prepares documents verifying proof of debt for presentation in court;
- Locates and identifies debtor assets for attachment;
- Inputs and retrieves account information using a computer system;
- Recommends write-off on uncollectible accounts;
- Maintains records of work performed;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year full-time experience performing clerical or public contact work in a governmental agency, financial institution, law office, or collection agency. Qualifying experience must include at least one of the following: dispute resolution including researching and resolving billing problems; public contact experience which includes funds negotiation such as cash

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

transactions and negotiating payment terms; or accessing computer databases for the purpose of researching and gathering information.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COLLECTIONS MANAGER - 1344

DEFINITION:

Under direction, to plan, develop, and administer a City-wide program for the collection of delinquent Accounts Receivable; to direct and supervise the work of a collections staff; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews and develops collection policies and procedures;
- Develops and administers annual budget proposals for the collection unit;
- Establishes and implements investigative methods and procedures to gather pertinent data for the collection of delinquent accounts;
- Develops and administers a program in support of the City Attorney's prosecution of municipal and superior court cases involving delinquent accounts;
- Files liens, attaches assess, and prepares cases for prosecution by the City Attorney;
- Prosecutes small claims court cases;
- Supervises and coordinates the filing of extra-judicial proceedings such as seizure and foreclosure of assets, eviction proceedings, liens, wage attachments, and bankruptcy claims;
- Reviews City-wide credit extension and billing practices and makes recommendations for improvements;
- Reviews program policies and procedures, including review of applicable Federal and State regulations;
- Prepares narrative and statistical reports of collection activities;
- Directs and coordinates the work of a collection unit;
- Reviews and analyzes legislation as it relates to the Collection Program;
- Trains, supervises, and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's degree or equivalent education (i.e., minimum completed units= 120 semester/180 quarter), **AND** four years of full-time experience collecting delinquent payments owed to a public or private agency. Qualifying experience must include the preparation and/or supervision of collection cases in court; familiarity with the legal requirements associated with the credit reporting of delinquent accounts pursuant to the Fair Credit Reporting Act

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

(FCRA); and experience with, or knowledge of, the Fair Debt Collection Practices Act (FDCPA) and California's Rosenthal Fair Debt Collections Practice's Act. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COMBINATION INSPECTOR I - 1276

NOTE: formerly BUILDING INSPECTOR I

DEFINITION:

Under general supervision, to enforce regulations and perform skilled generalist inspection work in structural, electrical, mechanical, or related areas on new or existing structures; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs skilled inspection work as generalists in all fields of building inspection to include electrical, mechanical, plumbing, residential fire sprinkler systems, structural, and storm water inspections;
- Inspects residential structures including multi-family housing units, townhouses and mobile homes for compliance with applicable City and State model building codes and regulations;
- Checks and enforces field conformance to approved plans, compliance with zoning laws, and State and Federal laws;
- Investigates complaints of building code violations;
- Obtains evidence for use in building code related court cases;
- Maintains records, prepares reports, and correction notices;
- Meets with property owners, tenants, and contractors to discuss or explain specific corrections;
- Utilizes computer software;
- May assist in training.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing general carpentry, electrical, or plumbing/mechanical work, **AND** a Bachelor's Degree in Architecture, Architectural Engineering, Civil Engineering, Structural Engineering, Mechanical Engineering, or Electrical Engineering; **OR** two years of full-time experience as an International Code Council (ICC), International Association of Electrical Inspectors (IAEI), or International Association of Plumbing and Mechanical Officials (IAPMO) Certified Inspector with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

combination inspections of residential and/or commercial structures to require compliance with the Uniform Model Codes; **OR** one year of full-time experience as an ICC, IAEE, or IAPMO Certified Inspector with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing combination inspections of residential and/or commercial structures to require compliance with the Uniform Model Codes, **AND** an Associate's Degree or Community College Certificate in Construction Inspection or Building Construction Technology; **OR** three years of full-time experience reviewing/designing building plans for conformance with Building Codes and Zoning Regulations with a governmental jurisdiction, which must include having the legal authority to enforce and require compliance with the Uniform Model Codes; **OR** one year of full-time experience reviewing/designing building plans for conformance with Building Codes and Zoning Regulations with a governmental jurisdiction, which must include having the legal authority to enforce and require compliance with the Uniform Model Codes, **AND** a Bachelor's Degree in Architecture, Architectural Engineering Civil Engineering, Structural Engineering, Mechanical Engineering or Electrical Engineering; **OR** four years of full-time experience performing all phases of journey-level carpentry, electrical or plumbing/mechanical work; **OR** one years of full-time experience performing all phases of journey-level carpentry, electrical or plumbing/mechanical work, **AND** completion of a state-accredited four or five-year Carpentry, Electrical or Plumbing/Mechanical Apprenticeship Program A valid International Code Council (ICC) Residential Combination Inspector Certificate will be required within two years from date of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COMBINATION INSPECTOR II - 1277

NOTE: formerly BUILDING INSPECTOR II

DEFINITION:

Under general supervision, to perform skilled inspection work as a generalist in all fields of building inspection including electrical, mechanical, and structural inspection and related areas; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs skilled inspection work as generalists in all fields of building inspection to include electrical, mechanical, plumbing, residential fire sprinkler systems, structural, and storm water inspections;
- Inspects residential structures including multi-family housing units, townhouses, and mobile homes for compliance with applicable City and State model building codes and regulations;
- Checks and enforces field conformance to approved plans, compliance with zoning laws, and State and Federal laws;
- Checks and enforces field conformance to approved plans;
- Checks field conformance and enforces compliance with zoning laws applicable to residential and accessory structures;
- Investigates complaints of code violations and inspects appliances for conformance with applicable regulations;
- Obtains evidence for use in building code related court cases;
- Maintains records and prepares reports and correction notices;
- Reviews construction, repair, replacement, installation, and repair plans, and inspects sites for practicability of plans;
- Utilizes computer software;
- May assist in training.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing combination inspections as an Inspector or Licensee of a governmental jurisdiction at a level equivalent to a Combination Inspector I with the City of San Diego (a position that performs skilled inspection work as generalists in

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

all fields of building inspection to include electrical, mechanical, and structural inspection), **AND** one of the following options: one year of full-time experience performing general carpentry, electrical, or plumbing/mechanical work, **AND** a Bachelor's Degree in Architecture, Architectural Engineering, Civil Engineering, Structural Engineering, Mechanical Engineering, or Electrical Engineering; **OR** two years of full-time experience as an International Code Council (ICC), International Association of Electrical Inspectors (IAEI), or International Association of Plumbing and Mechanical Officials (IAPMO) Certified Inspector with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing combination inspections of residential and/or commercial structures to require compliance with the Uniform Model Codes; **OR** one year of full-time experience as an ICC, IAEI, or IAPMO Certified Inspector with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing combination inspections of residential and/or commercial structures to require compliance with the Uniform Model Codes, **AND** an Associate's Degree or Community College Certificate in Construction Inspection or Building Construction Technology; **OR** three years of full-time experience reviewing/designing building plans for conformance with Building Codes and Zoning Regulations with a governmental jurisdiction, which must include having the legal authority to enforce and require compliance with the Uniform Model Codes; **OR** one year of full-time reviewing/designing building plans for conformance with Building Codes and Zoning Regulations with a governmental jurisdiction, which must include having the legal authority to enforce and require compliance with the Uniform Model Codes, **AND** a Bachelor's Degree in Architecture, Architectural Engineering, Civil Engineering, Structural Engineering, Mechanical Engineering, or Electrical Engineering; **OR** four years of full-time experience performing all phases of journey-level carpentry, electrical, or plumbing/mechanical work; **OR** one year of full-time experience performing all phases of journey-level carpentry, electrical, or plumbing/mechanical work, **AND** completion of a state-accredited four or five-year Carpentry, Electrical, or Plumbing/Mechanical Apprenticeship Program. A valid International Code (ICC) Residential Combination Inspector Certificate will be required within two years from date of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY RELATIONS ASSISTANT TO THE POLICE CHIEF - 1355

DEFINITION:

Under direction, to perform varied, difficult, and sensitive liaison work in community and minority group relations for the Police Department; to perform general law enforcement and crime prevention duties; and to perform related work.

* EXAMPLES OF DUTIES:

- Provides liaison between the minority community and the Police Department;
- Reports directly to the Police Chief or his designated alternate and identifies and interprets minority community problems;
- Makes recommendations on training, policies, philosophies, and other matters that affect minority community relations;
- Advises police officers in establishing and maintaining effective relations with all citizens and citizen groups;
- Meets with citizens, community groups, and representatives of public and private agencies to discuss matters concerning law enforcement;
- Represents the Chief of Police at civic presentations;
- Attends community events to establish a positive working relationship;
- Communicates to the minority community the concerns and activities of the Police Department;
- Identifies police behavior that is contrary to department policy;
- Responds to emergency calls;
- Serves as a resource to other officers by providing information and identifying and solving special problems.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 60 semester or 90 quarter college units or an Associate's Degree, **OR** possession of a California Intermediate P.O.S.T. certificate; **AND** four years of paid experience as a sworn peace officer performing the full range of law enforcement duties, including a minimum of one year as a Police Officer in the San Diego Police Department in Media Affairs, Public Relations, Community Relations, or Crime Prevention.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COMMUNICATIONS TECHNICIAN - 1426

DEFINITION:

Under general supervision, to construct, install, adjust, modify, repair, and operate communications transmitters and receivers and other electronic equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assembles, installs, maintains, adjusts, evaluates, troubleshoots, and repairs mobile, portable, and fixed land mobile radio communication equipment and systems;
- Maintains digital microwave backbone infrastructure, VHF radio communications, 800MHz trunk radio communications, supervisory control, and data acquisition (SCADA);
- Maintains 700MHz Project 25 (P25) Trunked Radio System and maintains radio control dispatch consoles with CAD capability;
- Monitors, maintains, and configures IP/MPLS backhaul networks;
- Tests circuits, components, and elements;
- Installs and tests fiber-optics;
- Diagnoses and repairs defective components and subassemblies using such test equipment as combination meters, frequency/ deviation monitors and counters, oscilloscopes, signal generators, and RF Watt meters;
- Installs, tests, and repairs sound reinforcement systems, intercom systems, CCTV and MATV systems, audio tape recorders, base station remote control equipment, automatic receiver selectors, radar speedometers, radio teleprinters, pagers, metal locators, specialized devices involving micro-processor and logic technologies, and other electronic devices including microwave communication systems and components and industrial electronic equipment;
- Locates and clears radio interference;
- Makes field trips to locate and clear radio interference;
- Prepares equipment replacement schedules and requisitions materials;
- Makes and records measurements required by FCC rules and regulations;
- Estimates costs;
- Leads apprentices and helpers;
- Maintains records and prepares reports;
- Reports on radio field strength surveys, sound level measurements, and interference studies;
- Constructs and modifies electronic devices and equipment;
- Prepares schematics and interconnection diagrams;
- Reports on inspections of commercial CATV systems;
- Prepares preliminary drafts of schematic and interconnection diagrams.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time journey-level experience in communications electronics, which must include two years of troubleshooting and repair experience at the component level; **OR** an Associate's Degree in Electronics Technology, **AND** two years of full-time journey-level experience troubleshooting and repairing communications electronics at the component level; **OR** successful completion of a four-year state-accredited Communications Technician Apprenticeship Program; **OR** a combination of the above training and experience totaling four years which must include two years of full-time journey-level experience troubleshooting and repairing communications electronics at the component level. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COMMUNICATIONS TECHNICIAN SUPERVISOR - 1427

DEFINITION:

Under direction, to supervise and participate in the installation, repair, and maintenance of radio and sound communication and electronic equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, assigns, supervises, and participates in the work of skilled technicians and other workers;
- Adapts and alters communication equipment to meet specific operating needs;
- Supervises the training of apprentice technicians in electronic equipment maintenance;
- Maintains inventory of equipment, parts, and supplies utilizing computer-aided equipment and software;
- Supervises the troubleshooting, repair, and testing of mobile and portable two-way radios, test equipment, undercover devices, and other RF and electronic equipment, radio sites, dispatch centers, and fixed equipment infrastructure related to digital microwave, VHF, 800MHz Trunked, SCADA, and 700MHz;
- Analyzes and diagnoses the more technical installation, operation, and maintenance problems of radio and electronic equipment;
- Tracks installs, repairs, field service requests, and warranty items;
- Establishes preventative maintenance/radio maintenance schedules;
- Makes field inspections and tests of communication equipment;
- Prepares plans and estimates of needed materials and equipment;
- Isolates causes for interruption and interference of radio communications;
- Prepares equipment replacement schedules and recommends replacement equipment for obsolete or worn out units;
- Coordinates with engineering staff and outside vendors;
- Oversees a network maintenance operations center;
- Uses work order management software systems;
- Estimates job costs;
- Keeps records of operations, materials, and equipment and prepares written reports;
- Supervises, trains, and rates the work performance of shop employees.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Six years of full-time journey-level experience in communications electronics, which must include two years of troubleshooting and repair experience at the component level; **OR** Associate's Degree in Electronics Technology, **AND** four years of full-time journey-level experience troubleshooting and repairing communications electronics at the component level; **OR** successful completion of a state-accredited four-year Communications Technician Apprenticeship Program, **AND** two years of full-time journey-level experience troubleshooting and repairing communications electronics at the component level; **OR** two years of full-time journey-level Communications Technician experience with the City of San Diego; **OR** any combination of experience and apprenticeship training as specified above equaling six years, which must include two years of full-time journey-level experience troubleshooting and repairing communications electronics at the component level. One year of supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline, **OR** a passing score on any City of San Diego Test of Supervisory Ability (TSA). Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY DEVELOPMENT COORDINATOR - 1350

DEFINITION:

Under direction, to supervise the work of a professional staff engaged in the implementation and administration of community development and economic development programs and projects; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Supervises a professional staff of Community Development Specialists who implement community development and redevelopment programs to include economic development planning, redevelopment projects, infrastructure financing programs, commercial/industrial real estate development/marketing projects, finance programs, and project management.

*** EXAMPLES OF DUTIES:**

- Meets with the Mayor's Office and department directors to recommend management policies and procedures relative to community development and redevelopment programs;
- Meets with other City departments, agencies, contractors, and community representatives to determine and coordinate financing and work programs;
- Participates in the selection of consultants;
- Serves as staff representative to development task forces, project area committees, and citizens' advisory committees;
- Implements economic development, infrastructure financing, and redevelopment planning on behalf of the City;
- May serve as project administrator for specific high-profile community development projects;
- Supervises the preparation and administration of contracts with private organizations providing economic development services to the City;
- Coordinates activities of City departments as they relate to economic development, infrastructure financing, and redevelopment projects;
- Manages the preparation of budgets and contracts;
- Supervises the preparation and administration of contracts;
- Supervises the preparation of division and Redevelopment Agency budgets and reports;
- Supervises the preparation and presentation of detailed reports, economic forecasts, cashflows, and other written numerical and statistical documents;
- Prepares, reviews, and presents formal and informal presentations to the City Council, Council Committees, Redevelopment Agencies, the Planning Commission, and other decision making bodies;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Assigns, trains, and evaluates the work of subordinates;
- May serve as a special staff assistant to a Deputy Chief Operating Officer.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed college units = 120 semester/180 quarter); **AND** five years of full-time professional-level community development experience as described below. Qualifying experience must include performing the full range of professional-level duties in at least one of the following areas: 1) Economic Development: economic development program management/implementation; industry development program management/implementation; business expansion and retention programs; business finance management; business marketing and outreach; public agency infrastructure/public facilities financing; real estate development finance; community revitalization development; economic/budgetary analysis; business finance/management; sustainability planning and development; workforce development; finance/accounting; and/or state or federal incentive programs, project, and contract management. 2) Community Development: administrative/budgetary analysis; business finance/management; community development projects; community service programs; environmental policy/science management; finance/accounting; government-assisted housing programs; state and federal grant administration; non-profit contract administration; neighborhood revitalization; lending/community investment programs; neighborhood revitalization; non-profit contract administration; public agency infrastructure/public facilities financing; sustainability planning and development; real estate development finance or project management; and/or small business assistance.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY DEVELOPMENT SPECIALIST I - 1351

DEFINITION:

Under general supervision, to perform studies and financial analyses of average difficulty on community development, economic development, and redevelopment programs; to carry out special community program assignments; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts studies to obtain and evaluate information affecting community development programs;
- Assists in the development and management of medium size projects for implementation;
- Acts as liaison between staff and the community on specific phases of community development programs;
- Assists in the formulation and management of community development plans, programs, and/or projects;
- Assists with coordination of project activities with community advisor boards, the community at-large, private sector stakeholders, other governmental entities, and elected officials;
- Assists with the development and management of budgets;
- Provides business assistance and outreaches services;
- Promotes workforce development, sustainability planning, and development;
- Analyzes and makes progress reports on community development programs;
- Recommends survey standards and leads work of data collectors on information projects;
- Collects data and research;
- Assists with various project feasibility analyses;
- Works in land development functions, including finance, land use planning, or zoning;
- Assists with state and federal grants;
- Prepares reports to City Council, Council Committees, or other audiences;
- Performs special studies.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's degree or equivalent education (minimum completed college units equal to 120 semester/180 quarter), **AND** one year of full-time professional-level experience as described below. Qualifying experience must include performing the full range of professional-level duties in at least one of the following areas: 1) grant, contract, and/or project management: grants management and administration, including the management and monitoring of federal grants, including Housing and Urban Development (HUD) entitlement program and subrecipient agreements; special assessment district management (authorized under California's or local law); project contract management; and/or nonprofit contract administration. 2) business assistance: business development program management/implementation; small business assistance programs; business expansion and retention programs; business marketing and outreach; workforce development; and/or state or federal business incentive programs (e.g. Foreign-Trade Zones, EB-5, Opportunity Zones, EDA). 3) community services and programs: community service programs; government-assisted or affordable housing programs; homeless services and shelter programs; and/or neighborhood revitalization programs. 4) planning, permitting and development: municipal building permit and land development entitlement processing; sustainability planning and development; community development and neighborhood infrastructure projects; and/or comprehensive land use planning. 5) finance and budgeting: community investment programs; business finance programs; lending programs; infrastructure/public facilities financing; real estate development finance and community revitalization; and/or contract administrative/budgetary analysis. 6) sustainability/climate action and equity: community engagement best practices and application; development of metrics related to climate action and equity; development and/or implementation of programs supporting climate equity; and/or tracking and application of local, state, and federal funding that relates to climate and equity. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY DEVELOPMENT SPECIALIST II - 1352

DEFINITION:

Under direction, to perform varied and difficult studies and financial analyses on community development, economic development, and redevelopment programs; to coordinate the activities of citizen's advisory committees; to carry out special community program assignments; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts major studies and develops recommendations concerning community development projects, plans, and programs;
- Participates in the formation and review of community development projects, plans, and programs;
- Provides technical assistance, staff services, and cost estimates to citizens advisory groups;
- Assists with coordination of project activities with community advisor boards, the community at-large, private sector stakeholders, other governmental entities, and elected officials;
- Assists in the formation and organization of citizens community development groups;
- Conducts major analyses of community development plans and programs;
- Promotes workforce development, sustainability planning, and development;
- Confers with department heads and public officials on community development programs;
- Provides business assistance and outreaches services;
- Assists with the development and management of budgets;
- Works in land development functions including finance, land use planning, or zoning;
- Prepares and delivers information on the objectives and policies of community development involvement programs;
- Collects data and research;
- Assists with various project feasibility analyses;
- Assists with state and federal grants;
- Prepares reports to City Council, Council Committees, or other audiences;
- Performs special studies.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's degree or equivalent education (minimum completed college units equal to 120 semester/180 quarter), **AND** two years of full-time professional-level experience. Qualifying experience must include performing the full range of professional-level duties in at least one of the following areas: 1) grant, contract, and/or project management: grants management and administration including managing and monitoring grants, subrecipient agreements, and ensuring compliance for programs such as for Housing and Urban Development (HUD) entitlement programs subrecipient agreements, special assessment district management (authorized under California or local law), and contract or project management with for-profit or nonprofit entities; 2) business assistance: development, implementation, management, and/or marketing of business assistant, attraction, expansion, and/or retention programs, workforce development programs, state or federal incentive programs or resources (e.g. Foreign-Trade Zones, EB-5, Opportunity Zones, EDA), and business finance and lending programs; 3) community services and programs: program development, implementation, management, monitoring, community engagement, and/or marketing of community service programs, government-assisted or affordable housing programs, homeless services and shelter programs, and/or neighborhood revitalization programs; 4) planning, permitting, and development: land development entitlement processing and building permitting, sustainability planning and development, and community development and neighborhood infrastructure projects implementation; 5) finance, commercial lending, and budgeting: program or project financial, budgetary or data development, management and/or analysis of: business finance and commercial lending programs; infrastructure/public facilities financing (e.g., tools such as redevelopment, tax increment, Enhanced Infrastructure Districts (EIFDs) and/or Community Revitalization and Investment Authorities (CRIAs)), contract administrative/budgetary analysis, and data collection and analysis (e.g., econometric modeling); 6) sustainability/climate action and equity: community engagement best practices and application, development of metrics related to climate action and equity, development and/or implementation of programs supporting climate equity, and tracking and application of local, state, and federal funding that relates to climate and equity. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY DEVELOPMENT SPECIALIST III - 1353

DEFINITION:

Under direction, to coordinate the preparation and implementation of specific community development, economic development, and redevelopment programs to include Economic Development, Redevelopment, Infrastructure Financing, Commercial/Industrial Real Estate Development/Marketing, Finance, and Project Management; to represent the Mayor's Office to groups and agencies involved in community development/redevelopment activities; to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in the formation and coordination of citizens advisory groups;
- Coordinates project activities with community advisory boards, the community at large, private sector stakeholders, other governmental entities, and elected officials;
- Represents the Mayor's Office at meetings of inter-agency boards, committees, and other government agencies concerned with community development/redevelopment;
- Confers with City departments and public/private agencies to obtain and develop detailed information regarding community development projects, plans, and programs, including City capital improvement projects and private/public development/redevelopment;
- Analyzes complex proposals for cost, benefit, and feasibility;
- Advises groups on financial and other resources available, and conducts project area financing and budget development;
- May exercise functional supervision of assigned community development programs;
- Promotes workforce development, sustainability planning, and development;
- Confers with special-purpose citizen groups, and public and private agencies to mobilize community resources for the accomplishment of specific projects;
- Attracts and retains business enterprises;
- Works in land development functions, including finance, land use planning, or zoning;
- Provides business assistance and outreaches services;
- Develops and manages budgets;
- Conducts various project or business feasibility analyses;
- Prepares reports to City Council, Council Committees, or other audiences;
- Administers state and federal grants;
- May supervise subordinates;
- Performs special projects as assigned.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (minimum completed college units equal to 120 semester/180 quarter), **AND** three years of full-time professional-level experience. Qualifying experience must include performing the full range of professional-level duties in at least one of the following areas: 1) grant, contract, and/or project management: grants management and administration including managing and monitoring grants, subrecipient agreements, and ensuring compliance for programs such as for Housing and Urban Development (HUD) entitlement programs subrecipient agreements, special assessment district management (authorized under California or local law), and contract or project management with for-profit or nonprofit entities; 2) business assistance: development, implementation, management, and/or marketing of business assistance, attraction, expansion, and/or retention programs, workforce development programs, state or federal incentive programs or resources (e.g. Foreign-Trade Zones, EB-5, Opportunity Zones, EDA), and business finance and lending programs; 3) community services and programs: program development, implementation, management, monitoring, community engagement, and/or marketing of community service programs, government-assisted or affordable housing programs, homeless services and shelter programs, and/or neighborhood revitalization programs; 4) planning, permitting, and development: land development entitlement processing and building permitting, sustainability planning and development, and community development and neighborhood infrastructure projects implementation; 5) finance, commercial lending, and budgeting: program or project financial, budgetary or data development, management and/or analysis of: business finance and commercial lending programs; infrastructure/public facilities financing (e.g., tools such as redevelopment, tax increment, Enhanced Infrastructure Districts (EIFDs) and/or Community Revitalization and Investment Authorities (CRIAs)), contract administrative/budgetary analysis, and data collection and analysis (e.g., econometric modeling); 6) sustainability/climate action and equity: community engagement best practices and application, development of metrics related to climate action and equity, development and/or implementation of programs supporting climate equity, and tracking and application of local, state, and federal funding that relates to climate and equity. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY DEVELOPMENT SPECIALIST IV - 1354

DEFINITION:

Under direction, to plan, direct, and coordinate the preparation and implementation of major community development, economic development, and redevelopment programs to include Economic Development, Redevelopment, Infrastructure Financing, Commercial/Industrial Real Estate Development/Marketing, Finance, and Project Management; to serve as liaison officer for the Mayor's Office to other groups and agencies involved in community development and redevelopment activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Negotiates, implements, manages, and/or monitors contracts or projects that include community development, economic development, business finance, community revitalization, housing rehabilitation, real estate, public infrastructure, or public service components;
- Represents the Mayor's Office at meetings of inter-agency boards, committees, and other governmental agencies concerned with community development/redevelopment;
- Analyzes and makes recommendations on annexation proposals;
- Assists in the formation and coordination of citizen advisory groups;
- Coordinates project activities with community advisor boards, the community at large, private sector stakeholders, other governmental entities, and elected officials;
- Analyzes complex proposals for cost, benefit, and feasibility;
- Advises groups on financial and other resources available, conducts project area financing and budget development;
- Develops specific detailed projects for implementation;
- Develops and manages project budgets;
- Administers state and federal grants;
- Attracts and retains business enterprises;
- Analyses and makes recommendations of annexation proposals;
- Provides business assistance and outreaches services;
- Promotes workforce development, sustainability planning, and development;
- Collects data and research;
- Prepares, publishes, and presents detailed reports, plans, economic forecasts, cashflows, and other written, numerical, and statistical documents;
- Conducts various project or business feasibility analyses;
- Works in land development functions, including finance, land use planning, or zoning;
- May exercise functional supervision of assigned community development programs;
- Prepares reports to City Council, Council Committees, or other audiences;
- Performs special projects as assigned.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (minimum completed college units equal to 120 semester/180 quarter), **AND** four years of full-time professional-level experience. Qualifying experience must include performing the full range of professional-level duties in at least one of the following areas: 1) grant, contract, and/or project management: grants management and administration including managing and monitoring grants, subrecipient agreements, and ensuring compliance for programs such as for Housing and Urban Development (HUD) entitlement programs subrecipient agreements, special assessment district management (authorized under California or local law), and contract or project management with for-profit or nonprofit entities; 2) business assistance: development, implementation, management, and/or marketing of business assistance, attraction, expansion, and/or retention programs, workforce development programs, state or federal incentive programs or resources (e.g. Foreign-Trade Zones, EB-5, Opportunity Zones, EDA), and business finance and lending programs; 3) community services and programs: program development, implementation, management, monitoring, community engagement, and/or marketing of community service programs, government-assisted or affordable housing programs, homeless services and shelter programs, and/or neighborhood revitalization programs; 4) planning, permitting, and development: land development entitlement processing and building permitting, sustainability planning and development, and community development and neighborhood infrastructure projects implementation; 5) finance, commercial lending, and budgeting: program or project financial, budgetary or data development, management and/or analysis of: business finance and commercial lending programs; infrastructure/public facilities financing (e.g., tools such as redevelopment, tax increment, Enhanced Infrastructure Districts (EIFDs) and/or Community Revitalization and Investment Authorities (CRIAs)), contract administrative/budgetary analysis, and data collection and analysis (e.g., econometric modeling); 6) sustainability/climate action and equity: community engagement best practices and application, development of metrics related to climate action and equity, development and/or implementation of programs supporting climate equity, and tracking and application of local, state, and federal funding that relates to climate and equity. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMPLIANCE AND METERING MANAGER - 1805

DEFINITION:

Under direction, to manage and administer the City's meter reading activities, code compliance, water and sewer rate dispute resolutions, and field investigations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and administers the City's meter reading program and researches new technology;
- Directs field investigations and resolves issues with metering errors;
- Pursues investigations of water theft through Code Compliance Officers;
- Investigates water theft and customer service complaints and recommends resolutions;
- Analyzes regulations and water and sewer rates for commercial users;
- Mediates billing rate disputes;
- Oversees the departments Advanced Metering Infrastructure (AMI) program;
- Conducts organizational analyses;
- Coordinates business process improvement, efficiency, consolidation, and reengineering efforts;
- Works with the City Attorney's Office to resolve water billing litigation issues;
- Establishes policies and ensures conformance of program operations to established standards;
- Oversees the development of the section budget and monitors expenditures;
- Prepares and authorizes Requests for Council Action;
- Assists in making presentations to the Mayor and City Council;
- Trains, supervises, and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e. minimum completed units = 120 semester/180 quarter), **AND** five years full-time experience performing field service operations in a government agency or public/private utility (i.e., water, sewer, gas, electric, telephone, or cable television services). Qualifying experience must include responsibility for code or regulatory compliance, field startup/termination of service, metering of service usage, Advanced Metering Infrastructure (AMI)

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

implementation/operations, and/or field investigations related to customer service. Three years of qualifying experience must have been at the supervisory or managerial level overseeing subordinate staff. One year of experience must have included conducting operational studies, developing operational policies and procedures, and formulating program efficiency and effectiveness measures and/or recommendations.

CLASS CLASSIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CONSTRUCTION ESTIMATOR - 1601

DEFINITION:

Under general supervision, to plan, estimate, administer, and inspect preventive maintenance, repair, alteration, and minor construction of buildings; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews work requests for preventive maintenance, repair, alteration, and minor building construction work;
- Consults with departments regarding the work requested;
- Inspects facilities to determine the feasibility of proposed work;
- Checks proposed work for conformance to leases and applicable plumbing, electrical, building, fire, safety, and related codes;
- Determines the type, quantity, and cost of materials required to complete a job;
- Estimates labor costs using established time standards;
- Prepares job specifications and administers small repair, construction, and service contracts;
- Coordinates work between contract services and City forces;
- Assists in coordinating multi-craft jobs; makes rough drawings of work to be performed;
- Reads and interprets blueprints;
- Inspects work completed for conformance to plans, specifications, contracts, and applicable codes.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience estimating building construction or skilled trades maintenance costs; **OR** three years of full-time journey-level experience in a skilled trade.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CONTRACTS PROCESSING CLERK - 1536

DEFINITION:

Under general supervision, to perform specialized and complex clerical work; to prepare and process complex legally binding documents, contracts, and legal notices; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other classes by a level of independence and judgment necessary for the preparation of complex contract documents to be used in the bidding and awarding of City of San Diego procurement and construction projects. This includes the review of contract specification information and submittals; determining the appropriate contract document and clauses; and anticipating any special requirements. Some positions may require a basic level of technical knowledge including legal terminology to ensure that documents are composed accurately. Positions classified at this level may be underfilled by Office Support Specialist, Clerical Assistant II, and Clerical Assistant I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Reviews contract specification information and submittals to determine the appropriate contract document to utilize;
- Types statistical and budgetary tabulations, reports, manuscripts, contracts, and other documents from rough, plain, corrected copy, or dictated material;
- Develops and maintains a working knowledge of City, State, and Federal requirements based on funding sources (e.g., CMAQ, FAA) and project conditions;
- Assures the content of contract document contains all elements required by law, to include the City's legal requirements, revisions to the Standard Specifications for Public Works Construction, and the job specific technicals, attachments, appendices, and bidding documents;
- Prepares and processes construction contract specifications for all City departments requiring licensed contractors;
- Proofreads initial and edited contract drafts, addressing areas of bids and addenda that are inconsistent, incorrect, and unclear, and identifies and updates outdated language;
- Merges several software reports into one final document;
- Keeps files and logs of stored material;
- May train and lead the work of less experienced operators.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, including six months of full-time experience creating, formatting, editing, and processing complex legally binding documents, contracts, and legal notices. Ability to type at a corrected speed of 30 or 50 net words per minute (WPM) on a computer keyboard is required.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COUNCIL SECRETARY - 1381

DEFINITION:

Under direction, to perform a variety of difficult secretarial and clerical work for a City Council district office; to provide information to the public; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Independently prepares correspondence, memoranda, responses to special requests, and other materials;
- Types reports, letters, memoranda, records, and statistical data;
- May take and transcribe varied dictation;
- Screens calls and provides information to the public;
- Independently responds to routine requests for information and complaints from the public;
- Gathers and compiles informational, statistical, and other data, as required;
- Arranges meetings and appointments;
- Makes travel arrangements;
- Maintains files and records;
- Orders and issues supplies;
- May supervise and train other employees.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience in secretarial and clerical work. Ability to type 50 net words a minute.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COURT SUPPORT CLERK I - 1386

NOTE: formerly COURT SUPPORT CLERK

DEFINITION:

Under general supervision, to perform complex clerical duties with primary responsibility for obtaining and organizing case documents for court calendars or for responding to requests for legal discoveries and case inquiries from the courts, attorneys, victims, defendants, and law enforcement personnel; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Researches the location of court cases in various multi-step stages in the legal process;
- Requests various case documents from law enforcement, legal, and court jurisdictions;
- Ensures that all essential case documents are organized and assembled prior to court dates;
- Responds to calls from the court requesting documents for unscheduled case additions or additional documents needed for cases in progress;
- Determines alternative methods of obtaining essential case document information;
- Responds to requests for legal discoveries and case status inquiries at a public window or by phone from the courts, private attorneys, victims, defendants, law enforcement personnel, and City legal staff;
- Independently prioritizes work to meet time constraints associated with court dates, court calls, and requests for case information;
- Queries computer files;
- Delivers documents to court on a scheduled and as-needed basis;
- Types miscellaneous forms;
- Maintains logs of work in progress;
- Photocopies case related documents.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, which must include six months of full-time experience performing complex and difficult clerical duties with primary responsibilities for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

one of the following areas: obtaining and organizing case documents for misdemeanor, traffic, trial setting, and trial court calendars; or responding to requests for legal discoveries and case inquiries from the courts, attorneys, victims, defendants, and law enforcement personnel. Ability to type at a corrected speed of 30 net words per minute.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COURT SUPPORT CLERK II - 1388

DEFINITION:

Under general supervision, to perform specialized and complex clerical duties in the City Attorney's Office; to research complex criminal records regarding misdemeanor charges against defendants; to process more complicated legal documentation; to support a Deputy City Attorney in a court setting or to maintain a custody desk; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Researches and responds to complex requests for criminal background checks using the JURIS, SUN, and SDLaw systems;
- Supports Deputy City Attorneys in County court facilities by coordinating the transfer of documentation from other court support personnel;
- Researches and responds to correspondence from defendants using various law enforcement database systems;
- Assists in making determination as to defendant's ability to qualify for diversion programs;
- Coordinates transfers of cases to and from court and documents City Attorney case files with updated court dispositions;
- Issues subpoenas and other legal documents based on information provided by Deputy City Attorneys;
- Confers with court personnel on changes to the procedures for filing motions and appeals;
- Makes decisions regarding the release of defendants based on information provided by City and County legal staff and computerized research;
- Prioritizes work to meet time constraints with little or no input from supervisory personnel;
- Acts as a liaison between agencies;
- Performs other related clerical tasks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of clerical experience, which must include one year in a legal environment locating, obtaining, and organizing case documents and related information for court, or

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

responding to requests for legal discoveries and case inquiries. Ability to type at a corrected speed of 30 net words per minute.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COURT SUPPORT CLERK SUPERVISOR - 1360

DEFINITION:

Under direction, to supervise and participate in the work of a group of clerical subordinates performing specialized and complex clerical work pertaining to the handling of cases submitted by law enforcement and their application to criminal files, court policies and procedures, and legal proceedings for the City Attorney's Office; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class serves as a first-level supervisor over a group of Court Support Clerks performing a variety of specialized clerical support work for law enforcement, courts, and/or for legal proceedings in the City Attorney's Office.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, assigns, and reviews the work of Court Support Clerks in legal units of the City Attorney's Office, at County Superior Court facilities or traffic court, and/or in collaboration with associated law enforcement agencies and/or personnel;
- Performs research to resolve problems and provide information to staff, outside agencies, courts, or attorneys;
- Provides technical guidance, expertise, training, and direction to subordinates regarding the type of information that can be disclosed to defense attorneys, victims, or law enforcement;
- Maintains current knowledge of law enforcement procedures; reads police reports and citations to determine when more information is needed;
- Determines the distinction between defendants and related cases, infractions, misdemeanors, and felony wobblers for processing;
- Requests laboratory results, law enforcement and DMV information, and body worn camera footage; and discloses it to defense attorneys;
- Assists and provides support to Deputy City Attorneys in court;
- Advises Deputy City Attorneys regarding the status of cases and provides procedural information;
- Processes cases, prepares court case file folders, and ensures all cases are processed and complaints are filed in court in a timely manner, to include notifying defendants and victims;
- Provides information to subordinates on court deadline expectations and limitations for court documents to be filed and accepted;
- Prepares court calendars for Deputy City Attorneys;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Locates, distributes, and manages criminal cases such as restitution, special prosecutions, neighborhood justice, appeals, domestic violence, and closed cases;
- Determines which unit will receive calls, mail, and/or court and legal documents;
- Processes affidavits when defendants have not been properly notified;
- Compiles statistics to assist in determining need for adequate resources;
- Provides direction on analyzing and handling records requests from state boards, military, District Attorneys, and the Department of Justice;
- Manages media cases;
- Answers public inquiries and provides back up to court support staff;
- Collaborates with Public Defenders in filing documents and providing 'proof of service' to the court;
- Troubleshoots complex and unusual document activity; and answers difficult procedural questions related to unit work;
- Maintains current knowledge of new laws that impact misdemeanor cases, the life of a misdemeanor case, and the different types of court hearings;
- Researches and resolves issues and problems by providing information and documents in accordance with established policies and procedures of the City Attorney' Office, courts, and Department of Justice guidelines;
- Maintains current knowledge of the retention policies that apply to criminal files and implements records destruction procedures within their assigned legal unit;
- Coordinates work with the other legal units;
- Resolves workload problems and establishes priorities within assigned legal unit;
- Assists with the review and implementation of new procedures;
- Acts for other supervisory personnel in their absence;
- Participates in the recruitment and selection of staff;
- Supervises, evaluates, and rates the work performance of subordinates;
- May perform functions of the lower-level classes in the series, as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of clerical experience, which must include one year as a Court Support Clerk with the City of San Diego or similar experience in a legal environment locating, obtaining, and organizing case documents and related information for court, or responding to requests for legal discoveries and case inquiries.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CRIMINALIST I - 1152

DEFINITION:

Under general supervision, to perform increasingly varied and complex professional criminalistics work in a police crime laboratory; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Performs chemical, biological, and physical analyses of blood, fibers, narcotics, and other forms of evidence;
- Performs computer analysis on digital devices;
- Establishes identification by physical examination and comparison of firearms, bullets, and shoe/tire impressions;
- Performs photographic work;
- Prepares evidence for presentation in court and testifies as an expert witness;
- Surveys and searches crime scenes to discover evidential material;
- Develops evidence in the field;
- Assists in developing, defining, and creating criminalistic procedures and techniques;
- Assists in providing technical information and assistance to private organizations and other governmental and law enforcement agencies;
- Assists with researching and providing information to City Attorney's on drug chemistry to properly classify chemical structures;
- Testifies as an expert witness;
- Tests new laboratory equipment, techniques, and procedures;
- Prepares reports and keeps records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Criminalistics, Forensic Science, Chemistry, Biochemistry, Microbiology, Digital Forensics, Computer Forensics, or Biology, **OR** college graduation with a Bachelor's degree in another physical or biological science or computer science, which must include the following course work: 8 semester/12 quarter college-level units in general chemistry and 3 semester/4 quarter college-level units in organic chemistry or biochemistry; **AND** one year of full-time professional Criminalistics experience in one or more of the following areas: firearms identification; forensic biology; crime scene reconstruction; narcotic analysis; blood alcohol analysis; trace evidence analysis; toxicology

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

analysis; digital forensics; or computer forensics. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CRIMINALIST II – 1384

DEFINITION:

Under direction, to perform a wide variety of professional criminalistics work in a number of complex specialty areas in the Police Crime Laboratory, such as forensic serology/D.N.A., firearms examination, trace evidence analysis, and narcotics analysis; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs complex chemical, biological and physical analysis of blood, fibers, narcotics, and other forms of evidence;
- Performs computer analysis on digital devices;
- Makes physical examinations and comparisons of firearms, bullets, and shoe/tire impressions;
- Performs or directs photographic work;
- Prepares evidence for presentation in court and testifies as an expert witness;
- Surveys and searches crime scenes to discover evidential material;
- Develops evidence in the field by making castings of imprints and developing latent fingerprints;
- Develops, defines, and creates criminalistic procedures and techniques;
- Instructs police officers in criminalistic techniques;
- Provides technical information and assistance to private organizations and other governmental and law enforcement agencies;
- Researches and provides City Attorney's with information on drug chemistry to properly classify chemical structures;
- Conducts research projects;
- Tests new laboratory equipment, techniques, and procedures;
- Recommends and requisitions technical supplies and equipment;
- Prepares reports and keeps records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Criminalistics, Forensic Science, Biochemistry, Chemistry, Biology, Microbiology, Digital Forensics, Computer Forensics, Computer Science, or another physical or biological science, which must include the

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

following course work: 8 semester/12 quarter college-level units in general chemistry and 3 semester/4 quarter college-level units in organic chemistry or biochemistry; **AND** two years of full-time professional Criminalistics experience in one or more of the following areas: firearms identification; forensic biology; crime scene reconstruction; narcotic analysis; blood alcohol analysis; trace evidence analysis; toxicology analysis; digital forensics; or computer forensics. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CRIMINALIST III - 1814

DEFINITION:

Under direction, to perform a wide variety of the most complex criminalistics work in a number of complex specialty areas in the Police Crime Laboratory, such as forensic DNA, firearms examination, trace evidence analysis, forensic chemistry, forensic technology, and narcotics analysis; to lead the work of professional laboratory personnel conducting analyses and comparisons in specialty areas; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews, revises, approves, and proposes new technical criminalistics policies and procedures in compliance with laboratory procedures and accreditation standards;
- Trains professional laboratory personnel in analyses and comparisons;
- Reviews and approves method validation;
- Recommends and reviews new technical equipment and supplies;
- Prepares validation reports and keeps records;
- Reviews analyses and comparisons for technical accuracy;
- Serves as a technical reference regarding analyses and comparisons for respective forensic discipline and helps resolve technical issues;
- Conducts crime scene reconstructions;
- Reviews proficiency tests completed by professional laboratory personnel;
- Conducts the most complex criminalistics analyses and comparisons;
- Prepares evidence for presentation in court and testifies as an expert witness;
- Leads technical briefings;
- Helps ensure compliance with technical policies and procedures;
- Troubleshoots and resolves equipment issues.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Criminalistics, Forensic Science, Biochemistry, Chemistry, Biology, Microbiology, Digital Forensics, Computer Forensics, Computer Science, or a closely related physical or biological science, **AND** three years of full-time professional criminalistics experience in firearms identification, forensic biology, crime scene reconstruction, narcotics analysis, blood alcohol analysis, trace evidence analysis, toxicological analysis, digital forensics, or computer forensics. Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CUSTODIAN I - 1387

DEFINITION:

Under immediate supervision, to keep dressing rooms, comfort stations, and similar areas clean and orderly; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Sweeps and scrubs floors;
- Replenishes supplies;
- Washes windows and walls;
- Polishes metal work;
- Turns out lights and locks doors and windows;
- Empties and cleans waste receptacles;
- Vacuums and shampoos carpets;
- Cleans restrooms;
- Cares for equipment and materials used in work;
- Sets-up and takes down tables and chairs;
- Guards an assigned area to prevent vandalism.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CUSTODIAN II - 1389

DEFINITION:

Under general supervision, to perform skilled custodial work at the journey-level; to patrol an assigned area; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Sweeps, scrubs, and polishes floors;
- Vacuums and removes stains from carpets;
- Dusts and polishes furniture, metalwork, and woodwork;
- Empties and cleans waste receptacles;
- Washes windows and walls;
- Cleans toilets, sinks, showers, and urinals;
- Cleans lighting fixtures and replaces lamps;
- Maintains custodial supplies and equipment;
- Sets-up and takes down tables and chairs;
- Assists in moving and arranging furniture;
- Reports needed building repairs;
- Guards an assigned area against vandalism, theft, and trespassers;
- May drive a light truck;
- Gives information to the public;
- Makes written and oral requests for repair services and materials.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience performing varied janitorial, custodial, or domestic maintenance work. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CUSTODIAN III - 1390

DEFINITION:

Under general supervision, to participate in and lead the work of staff performing varied custodial functions; and to perform related work.

*** EXAMPLES OF DUTIES:**

- As a working crew leader, assigns and performs all types of custodial duties such as cleaning floors, carpets, restrooms, waste receptacles, walls, and windows;
- Supervises and inspects the work in an assigned area;
- Makes recommendations to supervisors on the work performance of subordinates;
- Moves and arranges furniture;
- Cleans lighting fixtures and replaces lamps;
- Issues supplies to subordinates;
- Maintains timekeeping records;
- Requisitions/issues supplies and maintains inventory;
- Provides information and assistance to the public;
- Makes written and oral requests for repair services and material.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing varied janitorial, custodial, or domestic maintenance work. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CUSTOMER INFORMATION AND BILLING MANAGER - 1795

DEFINITION:

Under direction, to administer and manage the City's water service billing activities; to plan and direct the customer call center program; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and administers the City's water service activities to include billing, collection, and payment of water and sewer fees;
- Manages the customer call center, automated call distribution system, and E-Commerce;
- Oversees the customer service training program;
- Addresses customer concerns and manages complaint resolution;
- Develops, interprets, and implements fees, penalties, fines, and deposits for water and sewer service;
- Resolves complex and/or sensitive billing and payment problems;
- Authorizes water service or discontinuation of service;
- Coordinates with the Treasurer's Office Collections Unit and testifies in court;
- Analyzes and recommends improvements to billing and collection processes;
- Establishes policies and ensures conformance of program operations to established standards;
- Oversees the development of the section budget and monitors expenditures;
- Prepares and authorizes Requests for Council Action;
- Assists in making presentations to the Mayor and City Council;
- Trains, supervises, and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** five years full-time experience responsible for computerized account management, billing, payment, and/or customer information functions related to service fees, taxes, or similar charges in a government agency or public/private utility (e.g., water, sewer, gas, electric, telephone, or cable television services). Three years of qualifying experience must have been at the supervisory or managerial level overseeing subordinate staff. One year of experience must have included conducting operational studies, developing operational policies and procedures, and formulating program efficiency and effectiveness measures and/or recommendations.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CUSTOMER SERVICES REPRESENTATIVE - 1394

DEFINITION:

Under general supervision, to perform specialized and complex customer service work in a centralized utilities customer services section; to research and resolve billing problems; to process new service and service restoration requests; to respond to general water customer inquiries and complaints; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class within the Customer Services Representative series. These positions are only found in a centralized Water Utilities Customer Services Section. In a training capacity, positions classified at this level may be underfilled with a Clerical Assistant I or II, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Responds to inquiries from the public regarding the initiation and/or termination of water service;
- Researches and resolves billing complaints;
- Processes services and restoration requests;
- Takes applications for water turn-ons and turn-offs and reports water system repair issues;
- Reconciles and adjusts customer accounts;
- Researches delinquent accounts;
- Initiates field investigations and explains results to customers;
- Researches credit records to determine whether deposits are required or extensions should be granted;
- Verifies payment and credit information;
- Performs collection efforts on delinquent accounts;
- Establishes payment schedules for delinquent accounts;
- Processes bankruptcy dismissals;
- Queries and posts information to computerized records;
- Explains departmental billing and collection policies and procedures to customers.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, which must include a minimum of six months of full-time customer service experience in a high-volume customer services section performing one of the following: working in a call center making inbound and outbound calls; processing remittance payments in a centralized billing system; or in a job performing at least two of the following customer service functions as primary job duties: providing utility information to the public regarding services offered; researching, reconciling, and resolving billing inquiries; performing initial delinquent accounts collection work; troubleshooting technical issues for customer accounts; or responding to inquiries and complaints from the public regarding utility services.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CUSTOMER SERVICES SUPERVISOR – 1393

DEFINITION:

Under general direction, to plan, direct, and administer the City's water and sewer customer service activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, and implements the water and sewer billing, collection, service, records, field investigation, meter reading, and delinquent account functions;
- Analyzes the efficiency and effectiveness of utility service activities;
- Plans and directs the development and implementation of major program changes;
- Administers system redesigned adjustments, updating customer record information and accounting methods;
- Establishes and revises work methods and schedules in keeping with recent developments of customer service functions;
- Reviews, interprets, and recommends changes to City municipal code and ordinances pertaining to utilities policies;
- Performs complex and specialized utilities projects and recommends policy changes;
- Develops and maintains status of field investigation requests;
- Resolves difficult and sensitive accounting and public relations problems;
- Coordinates data processing requirements;
- Prepares, justifies, and administers the section budget;
- Selects, trains, and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience performing supervisory duties in a customer service function. Qualifying experience must include the full range of supervisory responsibilities for employee selection, training, evaluation, commendations, and discipline.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DEPUTY CITY CLERK I - 1395

DEFINITION:

Under general supervision, to perform specialized and complex clerical work in the City Clerk's Office; to research complex inquiries regarding administrative and legislative policies and procedures, ballot issues, and other City issues; to prepare and process legal notices on land use hearings; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Researches and responds to complex inquiries regarding administrative and legislative policies and procedures, proposition and ballot issues, and a variety of other City issues from the public, Mayor, council members, and City departments;
- Searches and retrieves information from manual and computerized information retrieval systems;
- Prepares and processes legal notices on land use matters and appeals;
- Processes documents such as land use and street work issues, subdivision contracts, deeds, leases and permits, and passport applications;
- Maintains subject and numerical indices for all City ordinances;
- Maintains sales and subscription lists for the Municipal Code, City Charter, and Council Policy Manual;
- Researches and duplicates tapes;
- Files and maintains a computerized index of Council actions;
- Performs other related clerical tasks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, including six months of full-time experience preparing and processing legal notices on land use hearings; researching, retrieving, and disseminating complex information from manual and computerized records and files in the City Clerk's Office; and processing passport applications.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DEPUTY CITY CLERK II – 1396

DEFINITION:

Under direction, to supervise and participate in specialized and complex clerical work relative to processing legislative matters; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Deputy City Clerks II serve as first-level supervisors over a major clerical section providing a variety of clerical support for Council actions.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of subordinates in the Informational, Hearing, or Docket sections, and Passport Acceptance Facility, of the City Clerk's Office;
- Performs the more difficult and complex research of requested information;
- Arranges hearing dates on Council docket;
- Prepares notices for City Council meetings and public hearings;
- Processes documents generated from Council actions;
- Reviews and prepares land use matters and street work items prior to placement on the Council docket;
- Coordinates the scheduling of land use hearings with other City departments;
- Explains legal and procedural requirements outlined in the Municipal Code, California Government Code, Administrative Regulations, and Council Policy Manual;
- Coordinates the docketing of items with the Rules Committee Consultant and Council Representative;
- Assists with the Passport Acceptance Facility, or with public outreach and/or clerical duties of the Naturalization Ceremony Passport Fairs;
- Composes docket items and reviews for completeness and accuracy;
- Researches various source documents;
- Generates and posts materials according to the Brown Act;
- Gives information over a counter or telephone where judgment and interpretation are required;
- Trains and rates the performance of subordinates;
- Performs other related tasks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time clerical experience researching, retrieving, and disseminating complex information from manual and computerized records and files; processing passport applications; reviewing and preparing items for inclusion in a regularly published legislative docket; or coordinating land use or street work public hearing items and legal notices. Experience must include one year of experience performing duties equivalent to that of a Deputy City Clerk I for the City of San Diego.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DEPUTY NOISE ABATEMENT OFFICER - 1397

DEFINITION:

Under general supervision, to assist in the development and administration of the City's Noise Abatement Program; to perform varied studies and analyses of noise levels in the community, instigate noise abatement action, and develop community education programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs varied studies and analyses of noise levels and conditions in the community;
- Assists in the development of community education programs and enforcement criteria;
- Reviews building plans, environmental impact reports, and acoustical analysis reports for conformance to applicable acoustical standards;
- Prepares technical reports and memoranda for presentation to the Noise Abatement and Control Board, City Council, or City departments;
- Prepares acoustical permit and variance applications for hearing by the Noise Abatement Officer;
- Represents the City at pre-construction and Comprehensive Planning Organization Committee meetings on noise abatement matters;
- Performs acoustical modeling and calculates cumulative noise equivalent and sound exposure levels from raw data;
- Answers technical questions from the public, contractors, or other agencies concerning the noise abatement ordinance and the requirements imposed by the City on new construction;
- May supervise subordinate personnel in the collection of acoustical data and noise control enforcement work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree, **AND** one year of full-time experience in acoustics, noise analysis, noise abatement and control, or environmental health relating to noise.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DEVELOPMENT PROJECT MANAGER I - 1184

DEFINITION:

Under general supervision, to perform journey-level professional development project management work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Development Project Manager I is distinguished from other levels within the series primarily based on the complexity and sensitivity of the projects assigned. Typical projects are of a short duration and include discretionary projects involving lot line adjustments, consolidation maps, grading projects, minor public improvements, multi-family buildings, commercial buildings, single-family residences, tenant improvements, room additions, signs, and general building permits.

*** EXAMPLES OF DUTIES:**

- Serves as a single point of contact and liaison between City staff and development customers;
- Ensures project compliance with all local, State, and Federal land use regulations;
- Assembles and coordinates the work of a multi-disciplinary project team;
- Conducts preliminary project reviews;
- Establishes project review timetables and schedules;
- Maintains project diary and official records;
- Makes presentations to community groups and department management;
- Performs other project management duties as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** a combination of full-time professional experience as specified below that equal two years: 1) experience in review of mixed-used, residential, commercial, or capital improvement projects for compliance with federal, state (e.g., California Code of Regulations), or municipal codes and regulations, which must include one of the following: zoning, engineering, water, sewer, landscape, other land development, or land use. 2) experience in engineering or planning in the application (e.g., review, analysis, and/or

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

interpretation) of federal, state, or municipal codes and regulations, governing agency policies and engineering standards, and/or community and general plans in land development or construction. 3) project management experience in mixed-use, commercial, industrial, governmental, or large-scale residential development.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DEVELOPMENT PROJECT MANAGER II - 1185

DEFINITION:

Under general direction, to perform moderately complex professional development project management work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Development Project Manager II is distinguished from other levels within the series primarily based on the complexity and sensitivity of the projects assigned. Typical projects are of variable duration involving multiple agencies including planned development permits, coastal development permits, conditional use permits, and variances.

*** EXAMPLES OF DUTIES:**

- Serves as a single point of contact and liaison and project expert for all stakeholders between City staff and development customers;
- Ensures project compliance with all local, State, and Federal land use regulations;
- Assembles and coordinates the work of a multi-disciplinary project team;
- Conducts preliminary project reviews;
- Establishes and maintains project review timetables and schedules;
- Maintains project diary and official records;
- Makes presentations to community groups and department management;
- May lead or supervise the work of other project management staff;
- Performs other project management duties as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** a combination of full-time professional experience as specified below that equals three years. Qualifying experience must include a minimum of one year of experience as specified in Option 2 or Option 3: 1) experience in the review of mixed-used, residential, commercial, or capital improvement projects for compliance with federal, state (e.g., California Code of Regulations), or municipal codes and regulations, which must include one of the following: zoning, engineering, water, sewer, landscape, other land development, or land use. 2) experience in engineering or planning in the application (e.g.,

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

review, analysis, and/or interpretation) of federal, state, or municipal codes and regulations, governing agency policies and engineering standards, and/or community and general plans in land development or construction. 3) project management experience in mixed-use, commercial, industrial, governmental, or large-scale residential development.

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CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DEVELOPMENT PROJECT MANAGER III - 1186

DEFINITION:

Under general direction, to perform the most complex professional development project management work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Development Project Manager III is distinguished from other levels within the series primarily based on the complexity and sensitivity of the projects assigned. Typical projects are of an extended duration involving multiple agencies, complex environmental review, and a City-wide impact including high rise structures, community plan amendments, rezonings, complex commercial and industrial projects, multi-phased projects, and large public infrastructure projects.

*** EXAMPLES OF DUTIES:**

- Serves as a single point of contact and liaison and project/program expert for all stakeholders between City staff and development customers;
- Identifies all stakeholders needs to ensure customer service standards are achieved;
- Ensures project/program compliance with all local, State, and Federal land use regulations;
- Assembles and coordinates the work of a multi-disciplinary project team;
- Conducts preliminary project reviews;
- Establishes project review timetables and schedules;
- Maintains project diary and official records;
- Makes presentations to community groups and department management;
- May supervise the work of subordinate project management staff;
- Performs other project management duties as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** a combination of full-time professional experience as specified below that equals four years. Qualifying experience must include a minimum of one year of experience as specified in Option 2 or Option 3: 1) experience in the review of mixed-used,

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

residential, commercial, or capital improvement projects for compliance with federal, state (e.g., California Code of Regulations), or municipal codes and regulations, which must include one of the following: zoning, engineering, water, sewer, landscape, other land development, or land use. 2) experience in engineering or planning in the application (e.g., review, analysis, and/or interpretation) of federal, state, or municipal codes and regulations, governing agency policies and engineering standards, and/or community and general plans in land development or construction. 3) project management experience in mixed-use, commercial, industrial, governmental, or large-scale residential development.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

DEVELOPMENT SERVICES PERMIT TECHNICIAN – 1252

NOTE: formerly Development Services Technician

DEFINITION:

Under general supervision, to review and research the most complex building and construction permit materials, plans, and requirements; perform plan check and permit issuance functions; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Development Services Permit Technicians in the Development Services Department are responsible for providing information to the public regarding building and construction permits and assisting the public with plan check filing procedures. While Public Information Clerks provide specific and detailed information regarding complex government rules, policies, municipal code provisions and regulations which pertain to respective departments, Development Services Permit Technicians are technically proficient in the review of building and construction permit materials and assisting with related permit issuance to include the proper intake and set-up of permit applications and assessment of technical permit requirements.

*** EXAMPLES OF DUTIES:**

- Processes, tracks, and issues no-plan permits in a permitting system;
- Researches and provides technical information to the public regarding building and construction permit requirements and permit status;
- Assists customers with plan check filing procedures and processes plan check fees;
- Reviews and evaluates plans for completeness and for conformance with department standards, policies, legal mandates, and guidelines;
- Utilizes permit tracking system to input and maintain permit information;
- Researches and resolves permit application issues in permit tracking system and troubleshoots problems;
- Calculates and assigns permit fees for appropriate invoicing;
- Routes plans to appropriate sections for review;
- Provides information to the public regarding building and construction permit requirements and status;
- Performs tasks to support plan review sections.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of full-time clerical, public contact, or customer service experience which must include one year of full-time experience in the setup, issuance, or review of construction permit applications for compliance with applicable building codes in a public agency utilizing a permit application software.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DISPATCHER I - 1410

DEFINITION:

Under general supervision, in a training capacity, (1) to receive incoming telephone calls and evaluate requests for Police services in the Police Department Communications Center; (2) to receive and evaluate requests for Fire and emergency medical services; (3) to operate a base radio station, receiving and transmitting radio messages to public works field units; and to perform related work.

*** EXAMPLES OF DUTIES:**

(1) In the Police Department:

- On an assigned shift, receives incoming telephone calls and evaluates requests for Police services;
- Elicits essential incident information from callers (requiring knowledge of the basic elements of crimes) such as name, address, phone number, and a brief description of the incident;
- Following departmental procedures, in the case of suspected domestic violence, asks a series of questions to determine if there are injuries and the extent of injuries, whether the caller fears imminent harm, what the relationship is between the parties, any previous threatening physical or intimidating behavior and the extent of that behavior, and whether any prior acts of violence have been committed;
- Records information by typing on a computer keyboard into a dispatch format;
- Determines the priority and number of Police units required to answer the dispatch in accordance with department procedures;
- Acts on requests from field units via Mobile Data Terminals for warrant and field checks, previous criminal history, the latest changes in vehicle codes, dispatch of tow trucks or coroners, or other similar special requests;
- Answers routine inquiries and refers calls not requiring dispatches to appropriate departments and agencies; and completes standard Police crime reports on less serious crimes which do not require dispatches.

(2) In the Fire Department:

- On an assigned shift, receives incoming telephone calls and evaluates requests for fire and emergency medical services;
- Elicits essential incident information from callers and records information;
- Evaluates the priority of the request and refers serious or difficult fire incidents to supervisor for disposition;
- Evaluates urgency of medical requests and recommends emergency first aid procedures, if needed;
- Determines appropriate unit and station to dispatch and subsequent area coverage from microfiche machine, fire unit availability status board, and City maps;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Answers routine inquiries and refers calls not requiring dispatches to responsible departments and agencies.

(3) In the Central Public Works Communications Center:

- Receives and transmits voice radio messages to public works field units;
- Receives incoming telephone calls for public works services from the public after normal working hours;
- Elicits essential information from the caller;
- Dispatches the appropriate standby crew in emergencies;
- Maintains message logs; and monitors alarm systems at transmitting stations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Graduation from a public high school located within the United States, **OR** graduation from an accredited non-public high school located within the United States, **OR** passage of the General Education Department (G.E.D.) test, **OR** passage of the California High School Proficiency Examination (C.H.S.P.E.), **OR** possession of a two-year, four-year, or advanced degree from an accredited college or university located within the United States.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DISPATCHER II - 1411

DEFINITION:

Under general supervision, (1) to receive and evaluate requests for Police services in the Police Department Communications Center; or (2) to receive and evaluate requests for Fire and emergency medical services, using a Computer Aided Dispatch (CAD) system as the primary answering point for all 911 and non-emergency phone calls; and to perform related work.

*** EXAMPLES OF DUTIES:**

(1) In the Police Department:

- On an assigned shift, receives incoming telephone calls and evaluates requests for Police services;
- Elicits essential incident information from callers (requiring knowledge of the basic elements of crimes) such as name, address, phone number, and a brief description of the incident;
- Following departmental procedures, in the case of suspected domestic violence, asks a series of questions to determine if there are injuries and the extent of injuries, whether the caller fears imminent harm, what the relationship is between the parties, any previous threatening physical or intimidating behavior and the extent of that behavior, and whether any prior acts of violence have been committed;
- Records information by typing on a computer keyboard into a dispatch format;
- Determines the priority and number of Police units required to answer the dispatch in accordance with department procedures;
- Acts on requests from field units via Mobile Data Terminals for warrant and field checks, previous criminal history, the latest changes in vehicle codes, dispatch of tow trucks or coroners, or other similar special requests;
- Answers routine inquiries and refers calls not requiring dispatches to appropriate departments and agencies;
- Completes standard Police crime reports on less serious crimes which do not require dispatches.

(2) In the Fire Department:

- On an assigned shift, receives incoming telephone calls and evaluates requests for fire and emergency medical services;
- Elicits essential incident information from callers;
- Records information and evaluates the priority of the request and refers serious or difficult fire incidents to supervisor for disposition;
- Evaluates urgency of medical requests and recommends emergency first aid procedures, if needed;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Determines appropriate unit and station to dispatch and subsequent area coverage from microfiche machine, fire unit availability status board, and City maps;
- Answers routine inquiries and refers calls not requiring dispatches to responsible departments and agencies;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of prior experience as a Dispatcher I or Dispatcher II with the City of San Diego, **OR** one year of experience as a Dispatcher performing emergency dispatch for a medical transport company or department, **OR** one year of full-time experience as a Dispatcher in a law enforcement agency or fire department; **AND** graduation from a public high school located within the United States, **OR** graduation from an accredited non-public high school located within the United States, **OR** passage of the General Education Department (G.E.D.) test, **OR** passage of the California High School Proficiency Examination (C.H.S.P.E.), **OR** possession of a two-year, four-year, or advanced degree from an accredited college or university located within the United States.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DISPOSAL SITE REPRESENTATIVE – 1412

DEFINITION:

Under general supervision, to determine and collect user fees at a City-operated refuse disposal site; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Stops vehicles entering refuse disposal sites to check registration, driver's license, or other paperwork to determine origination of refuse;
- Operates and maintains a computerized scale and register system;
- Handles cash transactions, and operates a computerized cash register and/or personal computer;
- Determines and collects appropriate fees in accordance with an established fee schedule;
- Explains fees and regulations to customers;
- Enforces disposal site policies;
- Directs vehicles with unacceptable loads to proper landfill or agency;
- Keeps records and balances receipts;
- Handles cash transactions and deposits funds;
- Maintains clean and safe fee booth area and traffic entrance lanes.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time cashiering experience, which must include processing point of sale (POS) transactions, keeping records of daily receipts, reconciling and balancing POS transactions at the end of each day, verifying dollar amounts and total number of transactions, and public contact; **OR** six months of full-time public contact experience, which must include disposal fee collection experience at a refuse disposal site. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DISPOSAL SITE SUPERVISOR - 1413

DEFINITION:

Under general supervision, to plan and supervise construction, maintenance, and equipment operation work at a sanitary landfill; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns and organizes the work of equipment operator crews at refuse disposal, excavation, construction, maintenance, and equipment operation activities at landfill sites;
- Supervises the excavation of future landfill sites and the construction of access roads and drainage facilities on a sanitary landfill;
- Supervises the excavation of future landfill modules and disposal of refuse and/or production of green products;
- Evaluates daily workload and plans appropriate work programs;
- Supervises and inspects the compaction and burial of refuse;
- Reads topographical maps and grade stakes to determine cuts, grades, fills, and slopes;
- Assists engineer in laying out grades to be followed;
- Maintains daily work records and equipment usage and repair records;
- Determines need for equipment maintenance;
- Investigates accidents involving City equipment;
- Enforces regulations regarding dumping and disposal of unacceptable waste material;
- Handles citizens' complaints and provides information to the public regarding the use of the landfill;
- Provides direct support to the division's Environmental Management System, including improvement, prevention of pollution, and regulatory compliance;
- Represents management in employer-employee relationships with subordinates, and investigates and processes grievances;
- Assigns, trains, and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time crew-leading experience, **AND** three years of full-time experience operating medium class and/or large class heavy industrial motive equipment in the

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

construction, maintenance, operation, and/or repair of landfills, streets, water, sewer, or other public works projects, in which one year must include full-time experience at a large landfill and/or large-scale earthmoving or excavation operations such as new highway construction, earthen dam construction, large subdivision grading, etc. A valid California Class B Driver License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at time of hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DISPUTE RESOLUTION OFFICER - 1415

DEFINITION:

Under general supervision, to coordinate the operations of the City's Dispute Resolution Program; to resolve citizen disputes without formal court proceedings; to conduct informal office hearings to obtain compliance with the law; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops work procedures, standards, and methods to improve the effectiveness of the program;
- Maintains and analyzes case statistics and related information;
- Determines whether sufficient facts and circumstances will be available through credible testimony to recommend filing a criminal complaint;
- Recommends and refers cases where prosecution may be appropriate to attorneys for decision;
- Schedules and conducts office hearings between parties to settle disputes without the necessity of filing an official complaint;
- Trains and supervises interns conducting the less difficult dispute resolution hearings;
- Informs citizens of their options;
- Interprets routine sections of various codes such as the penal, municipal, health and safety, and vehicle codes;
- Interviews parties to obtain pertinent information;
- Reviews technical problems and situations with attorneys;
- Keeps notes and compiles documents concerning cases;
- Assists victims in the complaint process; refers citizens to other agencies and services;
- Attempts to resolve disputes with City staff when other departments are involved;
- Performs follow-up investigations and research work pertaining to disputes;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree; **AND** one year of full-time investigation, legal counseling, law enforcement, or related experience.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DISTRICT MANAGER – 1418

DEFINITION:

Under direction, through subordinate supervisors, to plan, coordinate, and manage general and specialized recreation programs and grounds and facilities maintenance for a district comprising several community park and recreation areas; to coordinate and manage Balboa Park recreation programs, facilities maintenance, and grounds maintenance functions; to coordinate and manage Mission Bay Harbor Patrol operations, Mission Bay Park maintenance, and ocean and bay beach maintenance function; to perform City-wide park maintenance support functions, or City lakes operations and City-wide open space maintenance; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs and assists subordinate supervisors in developing and managing grounds and facilities maintenance and recreational programs;
- Coordinates and manages, through subordinate supervisors, recreation programs and specialized recreation programs;
- Coordinates and manages City-wide maintenance support functions, including heavy maintenance and hauling, park services, swimming pool operation and maintenance, mowing and sweeping functions, and tree maintenance services;
- As the manager of a boating safety operation, reviews investigations of emergencies and accidents, ensures uniform enforcement of regulations, coordinates activities with those of other governmental and law enforcement agencies, coordinates and manages safety programs and special aquatic activities, and oversees district-wide grounds and facilities maintenance functions;
- Oversees and manages City-wide lakes operations/maintenance and City-wide open space maintenance functions;
- Enforces Federal, State, and local environmental regulations;
- Administers district-wide contractual programs and services;
- Determines training, staffing, and equipment needs;
- Plans and develops training programs;
- Develops work schedules and establishes operational guidelines;
- Coordinates activities with other divisional and departmental operations;
- Assists in program and policy formulation and ensures compliance with administrative regulations and divisional policies;
- Prepares annual budget estimates and recommends and monitors expenditures;
- Assigns special work projects;
- Inspects work in progress and after completion to determine effectiveness;
- Maintains liaison with, and attends meetings of, community groups and advisory committees to explain activities, receive input on programs, and solicit support;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Resolves major complaints and district-wide problems; selects, trains, and rates the work performance of appropriate subordinates;
- Makes presentations to community groups and park advisory committees, including the Parks and Recreation Board;
- Prepares special reports;
- Performs related administrative duties as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** two years of full-time professional experience as an Area Manager I or II with the City of San Diego, **OR** four years of full-time professional experience as a Recreation Center Director I, Recreation Center Director II, Recreation Center Director III, Recreation Specialist, Supervising Recreation Specialist, or Senior Park Ranger with the City of San Diego, **OR** four years of full-time equivalent professional recreation experience which must include: planning and directing all operations at a regional park, open space park, coastal park, community center, playground, swimming facility, or recreation facility; planning and administering a variety of recreation programs and special events; and supervising employees and directing building/grounds maintenance and security, **OR** two years of full-time professional experience as a Grounds Maintenance Manager with the City of San Diego, **OR** four years of full-time professional experience as a Grounds Maintenance Supervisor or Utility Supervisor supervising grounds maintenance functions with the City of San Diego, **OR** four years of full-time equivalent professional grounds maintenance experience which must include: writing or administering grounds maintenance contracts for large organizations or facilities such as neighborhood parks, community parks, leisure parks, and recreational theme parks; and supervising multiple crews engaged in grounds maintenance functions at the facilities mentioned above.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DISTRICT REFUSE COLLECTION SUPERVISOR - 1839

DEFINITION:

Under general direction, to plan, coordinate, and supervise the refuse collection function through the work of subordinate supervisors and crews engaged in waste or recyclable commodity collection within an assigned district of the City; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, and supervises the work of subordinate supervisors and crews engaged in waste or recyclable commodity collection within an assigned district of the City;
- Participates in the development of the division and direction of the waste collection program;
- Assists in budget preparation and forecasting of staffing and equipment needs;
- Reviews, evaluates, and recommends major changes in boundaries, routes, and workloads;
- Coordinates equipment usage and sanitation driver pools in conjunction with other district supervisors;
- Develops and supervises employee training programs;
- Trains and rates the work of direct subordinates;
- Performs fact finding investigations and administers discipline when appropriate;
- Represents management in employer-employee relations issues with subordinates;
- Investigates and resolves complaints and inquiries from the public;
- Investigates accidents involving City waste management equipment and makes reports;
- Enforces safety regulations, division policies, and sanitation ordinances;
- Orders and maintains supplies;
- Develops and reviews specifications for specialized equipment;
- Prepares reports and maintains daily work records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience supervising refuse and/or recycling crews at the level of an Area Refuse Collection Supervisor with the City of San Diego (a position that supervises refuse, yard waste, and/or recycling collection crews operating various waste collection vehicles in an assigned section). Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DNA TECHNICAL MANAGER – 1414

DEFINITION:

Under direction, to provide DNA technical expertise in the Police Crime Laboratory; to perform a wide variety of complex professional DNA analyses; to lead the work of professional laboratory personnel conducting DNA analyses; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews, revises, approves, and proposes new DNA-related technical policies and procedures;
- Trains professional laboratory personnel in DNA analysis;
- Oversees, reviews, and approves DNA method validation;
- Writes DNA validation reports;
- Recommends new DNA technical equipment and supplies;
- Troubleshoots and resolves DNA equipment issues;
- Serves as a technical reference regarding DNA analyses;
- Reviews DNA analyses for technical accuracy;
- Prepares evidence for presentation in court and testifies as an expert witness;
- Acts as a mediator in the technical review of DNA analyses;
- Leads the work of professional laboratory personnel conducting DNA analyses;
- Reviews DNA proficiency tests completed by professional laboratory personnel;
- Conducts DNA analyses.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Master's Degree from an accredited institution in Criminalistics, Forensic Science, Biochemistry, Chemistry, Biology, Microbiology, or other physical or biological science. Course work must include a minimum of: 8 semester or 12 quarter units of General Chemistry; **AND** 3 semester or 4 quarter units in each of the following areas: Organic Chemistry, Genetics, Biochemistry, Molecular Biology, and either Population Genetics or Statistics. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DOCUMENT EXAMINER I - 1420

DEFINITION:

Under immediate supervision, in a training program, to perform the simple, less complex examination of questioned documents in connection with the investigation of crimes; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Receives on-the-job training in principles, techniques, and practices of questioned documents examination;
- Obtains handwriting exemplars from suspects and compares them with handwriting in question to determine the degree and extent of similarity;
- Performs microscopic examinations utilizing a variety of computer software programs to analyze handwriting, typewriting, check indentation, and other mechanical impressions to detect alterations, censored materials, chemical or mechanical erasures, hand printing, overwritings, and evidence of tracings;
- Assists in the preparation of photographs, charts, and other aids for presentation in court.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DOCUMENT EXAMINER II - 1224

DEFINITION:

Under general supervision, in a training program, to perform routine examination of questioned documents in connection with the investigation of crimes; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Examines questioned signatures and handwriting on documents to determine the identity of the author;
- Performs routine work in the analysis, evaluation, comparison, examination, and identification of handwriting and mechanical impressions;
- Utilizes a variety of computer software programs for verification, identifying, and analysis of evidence;
- Gives expert testimony in courts on routine cases of questioned documents examination;
- Makes microscopic examinations of handwriting, typewriting, and other mechanical impressions, drawings, indentations, and overwritings to detect alterations, chemical and mechanical erasures, and evidences of tracing;
- Examines typewriting, mechanical impressions, and paper, including perforations, cancellations, and rubber stamps of various kinds to determine type, model, and make of the machine or instrument, condition of the ribbon, and origin of the paper;
- Prepares photographs, charts, and other material for demonstration of evidence in court;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time professional experience examining questioned documents in connection with criminal investigations, which must include testifying in court as an expert witness.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DOCUMENT EXAMINER III - 1421

DEFINITION:

Under direction, to perform varied, difficult, and complex examination of questioned documents in connection with the investigation of crimes; to give expert testimony in the courts on all phases of questioned documents examination; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Examines questioned signatures and handwriting on documents to determine identity of the author;
- Performs microscopic examination of handwriting, typewriting, and other mechanical impressions, drawings, handwriting, indentations, and overwritings to detect alterations, chemical and mechanical erasures, and evidence of tracing;
- Utilizes a variety of computer software programs for verification, identifying, and analysis of evidence;
- Examines typewriting, mechanical and electronic impressions, and paper, including perforations, cancellations, or rubber stamps of various kinds to determine type, model, and make of the machine or instrument, the condition of the ribbon, and origin of paper;
- Prepares photographs, charts, and other materials for demonstration of evidence in court; serves as an expert in the courts on all phases of document examination;
- Consults with prosecutors on various methods of presenting evidence;
- May lead subordinate personnel;
- Keeps records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time professional experience examining questioned documents in connection with criminal investigations, which must include testifying in court as an expert witness.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DRAFTING AIDE - 1422

DEFINITION:

Under immediate supervision, to perform drafting and nonprofessional engineering work of average difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Either by hand, drafting machine, or computer-aided drafting system, performs routine drafting on design plans for streets, alleys, water and sewer distribution lines, traffic, and related projects;
- Updates water and sewer maps from engineering design drawings;
- Plots street openings and closings, rezoning, land use, subdivisions, utilities, and other developments on existing maps and overlays;
- Files maps and other records;
- Performs tracing and lettering;
- Computes areas;
- Makes simple measurements and computations of distance, elevation, and angles;
- Prepares, copies, and corrects maps, sketches, and plats for assessment purposes, and makes segregations of properties on assessment records;
- Gathers routine map-related information from improvement drawings, microfilm/microfiche, and other engineering records;
- May act as a survey aide in a field survey party keeping rough field notes or performing other field work similar to that performed by Junior Engineering Aides.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time subprofessional engineering experience which must include six months of drafting or Geographical Information System (GIS) experience; **OR** six months of full-time subprofessional engineering, drafting, or GIS experience, **AND** completion of a high school, trade school, or college-level drafting or GIS course (e.g., Computer Aided Drafting and Design (CADD), mechanical drafting, architectural drafting). Qualifying experience must include assisting an architect, engineer, or GIS specialist in one of the following areas: preparation of plans and specifications; making precision distance and elevation measurements; keeping rough field notes; gathering statistical engineering related data; or preparing maps and charts for graphic displays.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ECONOMIST - 1424

DEFINITION:

Under direction, to perform a wide variety of complex analyses in determining the economic impact of urban growth; to make short and long-range econometric revenue/cost projections on a City-wide basis; to act as a project leader; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts a wide variety of complex analyses of the economic impact of urban growth in assessing development proposals and growth strategies;
- Develops econometric models to measure and forecast revenues;
- Develops analytical and statistical tools and techniques to measure economic variables;
- Determines potential costs and revenues of new and proposed developments;
- Analyzes and projects the effects and interrelationships of external economic conditions and the City's financial condition;
- Evaluates existing and alternative tax forms to determine equity, impact, incidence, elasticity, cost of administration, and yield;
- Performs cost-benefit analysis of capital improvements projects;
- Leads the preparation of reports and recommendations for the Mayor's Office, City Council, and Planning Commission;
- As a project leader, trains and reviews the work of project personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Economics, Business, or Finance; **AND** two years of full-time experience developing and applying economic analysis techniques, including statistical or econometric models to perform complex tax, revenue, cost-benefit analysis, or analyses related to the financing of public or private sector operations.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EDITOR/PROOFREADER - 1246

DEFINITION:

Under general supervision, to edit, proofread, and assist in the preparation of a variety of publications, informational materials, and other documents; to write guides to effective writing; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Edits draft copies of a variety of written materials for spelling, punctuation, grammar, and clarity in accordance with established rules of style and syntax;
- Confers with writers regarding content, format, overall purpose of document, and to ensure the original intent is retained;
- Rewrites sentences and paragraphs for greater consistency, clarity, and/or adherence to limitations of publication such as space, established format, or language;
- Writes guides pertaining to effective written communication to assist writers in improving skills, to standardize documents, or in response to special requests from staff;
- Proofreads finished copy;
- May operate a computer in editing documents.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience editing written material for spelling, grammar, punctuation, and clarity.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ELECTRICAL INSPECTOR I - 1161

DEFINITION:

Under general supervision, to enforce regulations and perform specialized electrical inspection work on new structures, repair, or renovation work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects multi-family residential, commercial, and industrial structures for compliance to local, State, and Federal electrical and fire alarm codes and regulations;
- Checks and enforces field conformance to approved plans and specifications for compliance with local, State, and Federal electrical and other applicable construction codes and regulations;
- Inspects signs and electrical installations for temporary or special events;
- Investigates and resolves complaints of code violations;
- Checks electrical plans for compliance with electrical codes and enforces field compliance with approved plans;
- Interprets department policies and regulations;
- Prepares reports and correction notices;
- Maintains records;
- Prepares correction notices to property owners, tenants, and contractors;
- Meets with property owners, tenants, builders, engineers, and contractors to discuss correction notices and/or explain specific/technical corrections.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing general electrical or fire alarm work, **AND** a Bachelor's Degree in Electrical Engineering; **OR** two years of full-time experience with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing electrical or fire alarm inspections of residential and/or commercial structures; **OR** one year of full-time experience with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing electrical or fire alarm inspections of residential and/or commercial structures, **AND** an Associate's Degree or Community College Certificate in Construction Inspection or Building Construction Technology (Inspection or Electrical option); **OR** four years of full-time experience performing all phases of journey-level electrical or fire alarm work; **OR** one year of full-time experience

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

performing all phases of journey-level electrical or fire alarm work, **AND** completion of a State-accredited five-year Electrical Apprenticeship Program. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ELECTRICAL INSPECTOR II - 1162

DEFINITION:

Under general supervision, to perform skilled and difficult electrical inspection work on new structures, repair, or renovation work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey level class in the Electrical Inspector series. Employees in this class are expected to perform the full range of duties with only occasional instruction or assistance as new or unusual situations occur. Positions classified at this level may be underfilled with Electrical Inspectors I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Inspects multi-family residential, commercial, and industrial structures for compliance to local, State, and Federal electrical and fire alarm codes and regulations;
- Checks and enforces field conformance to approved plans and specifications specifications for compliance with local, State, and Federal electrical and other applicable construction codes and regulations;
- Investigates complaints of code violations;
- Checks electrical plans for compliance with electrical codes and enforces field compliance with approved plans;
- Interprets department policies and regulations;
- Prepares reports;
- Maintains records;
- Prepares correction notices to property owners, tenants, and contractors;
- Meets with property owners, tenants, builders, engineers, and contractors to discuss correction notices and/or explain specific/technical corrections;
- Reviews construction, repair, replacement, installation, and repair plans;
- Inspects sites for practicability of plans;
- Assists with training schedule and assignments.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Two years of full-time experience performing electrical or fire alarm inspections with a governmental jurisdiction at a level equivalent to an Electrical Inspector I with the City of San Diego (a position that enforces regulations and inspects electrical and fire alarm installations in multi-family residential, commercial, and industrial structures for compliance with local, state, and federal electrical and other applicable construction codes and regulations), **AND** one of the following options: 1) one year of full-time experience performing general electrical or fire alarm work, **AND** a Bachelor's Degree in Electrical Engineering; 2) two years of full-time experience with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing electrical or fire alarm inspections of residential and/or commercial structures; 3) one year of full-time experience with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing electrical or fire alarm inspections of residential and/or commercial structures, **AND** an Associate's Degree or Community College Certificate in Construction Inspection or Building Construction Technology (Inspection or Electrical option); 4) four years of full-time experience performing all phases of journey-level electrical or fire alarm work; 5) one year of full-time experience performing all phases of journey-level electrical or fire alarm work, **AND** completion of a State-accredited five-year Electrical Apprenticeship Program. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ELECTRICIAN - 1428

DEFINITION:

Under general supervision, to install, modify, service, maintain, and repair highway and street lighting systems, electrical wiring, power systems, and equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Installs, tests, repairs, and replaces conduits, ducts, transformers, electrical and electronic circuits, wires, high and low voltage cables, and communication cables;
- Installs and maintains varied equipment such as building lighting systems, motors, heating and ventilating wiring systems, panel boards, programmable logic controllers, airport lighting, fire alarms, primary electrical systems, traffic signals, street lights, and general flood lighting and airport lighting;
- Installs, modifies, repairs, or tests water, wastewater, or collection pumps, valves, or control systems;
- Clears debris from damaged high voltage street lighting circuits and traffic signals, and effects all repairs necessary to restore normal service;
- Reads blueprints and plans of electrical installations;
- Salvages materials and parts from used equipment;
- Builds special electrical equipment and apparatus;
- Constructs and repairs decorative lighting;
- Splices cable;
- Makes estimates keeps records of costs;
- Requisitions materials;
- Assists in training apprentices and leads the work of subordinate personnel;
- Drives assigned vehicle.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited four-year or five-year Electrician Apprenticeship Program; **OR** five years of full-time experience in all phases of work as a journey-level Electrician. Qualifying experience must include commercial or industrial wiring and installation and repair of electrical conduit systems. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ELECTRICIAN SUPERVISOR - 1431

DEFINITION:

Under direction, to plan and supervise the work of skilled electricians and others engaged in electrical work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, supervises, trains, evaluates, and participates in the work of Electricians, Apprentices, graduate Apprentices, Utility Workers, Laborers, and others in the installation, repair, and modification of electrical systems;
- Reviews plans and directs work on the lighting of streets and structures;
- Checks job requirements and requisitions materials;
- Inspects the work of subordinates and contractors to ensure conformity with specification and building codes;
- Estimates job costs;
- Plans work procedures and schedules;
- Reviews work in progress and upon completion;
- Installs and maintains traffic signals, street lights, underground communication cables, floodlights, building lighting systems, motors, electrical control equipment, heating and ventilating wiring systems, and other electrical equipment and systems;
- Plans and designs special equipment;
- Enforces safety regulations;
- Keeps records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited four-year or five-year Electrician Apprenticeship Program, **AND** two years of full-time experience in all phases of work as a journey-level Electrician; **OR** six years of full-time experience in all phases of work as a journey-level Electrician. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ELECTRONIC PUBLISHING SPECIALIST - 1583

DEFINITION:

Under general supervision, to prepare written and graphic materials for offset reproduction by developing formats, preparing graphs and line drawings, and operating computerized composing equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- From rough drafts or verbal instructions, develops formats for announcements, forms, booklets, and printed materials;
- Makes graphs, creates charts, and line drawings to illustrate printed materials;
- Lays out copy in attractive and practical form by determining proper line length, spacing, size, and style of type;
- Prepares complete camera copy by using a typesetting composer computerized layout equipment, preprinted materials, photographs, or ink drawings;
- Proofreads;
- Keeps records of work performed;
- Meets with clients to discuss their layout and printing needs;
- Creates layouts for HTML Web pages or similar electronic formats;
- Utilizes a variety of computer applications related to the designated printing of documents;
- Coordinates the creation of document layouts for City-wide projects by acting as a liaison with various departments.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in layout composition including the operation of a typesetting composer or similar machine.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ELECTRONICS TECHNICIAN - 1443

DEFINITION:

Under general supervision, to install, adjust, maintain, and repair fixed and portable electronic and telemetry systems and equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assembles, installs, tests, maintains, adjusts, and evaluates fixed and portable electronic, communication, and telemetry equipment test circuits, components, and elements;
- Install, tests, and repairs microprocessor-based control equipment;
- Tests circuits, elements, and components such as recorders, current sensors, pump controllers, alarms, power meters, relays, and other components related to telemetry systems;
- Installs, tests, and repairs process control equipment, security systems, and automatic pump station controllers;
- Diagnoses and repairs defective components and subassemblies using test equipment such as combination meters, frequency/deviation monitors and counters, oscilloscopes, and signal generators;
- Fabricates electronic device utilizing printed circuit board fabrication techniques;
- Constructs and modifies electronic devices and equipment;
- Makes field trips to ensure that systems and equipment are functioning properly;
- Tests, calibrates, and performs preventive maintenance;
- May construct and modify electronic devices and equipment;
- Prepares preliminary drafts of schematic and interconnection diagrams;
- Requisitions materials and estimates costs;
- Tests and evaluates new equipment;
- Maintains records and prepares reports;
- Leads apprentices and helpers.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a four-year State-accredited Electronic or Communications Technician Apprenticeship Program; **OR** four years of full-time experience assembling, installing, and maintaining microprocessor-based control equipment, electronic

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

instrumentation and control equipment (e.g., distributive control systems or programmable logic controllers), security systems, video cameras, access control systems, or telemetry equipment, two years of which must include troubleshooting and repair experience at the component level; **OR** an Associate of Science or higher degree in Electronics Technology or Electronics Engineering, **AND** two years of experience as described above. Possession of a valid California Class C Driver's license.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ELECTRONICS TECHNICIAN SUPERVISOR - 1444

DEFINITION:

Under direction, to supervise and participate in the installation, repair, and maintenance of telemetry systems; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Schedules, assigns, supervises, and participates in the work of skilled technicians and other workers;
- Adapts and alters telemetry and electronic equipment to meet specific operating needs;
- Establishes specifications and reviews plans for instrumentation and telemetry equipment;
- Maintains inventory of equipment, parts, and supplies;
- Analyzes and diagnoses the more technical installation, operation, and maintenance problems of telemetry and electronic equipment;
- Makes field inspections and tests of equipment;
- Prepares plans and estimates of needed materials and equipment;
- Prepares equipment replacement schedules and recommends replacement equipment for obsolete or work out units;
- Keeps records of operations, materials, and equipment and prepares required reports;
- Enforces safety regulations;
- Supervises the training of apprentice technicians in electronic equipment maintenance;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of an accredited four year Electronic or Communications Technician Apprenticeship Program, **AND** two years of full-time experience in all phases of work as a journey-level Electronics Technician; **OR** six years of full-time experience in all phases of work as a journey-level Electronics Technician; **OR** an Associate of Science or higher degree in Electronics Technology or Electronics Engineer, **AND** four years of full-time experience in all phases of work as a journey-level Electronics Technician. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EMPLOYEE ASSISTANCE COUNSELOR - 1406

DEFINITION:

Under general supervision, to interview, evaluate, and refer City employees and/or family members experiencing adjustment problems to appropriate resources; to train City staff in the benefits and use of the Employee Assistance Program; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Interviews employees and their immediate families to assess personal, health, or behavioral problems;
- Identifies and evaluates suitable treatment, formulates action plans, and refers employees to appropriate private and public community resources;
- Performs follow-up assessments of progress made by employees and the quality of service provided by the referred agency;
- Provides intake and referral services to authorize use of employee health benefits for substance abuse, alcohol, and related problems;
- Conducts crisis intervention, stress reduction, and critical incident counseling and referral services;
- Makes presentations to City employees and community groups to inform them of the Employee Assistance Program;
- Assists in training supervisors and managers to identify and refer employees who may benefit from participation in the program;
- Develops and disseminates written information materials describing the Employee Assistance Program and the referral process;
- Performs critical incident stress debriefings;
- Prepares reports and documents case records;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree in Psychology, Social Work, Marriage and Family Therapy, or a closely related field; **AND** two years of full-time professional-level experience counseling adults, couples, and families in a program designed to assist people with a variety of issues, such as chemical dependency, family or marital conflict, workplace issues, health or behavioral problems, domestic violence, and stress management.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Qualifying professional-level experience must include practical experience: performing crisis intervention; and counseling adults with alcohol/drug dependency issues, marital/family relationship problems, and emotional/stress related problems. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

EMPLOYEE ASSISTANCE PROGRAM MANAGER - 1429

DEFINITION:

Under direction, to develop, coordinate, and administer an employee assistance and referral program for City employees and their family members with problems which may cause or contribute to work performance problems; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Manages the employee assistance and referral program for City employees and their family members;
- Recommends and develops new and enhanced employee assistance programs;
- Develops policies and procedures and ensures conformance of programs with established standards;
- Evaluates program effectiveness;
- Interviews employees and/or immediate family members to assess personal problems related to alcohol or substance abuse, family, marital or relationship problems, emotional, financial, legal, medical, and other health or behavioral problems;
- Develops a plan of action designed to assist employees and/or family members in resolving personal problems which may cause or contribute to job performance problems;
- Refers individuals to appropriate community treatment providers, professionals, and service agencies;
- Establishes and maintains communication and follow-up contacts with supervisory personnel, treatment, and service providers as appropriate;
- Develops and maintains a comprehensive referral network of treatment and service professionals and agencies;
- Negotiates and administers contracts with treatment and service providers;
- Provides program orientations to employees and supervisors;
- Trains supervisors and managers in the benefits and use of employee assistance programs available;
- Trains, disciplines, and evaluates subordinate staff;
- Prepares annual budget estimates and monitors expenditures;
- Conducts special studies;
- Prepares correspondence, and develops promotional material and brochures to publicize the program's services.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** three years of full-time experience counseling adults in a program designed to assist adults with a wide range of adjustment problems such as substance abuse, alcoholism, family or marital conflict, or other health or behavioral problems. Qualifying experience must include practical experience counseling adults with alcohol and/or drug dependency, marital/family relationships, and emotional/stress related problems. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

EMPLOYEE BENEFITS ADMINISTRATOR - 1416

DEFINITION:

Under direction, to plan, coordinate, and administer the City's Employee Benefits Program; to supervise a professional staff; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises professional staff in the administration of specific employee benefit plans;
- Reviews studies and analyzes the cost effectiveness of current or proposed benefit plans, employee benefit needs and preferences, impact of legislation, and other issues related to employee benefits;
- Develops policies, procedures, and objectives of the program and sections;
- Analyzes and develops approaches to program problems;
- Makes recommendations on changes or additions to benefit plans;
- Negotiates coverage and premiums with providers;
- Provides City management with employee benefits information for salary and benefit negotiations with employee associations or other management functions;
- Hears appeals for disputes regarding interpretations of benefit plan provisions;
- Reviews subordinates' plans for implementing and administering new or modified benefit plans;
- Monitors program expenditures and prepares budget estimates and financial reports;
- Conducts staff meetings;
- Selects, trains, disciplines, and rates the performance of subordinate staff;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** three years of full-time experience in the administration and supervision of group health, life, or related insurance or employee benefit programs having agency/organization-wide impact, **OR** one year of the experience specified above; and three years of full-time professional-level personnel, financial, budgetary, or administrative analysis experience, which must include the responsibility for formulating and implementing policies and procedures, preparing cost/benefit analyses of current or proposed programs, or advising management on the feasibility of alternate programs.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EMPLOYEE BENEFITS SPECIALIST I – 1417

DEFINITION:

Under general supervision, and in a training capacity, to administer specific City benefits plans; and to perform related work.

DISTINGUISHING CHARACTERISTICS

This is the sub-journey level class in the Employee Benefits Specialist series. Typically, positions are classified at the Employee Benefits Specialist II level, which is the fully experienced or journey level class in the Employee Benefits Specialist series. In a training capacity, positions may be underfilled with a Management Trainee or Administrative Aide II in accordance with the City's Career Advancement Program. Employees in this class are expected to perform increasingly responsible work in the administration of City benefits plans. At this level, instructions are typically more explicit and work is reviewed at established intervals.

*** EXAMPLES OF DUTIES:**

- In a training capacity, administers one or more benefits plans;
- Analyzes the coverage, funding, implementation, and cost effectiveness of current and proposed employee benefit plans;
- Assesses employee benefit needs; and prepares and interprets plan documents;
- Reviews and approves payments to providers and employees;
- Reviews and makes recommendations for approval or denial of appeals and/or hardship withdrawals;
- Interprets and clarifies specific coverage for employees;
- Maintains liaison between employees, the City, benefit providers, and consultants;
- Analyzes the impact of current and proposed legislation on benefit plans and formulates recommendations;
- Approves premium payments to providers;
- Develops program policies and procedures for implementing and administering new or modified benefit plans;
- Presents benefit plan information to City employees and interested groups;
- Oversees the operation of Trustee Board meetings;
- Prepares reports and conducts special studies;
- Trains and rates the performance of support staff;
- Performs related duties.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Descriptions for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** one year of full-time professional-level experience planning, developing, and administering an employee benefit plan. Qualifying professional experience must include at least one of the following: research and analysis of employee benefit contract provisions, plan services, and coverages; liaison with benefit plan providers to resolve problems in plan interpretation and premium payments; and coordination/oversight of Trustee Boards or Committees.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EMPLOYEE BENEFITS SPECIALIST II - 1407

DEFINITION:

Under direction, to plan, develop, and administer specific City benefits plans; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced class in the Employee Benefits Specialist series. Employees in this class are expected to administer City benefits plans with only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions classified at this level may be underfilled with Employee Benefits Specialist I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Administers one or more benefits plans;
- Analyzes the coverage, funding, implementation, and cost effectiveness of current and proposed employee benefit plans;
- Assesses employee benefit needs;
- Prepares, reviews, and interprets plan documents;
- Maintains liaison with benefit providers, City management, and consultants;
- Interprets and clarifies specific coverage for employees;
- Reviews proposed and final employee benefits legislation and formulates recommendations;
- Responds to difficult and complex problems with respect to employee benefits plan interpretation;
- Develops written program policies and procedures for implementing and administering new or modified benefit plans;
- Negotiates with providers and third parties;
- Approves payments to providers and employees;
- Presents benefit plan information to employees and interested groups;
- Oversees the operation of Trustee Board meetings;
- Trains and rates the performance of support staff;
- Prepares reports and conducts special studies;
- Makes presentations;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** two years of full-time professional-level experience planning, developing, and administering an employee benefit plan. Qualifying professional experience must include at least one of the following: research and analysis of employee benefit contract provisions, plan services, and coverages; liaison with benefit plan providers to resolve problems in plan interpretation and premium payments; and coordination/oversight of Trustee Boards or Committees.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ENGINEERING TRAINEE - 1432

DEFINITION:

Under immediate supervision, to perform entry-level subprofessional engineering or drafting work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs simple map and plat preparation and maintenance drafting;
- Checks the location of water and sewer lines and services and enters them on maps;
- Files and searches files for maps and related documents;
- Acts as rear chain holder in a survey party;
- Drives survey stakes and clears brush;
- Takes measurements with cloth or metal taps; and records field notes and sets and marks grade stakes, hubs, turning points, and bench marks;
- Assists in routine field traffic investigations and traffic counts.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

18 years of age or older, except for high school graduates (or persons with GED equivalency) who are 17. No specific education or experience is required.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ENVIRONMENTAL BIOLOGIST I - 1685

DEFINITION:

Under immediate supervision, and in a training capacity, to act as a resource for environmental staff and perform professional analyses on potential impacts to sensitive biological resources resulting from private development and public works projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews construction drawings, grading plans, project specifications, and biological mitigation measures identified in environmental documents and approved project/permit conditions for potential biological impacts;
- Implements biological mitigation measures during and after project construction;
- Interprets City regulations related to biological resources such as the Land Development Code Biology guidelines, the Multiple Species Conservation Program, and Environmentally Sensitive Lands regulations;
- Liaisons with City departments and federal, state, and local agencies;
- Develops and participates in basic biological resource training sessions;
- Prepares reports and correspondence;
- Performs native plant propagation;
- Performs natural resources field surveys such as habitat, plant, and animal surveys;
- Manages and analyzes scientific data and creates summary reports;
- Assists environmental staff with biological evaluations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Biology, Ecology, Environmental Planning, or a closely related field.
Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ENVIRONMENTAL BIOLOGIST II - 1686

DEFINITION:

Under general supervision, to perform journey-level complex professional environmental analysis and research; to act as a resource for environmental staff and provide consistency in analyzing potential impacts to sensitive biological resources resulting from private development and public works projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews construction drawings, grading plans, project specifications, and biological mitigation measures identified in environmental documents and approved project/permit conditions for potential impacts;
- Implements biological mitigation measures during and after project construction;
- Interprets City regulations related to biological resources such as the Land Development Code Biology guidelines, the Multiple Species Conservation Program, and Environmentally Sensitive Lands regulations;
- Liaisons with City departments and federal, state, and local agencies and provides assistance on biological resource issues and impacts;
- Conducts environmental analysis and prepares reports and correspondence;
- Develops and participates in biological resource training sessions;
- Prepares reports and correspondence;
- Performs native plant propagation;
- Supervises bird air strike hazard programs;
- Participates on multi-disciplinary teams in preliminary review and project review and provides biological and environmental expertise;
- Performs natural resources field surveys such as habitat, plant, and animal surveys;
- Manages and analyzes scientific data and creates summary reports;
- Recommends process and procedural changes related to biology review and environmental planning matters;
- Conducts biological environmental surveys for sensitive species, research, resource mapping, and environmental impact analysis;
- Identifies sensitive species, habitats, and vegetation types;
- Reviews biological technical reports for adequacy to ensure sensitive biological resources are not impacted and for proper mitigation measures;
- Conducts field inspections to enforce environmental regulations and monitor projects;
- Estimates mitigation cost and drafts mitigation measures;
- Attends public hearings and other meetings, as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Biology, Ecology, Environmental Planning, or a closely related field, **AND** one year of full-time professional experience in environmental planning and biological impact analysis. Qualifying experience must include at least one of the following: research, analysis, and preparation of environmental impact reports and/or biological studies pertaining to environmental issues; evaluation of environmental impact reports and/or biology studies pertaining to environmental issues for content, completeness, and accuracy; implementation of habitat restoration projects which must include planning, plant propagation, hydroseeding, plan installation, project maintenance, and monitoring. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ENVIRONMENTAL BIOLOGIST III - 1687

DEFINITION:

Under direction, to supervise the work of professional staff performing environmental analysis; to perform difficult and complex professional environmental analysis and research; to provide biological and environmental expertise and ensure compliance with environmental regulations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews environmental impact reports, technical research, related court decisions, and land development biological issues;
- Oversees consultant services for environmental projects and ensures developers adhere to biological mitigation requirements by conducting field investigations and making visual observations;
- Develops, evaluates, and implements environmental biological mitigation measures and monitoring protocols to comply with local, state, and federal environmental laws, policies, and regulations;
- Serves as a technical expert and liaison to other City staff as well as state and federal wildlife agencies on resource management and Multiple Species Conservation Program (MSCP) issues;
- Provides regulatory guidance in accordance with federal, state, and local environmental/resource protection laws and regulations in conjunction with construction, maintenance, and operation related activities within or adjacent to environmentally sensitive lands;
- Oversees environmental mitigation projects and efforts;
- Presents reports and proposals concerning compliance with mitigation monitoring reporting program regulations to public interest groups and committees;
- Reviews procedures for construction for biological mitigation prior to permit issuance and attend pre-construction meetings;
- Coordinates mitigation issues for the City with environmental agencies and evaluates habitat mitigation plans and facilitates implementation;
- Develop wetland permitting processes;
- Reviews biological policies for impact on environmental programs;
- Meets with state and federal agency representatives and negotiates compliance alternatives;
- Oversees compliance with the Multiple Species Conservation Program and related environmental regulations by reviewing biological surveys, impact analysis, and mitigation requirements;
- Prepares habitat management directives, provides technical expertise, and performs field surveys to identify biological resources, potential threats, and management remedies;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Makes recommendation on project budgets;
- Attends public hearings and other meetings, as required;
- Supervises, trains, and evaluates the work of professional staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Biology, Ecology, Environmental Planning, or a closely related field, **AND** two years of full-time professional experience in environmental planning and biological impact analysis. Qualifying experience must include at least one of the following: research, analysis, and preparation of environmental impact reports or biological studies pertaining to environmental issues; evaluation of environmental impact reports and/or biology studies pertaining to environmental issues for content, completeness, and accuracy; implementation of habitat restoration projects which must include planning, plant propagation, hydroseeding, plan installation, project maintenance, and monitoring. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ENVIRONMENTAL SCIENTIST I – 1062

DEFINITION:

Under immediate supervision, and in a training capacity, to perform professional level biological, chemical, physical, bacteriological, microbiological, biological, molecular, bioaccumulation, and toxicological monitoring, analysis, and reporting for regulatory compliance and special studies; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Collects samples from source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water, stormwater, ocean water, ocean sediments, and additional marine and freshwater environments;
- Prepares and verifies supplies, equipment, and datasheets for sample collection;
- Makes and records technical field observations;
- Conducts field fish and invertebrate community assessments;
- Participates in watershed and other water quality survey programs;
- Processes, prepares, stores, or preserves samples from source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water, stormwater, ocean water, ocean sediments, and additional marine and freshwater environments in preparation for subsequent analyses;
- Performs chemical, physical, bacteriological, microbiological, biological, molecular, bioaccumulation, and toxicological analyses of source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water, stormwater, ocean water, ocean sediments, and additional marine and freshwater samples in a State Environmental Laboratory Accreditation Program (ELAP) certified laboratory;
- Examines, taxonomically identifies, and enumerates aquatic (marine and freshwater) plant and animal species;
- Assists with air quality monitoring, analysis, and reporting;
- Calibrates, maintains, operates, and programs complex analytical or oceanographic equipment and instrumentation;
- Performs basic troubleshooting of analyses and instrumentation when necessary;
- Reviews, understands, and updates Standard Operating Procedures (SOPs) and associated technical guidance documents;
- Enters results of analyses into appropriate computer programs and databases;
- Performs quality assurance/quality control checks of data and associated reports;
- Interprets results of analyses;
- Prepares data and organizes information for reports;
- Writes and produces regulatory compliance or contractual reports;
- Assists with assessing regulatory compliance and permit requirements to meet City, State, and Federal standards and requirements;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Assists in the design and performance optimization of special sampling procedures and analytical protocols;
- Writes and modifies routine application programs for computer systems, and assists in database and network administration;
- Identifies, reads, analyzes, and researches water and wastewater treatment methods and regulations;
- Assists with treatment facility regulatory compliance;
- Performs data reduction and reporting activities;
- Assists with ocean outfall inspections;
- Determines possible sources of water contamination by reviewing gate books, engineering maps, and other data;
- Maintains databases and manual and computerized technical logs and records;
- Assists with processes and documentation required for laboratory certifications;
- Assists with management of the Laboratory Information Management System (LIMS), including but not limited to, data input, data management, and report creation and upload to various databases and computer programs;
- Assists with data calculations and statistical analyses;
- Conducts GIS analysis and mapping;
- Works with scientists from other agencies to ensure that laboratory data are consistent and accurate;
- Works with technical and administrative staff in making procurements of laboratory and monitoring equipment, supplies, and services;
- Conducts tours of laboratories and facilities;
- Assists in training technical staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's Degree in Biology, Chemistry, Environmental Studies, Marine Biology, Microbiology, Molecular Biology, Oceanography, Zoology, or a closely related biological, chemical, or physical science. Possession of a valid California Class C Driver's License is required.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ENVIRONMENTAL SCIENTIST II - 1063

DEFINITION:

Under general supervision, to perform journey-level professional biological, chemical, physical, bacteriological, microbiological, biological, molecular, bioaccumulation, and toxicological monitoring, analysis, and reporting for regulatory compliance and special studies; to collect and analyze samples and specimens and perform identifications and interpretations; to assist in more difficult or complex analyses and identifications; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Collects samples from source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water, stormwater, ocean water, ocean sediments, and additional marine and freshwater environments;
- Prepares and verifies supplies, equipment, and datasheets for sample collection;
- Makes and records technical field observations;
- Conducts field-based fish and invertebrate community assessments;
- Participates in watershed and other water quality survey programs;
- Processes, prepares, stores, or preserves samples from source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water, stormwater, ocean water, ocean sediments, and additional marine and freshwater environments in preparation for subsequent analyses;
- Performs chemical, physical, bacteriological, microbiological, biological, molecular, bioaccumulation, and toxicological analyses of source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water, stormwater, ocean water, ocean sediments, and additional marine and freshwater samples in a State Environmental Laboratory Accreditation Program (ELAP) certified laboratory;
- Examines, taxonomically identifies, and enumerates aquatic (marine and freshwater) plant and animal species;
- Performs air quality monitoring, analysis, and reporting;
- Calibrates, maintains, operates, and programs complex analytical or oceanographic equipment and instrumentation;
- Performs basic and complex troubleshooting of analyses and instrumentation when necessary;
- Reviews, understands, and updates Standard Operating Procedures (SOPs) and associated technical guidance documents;
- Enters results of analyses into appropriate computer programs and databases;
- Performs quality assurance/quality control checks of data and associated reports;
- Interprets results of analyses and provides recommendations to senior staff on outcomes;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Prepares data and organizes information for reports;
- Writes and produces regulatory compliance or contractual reports;
- Assesses regulatory compliance and permit requirements to meet City, State, and Federal standards and requirements;
- Designs and optimizes the performance of special sampling procedures and analytical protocols;
- Writes and modifies routine application programs for computer systems, and assists in database and network administration;
- Identifies, reads, analyzes, and researches water and wastewater treatment methods and regulations;
- Assists with treatment facility regulatory compliance;
- Assists with ocean outfall inspections;
- Determines possible sources of water contamination by reviewing gate books, engineering maps, and other data;
- Maintains databases and manual and computerized technical logs and records;
- Conducts processes and maintains documentation required for laboratory certifications;
- Assists with management of the Laboratory Information Management System (LIMS), including but not limited to, data input, data management, and report creation and upload to various databases and computer programs;
- Performs data calculations and statistical analyses;
- Conducts GIS analysis and mapping;
- Works with scientists from other agencies to ensure that laboratory data are consistent and accurate;
- Works with technical and administrative staff in making procurements of laboratory and monitoring equipment, supplies, and services;
- Conducts tours of laboratories and facilities;
- Assists in training technical staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's Degree in Biology, Chemistry, Environmental Studies, Marine Biology, Microbiology, Molecular Biology, Oceanography, Zoology, or a closely related biological, chemical, or physical science, **AND** one year of full-time professional level experience in a scientific field including, but not limited to, laboratory work, regulatory compliance assessments, quality control, or field work. Possession of a valid California Class C Driver's License is required.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ENVIRONMENTAL SCIENTIST III – 1064

DEFINITION:

Under direction, to supervise the work of professional and technical staff performing biological, chemical, physical, bacteriological, microbiological, biological, molecular, bioaccumulation, and toxicological monitoring, analysis, and reporting for regulatory compliance and special studies; to perform difficult or complex analyses, research, and interpretations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Formulates, coordinates, and oversees field sampling and monitoring including, but not limited to, source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water, stormwater, ocean water, ocean sediments, and additional marine and freshwater environments;
- Coordinates preparation, collection, analysis, and reporting efforts of samples related to multiple National Pollutant Discharge Elimination System (NPDES) Permits, drinking water supply permits, air quality permits, and related programs or special studies;
- Selects, assigns, prioritizes, schedules, trains, rates, and supervises the work of professional and technical staff in a State Environmental Laboratory Accreditation Program (ELAP) certified laboratory engaged in performing chemical, physical, bacteriological, microbiological, biological, molecular, bioaccumulation, and toxicological monitoring, analysis, and reporting for regulatory compliance, process control, and special studies, and manages laboratory analyses;
- Manages and reviews processes and documentation required for laboratory certifications;
- Manages watershed surveys;
- Works with operating divisions to determine air quality compliance;
- Analyzes and interprets data, and makes recommendations based on monitoring outcomes;
- Assesses compliance with regulations and permit requirements;
- Reviews plant and animal species identifications;
- Performs and/or oversees method development, and designs and implements assessments and/or experimental protocols and establishes sampling procedures and analytical protocols;
- Formulates and evaluates new analysis procedures and tests and assesses their applicability for regulatory compliance and laboratory accreditation;
- Writes, reviews, and updates Standard Operating procedures (SOPs);
- Performs difficult identifications and data interpretations;
- Develops and monitors quality assurance procedures and training programs;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Troubleshoots chemical, physical, bacteriological, microbiological, biological, molecular, bioaccumulation, or toxicological analyses;
- Researches and evaluates wastewater or water systems and the environment;
- Determines regulatory compliance by understanding monitoring and reporting requirements; monitors work to ensure compliance with regulatory guidelines;
- Performs complex data query, reduction, and reporting activities;
- Prepares and submits technical regulatory compliance reports and narrative reports;
- Liaises with other divisions, regulatory agencies, and interagency committees to coordinate sampling, data analysis, and reporting functions and to ensure that laboratory data are consistent and accurate;
- Assists management with regulatory permitting issues;
- Assists with treatment facility regulatory compliance;
- Reviews and comments on new legislation or regulations for source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water, stormwater, ocean water, ocean sediments, and additional marine and freshwater environments;
- Confers with equipment and supply vendors, researches and procures complex laboratory or oceanographic instrumentation;
- Participates in annual budget processes and makes budget recommendations on section personnel or capital outlay needs;
- Performs underwater surveys with remotely operated vehicles;
- Writes and modifies the laboratory's computer application programs; and performs database and network administration and data management functions;
- Ensures compliance with safety procedures and protocols;
- Manages, develops, and performs GIS functions and spatial analyses;
- Provides support to technical and administrative staff making procurements of laboratory and monitoring equipment, supplies, and services;
- Conducts tours of laboratories and facilities and assists in the development of scientific outreach and communication materials;
- Documents misconduct and performance-based issues of staff and works with human resources staff on disciplinary issues.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's Degree in Analytical Chemistry, Biology, Chemistry, Environmental Studies, Marine Biology, Microbiology, Molecular Biology, Oceanography, Physical Chemistry, Zoology, or a closely related biological, chemical, or physical science, **AND** two years of full-time professional level experience in a scientific field including, but not limited to, laboratory work, regulatory compliance assessments, quality control, or field work. Possession of a valid California Class C Driver's License is required.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EQUIPMENT OPERATOR I - 1439

DEFINITION:

Under general supervision, to operate the less complex industrial motive equipment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Equipment Operator II in the type of equipment used and the lesser degree of skill required. Equipment used by Equipment Operators I typically includes: skip loaders, self-propelled roller compactors, asphalt distributors, motor graders on rough blading work, power sewer rodding machines, motorized grave diggers, wheeled tractors, and other equipment of comparable difficulty. This class is also distinguished from the Seven-Gang Mower Operator class which is reserved for those positions specifically operating seven-gang hydraulic riding mowers.

* **EXAMPLES OF DUTIES:**

- Operates various types of industrial motive equipment in regularly performing the less complex construction, maintenance, and repair work;
- Moves earth, excavates trenches, spreads materials, and loads and unloads trucks by machine;
- Prepares subgrades and does rough grading;
- Makes cuts and fills;
- Does power sewer rodding;
- Does minor servicing and maintenance on assigned equipment;
- Keeps mileage and service records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience operating industrial motive equipment similar to equipment operated by Light Equipment Operator positions in the City of San Diego such as light duty class farm, garden, or turf-type tractors; riding mowers; self-propelled triplexes; roller compactors; power augers; or other equipment of comparable difficulty; **OR** six months of full-time experience operating industrial motive equipment similar to equipment operated by Equipment Operator I positions in the City of San Diego such as skip loaders;

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

skid steers; self-propelled roller compactors; asphalt distributors; motor graders on rough blading work; power sewer rodding machines; hydraulic flushers; motorized grave diggers; dump trucks; medium class wheeled tractors; five-gang mowers; or other equipment of comparable difficulty. Possession of a valid California Class C Driver's License. Some positions may require a Class A or Class B Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EQUIPMENT OPERATOR II - 1440

DEFINITION:

Under general supervision, to operate complex industrial motive equipment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Equipment Operator I in the greater degree of complexity of equipment and the additional skill required. Equipment used by Equipment Operators II typically includes: motor graders in skilled blade work, wheeled tractors with backhoe attachments, 4-wheel drive and crawler loaders, self-propelled trenchers, self-propelled bituminous mixers, medium-sized bulldozers, truck or tractor and trailer combinations, and other equipment of comparable difficulty.

*** EXAMPLES OF DUTIES:**

- Operates complex industrial motive equipment in regularly performing skilled construction, maintenance, and repair work;
- Cuts and finishes grades;
- Prepares sub-grades;
- Makes cuts and fills;
- Excavates trenches; moves earth;
- Spreads materials;
- Does discing and scarifying;
- Resurfaces streets;
- Lifts, moves, and lowers pipes and other materials;
- Lubricates and makes minor mechanical repairs and adjustments to equipment;
- Completes work requests and report forms;
- Keeps mileage and service records;
- Serves as lead over crews.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience operating industrial motive equipment similar to equipment operated by Equipment Operator I positions in the City of San Diego such as skip

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

loaders, self-propelled roller compactors, motor graders on rough blade work, backhoes/extendahoe, asphalt distributors, trucks with boom crane combination, compressor trucks, cement mixer trucks, power sewer rodding machines, tractors with gang or rotary mower/turf sweeper combination, compact excavators, flushers, combination cleaners, lowboy (trailer), or other equipment of comparable difficulty; **OR** one year of full-time experience operating “medium class” industrial motive equipment similar to equipment operated by Equipment Operator II positions in the City of San Diego such as D-4 or D-6 class bulldozers, motor graders on skilled blade work, articulating loaders (e.g., Case 621, 721 or larger), backhoes/extendahoe (e.g., Case 580 or larger), or other equipment of comparable difficulty; **OR** six months of full-time Out-of-Class Assignment (OCA) experience and/or on-the-job training (1040 hours) as an Equipment Operator II with the City of San Diego. Possession of a valid California Class A or Class B Driver’s License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EQUIPMENT OPERATOR III - 1445

DEFINITION:

Under general supervision, to operate large and complex, heavy industrial motive equipment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Equipment Operator II in the greater degree of equipment complexity and the additional skill required. Equipment used by Equipment Operators III typically includes: excavators, truck-mounted cranes, crawler backhoes, grade-alls, and other equipment of comparable difficulty.

*** EXAMPLES OF DUTIES:**

- Operates large and complex heavy industrial motive equipment in regularly performing skilled construction, repair, and maintenance work in a variety of City departments;
- Loads and transports equipment;
- Excavates trenches;
- Lifts, moves, and lowers pipes and other heavy materials;
- Makes minor repairs and adjustments to equipment;
- Completes work requests and report forms;
- Prepares reports concerning equipment usage and necessary repairs;
- Leads the work of and trains apprentices and assigned personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in the operation of “medium class” industrial motive equipment similar to equipment operated by Equipment Operator II positions in the City of San Diego such as D-4 or D-6 class bulldozers, motor graders on skilled blade work, articulating loaders (e.g., Case 621, 721 or larger), backhoes/extendahoe (e.g., Case 580 or larger), or other equipment of comparable difficulty; **OR** six months of full-time experience operating a combination of the following types of “large class” industrial motive equipment: gradealls, D-8 or D-9 class bulldozers, motor scrapers, linkbelt excavators, milling machines, or other equipment of comparable difficulty. Possession of a valid California Class

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

A Driver's License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of hire.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

EQUIPMENT PAINTER - 1446

DEFINITION:

Under general supervision, to perform skilled painting and interior hardware and glass repairs to automotive, construction, and industrial equipment; and to perform related work.

* EXAMPLES OF DUTIES:

- Applies primer and finishing coats of paint to equipment by brush or spray gun;
- Scrapes, burns, sands, mends, and otherwise prepares surfaces for painting;
- Operates air and electric sanders;
- Matches and mixes paints, varnishes, lacquers, and other metal finishes;
- Obtains proper consistency of paints for brushing and spraying;
- Upholsters equipment seats and repairs seat springs and interior trim;
- Does minor body repairs and repairs on body hardware such as glass regulators, door handles, and seat tracks;
- Repairs and installs door glass;
- Applies stencils, decals, stripping, and other decorative work;
- Maintains an inventory of paints and fabrics;
- Maintains and cleans equipment;
- As directed, applies productivity time guidelines and other required data to work repair forms;
- Fills out coating usage forms;
- Trains and leads the work of apprentices and assigned personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State accredited four-year Automotive Equipment Painter Apprenticeship Program; **OR** four years of full-time paid journey-level experience in all phases of automotive equipment painting. Qualifying experience must include all of the following: paint mixing; matching and spraying; final surface preparation; mixing and application of sealers and final primer coats; minor body repair work; spot and complete painting and blending; masking and applying decals; single, two, and tri-stage paint systems; and wet sanding and buffing; **OR** four years of full-time paid journey-level experience in all phases of industrial equipment painting. Qualifying experience must include all of the following: selection of proper specialty paint (e.g., heat rated, marine

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

coating in); minor surface repair; final surface preparation, including sanding; masking/protecting components; precision spray application with correct thickness; paint mixing, two-part epoxy, or other specialty paint preparation; mixing and application of sealers and final primer coats; and spot painting. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EQUIPMENT REPAIR SUPERVISOR - 1435

DEFINITION:

Under direction, to supervise the repair and maintenance of automotive, construction, and industrial equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, lays out, and assigns work to mechanics and other shop workers engaged in the overhaul and repair of automotive and industrial equipment;
- Inspects work in progress and upon completion;
- Instructs mechanics in difficult repair work;
- Supervises the maintenance and care of repair equipment;
- Inspects equipment prior to and after repairs and servicing;
- Performs difficult mechanical repairs and overhauls;
- Prepares and approves stock orders for parts;
- Designs and draws up plans for machine parts; enforces safety regulations;
- Prepares work schedules, budgetary estimates, records of work activities, and reports;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Fleet Technician or Equipment Service Writer with the City of San Diego. Possession of valid California Class A and Class C driver's licenses are required for some positions. Possession of a California Department of Motor Vehicles Medical Certificate dated within the last two years.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EQUIPMENT SERVICE SUPERVISOR - 1451

DEFINITION:

Under direction, to supervise the lubrication, washing, servicing, and minor maintenance of automotive, industrial, and construction equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, lays out, assigns, and supervises the work of equipment service staff engaged in lubricating, refueling, washing, cleaning, making minor repairs and adjustments, replacing parts, inspecting and repairing tires and tubes, and parking automotive and construction equipment;
- Inspects work in progress and upon completion;
- Inspects tools and equipment for proper use and care;
- Supervises the installation and operation of new servicing programs;
- Prepares work orders and schedules;
- Instructs subordinates in the proper use of equipment and procedure for servicing equipment;
- Prepares and approves stock orders for parts;
- Requisitions materials and supplies;
- Enforces safety regulations;
- Maintains records of work activities and prepares reports;
- Trains and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in maintenance, servicing, or minor repair of automotive or industrial equipment. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EQUIPMENT TECHNICIAN I - 1436

DEFINITION:

Under general supervision, to perform repair, installation, maintenance, and overhaul work of average difficulty on a variety of mechanical and electronic equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects, repairs, maintains, and/or installs a variety of mechanical equipment such as water meters, chemical feed equipment, valves, water and sewer pumps, small power tools and equipment, air compressors, sprinkler heads, fire hydrants, small gas, diesel, and electric engines and pumps, irrigation systems, and similar equipment;
- Replaces meter boxes and makes minor repairs in the field;
- Tests, replaces, and repairs discs, cages, gears, and chambers;
- Sharpens, replaces, and installs reels, chains, and blades on lawn mowers, chain saws, vacuum cleaners, and comparable equipment;
- Assists in overhauling, repairing, and maintaining more complex equipment such as boilers, hydraulic systems and pumps, cooling towers, chemical mixing and gear reduction units, and piping support systems;
- Tests, dismantles, replaces, and repairs parts, as necessary;
- Operates jackhammers, drill presses, saws, pipecutters, threading machines, and small hand and power tools;
- Maintains an inventory of parts, tools, and materials;
- May paint mechanical equipment; maintains, repairs, adjusts, and installs parking meters;
- Installs and removes two-way radios, control heads, speakers, antennae, fuse boxes, and control and battery cables in automobiles, trucks, motorcycles, boats, and similar equipment;
- Cleans, repairs, and adjusts swimming pool mechanical equipment;
- Keeps records, logs, and makes reports;
- As directed, applies productivity time guidelines and other required data to work repair forms;
- May lead the work of subordinate personnel;
- Drives a light truck.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience repairing and servicing a variety of mechanical equipment such as pumps, valves, air compressors, power tools, parking meters, light meters, sound level meters, small gasoline engines, diesel engines, irrigation equipment, mowers, shop equipment, and/or safety equipment such as respirators, Self-Contained Breathing Apparatus (SCBAs), explosimeters, air lines, emergency mobile equipment, and/or firefighting equipment. Possession of a valid California Class C Driver's License. Some positions may require a valid California Class B Driver License at the time of hire or six months after hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EQUIPMENT TECHNICIAN II – 1438

DEFINITION:

Under general supervision, to perform difficult repair and maintenance work on a wide variety of general mechanical equipment; or to assist in the difficult repair and maintenance of mechanical equipment at a water or sewage treatment plant or a landfill gas flare station; to lead or supervise subordinate personnel in the repair and maintenance of mechanical equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects, repairs, and maintains complex mechanical equipment such as gate, butterfly, and hydraulic control valves, pressure regulating, blowoff, altitude, hydraulic operating units of control valves, and similar valves;
- Cleans, replaces, and repairs water sewage, chlorine, and caustic soda pumps;
- Calibrates and overhauls sewage flow metering devices, backflow devices, and water meters of varying sizes and types;
- Calibrates landfill gas and groundwater monitoring equipment such as Organic Vapor Analyzers, Flame Ionization Detectors, and pH and Electrical Conductivity meters;
- Monitors landfill generated gases such as methane, hydrogen sulfide, and sulfur dioxide using a variety of gas analyzing instruments, and makes minor adjustments to the landfill gas collection system according to general guidelines;
- Troubleshoots, diagnoses, and repairs problems with changes in flow, pressure, and volume on landfill gas and landfill gas collection lines;
- Maintains and repairs gasoline driven air compressors, generators, pumps, electric blowers, and air-powered submersible and dual diaphragm pumps;
- Removes, replaces, and maintains tanks, pressure control pipeline systems, chemical distributing lines, and blowers;
- Adjusts, repairs, and maintains lawn mowers, forklifts, and a variety of small motorized grounds maintenance equipment;
- Removes, replaces, and repairs piping system components, pistons, rings, carburetors, transmissions, clutches, and differentials; cuts, threads, and joins pipe;
- Makes field inspections and repairs, maintains, and rebuilds large water meters;
- Cleans and calibrates measuring devices, piston wheels, and regulators;
- Repairs, adjusts, and maintains conveyors;
- Plans, assigns, leads, and supervises the work of subordinates engaged in repairing a variety of mechanical equipment;
- May paint mechanical equipment;
- Keeps logs, maintains records, and makes reports;
- Maintains inventory of equipment;
- Determines maintenance schedules for equipment;
- Trains and evaluates subordinate personnel;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- As directed, applies productivity time guidelines and other required data to work repair forms;
- Drives a light truck.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience repairing a variety of mechanical equipment such as water or parking meters, pumps, valves, air compressors, power tools, small gasoline engines, diesel engines, irrigation equipment, hydraulic actuators/valves, hydraulic systems, mowers, shop equipment, and/or repairing and servicing safety equipment such as respirators, Self-Contained Breathing Apparatus (SCBA), explosimeters, air lines, emergency mobile equipment, light meters, sound level meters, and/or firefighting equipment. Possession of a valid California Class C Driver's License. Some positions may require a valid California Class B Driver License at the time of hire or six months after hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EQUIPMENT TECHNICIAN III - 1441

DEFINITION:

Under general supervision, to perform difficult repair and maintenance work on a wide variety of complex mechanical equipment at a water or sewage treatment plant, landfill gas flare stations, or Metro Pump Stations 1 and 2; to lead or supervise a crew in the repair and maintenance of such equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects, installs, maintains, repairs, and overhauls a wide variety of complex and dissimilar mechanical equipment such as centrifugal, positive displacement, air ejector, turbine, sump, carbon, metering, and transfer pumps;
- Installs, maintains, and repairs traveling screens, chemical mixing and gear reduction units, chlorinators, and similar water and sewage equipment of comparable operational difficulty;
- Calibrates landfill gas and groundwater monitoring equipment such as Organic Vapor Analyzers, Flame Ionization Detectors, and pH and Electrical Conductivity meters;
- Monitors landfill generated gases such as methane, hydrogen sulfide, and sulfur dioxide using a variety of gas analyzing instruments, and makes minor adjustments to the landfill gas collection system according to general guidelines;
- Troubleshoots, diagnoses, and repairs problems with changes in flow, pressure, and volume on landfill gas and landfill gas collection lines;
- Diagnoses and repairs complex mechanical problems on gear and chain-driven equipment for grit chambers;
- Maintains and repairs liquid rheostats, gasoline driven carts, steam and hot water boilers, and landfill gas collection, heating and ventilation system blowers;
- Supervises staff performing small engine repair, adjustment of precision mowing equipment, and grinding/sharpening of reel mowers at multiple golf course sites;
- Maintains and repairs gasoline driven carts, gasoline driven air compressors, generators and pumps, electric blowers, air-powered submersible and dual diaphragm pumps, steam and hot water boilers, and landfill gas collection, heating and ventilation system blowers;
- Inspects, cleans, overhauls, and installs manifold, globe, plug, gate, vacuum release, and other types of valves;
- Repairs grinders and mechanical conveyors;
- Removes, replaces, and overhauls hoists, flights, and cross collectors;
- Repairs hydraulic pumps and systems;
- Installs necessary piping systems;
- Supervises backflow repair and replacement, backflow testing, and meter testing;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Supervises staff performing skilled repair, overhaul, and maintenance work on complex dissimilar mechanical and hydraulic equipment in water or sewage systems including pumps and piping systems;
- Plans, assigns, and supervises the work of subordinates engaged in repairing a variety of complex, dissimilar water, sewage, and landfill gas mechanical equipment;
- Trains and rates the work performance of subordinate personnel;
- Inspects work in progress and upon completion;
- Maintains logs;
- Prepares reports and keeps records;
- As directed, applies productivity time guidelines and other required data to work repair forms;
- Drives a light truck.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience overhauling, repairing, and maintaining a variety of mechanical equipment such as water or parking meters, pumps, valves, air compressors, power tools, small gasoline or diesel engines, irrigation equipment, mowers, shop equipment, and/or repairing and servicing safety equipment such as respirators, Self-Contained Breathing Apparatus (SCBA), explosimeters, air lines, emergency mobile equipment, light meters, sound level meters, and/or firefighting equipment; or golf operations equipment to include, but not limited to, triplex and five-gang reel mowers, electrical and hydraulic systems, and gasoline and diesel engines. Possession of a valid California Class C Driver's License. Some positions may require a valid California Class B Driver License at the time of hire or six months after hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EQUIPMENT TRAINER - 1442

DEFINITION:

Under direction, to plan and conduct training programs for operators and drivers of mobile equipment; to supervise the dispatching and hauling of mobile equipment; to assist in the division fleet management function; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and administers equipment operator and heavy truck driver training program by coordinating curricula, instructors, participants, and facilities;
- Determines training needs;
- Arranges for instructors with specialized skills and knowledge;
- Prepares training lesson plans;
- Obtains instructional materials and training aids;
- Coordinates training schedules between departments and divisions;
- Evaluates courses and instructional programs;
- Provides information to using departments for driver supervision and safety;
- Conducts driver licensing tests for equipment operators;
- Inspects vehicle identification numbers and vehicle registration as required by the Department of Motor Vehicles;
- Supervises the dispatching of mobile equipment from a central delivery and hauling service;
- Recommends the rotation of equipment between departments for maximum utilization;
- Arranges for maintenance of motive equipment used for commercial driver training and certification;
- Supervises the acceptance procedure for additions to the motive fleet;
- Certifies the qualifications of drivers in lieu of the State of California Driver's Test;
- Provides supervision over the City's vehicle pools;
- Makes travel route, usage, and other surveys and studies;
- Supervises the maintenance of records;
- Trains and rates the work performance of subordinates;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Two years of full-time experience driving a variety of medium or large class industrial motive equipment such as articulating loaders (e.g., Case 621, 721, or larger), backhoes/extendahoe (e.g., Case 580 or larger), Lo-Boy tractor/trailer combination, D-8 or D-9 class bulldozers, or other equipment of comparable difficulty; **OR** two years of full-time experience as a journey-level equipment mechanic repairing, maintaining, and test driving a variety of medium or large class industrial motive equipment; **OR** two years of full-time experience as a Department of Motor Vehicles (DMV) Employer Testing Program Examiner, including at least one year training experience in a classroom setting. Possession of a valid California Class A Driver's License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at time of hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
EXECUTIVE ASSISTANT - 1876

NOTE: formerly Executive Secretary

DEFINITION:

Under direction, to perform a variety of responsible secretarial work for Department Directors or top level City executives.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other City secretarial classes in that the nature, diversity, and scope of responsibilities originating from this management level require the frequent use of tact, discretion, initiative, and independent judgment. Responsibilities include regular contact with government officials, City Council or board or commission members, representatives of business or community organizations, the public, and all levels of City personnel to exchange information and explain administrative policies and procedures.

* **EXAMPLES OF DUTIES:**

- Receives and screens visitors and telephone calls, providing information which requires the use of judgment and interpretation of policies and procedures;
- Prepares informational materials;
- Uses word processing equipment to input or retrieve data and prepares reports from an online or personal computer system;
- Researches, compiles and summarizes a variety of informational materials;
- Composes and edits routine correspondence and assembles statistical reports;
- Opens mail and either personally handles or routes to appropriate personnel;
- Types drafts and a wide variety of finished documents from stenographic notes, brief instructions, meeting minutes or recorded materials;
- May use word processing equipment and input or retrieve data and prepare reports from an on-line or personal computer system;
- Initiates specified correspondence independently for signature by appropriate management staff;
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage;
- Provides information and interprets administrative policies and procedures for government officials, City Council, commission members, community organizations, and the public;
- Organizes and maintains various administrative, reference, and follow-up files;
- Organizes meetings, appointments, and itineraries by notifying participants, making room arrangements, and preparing required informational materials;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Prepares minutes or summaries of commission or committee meetings, task force meetings and other miscellaneous meetings;
- Relieves manager of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities, making appointments and maintaining a calendar;
- Schedules and arranges for meetings and makes travel arrangements;
- Organizes own work, sets priorities, meets critical deadlines;
- Takes difficult and varied dictation;
- May supervise clerical subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of full-time clerical experience which must include a minimum of one year of full-time experience as a personal or private secretary. Ability to type at a corrected speed of 50 net words per minute.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIELD REPRESENTATIVE - 1465

DEFINITION:

Under general supervision, to conduct field visits in order to promote public service programs or conduct routine investigations of complaints; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class distinguished from Code Compliance Officer in that incumbents of that class are primarily responsible for complaint resolution and enforcement of more complex City codes and ordinances, whereas Field Representatives are responsible for complaint resolution and enforcement of the less complex City codes and ordinances.

In addition, Field Representatives duties include performing less complex investigations of code violations which requires use of judgment; visiting sites within the City of San Diego to check or enforce compliance with City ordinances; conducting routine research to determine responsibility; preparing related reports for City Attorney's use at hearings and in court; and meeting with parties responsible for a violation to attempt voluntary compliance.

*** EXAMPLES OF DUTIES:**

- Conducts routine field investigations in response to citizen complaints regarding City services, abandoned vehicles on City streets, and traffic control problems such as inadequate school crossings, crosswalks, and traffic sign/signal devices;
- Resolves customer issues/complaints;
- Makes referrals to appropriate City departments;
- Provides information to senior citizens on measures that can be taken to avoid victimization;
- Investigates high water bill complaints by inspecting private property for faulty operation;
- Delivers shut off notices resulting from non-payment of water bills;
- Visits businesses within an assigned territory for compliance with City ordinances;
- Inspects businesses for proper licensing in conformance with City ordinances and enforces City codes;
- Collects license fees and searches records for status of specific licenses;
- Enforces abandoned vehicle regulations, completes impound reports, and issues notices to illegally parked vehicles;
- Obtains and/or verifies meter reads;
- Provides scheduling and general information regarding social and cultural activities held in municipal park facilities;
- Provides maps, cost lists, and assists assessment district petitioners in applying for improvements;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Fills out impound reports on abandoned vehicles;
- Serves as a court witness;
- May assist with clerical work;
- Prepares reports of findings and actions taken.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience working in a customer service environment in which the primary duties are interpreting policies and procedures, resolving customer issues/complaints, and providing information regarding company services; **OR** six months of full-time experience performing field investigations, inspections, or enforcement duties. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FINANCE ANALYST I - 1028

DEFINITION:

Under general supervision, to perform professional budgetary, financial, and accounting analysis of limited scope and difficulty related to Citywide budgetary control and accounting tasks; to perform financial analysis and financial statement preparation work; to work with systems and applications related to budgetary and accounting operations; to plan and analyze financial systems and forecasts; to monitor internal controls related to financial reporting; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class within the Finance Analyst series. This class is distinguished from the next higher class, Finance Analyst II, in that incumbents in Finance Analyst I positions typically exercise less independent judgment on matters related to financial analysis and work procedures and methods. In a training capacity, positions at this level may be underfilled with the classifications of Accountant Trainee, Administrative Aide II, or Management Trainee in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Assists in planning, preparing, and monitoring Citywide budget, accounting, and financial analysis/work;
- Analyzes, reconciles, and prepares a variety of financial statements, data, and information; the State Controller's report; and other financial reports;
- Prepares revenue and expenditure projections;
- Reviews, analyzes, and certifies funds available for fiscal actions submitted for Mayor and City Council approval;
- Reviews Organizational Management (OM) documents;
- Participates in the analysis of City budgetary/fiscal policy changes;
- Evaluates and documents accounting systems, business processes, and financial internal controls and provides general guidance to City staff;
- Prepares budgetary and financial reports such as balance sheets, cash flow analyses, and operating and budgetary statements;
- Responds to staff and outside agency inquiries relating to budget, accounting, and other financial matters;
- Reviews posted revenue and expenditures in funds for accuracy as well as compliance with Municipal Code requirements;
- Reviews financial data for departments;
- Analyzes financial data to prepare projections, calculations, reconciliations, and/or allocations;
- Researches and analyzes variances in revenue, expenditure, or balance sheet accounts and notes discrepancies and provides recommendations;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Assists Auditors with questions and/or requests on various audits and accounts;
- Reviews, revises, analyzes, and approves department budgets and other financial documents to ensure validity and adherence to budget policies;
- Researches, analyzes, implements, and makes recommendations on financial requirements and fiscal policies and procedures;
- Provides fiscal guidance to City departments;
- Reviews, develops, and prepares Citywide budget and monitoring reports;
- Processes accounts payable and/or payroll and researches and resolves related issues for the City and SDCERS;
- Assists with labor cost projections for the meet and confer process of the City;
- Recommends and implements internal controls over financial reporting;
- Monitors and reviews segregation of duties in the City's SAP financial modules;
- Prepares narrative reports on specialized financial subjects.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** one year of full-time professional-level experience in the preparation of financial statements, administration, analysis, and development of budgets, and/or work of comparable complexity in the areas of Accounting, Finance, and/or Economics. Qualifying experience must include collecting financial data for one or more of the following purposes: to make financial or economic projections; research to develop/justify budgets and/or long term financial plans; to prepare financial statements; to reconcile/balance accounts; and/or to provide information for policy/business decisions or internal financial control recommendations; **OR** successful completion of 60 semester/90 quarter college units, **AND** three years full-time professional-level experience as described above.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FINANCE ANALYST II - 1029

DEFINITION:

Under direction, to perform difficult and responsible professional budgetary, financial, and accounting analysis related to Citywide budgetary control and accounting tasks; to perform financial analysis and financial statement preparation work; to work with systems and applications related to budgetary and accounting operations; to plan and analyze financial systems and forecasts; to monitor internal controls related to financial reporting; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Finance Analyst series. Incumbents in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the budgetary and accounting procedures and policies of the Department of Finance. Positions classified at this level may be underfilled with the classifications of Accountant Trainee, Administrative Aide II, Management Trainee, or Finance Analyst I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Plans, organizes, and participates in preparing and monitoring Citywide budget, accounting, and financial analysis/work;
- Analyzes, reconciles, and prepares a variety of financial statements, data, and information; the State Controller's report; and other financial reports;
- Prepares revenue and expenditure projections;
- Reviews, analyzes, and certifies funds available for fiscal actions submitted for Mayor and City Council approval;
- Reviews Organizational Management (OM) documents;
- Directs the input and updating of data contained within SAP financial modules;
- Participates in the analysis of City budgetary/fiscal policy changes;
- Evaluates and documents accounting systems, business processes, and internal controls and provides general guidance to City staff;
- Reviews, analyzes, maintains, and makes recommendations on policies, Citywide internal controls, and related system procedures;
- Prepares budgetary and financial reports such as balance sheets, cash flow analyses, and operating and budgetary statements;
- Responds to staff and outside agency inquiries relating to budget, accounting, and other financial matters;
- Reviews posted revenue and expenditures in funds for accuracy as well as compliance with Municipal Code requirements;
- Reviews financial data for departments prior to the release of external reports;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Analyzes financial data to prepare projections, calculations, reconciliations, and/or allocations;
- Researches and analyzes variances in revenue, expenditure, or balance sheet accounts and notes discrepancies and provides recommendations;
- Assists Auditors with questions and/or requests on various audits and accounts;
- Reviews, develops, and prepares Citywide budget and monitoring reports;
- Provides fiscal guidance to City departments;
- Processes accounts payable and/or payroll and researches and resolves related issues for the City and SDCERS;
- Makes labor cost projections for the meet and confer process of the City;
- Monitors and reviews internal controls over financial reporting;
- Monitors and reviews segregation of duties in the City's SAP financial modules;
- Prepares narrative reports on specialized financial subjects.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** two years of full-time professional-level experience in the preparation of financial statements, administration, analysis, and development of budgets, and/or work of comparable complexity in the areas of Accounting, Finance, and/or Economics. Qualifying experience must include collecting financial data for one or more of the following purposes: to make financial or economic projections; research to develop/justify budgets and/or long term financial plans; to prepare financial statements; to reconcile/balance accounts; and/or to provide information for policy/business decisions or internal financial control recommendations; **OR** successful completion of 60 semester/90 quarter college units, **AND** four years full-time professional-level experience as described above.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FINANCE ANALYST III - 1030

DEFINITION:

Under direction, to perform the most difficult and responsible professional budgetary, financial, and accounting analysis related to Citywide budgetary control and accounting tasks; to perform complex and sensitive budgetary and financial work; to assist in the training and lead the work of professional staff or supervise the work of subprofessional and/or clerical staff; to plan, analyze, and install modifications in financial systems; to monitor, recommend, and implement internal controls related to financial reporting; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Incumbents in Finance Analyst III classification work at the super journey-level and perform the most difficult and responsible professional accounting and budgetary work. This class is distinguished from Finance Analyst II and Finance Analyst I in that Finance Analyst III positions serve as a lead analyst over professional staff or as a supervisor over subprofessional staff in a section within the Department of Finance which prepares and monitors the entire City budget, the Comprehensive Annual Financial Report, and various other financial reports.

*** EXAMPLES OF DUTIES:**

- Plans, organizes, and leads the preparation and monitoring of the Citywide budget, accounting, and financial analysis work;
- Analyzes, reconciles, prepares, and/or reviews a variety of financial statements, data, and information; the State Controller's report; and other financial reports;
- Prepares revenue and expenditure projections;
- Reviews, analyzes, and certifies funds available for fiscal actions submitted for Mayor and City Council approval;
- Reviews Organizational Management (OM) documents;
- Directs the input and updating of data within SAP financial modules;
- Participates in the analysis of City budgetary/fiscal policy changes;
- Evaluates and documents accounting systems, business processes, and internal controls and provides general guidance to City staff;
- Reviews, analyzes, maintains, and makes recommendations on policies, Citywide internal controls, and related system procedures;
- Prepares and/or reviews budgetary and financial reports such as balance sheets, cash flow analysis, and operating and budgetary statements;
- Responds to staff and outside agency inquiries relating to budget, accounting, and other financial matters;
- Reviews posted revenue and expenditures in funds for accuracy as well as compliance with Municipal Code requirements;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Reviews financial data for departments prior to the release of external reports;
- Analyzes and/or reviews financial data to prepare projections, calculations, reconciliations, and/or allocations;
- Researches and analyzes variances in revenue, expenditure, or balance sheet accounts and notes discrepancies and provides recommendations;
- Assists Auditors with questions and/or requests on various audits and accounts;
- Reviews, revises, and approves budget and financial analyses submitted by City departments;
- Confers with and makes presentations to department management, internal staff, City Council, Council Committees, and outside agencies regarding fiscal policy, budget issues, and other financial matters;
- Leads professional staff and/or supervises subprofessional or clerical staff;
- Prepares and/or reviews complex budgetary and financial reports and accounting transactions;
- Administers procurement programs;
- Develops and prepares cost allocation plans;
- Makes presentations to committees and outside agencies regarding fiscal policy, budget issues, and other financial matters.
- Reviews, develops, and prepares Citywide budget and monitoring reports;
- Processes accounts payable and/or payroll and researches and resolves related issues for the City and SDCERS;
- Provides fiscal guidance to City departments;
- Makes labor cost projections for the meet and confer process of the City;
- Prepares and pays payroll taxes and prepares W2's;
- Prepares narrative reports on specialized financial subjects;
- Monitors and reviews internal controls for financial reporting;
- Monitors and reviews segregation of duties in the City's SAP financial modules.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** three years of full-time professional-level experience in the preparation of financial statements, administration, analysis, and development of budgets, and/or work of comparable complexity in the areas of Accounting, Finance, and/or Economics. Qualifying experience must include collecting financial data for one or more of the following purposes: to make financial or economic projections; research to develop/justify budgets and/or long term financial plans; to prepare financial statements; to reconcile/balance accounts; and/or to provide information for policy/business decisions or internal financial control recommendations; **OR** successful completion of 60 semester/90 quarter college units, **AND** five years full-time professional-level experience as described above.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FINANCE ANALYST IV - 1031

DEFINITION:

Under direction, to plan, assign, and supervise the work of professional staff in the Department of Finance responsible for performing professional budgetary, financial, and accounting analysis related to Citywide budgetary control and accounting tasks; to perform and review complex and sensitive budgetary and financial work; to plan, analyze, and install modifications in financial systems; to monitor, recommend, and implement internal controls related to financial reporting; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the supervisory classification in the Finance Analyst series. Incumbents in this classification serve as a first-level supervisor over professional staff in a section within the Department of Finance which prepares and monitors the entire City budget, the Comprehensive Annual Financial Report, and various other financial reports.

*** EXAMPLES OF DUTIES:**

- Plans, organizes, and supervises the preparation and monitoring of the Citywide budget, accounting, and financial analysis work;
- Analyzes and reviews a variety of financial statements, data, and information; the State Controller's report; and other financial reports;
- Reviews revenue and expenditure projections;
- Reviews, analyzes, and certifies funds available for fiscal actions submitted for Mayor and City Council approval;
- Directs the input and updating of data contained within SAP financial modules;
- Coordinates analysis of City budgetary/fiscal policy changes;
- Evaluates financial internal controls and provides general guidance to City staff;
- Reviews, analyzes, maintains, and makes recommendations on policies, Citywide internal controls, and related system procedures;
- Reviews budgetary and financial reports and responds to staff and outside agency inquiries relating to budget, accounting, and other financial matters;
- Reviews posted revenue and expenditures in funds for accuracy as well as compliance with Municipal Code requirements;
- Reviews financial data for departments prior to release of external reports;
- Analyzes and/or reviews financial data to prepare projections, calculations, reconciliations, and/or allocations;
- Researches and analyzes variances in revenue, expenditure, or balance sheet accounts, and notes discrepancies and provides recommendations;
- Assists Auditors with questions and/or requests on various audits and accounts;
- Coordinates payroll processing for the City and SDCERS;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Reviews, revises, and approves budget and financial analyses submitted by City departments;
- Confers with and makes presentations to department management, internal staff, City Council, Council Committees, and outside agencies regarding fiscal policy, budget issues, and other financial matters;
- Coordinates the preparation of budgetary and financial reports and accounting transactions;
- Prepares and/or reviews various financial reports;
- Reviews, develops, and prepares the Citywide budget and monitoring reports;
- Coordinates and/or processes accounts payable and/or payroll;
- Makes and/or reviews labor cost projections for the meet and confer process of the City;
- Reviews payroll processes, taxes, and W2's;
- Recommends and implements internal controls over financial reporting;
- Monitors and reviews segregation of duties in the City's SAP financial modules;
- Reviews narrative reports on specialized financial subjects;
- Plans, assigns, trains, evaluates, and supervises the work of professional staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** four years of full-time professional-level experience in the preparation of financial statements, administration, analysis, and development of budgets, and/or work of comparable complexity in the areas of Accounting, Finance, and/or Economics. Qualifying experience must include collecting financial data for one or more of the following purposes: to make financial or economic projections; research to develop/justify budgets and/or long term financial plans; to prepare financial statements; to reconcile/balance accounts; and/or to provide information for policy/business decisions or internal financial control recommendations; **OR** successful completion of 60 semester/90 quarter college units, **AND** six years full-time professional-level experience as described above.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIREARMS TECHNICIAN - 1191

DEFINITION:

Under general supervision, to perform major and minor repairs and blueing work on a wide variety of Police Department firearms; to assist in the operation and maintenance of a law enforcement pistol range; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Repairs and blues Police Department firearms;
- Test fires and certifies weapons as ready for issue;
- Assists in the operation and maintenance of pistol range grounds, buildings, and equipment;
- Enforces range safety rules;
- Supervises firing on the pistol range and in departmental qualification shoots, in the absence of the range supervisor;
- Assists in writing specifications for contractual reloading services;
- May supervise or lead unskilled or semi-skilled personnel in target construction and range maintenance functions;
- Requisitions supplies and equipment;
- Assists in scheduling use of range facilities;
- Maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in the use, care, and repair of firearms.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE BATTALION CHIEF – 1453

DEFINITION:

Under direction, to supervise and coordinate the activities of all fire companies and stations in an assigned battalion; to supervise a fire operations support section or assist in supervising a major support division; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, and supervises the personnel and overall operation of a fire battalion;
- Assumes command upon arrival at emergency locations and directs and coordinates fire suppression activities;
- Inspects fire companies to determine status of equipment, personnel, facilities, and training, and ensures that department standards are met;
- Directs and coordinates fire prevention inspection and enforcement activities of fire suppression personnel;
- Supervises and participates in training and drills required of battalion personnel;
- Interprets and enforces applicable City and departmental regulations;
- Prepares reports and makes recommendations regarding fire activities;
- Assists in program and policy formulation;
- Supervises and coordinates fire alarm and communication operations;
- Supervises and coordinates departmental training programs including fire academy training and equipment certification programs;
- Develops systems for the collection and analysis of interdepartmental data;
- Assists in directing operations of the Fire Prevention Division;
- Prepares budget estimates;
- Trains and evaluates the work performance of subordinates;
- Assists in the selection of personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Fire Captain with the City of San Diego Fire-Rescue Department, which must include one year of full-time experience as a Fire Captain, and any combination of experience which equals an additional one year of full-time experience as a Fire Captain and/or Fire Prevention Supervisor with the City of San Diego Fire-Rescue

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Department; **AND** completion of the following fire classes: S-404 Safety Officer or L-954 All Hazard Safety Officer; AR-330 All Risk or AH-330 All-Risk Task Force/Strike Team Leader; and S-215 Structural Operations in the Urban Interface Training, Fire Command 1C (I-Zone Fire Fighting for Company Officers), or Company Officer 2E. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE CAPTAIN - 1456

DEFINITION:

Under direction, to command a fire company during an assigned shift; to supervise or assist in supervising a fire support function; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the personnel, equipment, and overall operation of a fire company and fire station;
- Directs and participates in fire operations to protect life and property in emergency situations;
- Conducts fire investigations;
- Conducts and participates in training sessions and drills;
- Supervises and inspects the maintenance of fire stations, apparatus, and equipment;
- Prepares reports and maintains logs and special activity records;
- Interprets and enforces applicable City and departmental rules and regulations;
- Coordinates pre-fire and fire prevention inspections;
- Supervises or assists in supervising a fire support function; conducts fire investigations;
- Establishes community relations programs and acts as a liaison with City departments and the public;
- Supervises fire equipment maintenance and repair;
- Develops specifications for new firefighting equipment and apparatus;
- Researches new fire equipment products and recommends purchase;
- During an assigned shift, supervises the dispatch office;
- Trains and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of probation as a Fire Engineer with the City of San Diego Fire-Rescue Department, **AND** any combination of experience which equals an additional six months of experience as a Fire Engineer and/or Fire Prevention Inspector II with the City of San Diego Fire-Rescue Department; **AND** completion of the following classes: Fire Command 1A or Company Officer 2D; Fire Command 1B or Hazmat for the Incident Commander; and Fire Command 1C or Company Officer 2E. Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE DISPATCH ADMINISTRATOR – 1017

DEFINITION:

Under general supervision, to supervise the operations of the Emergency Command and Data Center; to perform human resources and operational planning duties; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Serves as a second-level supervisor over Fire Dispatchers and support staff. It is distinguished from the lower-level Fire Dispatch Supervisor class in that the latter serves as a first-level supervisor over Fire Dispatchers and has significantly less subordinate staff, while this class supervises two or more Fire Dispatch Supervisors.

***EXAMPLES OF DUTIES:**

- Plans, assigns, and reviews the work of Fire Dispatch Supervisors;
- Confers with management in operational planning and the solution of personnel, administrative, fiscal, and organizational problems;
- Evaluates all communication systems data for quality assurance of dispatch service levels;
- Coordinates staffing and scheduling for all dispatchers and supervisors;
- Completes employee performance evaluations;
- Maintains liaison between Fire Communications Center and fire, emergency medical service, law enforcement, and emergency service agencies;
- Investigates and resolves complaints regarding employees and service levels;
- Prepares output measures and management reports;
- Reviews and develops policies and procedures for the Fire Communications Center;
- Coordinates the hiring process for interviewing, selecting, and training new employees.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and or/ license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time experience as a dispatcher in a public safety dispatch center receiving and dispatching requests for fire and emergency medical service, including one year of full-time dispatch center supervisory experience. One year of the above experience must have been as a Fire Dispatcher with the City of San Diego Fire-Rescue Department.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE DISPATCHER - 1464

DEFINITION:

Under general supervision, to receive and evaluate requests for fire and emergency medical service and to dispatch appropriate fire and/or paramedic units to the incident; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

In a training capacity, positions classified as Fire Dispatcher may be underfilled with Dispatchers I or II, in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- On an assigned shift in the Fire Department's Communications Center, receives incoming telephone calls and evaluates requests for fire and emergency medical services;
- For emergency medical calls, follows strict medical protocols to elicit essential incident information from callers, to determine the nature and extent of the situation, and to evaluate the urgency of the medical condition of the patient;
- Determines the priority of the request, the need for dispatching a fire and/or paramedic unit, and the appropriate units to dispatch;
- Provides pre-arrival and post-arrival instructions, and recommends first aid procedures, if needed;
- Relays dispatches and essential information by voice radio or intercom to appropriate units;
- Monitors Computer Aided Dispatch (CAD) computer screens displaying incident and call information, and the GEOMAP computer system screen which displays the location of emergency vehicles relative to the location of the caller;
- Monitors emergency frequencies;
- Follows various standard procedures in special situations, such as airport incidents, vehicle fires, rescues, etc.;
- Answers routine inquiries and refers calls not requiring dispatches to responsible departments and agencies.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Meet one of the following options: graduation from high school; passage of the General Education Development (G.E.D.) test; passage of the California High School Proficiency Examination (C.H.S.P.E.); or possession of a two-year, four-year, or advanced degree from a college or university; **AND** one year of full-time experience receiving and dispatching requests for fire and emergency medical services to fire and paramedic units by voice radio or telephone, **OR** one year of experience as a Dispatcher performing emergency dispatch for a medical transport company or department. Fire Dispatcher employees must obtain and maintain National Academy of Emergency Medical Dispatch (NEAMD) certification within six months from date of hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE DISPATCH SUPERVISOR – 1518

DEFINITION:

Under direction, on an assigned shift, to supervise the work of subordinate dispatchers in the Fire Department Communications Center; and to perform related duties.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and reviews the work of subordinate radio and telephone dispatchers;
- Monitors communications to ensure that telephone and radio calls are handled properly and expeditiously;
- Investigates and resolves citizen complaints and other inquiries regarding dispatching of requests;
- Requests assistance from other agencies, as directed;
- Determines staffing needs for assigned shift;
- Reviews requests for time off and monitors work schedules to ensure adequate staffing for the assigned shift;
- Reviews and recommends revisions to dispatcher training programs and dispatch policies and procedures;
- Researches tapes of prior dispatch communications for quality assurance as requested;
- Prepares output measures and management reports;
- Interviews and assists in the selection of new dispatchers;
- Trains, evaluates, and rates the performance of subordinates;
- Serves as liaison between the Fire Communication Center and field staff;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience receiving and dispatching requests for fire and emergency medical services which must include one year of full-time experience as a Fire Dispatcher with the City of San Diego Fire-Rescue Department.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE ENGINEER - 1458

DEFINITION:

Under general supervision, to drive, operate, and maintain fire apparatus and equipment in response to fires and other emergencies and non-emergencies for the protection of life and property; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Drives and operates pumps, aerial ladders, elevating platforms, and similar apparatus/equipment in extinguishing fires and assisting in other emergencies;
- Responds to emergencies and drives fire equipment and apparatus to emergency locations;
- Services and maintains equipment and apparatus;
- Participates in pre-fire and fire prevention inspections;
- Administers first aid;
- Assists in conducting and participates in training sessions and drills;
- Maintains fire stations and grounds;
- Prepares reports and maintains records on equipment condition and operation;
- Instructs personnel in the operation of fire equipment and apparatus.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience as a Fire Fighter I, II, and/or III with the San Diego City Fire-Rescue Department; **AND** current Apparatus Certification Record from the City of San Diego Fire-Rescue Department Training and Education Division indicating training and certification received for the following apparatus: service aerial ladder, triple combination pumper, brush apparatus with the accompanying off-road certification, and Engineer Candidate Certification. A valid California Class A or B Driver License with an "N" or "X" endorsement, **AND** a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years is required by the date of the performance test.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE FIGHTER I – 1461

DEFINITION:

Under immediate supervision, and in a training capacity, to perform increasingly responsible firefighting duties; and to perform related work.

CLASS CHARACTERISTICS:

Fire Fighters I are assigned to the training division in Fire Operations and receive extensive on-the-job training while learning the full range of firefighting operations.

*** EXAMPLES OF DUTIES:**

- Responds to fires and emergencies as a member of a fire company;
- Lays hose, carries and sets-up ladders, and uses fire equipment to extinguish fires and make rescues;
- Administers first aid;
- Participates in pre-fire and fire prevention inspections;
- Participates in drills and training activities;
- Cleans and maintains fire vehicles, apparatus, and equipment;
- Maintains fire station and grounds;
- Operates department non-emergency vehicles, and, when required, drives and operates fire vehicles, apparatus, equipment, and ambulances.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of the Basic Fire Academy authorized by the City of San Diego Fire-Rescue Department within six months prior to the date of application; **OR** current enrollment in the Basic Fire Academy authorized by the City of San Diego Fire-Rescue Department; **OR** one year of full-time experience as a Fire Fighter with the City of San Diego Fire-Rescue Department. Applicants will be required to pass the City of San Diego Fire-Rescue Department physical strength and agility evaluation at the time of hire. Possession of all the following valid certificates: Emergency Medical Technician (EMT) Certificate or a Paramedic License issued only by the State of California or by the National Registry (NREMT-Basic) or by an EMT or Paramedic certifying agency approved by the State of California; and Cardiopulmonary Resuscitation (CPR) Card (Healthcare Provider/BLS Provider equivalent or higher). Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE FIGHTER II - 1462

DEFINITION:

Under general supervision, to respond to fires and other emergencies and non-emergencies for the protection of life and property; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the experienced or journey-level class in the Fire Fighter series.

*** EXAMPLES OF DUTIES:**

- Responds to fires and emergencies as a member of a fire company;
- Lays hose, carries and sets-up ladders, and uses fire equipment to extinguish fires and make rescues; administers first aid;
- Participates in pre-fire and fire prevention inspections;
- Participates in drills and training activities;
- Cleans and maintains fire vehicles, apparatus, and equipment;
- Maintains fire station and grounds;
- Operates department non-emergency vehicles and, when required, drives and operates fire vehicles, apparatus, equipment, and ambulances.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a City of San Diego Fire Fighter I. Possession of a State of California Fire Fighter II Certificate issued by the State of California Fire Service Training and Education System. Possession of a valid California Class C Driver's License and a current State of California Emergency Medical Technician (EMT) Certificate.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE FIGHTER III - 1020

DEFINITION:

Under general supervision, to respond to fires and other emergencies and non-emergencies for the protection of life and property; to act as a lead fire fighter; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the lead or super-journey level class in the Fire Fighter series.

*** EXAMPLES OF DUTIES:**

- Responds to fires and emergencies as a member of a fire company;
- Lays hose, carries and sets-up ladders, and uses fire equipment to extinguish fires and make rescues;
- Administers first aid;
- Provides technical instruction and training in various aspects of fires and other emergencies and non-emergencies;
- Leads pre-fire and fire prevention inspections;
- Leads, plans, and participates in pre-fire planning, fire prevention inspections, and fire station drills, and assists with all training activities;
- Cleans and maintains fire vehicles, apparatus, and equipment;
- Leads and performs maintenance of fire station and grounds;
- Operates department emergency support apparatus and non-emergency vehicles and, when required, drives and operates fire apparatus, equipment, and ambulances;
- Drives and operates specialized apparatus such as light and air equipment, water tenders, foam apparatus, and aerial ladder tillers in extinguishing fires, supporting operations, and assisting in other emergencies;
- Services and maintains specialized equipment and apparatus;
- Maintains fire stations and grounds;
- Prepares reports and maintains records on equipment condition and operation;
- Provides technical instruction and training to personnel in fire behavior, suppression, and the operation and maintenance of fire equipment and apparatus;
- Provides emergency support vehicle training to subordinate fire fighters.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience as a Fire Fighter II with the San Diego Fire-Rescue Department; **AND** successful completion of the San Diego Fire-Rescue Department's Driver Operator Course; **AND** satisfactory completion of the California State Fire Marshal Fire Command 1A or Company Officer 2D, and California State Fire Marshal Fire Prevention 1 (formerly Fire Prevention 1A) or Company Officer 2C; **AND** possession of a valid California Class A or B Driver License with an "N" or "X" endorsement, and a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of application; **AND** certification from the San Diego Fire-Rescue Department Training and Education Division indicating training received on one or more of the following apparatus must be obtained by the time of hire, at the discretion of the Appointing Authority: Light and Air Unit, Foam Apparatus, Water Tender, or Tiller (aerial ladder truck).

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE HELICOPTER PILOT - 1150

DEFINITION:

Under direction, to pilot departmental helicopters and serve as a first-responder resource for normal and emergency operations; to supervise helicopter maintenance staff and perform pre-flight and post-flight inspections; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Serves as an emergency and non-emergency first-responder at assigned helibase locations;
- Pilots helicopters and responds to dispatch alarms involving City and County service flights;
- Transports fire control workers to fires and fire-related work;
- Transports fire medical personnel to medical emergencies;
- Effects rescue and transportation of injured persons or patients to hospitals or vehicle transport sites;
- Communicates information obtained from aerial surveillance, and drops fire retardant chemicals or water on fire suppression target areas;
- Operates all special aircraft accessory equipment and transports logistical material to fire line;
- May act as a Helicopter Coordinator (HLCO) for interagency coordination/use of tactical aircraft on multi-agency emergency incidents, mutual aid air responses, military operations/coordination, and/or other emergency use of command and control and tactical aircraft;
- Conducts daily pre-flight and post-flight inspections;
- Ensures timely completion of daily helicopter maintenance;
- Provides aviation operations orientation and training for regional public safety personnel;
- Participates in all aviation operations training as needed to sustain a safe aviation operation program;
- Maintains required flight logs;
- Monitors flight operations to ensure compliance with departmental and divisional policies, protocols, and procedures and makes recommendations to Air Operations Chief.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Four thousand (4,000) hours of logged flying time in turbine-engine helicopters, which must include a minimum of 100 hours flying time logged within the last 12 months, **AND** 500 hours of combined logged flying time in Bell 205, Bell 212, and/or Bell 412 turbine engine helicopters, **AND** fifteen hundred (1,500) hours of logged flying time in turbine-engine helicopters as a Pilot-in-Command in mountainous terrain, which is defined as: conducting flight operations and maneuvering a helicopter in in pinnacle landings and approaches and in take-offs and landings indicative to difficult mountainous terrain at varying elevations and density altitudes of over 5,000 feet above sea level. These areas include rugged peaks, deep canyons, cliffs, rock outcroppings, and steep slopes; including landing on mountain tops and confined areas surrounded by trees, brush, rocks, snow, or ice; **AND** a valid Airline Transport Pilot Certificate or Commercial Pilot Certificate with a rotorcraft-helicopter rating issued by the Federal Aviation Administration (FAA), **AND** a valid First or Second Class Aviation Medical Certificate issued under provisions of 14 CFR Part 67, **AND** a valid Interagency Helicopter Pilot Qualification Card issued by the US Forest Service (USFS), US Department of the Interior (DOI), or Cal Fire with Bell 205, Bell 212, and/or Bell 412 aircraft approval. If the card is expired, it must have been issued within 36 months of the date of application. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE PREVENTION INSPECTOR I - 1474

DEFINITION:

Under general supervision, and in a training capacity, to conduct inspections of occupancies for compliance with Federal, State, and local fire and life safety codes; to review building construction and fire appliance plans for appropriate fire and life safety systems and equipment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the Fire Prevention Inspector series. In a training capacity, employees in this class are typically assigned the more routine and less complex inspection and plan check duties. Direction for completing work is typically more specific and work is more closely reviewed at various intervals and upon completion. Most positions are classified as Fire Prevention Specialist II, the journey-level, and may be underfilled with Fire Prevention Specialists I, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Conducts periodic field inspections of high rises, industrial, commercial, and multi-residential structures for compliance with Federal, State, and local fire and life safety codes and ordinances;
- Reviews and approves building construction and appliance plans for adequate and appropriate fire and life safety systems and equipment;
- Inspects buildings and installations during and/or after construction to ensure compliance with applicable codes;
- Plans and schedules inspections;
- Discusses violations with owners and issues written notices, warnings, and/or citations as required;
- Prepares a variety of reports;
- Conducts follow-up inspections to ensure violations were corrected;
- Prepares cases for litigation when voluntary compliance cannot be obtained;
- Investigates citizen complaints of reported fire and/or life safety hazards;
- Advises developers, contractors, property owners, the public, and other City personnel in matters related to fire prevention, code interpretation and enforcement, and the use, handling, and storage of hazardous materials;
- Researches and reviews fire legislation, codes, and ordinances;
- Maintains files and records of fire inspections.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience as a Fire Fighter I, II, or II with the City of San Diego; **OR** three years of full-time experience performing code enforcement work. Two years of this experience must involve enforcement of sections of the California Fire Code as a sworn/safety employee; **OR** three years of full-time journey-level experience as a sworn/safety employee with a governmental agency performing a wide range of fire safety inspection and code enforcement duties including inspections of multi-family residential, commercial, or industrial structures. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE PREVENTION INSPECTOR II - 1475

DEFINITION:

Under general supervision, to conduct inspections of occupancies for compliance with Federal, State, and local fire and life safety codes; to review building construction and fire appliance plans for appropriate fire and life safety systems and equipment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Fire Prevention Inspection series. Employees in this class are expected to perform the more complex and technical field inspections and plan checks requiring only occasional instruction or assistance as new or unusual situations arise. Work is typically reviewed upon completion for conformance with applicable codes and departmental policies and procedures. Positions classified at this level may be underfilled with a Fire Prevention Inspector I, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Conducts periodic field inspections of high rises, industrial, commercial, and multi-residential structures for compliance with Federal, State, and local fire and life safety codes and ordinances;
- Reviews and approves building construction and appliance plans for adequate and appropriate fire and life safety systems and equipment;
- Conducts complex and technical plan check reviews and related inspections for new construction and tenant improvements for all types of occupancies;
- Inspects buildings and installations during and/or after construction to ensure compliance with applicable codes;
- Issues and reviews violation notices with owner and re-inspects for compliance;
- Plans and schedules inspections;
- Discusses violations with owners and issues written notices, warnings, and/or citations as required;
- Prepares a variety of reports;
- Conducts follow-up inspections to ensure violations were corrected;
- Prepares cases for litigation when voluntary compliance cannot be obtained;
- Investigates citizen complaints of reported fire and/or life safety hazards;
- Advises developers, contractors, property owners, the public, and other City personnel in matters related to fire prevention, code interpretation and enforcement, and the use, handling, and storage of hazardous materials;
- Researches and reviews fire legislation, codes, and ordinances;
- Maintains files and records of fire inspections.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a sworn Fire Prevention Inspector I with the City of San Diego; **OR** one year of full-time experience as a Fire Engineer with the City of San Diego; **OR** four years of full-time experience as a Fire Fighter I, Fire Fighter II, or Fire Fighter III with the City of San Diego; **OR** four years of full-time journey-level experience performing a wide range of fire safety inspection and code enforcement duties including inspections of multi-family residential, commercial, or industrial structures. Three years of this experience must involve enforcement of sections of the California Fire Code as a sworn/safety employee.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE PREVENTION SUPERVISOR - 1476

DEFINITION:

Under direction, to supervise the work of a unit of Fire Prevention Inspectors; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the personnel and operation of a fire prevention inspection unit;
- Responds to requests and complaints from the public regarding code requirements and Fire Prevention Bureau/Community Risk Reduction Division activities and functions;
- Conducts inspections for quality control and uniformity in enforcement;
- Reviews proposed legislation at the local, State, and Federal level pertinent to code enforcement or other Fire Prevention Bureau/Community Risk Reduction Division functions;
- Assists in the development and/or revision of policies, procedures, and/or code regulations;
- Explains department policies and procedures, and City, State, and Federal regulations and codes;
- Prepares, reviews, and evaluates reports and correspondence;
- Represents the department before government and community bodies on current and proposed programs and/or activities;
- Serves on committees and groups to discuss changes in fire technology and coordinate activities or programs;
- Testifies in court regarding enforcement cases;
- Analyzes problem areas and develops plans for solutions;
- Establishes and maintains communication with various governmental and private agencies;
- Mediates and resolves employee complaints and grievances;
- Conducts special studies;
- Trains and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications. <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience as a sworn Fire Prevention Inspector II with the City of San Diego; **OR** one year of full-time experience as a Fire Captain with the City of San Diego; **OR** one year of full-time experience as a Fire Engineer performing skilled fire safety inspection and enforcement work for the City of San Diego Community Risk Reduction Division (CRRD) (formerly called the Fire Prevention Bureau); **OR** two years of full-time experience as a Fire Fighter I, II, or III performing skilled fire safety inspection and enforcement work for the City of San Diego Community Risk Reduction Division (CRRD) (formerly called the Fire Prevention Bureau). Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE RECRUIT - 1463

DEFINITION:

Under immediate supervision, to attend the Fire Academy in preparation for a fire fighting career; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Fire Recruit is the entry-level class in the Fire Fighter series. Upon successful completion of the Fire Academy, Recruits are promoted to Fire Fighter I.

*** EXAMPLES OF DUTIES:**

- Attends a 16-week paid Fire Academy, which includes coursework and practice in fire prevention and suppression, emergency medical training, and State and local laws.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

18 years of age. Graduation from high school, or passage of the California High School Proficiency Examination (CHSPE) or General Education Development (GED) examination. A valid Candidate Physical Ability Test (CPAT) certification is required at the time of hire. Possession of all the following valid certificates: Emergency Medical Technician (EMT) Certificate or a Paramedic License issued only by the State of California or by the National Registry (NREMT-Basic) or by an EMT or Paramedic certifying agency approved by the State of California; and Cardiopulmonary Resuscitation (CPR) Card (Healthcare Provider/BLS Provider equivalent or higher). Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FITNESS SPECIALIST - 1201

DEFINITION:

Under direction, to prescribe and monitor total fitness programs for City of San Diego employees; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prescribes and monitors fitness programs for City employees;
- Analyzes individual diet and nutrition histories and provides counseling on diet and weight control;
- Develops training materials and provides fitness training instruction;
- Interprets and evaluates health and fitness profile test data contained in fitness profile appraisals;
- Recommends exercise, nutritional, and fitness training guidelines;
- Researches, implements, and presents behavior modification programs;
- Evaluates exercise equipment and makes recommendations for additional or improved equipment;
- Assists in the administration of fitness testing;
- Reviews health and fitness research and literature and recommends modification of standards and training as appropriate;
- Consults with physicians on injury recovery cases;
- Prepares and publishes a monthly newsletter informing employees of classes and programs available.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Master's degree in Exercise Physiology; **OR** college graduation with a Bachelor's degree in Physical Education, Physical Therapy, Exercise Science, or Athletic Training, **AND** one year of full-time professional experience evaluating and prescribing a total fitness program for individuals or groups. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FLEET ATTENDANT- 1454

DEFINITION:

Under immediate supervision, to perform a variety of semi-skilled building, grounds maintenance, and custodial work; to perform less difficult automotive equipment servicing duties; to assist in performing servicing duties of average difficulty on automotive equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists with preventative maintenance and performs the less difficult servicing duties on automotive equipment;
- Assists with automotive preparation for paint, installing decals, and performing repetitive fabrication processes;
- Cleans, degreases, and washes automotive and construction equipment;
- Assists in servicing mobile fuel trucks by filling fuel tanks and records readings on fuel tanks;
- Shuttles vehicles for outsourced repairs;
- Assists with changing, vulcanizing, and repairing tubes and tires;
- Assists in lubricating chassis, transmissions, and differentials;
- During night shifts, provides shop security;
- As directed, applies productivity time guidelines and other required data to work repair forms and enters data into structured databases;
- Cleans shop, buildings, and grounds by sweeping, vacuuming, and picking up trash, brush, and debris;
- Replenishes supplies;
- Assists skilled trades workers or repair technicians by performing the less skilled tasks in carpentry, roofing, painting, plumbing, electrical, plastering, welding, cement finishing, masonry, and tree trimming;
- Makes minor repairs to buildings, tools, and equipment;
- Removes weeds by mechanical and manual means;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class

Six months of full-time manual labor experience, such as general construction, repair or maintenance, groundskeeping, custodial maintenance, or the operation, maintenance, or repair of mechanical equipment; **OR** six months of full-time experience as a Laborer with the City of San Diego. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FLEET MANAGER - 1762

DEFINITION:

Under administrative direction, to plan, supervise, coordinate, and review the work of a major repair facility; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Provides technical expertise in every aspect of repair, modification, and maintenance of a large fleet of City vehicles;
- Plans, assigns, coordinates, and directs, through subordinate supervisors, the operations and functions within a major repair facility;
- Coordinates appropriate information and work of the repair facility with City departments, units, and vendors;
- Acts as liaison with City customer departments, vendors, and regulating agencies;
- Prepares preliminary budget recommendations;
- Manages an approved budget by reviewing and monitoring budget status and expenditures;
- Reviews, evaluates, and makes recommendations and enforces policies, procedures, and legislation;
- Develops specifications for vehicles and shop equipment and ensures specifications are met;
- Tests and evaluates new products for efficiency and cost savings;
- Participates in design and equipping of new automotive maintenance facilities;
- Selects, trains, and evaluates work performance of subordinates;
- Determines, develops, and provides appropriate training and safety programs;
- Assures compliance with City, State, and Federal laws, rules, and regulations regarding use/disposal of hazardous materials/waste;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time supervisory experience in the repair and maintenance of automotive, construction, or industrial equipment. Supervisory experience must reflect responsibility for the full range of supervisory duties including planning and scheduling the

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

work of employees, employee selection, training, evaluation, commendations, and discipline.
Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FLEET PARTS BUYER - 1250

DEFINITION:

Under general supervision, to purchase a wide variety of motive and related parts, goods, or commodities; to manage a motive parts storeroom; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops, negotiates, and monitors supplies, parts, vendor contracts, and purchase orders;
- Prepares requisitions for purchase of parts for automotive, construction, and related mechanical equipment;
- Solicits quotations and compares costs of commodities;
- Analyzes departmental motive supply needs and makes recommendations for purchase of equipment and other commodities;
- Prepares and reviews specifications for annual contracts and purchases requiring written bids;
- Recommends revision of long-term contracts, standardization of commodities, or other means to achieve greater value for money expended;
- Analyzes written bids and makes recommendations for the award of contracts;
- Follows-up with vendor orders to ensure that delivery dates and other terms of purchase are met;
- Maintains parts catalogs and vendor price lists;
- Prepares cost estimates of parts required for major equipment overhaul or repair;
- Locates suppliers of items that are difficult to secure and recommends substitute items;
- Arranges with vendors for correction of errors or replacement of defective items;
- Keeps informed on new products and prices;
- Interviews sales personnel and studies catalogs and other sources to secure information in market trends;
- Actively manages a storeroom by adding/deleting stock, ordering stock, and making adjustments;
- Analyzes motive trends for storeroom inventory adjustment and analyzes parts usage reports for cost effective changes;
- Supervises Auto Parts Stock Clerks and other storeroom personnel issuing stock to customers;
- Prepares budget estimates on supplies, parts, and equipment needs;
- Utilizes a variety of computer database software inventory tracking and reporting software for managing vehicle maintenance, work order, and cost tracking;
- Confers with maintenance and repair staff on repair and maintenance parts and supplies, needs, and priorities;
- Maintains and updates computerized records and prepares reports.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** one year of paid full-time experience in the purchasing of motive/fleet parts. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FLEET PARTS BUYER SUPERVISOR – 1249

DEFINITION:

Under general supervision, to supervise the purchase of a variety of fleet and motive goods or commodities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and reviews the work of Fleet Parts Buyers and subordinate personnel;
- Analyzes parts needs in relation to available monies and cost savings;
- Manages, prepares, and reviews contract specifications and purchases requiring written bids for the most efficient and cost saving benefit for the department;
- Analyzes written bids and prepares recommendations for the award of contracts;
- Prepares and analyzes a variety of reports related to expenditures;
- Manages the acquisition of a wide range of fleet and motive parts;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education, **AND** two years of full-time professional journey-level experience purchasing motive or fleet parts. Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

FLEET REPAIR SUPERVISOR – 1146

NOTE: formerly Fleet Maintenance Supervisor

DEFINITION:

Under direction, to administer the activities of several automotive and equipment repair shops through subordinate supervisors; to assist in the development and implementation of a vehicle fleet management program for a large department; and to perform related work

*** EXAMPLES OF DUTIES:**

- Plans, supervises, and coordinates fleet operations and procurement/inventory activities at multiple equipment repair/maintenance facilities;
- Assists the Fleet Manager within a large department in developing and implementing a plan for vehicle procurement, maintenance, and rotation;
- Supervises, trains, and rates the work performance of subordinate supervisors or other motive maintenance technical staff;
- Provides technical expertise in every aspect of the repair, modification, and maintenance of a fleet of City vehicles;
- Develops and administers training and safety programs;
- Evaluates budget requests and prepares reports;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as an Equipment Repair Supervisor or Metal Fabrication Supervisor with the City of San Diego; **OR** one year of full-time experience as a Fleet Team Leader with the City of San Diego; **OR** two years of full-time experience as a Master Fleet Technician with the City of San Diego; **OR** three years of full-time experience as a Fleet Technician with the City of San Diego; **OR** one year of full-time supervisory experience in the repair and maintenance of automotive, heavy construction, or industrial motive equipment. Qualifying supervisory experience must include the full range of supervisory duties including employee selection, reviewing/approving timecards, writing and giving performance evaluations, training, disciplining employees, and recommending commendations. Possession of a valid California Class C Driver License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

FLEET TEAM LEADER - 1138

DEFINITION:

Under direction, to lead, coordinate, and perform the diagnosis, repair, and maintenance of automotive, construction, and industrial equipment; to manage a shop or shift; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in the planning and assigning of work, inspection, and repair of vehicles and equipment;
- Inspects work in progress and upon completion;
- Provides instruction and technical assistance to team members in repair and maintenance work;
- Coordinates, leads, and/or performs the diagnosis, maintenance, and difficult mechanical repair of automotive, construction, and industrial equipment;
- Inspects equipment prior to and after repairs and overhauls;
- Prepares and approves stock orders for parts;
- Performs difficult mechanical repairs and overhauls;
- Prepares work schedules, budgetary estimates, records of work activities, and vehicle maintenance records and reports;
- Monitors and reports on the performance of crew members;
- Assists in reviewing timecards, mileage cards, and production reports;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as an Equipment Service Writer or Master Fleet Technician with the City of San Diego; **OR** two years of full-time experience as an Equipment Mechanic or Fleet Technician with the City of San Diego; **OR** successful completion of a State accredited four-year Equipment Mechanic Apprenticeship Program, **AND** two years of full-time journey-level experience as an automotive or truck technician/mechanic; **OR** six years of full-time journey-level experience as an automotive or truck technician/mechanic. A valid Automotive Service Excellence (ASE)

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Master Automotive Technician Certificate or Master Medium/Heavy Truck Technician Certificate issued from the National Institute of Automotive Excellence will be required at the time of hire. Possession of a valid California Class C Driver License is required.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FLEET TECHNICIAN - 1437

NOTE: formerly Equipment Mechanic

DEFINITION:

Under general supervision, to perform skilled mechanical repairs on motorcycle, automotive, light/heavy truck, construction, fire, safety, and industrial equipment; may act as a lead; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Performs diagnostic, preventive, and corrective maintenance on City vehicles and equipment;
- Performs general repair and overhaul of various types of engines (gas, diesel, electric, and alternative fuels) and all other components on a variety of equipment;
- Ensures final work product and reporting meets Quality Control Plan (QCP) standards;
- Adheres to safety regulations to ensure a safe working environment;
- Ensures compliance with all federal, state, and local laws and regulations and best fleet practices related to fleet vehicles and facilities;
- Completes work orders, reviews vehicle maintenance history to ensure continuity of repairs, and inputs parts and labor information for specific vehicles and/or repair orders into the Fleet Management Information System (FMIS);
- Works in a team environment and assists other team members as needed in the completion of assignments;
- Prepares new vehicles for service and decommissions vehicles as they are removed from service;
- Repairs and installs truck bodies and special mounted equipment including emergency equipment;
- Performs general and emergency repairs in the field;
- Moves vehicles and equipment using either a tow truck or trailer;
- Coordinates shop work with customer departments or divisions;
- Assists in maintaining facility inventories including parts, fuel, tools, shop equipment, and facility inspections as assigned;
- Diagnoses and resolves drivability issues;
- Performs minor repairs to bodies and fenders, frame alignment, brazing, welding, and machining as assigned;
- Performs related duties.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited four-year Equipment Mechanic Apprenticeship Program; **OR** four years of full-time journey-level experience as an Equipment Mechanic which must include the maintenance, diagnosis, repair, and overhaul of gas or diesel engines, drivetrain systems, manual or automatic transmission systems, hydraulic or air brake systems, electrical or electronic systems, ignition systems, and suspension parts; **OR** a combination of the above training and experience equaling four years. Possession of a valid California Class C Driver License is required. Possession of a valid Class A or B Driver License, AND a current Department of Motor Vehicles Medical Certificate dated within the last two years may be required for some positions.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FORENSIC ALCOHOL ANALYST - 1466

DEFINITION:

Under general supervision, to perform laboratory tests and analyses to determine alcohol content of breath and body fluid samples; to testify in court as an expert witness; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Administers breath tests to persons suspected of driving while under the influence to determine blood alcohol level;
- Analyzes blood and urine samples and determines alcohol level;
- Takes blood samples and testifies in court as a expert witness as to the validity of breath, blood, and urine tests performed, the interpretation of the results, and the operation of specialized testing equipment used;
- Prepares alcohol calibration standards and calibrates breath testing equipment;
- Regularly tests breath testing equipment to determine its accuracy and correct registration;
- Conducts direct oxidation tests of alcohol standards;
- Maintains records and logs of sampling and testing performed;
- Assembles necessary records, charts, and graphs to be used in court when testifying;
- Provides training on breath testing to new employees and on alcohol issues to City personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A minimum of 60 semester/90 quarter units which includes 8 semester/12 quarter units of general chemistry and 3 semester/4.5 quarter units of quantitative analysis; **AND** meet one of the following: registered nurse (RN) licensed with the State of California, **OR** vocational nurse (LVN) licensed with the State of California, **OR** possession of a Clinical Laboratory Technologist license, a Clinical Laboratory Technologist temporary license, or be qualified by the State of California Department of Health Services as a Forensic Alcohol Analyst or Forensic Alcohol Analyst Trainee.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GENERAL UTILITY SUPERVISOR – 1976

DEFINITION:

Under direction, to plan, coordinate, supervise, and review a variety of large-scale construction, maintenance, and other public work functions covering a number of districts or areas; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, assigns, coordinates, and provides overall management, supervision, and guidance to subordinate supervisors to accomplish work programs or projects related to streets and other public works functions;
- Oversees the installation, reconstruction, maintenance, and repair of major construction projects;
- Coordinates activities between sections, divisions, other City departments and governmental agencies, and outside contractors when major construction is involved;
- Develops and implements policy, objectives, and goals for assigned program units;
- Develops and implements training and safety programs;
- Selects, supervises, trains, and rates the work performance of subordinate supervisors;
- Prepares annual budget estimates for the appropriate area or function including recommendations for equipment, materials, supplies, and staff;
- Resolves difficult and/or sensitive complaints or problems;
- Analyzes blueprints;
- Field checks major or complex construction projects;
- Makes decisions in the field for modification of work which cannot be performed as described in engineering plans;
- Approves material requests, payroll reports, personnel leave requests, “as built” construction sketches, and work orders;
- Develops, prepares, and presents reports to management and City Council regarding section activities and programs and makes presentations to community groups or other organizations;
- Investigates and resolves difficult personnel problems;
- Inspects crew performance in the field;
- Acts for the Deputy Director in the latter’s absence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience at a level equivalent to a Principal Utility Supervisor or Principal Water Utility Supervisor with the City of San Diego; **OR** four years of full-time professional experience in the construction, maintenance, or repair of public facilities which must include three years of planning, assigning, and supervising the work of several crews of a major unit or division with the City of San Diego. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GENERAL WATER UTILITY SUPERVISOR - 1488

DEFINITION:

Under direction, to plan, coordinate, supervise, and review a variety of complex, large scale water and/or sewer system construction, maintenance, and operational programs and functions within the Water Department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, and assigns subordinate supervisors to accomplish work programs or projects involving water and/or sewer and other related public works functions;
- Coordinates activities between sections, other divisions, various City departments, other governmental agencies, and outside contractors concerning major water and/or sewer-related construction and maintenance matters;
- Develops and recommends City and departmental policies and procedures related to the operation of the division;
- Supervises, trains, and rates the work performance of subordinate supervisors;
- Develops and implements training and safety programs;
- Inspects crew performance in the field, analyzes blueprints, and field checks major or complex water and/or sewer-related construction projects;
- Makes decisions in the field for modification of work which cannot be performed as described in engineering plans;
- Recommends and assists in preparing annual budget estimates and determines staffing and equipment needs;
- Approves material and equipment requests, payroll reports, personnel leave requests, "as built" construction sketches, and work orders;
- Makes reports, maintains logs, and keeps records;
- Investigates and resolves difficult personnel problems and responds to difficult and complex complaints from the public;
- May act for the Deputy Director in the latter's absence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time supervisory experience in the construction, maintenance, or repair of water, sewer, streets, parks, or other public works facilities at a level equivalent to a Senior

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Water Utility Supervisor with the City of San Diego. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GENERATOR TECHNICIAN - 1140

DEFINITION:

Under general supervision, to perform skilled electrical and mechanical work in the inspection, testing, repair, and replacement of generators and related equipment; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Troubleshoots, diagnoses, and repairs electro-mechanical, electrical, and mechanical problems with generators, motors, transfer switches, and similar equipment;
- Inspects, tests, repairs, and replaces generators, motors, engines, switches, control panels, batteries, contactors, armatures, commutators, and other related parts and equipment;
- Performs preventive and corrective maintenance on Automatic Transfer Switches (ATS) and annunciator panels;
- Installs, repairs, and maintains generator systems;
- Conducts automatic and manual transfer tests of simulated power outages to ensure generators are functioning properly;
- Reads blueprints and plans of electrical and mechanical installations;
- Complies with schedules for inspecting, servicing, and maintaining emergency generators;
- Maintains equipment service and repair logs.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time journey-level experience in the general maintenance, operation, servicing, and repair of generators, diesel and gas engines, and electrical systems related to mechanical equipment. Possession of a valid California Class C Driver License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GEOGRAPHIC INFORMATION SYSTEMS ANALYST I - 1141

DEFINITION:

Under general supervision, to perform technical and analytical duties of average complexity related to the development, testing, implementation, integration, and modification of geographic information systems (GIS) datasets and GIS related applications; to provide support to end users in the day-to-day operation of GIS; and to perform related duties.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class in the Geographic Information Systems Analyst series. Most positions are classified at the Geographic Information Systems Analyst II level, which is the fully experienced or journey-level class. In a training capacity, positions may be underfilled with Geographic Information Systems Technician in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Geographic Information Systems Analyst II, in that Geographic Information Systems Analyst I positions typically design, implement, and maintain GIS of a narrower scope and receive more direction and guidance in their assignments.

* EXAMPLES OF DUTIES:

- Creates, maintains, and analyzes geographic data, databases, applications, and related projects;
- Translates requirements and specifications into functional GIS solutions;
- Designs and creates customized maps using cartographic and geographic/cadastral standards and mapping products;
- Records spatial data into codes using classification systems;
- Maintains existing GIS databases and reviews and interprets data sources;
- Enters, edits, and updates GIS spatial data, including points, lines, polygons, and metadata into databases or layers following standard procedures;
- Transforms maps into a digitized format;
- Spatially digitizes scanned inputs, computer disks, and/or data transfers from external sources;
- Enters data and maintains the GIS data structure, data dictionary, and access systems;
- Prepares or updates online mapping services, GIS data, and analytical files available on the Internet/Intranet;
- Converts tabular, mapping, or imagery data using GIS software programs;
- Prepares spatial data for input into GIS;
- Customizes and automates GIS processes using standard tools;
- Creates output from three-dimensional models, as directed;
- Implements geographic topology, dynamic segmentation, and geometric networks;
- Creates, acquires, and converts new data in an existing data set;
- Assists with the implementation, upgrade, and/or administration of related applications;
- May supervise technical support personnel.

* **EXAMPLES OF DUTIES** performed by employees in this class. The class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units); **AND** one year of full-time professional geographic information systems experience (within the last 5 years).

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GEOGRAPHIC INFORMATION SYSTEMS ANALYST II - 1142

DEFINITION:

Under direction, at the journey-level, to perform a variety of technical and analytical duties related to the development, testing, implementation, integration, and modification of complex geographic information systems (GIS) datasets and GIS related applications; to provide technical support to end users in the day-to-day operation of GIS; and to perform related duties.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Geographic Information Systems Analyst series. Employees in this class are expected to perform their duties with only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department. Positions classified at this level may be underfilled with a Management Trainee, Geographic Information Systems Technician, or Geographic Information Systems Analyst I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Creates, manipulates, and analyzes geographic data and designs map layers using program language;
- Assists in the development of GIS applications by assembling source material and consulting with others to gain information and determine needs;
- Integrates current data systems with proposed GIS applications;
- Digitizes raw map data and other data for input into GIS;
- Creates and adds layers of data to systems;
- Maintains and updates geospatial databases and systems for data entry, storage, and reporting and selects appropriate datum;
- Prepares user documentation and trains users on applications;
- Collects field data using GPS or other equipment, as needed;
- Provides technical support to end users to include developing user guides and solving application problems;
- Develops methods of use of GIS for end users such as data entry screens, inquiry screens, and report capabilities;
- Develops, prepares, and tests a wide variety of map products/services;
- Develops, implements, and maintains new GIS applications;
- Designs, develops, maintains, and updates configured GIS solutions and GIS modeling programs;
- Performs complex GIS mapping, geoprocessing analysis, and development to include project management and budget oversight;
- Develops and designs visual representations of geospatial data;

*** EXAMPLES OF DUTIES performed by employees in this class. The class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Creates, acquires, and converts data between various spatial formats and projects and loads data into spatial databases and geographic data models including topology, dynamic segmentation, and geometric networks;
- Designs, develops, analyzes, and implements geocoding algorithms;
- Performs complex spatial analysis including elevation modeling, visibility analysis, flow modeling, and hydrographic modeling;
- Conducts feasibility studies for projects and prepares reports detailing results of analysis;
- Manages projects related to GIS operations;
- Oversees the work of vendors;
- Creates spatial products, services, and reports using GIS data;
- Conducts analysis of software and programming languages;
- Prepares user documentation and trains users on applications;
- Performs problem and/or process identification and recommends improvements, modifications, and solutions;
- Researches and recommends new computer hardware and software;
- Develops tools and extensions utilizing GIS software;
- Designs applications and processes including scripting, automation, and GIS data standards;
- May lead and/or supervise the work of subprofessional staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units); **AND** two years of full-time professional geographic information systems experience (within the last 5 years).

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GEOGRAPHIC INFORMATION SYSTEMS ANALYST III - 1143

DEFINITION:

Under direction, to provide technical support to end users in the day-to-day operation of geographic information systems (GIS); to perform a variety of complex technical and analytical duties relating to the development, testing, implementation, integration, and modification of GIS datasets and GIS related applications; to lead the activities of other professional and subprofessional GIS personnel; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey/lead classification in the Geographic Information Systems Analyst series. This class is distinguished from Geographic Information Systems Analyst II and Geographic Information Systems Analyst I in that Geographic Information Systems Analyst III positions are responsible for performing the most complex and responsible GIS work, and/or leading the activities of professional GIS staff. Positions not performing lead duties are expected to be technical specialists in a range of complex projects and applications involving multiple divisions and departments. Reliance on outside technical expertise or resources is more limited than at the journey-level.

*** EXAMPLES OF DUTIES:**

- Plans, implements, and manages multiple projects including the coordination of work, establishing priorities, and managing project status;
- Designs, tests, and integrates GIS databases into City workflows and applications;
- Coordinates applications training programs;
- Prepares budgets and budget estimates for GIS software, hardware, and related equipment by researching item specifications, costs, and delivery requirements and makes recommendations for purchase;
- Performs complex spatial analysis including three-dimensional rendering/modeling;
- Updates GIS programming and related technologies (Internet/Intranet mapping, databases/SDE);
- Provides technical guidance to staff involved in interpreting satellite photos, cartography, data analysis, experimental design, and capturing data for conversion into GIS usable formats;
- Coordinates data acquisition and exchanges and project scheduling with outside agencies;
- Uses demographic information to develop reports, maps, and other analyses and create visual or graphic representation of information and ideas;
- Uses forecasting models to analyze a variety of interdependent variables such as geospatial data;
- Creates customized tools and menus for new and existing applications;
- Develops logic and writes programs using development tools and programming languages;

*** EXAMPLES OF DUTIES performed by employees in this class. The class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Researches and analyzes trends and patterns and develops testing methods to implement solutions;
- Presents results of analysis in chart, table, map, and/or narrative format;
- Performs complex data analysis in support of data development and maintenance and develops and maintains appropriate datasets for the purpose of analysis;
- Maintains quality control of large datasets/warehouses and converts and loads data in GIS data repositories;
- Constructs or develops scientific/statistical experiments and analytical computer models to support decision-making;
- Conducts presentations;
- Participates in the establishment of GIS strategies, plans, and procedures;
- Reviews new technology to determine suitability for department use;
- Represents the department on a variety of committees;
- Recommends database design needed to accommodate converted/imported data and replicates, enhances, and restructures data to fit department needs;
- Leads the work of professional staff and may supervise subprofessional staff in a variety of GIS activities;
- Prepares and presents technical and/or management reports;
- Researches and directs major conversion/maintenance projects involving multiple divisions and/or departments;
- Performs project and contract management and coordination;
- Evaluates contracts;
- Leads problem and/or process identification and recommends improvements and modifications.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units); **AND** three years of full-time professional geographic information systems experience (within the last 6 years), one year of which must have been equivalent to the City of San Diego's classification of Geographic Information Systems Analyst II.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GEOGRAPHIC INFORMATION SYSTEMS ANALYST IV - 1144

DEFINITION:

Under direction, to supervise professional geographic information systems (GIS) personnel responsible for the coordination, development, testing, implementation, integration, and modification of complex GIS datasets and GIS related applications; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Manages and oversees the acquisition, development, implementation, and on-going maintenance of GIS, data conversion, databases, applications, and procedures;
- Evaluates recommendations of subordinates justifying and prioritizing new systems and applications development and/or software and hardware enhancements;
- Directs the testing, implementation, and integration of GIS databases and applications and GIS hardware and software upgrades;
- Coordinates the generation of specialized statistical and operational reports;
- Develops department policies and procedures concerning GIS and database standards;
- Ensures the proper development and integration of new GIS within the department;
- Serves as the department representative on Citywide and inter-agency committees;
- Manages outside vendors, service providers, and consultant staff;
- Participates in the most complex GIS analysis, design, testing, and implementation work;
- Provides technical guidance to staff involved in interpreting satellite photos, preparing vegetation maps, and digitizing data for conversion to GIS formats;
- Identifies and addresses data sharing and confidentiality policies;
- Coordinates data acquisition and exchanges, project scheduling, and software training with outside agencies;
- Prepares and presents reports;
- Trains and rates the performance of subordinate professional staff;
- Establishes GIS strategies, plans, and procedures.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units); **AND** four years of full-time professional geographic information systems experience (within the last 6 years), two years of which must have been equivalent to the City of San Diego's classification of Geographic Information Systems Analyst II.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN – 1128

DEFINITION:

Under general supervision, to assist in the development, testing, implementation, integration, and modification of the less complex geographic information systems (GIS) datasets and GIS related applications; to provide routine technical support to end users in the day-to-day operation of GIS; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the paraprofessional class within the City's Geographic Information Systems class series. This class is distinguished from the Geographic Information Systems Analyst series in the level of complexity associated with the GIS developed and maintained. Geographic Information Systems Technician positions are typically responsible for developing limited systems which are standardized and where system troubleshooting is minor and routine as a result of the limited number of exterior devices and the restricted nature of system integration. In addition, GIS support responsibility is typically associated with the maintenance and/or adaptation of pre-developed software and hardware configurations as opposed to the on-going custom development of unique systems, which is more typically performed by professional level positions.

*** EXAMPLES OF DUTIES:**

- Performs GIS support work on the less complex systems;
- Provides services to and supports system users;
- Assists with the maintenance and quality control of City geographic data;
- Assists with staff requests such as mailing notifications, map requests, and data requests;
- Enters, updates, and maintains geographic data files, geodata sets, and metadata;
- Prepares or updates online mapping services, GIS data, and analytical files available on the Internet/Intranet;
- Enters parameters and generates and distributes standard products including maps, shape files, graphics, tables, and reports to meet specific customer requirements;
- Assists with implementing software upgrades and installs;
- Assists with data projects for various departments;
- Converts data files to and from GIS and related systems;
- Performs spatial analysis such as buffering, spatial overlay, and distance calculations using established methods and procedures;
- Operates GIS hardware and software;
- Reviews databases for accuracy and compliance with established formats and standards;
- Researches and analyzes geographic data for integration;
- Edits databases to support City operations;
- May direct the work of clerical support staff.

* **EXAMPLES OF DUTIES** performed by employees in this class. The class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of 30 semester/45 quarter college units which must include 15 semester/22.5 quarter units in the field of Geographic Information Systems, Geographic Information Science, Geography, or a closely related field; **OR** one year of full-time paraprofessional experience in performing geographic information systems support work.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GOLF COURSE GREENSKEEPER – 1482

NOTE: formerly Greenskeeper

DEFINITION:

Under general supervision, to perform skilled maintenance of golf course greens, aprons, tees, and other landscaped areas; to operate greens mowers, aerifiers, and other greens maintenance equipment of similar operational difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs skilled greens work such as precision mowing, aerifying, and verticutting;
- Overseeds and fertilizes specially seeded and turfed areas such as greens, tees, and flower beds;
- Operates small specialty mowers, renovators, aerifiers, verticutters, sod cutters, rototillers, lawn sweepers, and other equipment of comparable operational difficulty;
- Operates small hand sprayers and power spray equipment in chemical pest and weed control work;
- Constructs and renovates golf course drains;
- Performs minor repair and maintenance of sprinkler and irrigation systems;
- Performs landscape maintenance and construction work such as pruning, minor grading, soil preparation, and planting;
- Mows, aerates, top dresses, verticuts, and drags golf greens, aprons, and tees;
- Cleans buildings and grounds;
- Operates light trucks in hauling mowers, soil supplies, and other equipment;
- Maintains proper golf course etiquette, safety, and rules;
- May lead the work of subordinate personnel in the more routine greens and golf course maintenance;
- Services and makes minor repairs to equipment used;
- Keeps simple records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time paid experience in greenskeeping at a golf course. Qualifying experience may include maintaining, mowing, and fertilizing golf course greens, aprons, tees, and fairways; **OR** one year of full-time paid experience in grounds maintenance work.

- * EXAMPLE OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Qualifying experience must include at least one of the following: mowing, cultivating, or planting lawns, shrubs, trees, or ground covers; pruning trees or shrubs; or renovating lawns. A valid California Class C Driver License is required.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GOLF COURSE MANAGER - 1798

DEFINITION:

Under direction, to oversee the operation and maintenance of a municipal golf course; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs the maintenance and operation of a municipal golf facility;
- Establishes operational standards and guidelines;
- Initiates facility improvements and analysis needs and makes recommendations regarding the implementation and phasing of capital improvement projects to reduce players impacts and maintains revenue streams;
- Analyses facility performance and recommends programmatic changes to minimize cot and optimize adequate revenue;
- Directs and provides overall supervision and guidance to subordinate personnel in golf operations;
- Assists in program and policy formulation and ensures compliance with administrative regulations and divisional policies;
- Participates in the development of policies, goals, and administrative procedures;
- Maintains liaison with and attends meetings of golf organizations and promotes interest and support among golfers and prospective players;
- Investigates, resolves, and responds to difficult and sensitive complaints from the public;
- Prepares the annual budget including recommendations for staff, supplies, equipment, and capital improvements and monitors expenditures and construction projects;
- Ensures the competent operation of the starter and marshal job functions;
- Oversees annual major tournament events;
- Selects, trains, and rates the work performance of subordinates;
- Prepares special reports;
- Performs related administrative duties as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

College graduation with a Bachelor's degree in Agronomy, Horticulture, Turf Management, Golf Management, Business, or a closely related field; **AND** two years of full-time experience supervising all phases of golf course operations and maintenance of the facility(ies), which includes but is not limited to responsibility for supervision of golf shop staff, outside services, tournament operations, and tee sheet management. Qualifying experience must include supervising all phases of golf operations and maintenance, as well as analyzing operation and recommending programmatic changes as needed. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GOLF COURSE SUPERINTENDENT - 1509

DEFINITION:

Under direction, to manage redevelopment and maintenance projects at a City golf course; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, prepares, and administers turf maintenance programs including irrigation, water conservation, and disease/weed control programs;
- Supervises major redevelopment projects, including major landscaping and reconstruction projects at a City golf course;
- Directs, through subordinate supervisors, and coordinates the work of golf course maintenance personnel engaged in the care of turf, trees, shrubbery, fairways, tees, greens, and aprons;
- Diagnoses, identifies, plans, and implements a pesticide management program, including application and supervision of the proper, legal, and safe application of pesticides and other chemicals;
- Evaluates facilities and serves as a technical expert for the construction and maintenance of golf course greens, tees, holes, fairways, roughs, and other related golf course facilities;
- Evaluates facilities for conformance to playability standards for local, national, and international golf tournaments;
- Evaluates maintenance programs and recommends modifications;
- Prepares correspondence and reports;
- Trains, evaluates, and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Agronomy, Horticulture, Turf Management, or a closely related field, **AND** two years of full-time professional-level experience in planning, coordinating, and managing projects in golf course turf management or maintenance in one of the following: Turf Management; Golf Course Maintenance; or Pest Management. Possession of a valid California Qualified Applicators Certificate (QAC) or Qualified Applications License (QAL) issued from the California Department of Pesticide

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Regulation will be required within nine months from date of hire. Possession of a valid California Class C Driver License.

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GOLF STARTER

DEFINITION:

Under immediate supervision, to register players and assign their starting order on a golf course; to collect and account for money received; and to perform related work.

* EXAMPLES OF DUTIES:

- Collects money, including cash, check or credit card charges for greens fees, monthly tickets, resident identification cards and tournaments;
- Arranges starting order for players;
- Organizes golfers into playing groups and makes arrangements for timely spacing;
- Takes reservations;
- Announces players tee times and player order on a public address system;
- Answers questions concerning the golf course and golfing arrangements;
- Settles disputes between players concerning golf course rules and procedures;
- Records fee transactions on reservation sheets, daily cash reports and other tracking forms;
- Balances and verifies credit card sales, checks and cash received against cash register tapes and various fee collection tracking forms;
- Identifies, researches and resolves errors in recording and balancing of monies received;
- Issues receipts for fees collected;
- Verifies appropriate amount of change and paper denominations for cash register at the end of and beginning of each day;
- Assists in making arrangements for and conducting tournaments;
- Patrols the golf course to interpret and enforce course rules.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Education equal to high school graduation or possession of a G.E.D. equivalency; **AND** any combination of experience which totals six months of work that includes information and assistance to the public, cash handling and making financial transactions.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GOLF STARTER SUPERVISOR

DEFINITION:

Under general supervision, to supervise and participate in the work of subordinates involved in operating a municipal golf course; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, trains, and participates in the work of subordinates who register players and assign player starting order on a golf course; collect greens fees; verify, track and balance monies collected for fees against register tapes and other fee collection tracking forms; organize golfers into playing groups; make arrangements for timely spacing; and take reservations;
- Answers questions concerning the golf course and golfing arrangements;
- Plans, schedules and coordinates golf activities and tournaments;
- Maintains records, prepares reports, and accounts for cash received;
- Interprets course rules, regulations, and golf etiquette to patrons.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience in golf course operation which includes determining and collecting greens fees; arranging starting order for players; providing information regarding golf course procedures, rules and regulations; closing-out and balancing a cash register; and patrolling a golf course; **OR** one year of experience as a Golf Starter with the City of San Diego. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GRAPHIC COMMUNICATIONS MANAGER - 1347

DEFINITION:

Under direction, to plan, coordinate, and direct, through subordinate supervisors, graphic communications activities including graphic design services, mapping and noticing services, word processing, and printing; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Through subordinate supervisors, coordinates centralized graphic communications services including graphic design, mapping and noticing, quick print, word processing, and related clerical support functions;
- Coordinates with departmental personnel to determine the level and type of graphic communication services required;
- Coordinates with City print shop to schedule and prioritize printing services;
- Evaluates current services and recommends more effective graphic communication methods;
- Coordinates with vendors for contracted services;
- Evaluates new graphics, audio visual, and related graphic communication systems and equipment;
- Establishes production priorities of various graphic communication activities;
- Prepares reports on budget and staffing requirements;
- Trains and rates the work performance of subordinate employees.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Commercial or Graphic Arts, Graphic Design, Multimedia Technology/Production, Graphic Communications Management/Production, Electronic Publishing, Television and Film Communication, or a closely related field, **AND** two years of full-time diversified experience in multimedia production, graphic, or commercial art and/or enterprise-wide publication. Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GRAPHIC DESIGNER - 1490

DEFINITION:

Under general supervision, to create, design, and prepare varied and difficult graphic arts projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares, designs, and illustrates varied graphic arts projects related to City-wide activities, using both traditional and computerized techniques, such as brochures, booklets, publications, displays, letterheads, maps, layouts for billboards, graphs, signs, digital art, online and social media content, and charts;
- Creates diverse artwork in a variety of media;
- Coordinates specifications;
- Performs diverse art work in a variety of media, including water color, wash, crayon, chalk, airbrush, pen and ink, and pencil;
- Retouches photographs for reproduction;
- Prepares specifications and printing and reproduction requirements for central duplicating and outside vendors;
- Prepares material for use in newspapers, television programs, or special event exhibits;
- Confers with and assists City staff regarding project request.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Associate's Degree or higher in Commercial or Graphic Arts, or a closely related field; **OR** two years of full-time diversified graphic or commercial arts experience which must include type specification and graphic production using both traditional and computerized techniques for offset printing and visual aids; **OR** one year of full-time experience as stated above, **AND** completion of a trade or vocational school certificate program in Commercial or Graphic Arts.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GRAPHIC DESIGN SUPERVISOR - 1489

DEFINITION:

Under direction, to plan, coordinate, and supervise varied and difficult graphic arts projects related to community planning or City-wide activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises and participates in the preparation and illustration of varied graphic arts projects, using both traditional and computerized techniques, such as brochures, booklets, publications, displays, letterheads, maps, layouts for billboards, graphs, signs, digital art, online and social media content, and charts for City-wide community planning or departmental use;
- Makes work assignments;
- Trains and rates the work performance of subordinates;
- Participates in special projects or assignments by preparing materials for use in newspapers, television programs, or special event exhibits;
- Attends meetings of citizens' groups to discuss and recommend methods of presentation for community plans;
- Retouches photographs for reproduction;
- Letters various types of posters, exhibits, and illustrations;
- Coordinates specifications, printing, and reproduction requirements with central duplicating and outside vendors;
- Assures desired results in the most economical way through a broad technical knowledge of graphic arts, tools, equipment, materials, and processes including printing and photography;
- Confers with various departmental personnel regarding assignments.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience in diversified graphic which must include type specification and graphic production using both traditional and computerized techniques for offset printing and visual aids; **OR** one year of full-time experience as stated above, **AND** completion of an Associate's Degree or higher, or Community College Certificate program in Commercial or Graphic arts or closely related field; **OR** two years of full-time experience as

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

stated above, AND completion of a trade or vocational certificate program in Commercial or Graphic Arts.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GROUNDS MAINTENANCE MANAGER - 1642

DEFINITION:

Under direction, to oversee, coordinate, and supervise the work of major park area crews or a major park service support unit engaged in the maintenance, repair, and redevelopment of parks and recreational facilities; to oversee, inspect, and administer grounds maintenance contracts; to plan, direct, and coordinate the City's tree maintenance program; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Consults with superiors to determine general landscaping and grounds and facilities maintenance programs;
- Plans, coordinates, and supervises the work of a major City-wide support unit involved in heavy turf maintenance and hauling functions or mowing and sweeping functions;
- Plans and assigns work to subordinates engaged in park nursery, pest management, City-wide irrigation, facility services, or park redevelopment work;
- Oversees, coordinates, and manages City-wide park forestry and tree maintenance services;
- Coordinates and inspects maintenance work by private contractors and administers contractual services;
- Makes recommendations on payments to contractors;
- Receives, investigates, and resolves complaints;
- Evaluates service requests from the public and lessees;
- Develops cost estimates and service schedules;
- Meets with members of the public to discuss maintenance concerns;
- Makes inspections of park conditions and determines work priorities;
- Assists in budgetary and work program planning;
- Researches the usefulness and cost effectiveness of new equipment and products;
- Approves the requisitioning of equipment and supplies;
- Trains and rates the work performance of subordinates;
- Enforces safety regulations;
- Keeps records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience as a Grounds Maintenance Supervisor with the City of San Diego; **OR** one year full-time experience supervising grounds maintenance functions, which must include at least one of the following: planting and fertilizing lawns, shrubs, trees, and ground covers; pruning trees and shrubs; operating, maintaining, and repairing grounds maintenance equipment; supervising crews responsible for spraying of pesticides; installing, operating, and repairing major irrigation systems; or open space maintenance. Supervisory experience must include responsibility for the full range of supervisory duties including planning and scheduling the work of employees, reviewing/approving timecards, employee selection, training, evaluation, commendations, and discipline. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GROUNDS MAINTENANCE SUPERVISOR - 1470

DEFINITION:

Under direction, to supervise the work of crews engaged in grounds and facilities maintenance functions at the City's major park and cemetery sites, City-wide pest and weed control functions, or City-wide park redevelopment functions; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the planting, pruning, irrigating, and general maintaining of landscaped areas;
- Assigns, schedules, and directs skilled landscape construction and redevelopment functions;
- Inspects areas and facilities for proper maintenance and repair and directs corrective action where necessary;
- Supervises and coordinates City-wide pest management services;
- Receives and issues service requests and assigns work to crews;
- Instructs subordinates on proper safety procedures;
- Estimates labor, materials, and equipment required;
- Assists in oversight of maintenance contracts;
- Requisitions and issues equipment, tools, and materials;
- Directs the more difficult and responsible landscape construction and maintenance functions;
- Trains and rates the work performance of subordinates;
- Carries out daily and long-term work schedules;
- Ensures the proper use and care of equipment, tools, and supplies;
- Investigates and recommends resolutions to public complaints;
- Provides information to the public;
- Keeps records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time paid experience which must include fertilizing and planting lawns, shrubs, trees, and ground covers; pruning trees and shrubs; and renovating lawns, AND operating, maintaining, and rearing grounds maintenance equipment; installing, operating,

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

and repairing major irrigation systems; or installing, inspecting, and repairing playground equipment. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GROUNDS MAINTENANCE WORKER I - 1467

DEFINITION:

Under general supervision, to perform routine grounds maintenance and custodial work at assigned recreation facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Sweeps, scrubs, oils, and polishes floors;
- Dusts and polishes furniture, metal work, and wood work;
- Washes windows and walls;
- Cleans and disinfects restrooms and comfort stations and replenishes custodial supplies;
- Cleans lighting fixtures and replaces bulbs;
- Removes graffiti;
- Cleans and maintains parks, golf courses, campgrounds, and recreational areas by removing weeds, debris, and trash;
- Operates power edgers, weed cutters, electric hedge shears, and vacuum sweepers;
- Operates automatic and manual irrigation systems for watering lawns and other plantings;
- Drives a pick-up truck or other vehicle to job sites with equipment and supplies;
- Edges, waters, mows, prunes, and trims park landscapes, golf courses, lawns, and shrub beds;
- Repairs divot holes and ensure that plugs are placed appropriately;
- Removes weeds by mechanical and manual means;
- Assists in planting and removing of trees, shrubs, flowers, and turf;
- Assists in loading debris and brush into light pickup trucks;
- Moves and arranges furniture and recreational equipment;
- Locks and unlocks gates, windows, and doors;
- Cleans swimming pools and maintains proper water levels;
- Installs memorial markers and assists in interment tasks at Mt. Hope Cemetery;
- Performs routine servicing of equipment and tools used in work;
- Performs minor construction and maintenance work such as the placement and repair of benches and picnic tables;
- Performs daily inspections of assigned areas for safety hazards and reports necessary corrections;
- Prepares reports;
- Provides routine information to the public.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No experience or education is required. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GROUNDS MAINTENANCE WORKER II - 1468

DEFINITION:

Under general supervision, to perform semi-skilled landscape maintenance and custodial maintenance work; to operate small riding lawn mowers, sweepers, and other grounds maintenance equipment of routine operational difficulty; to perform heavy turf maintenance and park renovation duties; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs semi-skilled landscape maintenance and construction work such as pruning, minor grading, soil preparation, and planting;
- Cleans and maintains parks, campgrounds, and recreational areas by removing weeds, debris and trash;
- Cleans and disinfects restrooms and comfort stations at parks and/or recreation centers;
- Maintains custodial supplies and equipment;
- Answers routine questions from the public;
- Fertilizes lawns, shrubs, flowers, and plantings;
- Plants and removes trees, shrubs, flowers, and turf;
- Prepares, lays out, and conditions sports fields for recreational events;
- Moves and arranges furniture and recreational equipment;
- Maintains handball, volleyball, and shuffleboard facilities, swings, slides, horseshoe pits, and other sports areas;
- Installs and maintains benches, picnic facilities, signs, fences, and playground equipment;
- Performs minor construction, maintenance, and painting work, including the removal of graffiti;
- Performs minor maintenance and repair of irrigation systems;
- Operates triplex lawn mowers, lawn sweepers, renovators, aerifiers, sod cutters, hot/high water pressure surface cleaners, rototillers, and other equipment of comparable operational difficulty;
- Mixes and applies pesticides using small hand sprayers and small, powered spray equipment in chemical pest and weed control work;
- Operates pneumatic hammers and a variety of tools in landscape construction functions;
- Drives a pick-up truck or other vehicle to job sites with equipment and supplies;
- Loads debris and brush into pickup trucks;
- Performs daily inspections of assigned areas for safety hazards and reports necessary corrections;
- Reports necessary repairs and significant maintenance needs outside of scope of grounds maintenance work to supervisors and others;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Assists in internment tasks at Mt. Hope Cemetery;
- May lead the work of subordinate personnel, including probation and/or workfare workers, in the more routine and simple grounds maintenance and custodial work;
- Services and makes minor repairs of equipment used;
- Keeps routine records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of paid experience in grounds maintenance work which must include the fertilizing and planting of turf, shrubs, trees, and ground covers, and pruning trees and shrubs. Qualifying experience must also include one of the following: operation and maintenance or repair of grounds maintenance equipment; operation and minor repair or installation of irrigation systems; or inspection and maintenance or repair of playground equipment; **OR** a combination of one year of paid experience in grounds maintenance work and building/facility maintenance work which must include a minimum of eight months grounds maintenance work as specified above. Qualifying building/facility maintenance experience must include all of the following: cleaning, stripping, buffing, and waxing floors; cleaning walls, windows, and office furniture; and cleaning and disinfecting restrooms and comfort stations. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
GROUNDNS MAINTENANCE WORKER III - 1469

DEFINITION:

Under general supervision, to lead and assist a crew involved in landscape maintenance and facility maintenance at the City's major park sites or major City-wide park renovation and redevelopment projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Leads and participates in the work of crews engaged in landscape construction and maintenance of grounds, buildings, and recreational facilities;
- Leads and assists a support unit crew in City-wide park renovation and redevelopment projects;
- Performs heavy turf maintenance duties and operates small farm and garden type tractors used for loading, grading, fertilizing, and towing grounds maintenance equipment;
- Operates pneumatic hammers, chain saws, sod cutters, weed cutters, roto-tillers, renovators, spreaders, and comparable equipment;
- Performs seeding and planting of trees and shrubs;
- Repairs and installs park facilities;
- Performs erosion control of slopes, banks, canyons, and trails involving minor grading, backfilling, and shoring duties;
- Keeps records and maintains logs of work in process;
- Makes requests for repair services and additional supplies;
- Performs internment tasks at Mt. Hope Cemetery;
- Assists in reviewing time cards, mileage cards, and production reports;
- Assists in training subordinates;
- Makes routine repairs to equipment used;
- Provides information to the public.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience planting, fertilizing, and cultivating trees, lawns, and shrubs and performing general grounds maintenance work involving the operation and maintenance of grounds equipment; **OR** one year of full-time experience as a Grounds

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Maintenance Worker II with the City of San Diego. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
HAZARDOUS MATERIALS INSPECTOR I - 1526

DEFINITION:

Under general supervision, in a training capacity, to perform the less complex inspection and coordination of the proper storage, use, and disposal of hazardous materials at City facilities; to check commercial refuse loads at a public landfill for unauthorized materials; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists City departments in conforming to Federal, State, and County regulations regarding the appropriate storage, use, and disposal of a variety of chemical substances;
- Explains and interprets codes and regulations related to hazardous materials;
- Audits City facilities to determine the type and amount of hazardous materials stored, discharged into the sewer, or disposed of as hazardous waste;
- Identifies existing or potential operational problems related to hazardous materials use, storage, or disposal;
- Proposes waste minimization alternatives to reduce the need for hazardous materials purchase or disposal;
- Assists in providing technical direction in the identification, purchase, and disposal of hazardous materials;
- Assists in developing facility business plans outlining emergency response measures, location of facility operations, chemical storage, and amounts of types of chemicals stored and used;
- Works at residential hazardous materials events to collect and properly dispose of household hazardous waste;
- At a public landfill, inspects loads of refuse haulers for unauthorized materials;
- Directs unacceptable materials to recycling facilities;
- Contacts appropriately licensed haulers to coordinate the removal of hazardous materials;
- Holds potentially dangerous materials for inspection by County agencies or Combustible, Explosive, and Dangerous Materials (CEDMAT) Inspectors;
- Conducts follow-up contacts with waste haulers and industrial waste generators to obtain voluntary compliance for properly disposing of materials;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Chemical Engineering, Environmental Engineering, Sanitary Engineering, Environmental Health, Industrial Hygiene, Chemistry, Biology, or a closely related field, **AND** one year of full-time experience in one of the following areas: 1) Investigative/inspection experience including inspecting and investigating hazardous materials and waste management practices for conformance with laws and regulations. Job experience may include hazardous waste sampling, storage, testing, packaging, and manifesting of hazardous waste; knowledge of regulations contained in CCR Title 22, 40 CFR, 49 CFR, and Health and Safety Code Division 20, Chapter 6.5; site inspections and report preparation; regulatory compliance experience related to UST and AST systems; and/or conducting hazardous material training activities. 2) Management of household hazardous waste experience including coordinating and managing community collection events or permanent centers; testing materials collected through a household hazardous waste or load check program; identifying, confirming, and categorizing chemical waste, and packaging and manifesting waste received; and knowledge of regulations contained in CCR Title 22, 40 CFR, 49 CFR, and Health and Safety Code Division 20, Chapter 6.5. 3) Environmental control experience including storm water, pesticide site assessment, and/or air pollution control management with job duties including inspection and sampling, reporting, process design, knowledge of regulations, training, and program implementation. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

HAZARDOUS MATERIALS INSPECTOR II - 1527

DEFINITION:

Under general supervision, to perform journey-level inspection and coordination of the proper storage, use, and disposal of hazardous materials at City facilities; to check commercial refuse loads at a public landfill for unauthorized materials; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists City departments in conforming to Federal, State, and County regulations regarding the appropriate storage, use, and disposal of a variety of chemical substances;
- Explains and interprets codes and regulations related to hazardous materials;
- Audits City facilities to determine the type and amount of hazardous materials stored, discharged into the sewer, or disposed of as hazardous waste;
- Identifies existing or potential operational problems related to hazardous materials use, storage, or disposal;
- Proposes waste minimization alternatives to reduce the need for hazardous materials purchase or disposal;
- Provides technical direction in the identification, purchase, and disposal of hazardous materials;
- Develops facility business plans outlining emergency response measures, location of facility operations, chemical storage, and amounts of types of chemicals stored and used;
- Trains City employees on hazardous materials requirements;
- Coordinates and works at residential hazardous materials events to collect and properly dispose of household hazardous waste;
- Tests, identifies, categorizes, manifests, and packages waste received through household hazardous waste or load check programs;
- At a public landfill, inspects loads of refuse haulers for unauthorized materials;
- Determines and performs appropriate waste sampling protocols;
- Diagrams field sites;
- Directs unacceptable materials to recycling facilities;
- Contacts appropriately licensed haulers to coordinate the removal of hazardous materials;
- Holds potentially dangerous materials for inspection by County agencies or Combustible, Explosive, and Dangerous Materials (CEDMAT) Inspectors;
- Conducts follow-up contacts with waste haulers and industrial waste generators to obtain voluntary compliance for properly disposing of materials;
- Performs related work.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Chemical Engineering, Environmental Engineering, Sanitary Engineering, Environmental Health, Industrial Hygiene, Chemistry, Biology, or a closely related field; **AND** two years of full-time experience in one of the following areas: one year of professional level experience with hazardous waste, universal waste, or recyclable waste in one or more of the areas listed: 1) Investigative/inspection experience including inspecting and investigating hazardous materials and waste management practices for conformance with laws and regulations. Job experience may include hazardous waste sampling, storage, testing, packaging, and manifesting of hazardous waste; knowledge of regulations contained in CCR Title 22, 40 CFR, 49 CFR, and Health and Safety Code Division 20, Chapter 6.5; site inspections and report preparation; regulatory compliance experience related to UST and AST systems; and/or conducting hazardous material training activities. 2) Management of household hazardous waste experience including coordinating and managing community collection events or permanent centers; testing materials collected through a household hazardous waste or load check program; identifying, confirming, and categorizing chemical waste, and packaging and manifesting waste received; and knowledge of regulations contained in CCR Title 22, 40 CFR, 49 CFR, and Health and Safety Code Division 20, Chapter 6.5. 3) Environmental control experience including storm water, pesticide site assessment and/or air pollution control management with job duties including inspection and sampling, reporting, process design, knowledge of regulations, training, and program implementation. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

HAZARDOUS MATERIALS INSPECTOR III - 1544

DEFINITION:

Under direction, to lead the work of a professional staff engaged in hazardous materials inspection, investigation, enforcement, or other regulatory activities; to perform the more difficult technical hazardous materials work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Coordinates and leads the work of a staff performing hazardous materials compliance, enforcement inspections, or hazardous materials projects;
- Identifies existing or potential operations problems that may lead to hazardous materials storage, use, or disposal problems;
- Conducts and leads the inspection of the most complex City operations and hazardous materials storage and use sites;
- Reviews and coordinates special investigations;
- Reviews and coordinates the self-monitoring program;
- Performs initial screening of fact sheets;
- Assists in developing and implementing mandated programs and sub-programs;
- Conducts review of hazardous materials laboratory test data;
- Leads activities to identify and package hazardous waste to ensure compliance with regulations;
- Assists in the development of enforcement procedures and actions;
- Reviews environmental site assessment reports associated with construction projects and provide contractual language related to hazardous waste;
- Assists with investigation and enforcement actions;
- Assists with developing program budget;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Chemical Engineering, Environmental Engineering, Sanitary Engineering, Environmental Health, Industrial Hygiene, Chemistry, Biology, or a closely related field; **AND** three years of full-time experience in one of the following areas: one year of professional level experience with hazardous waste, universal waste, or recyclable waste in one or more of the areas listed: 1) Investigative/inspection

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

experience including inspecting and investigating hazardous materials and waste management practices for conformance with laws and regulations. Job experience should include hazardous waste sampling, storage, testing, packaging, and manifesting of hazardous waste; knowledge of regulations contained in CCR Title 22, 40 CFR, 49 CFR, and Health and Safety Code Division 20, Chapter 6.5; site inspections and report preparation; and/or conducting hazardous material training activities. 2) Management of household hazardous waste experience including coordinating and managing community collection events or permanent centers; testing materials collected through a household hazardous waste or load check program; identifying, confirming, and categorizing chemical waste, and packaging and manifesting waste received; and knowledge of regulations contained in CCR Title 22, 40 CFR, 49 CFR, and Health and Safety Code Division 20, Chapter 6.5. 3) Environmental control experience including storm water, pesticide site assessment and/or air pollution control management with job duties including inspection and sampling, reporting, process design, knowledge of regulations, training, and program implementation. 4) Hazardous materials/environmental management experience including contract management and technical oversight of hazardous waste disposal contracts to include budget and invoice management, report writing, oversight of compliance with contract terms and conditions, public or client interactions, and/or grant management and technical oversight of the collection of hazardous waste to include budget management, invoice or reimbursement requests; report writing to grantor and clients; oversight of compliance with grant contract terms and conditions; and public or client interactions. Knowledge of regulations contained in CCR Title 22, 40 CFR, 49 CFR, and Health and Safety Code Division 20, Chapter 6.5 where necessary to complete contractor or grant activities. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

HAZARDOUS MATERIALS/PRETREATMENT TRAINEE - 1524

DEFINITION:

Under immediate supervision, in a training capacity, to perform entry level work in 1) the permit inspection of industrial and commercial establishments discharging waste into the City's sewer systems and storm drains, 2) the inspection and coordination of the use, storage, and disposal of hazardous materials at City facilities, or 3) the inspection of commercial refuse loads at a public landfill for unauthorized materials; and to perform related work.

* EXAMPLES OF DUTIES:

1) As a wastewater pretreatment inspector:

- Inspects, classifies, and evaluates industrial and commercial processes to determine the type and amount of industrial waste being discharged into the sewer system and determines compliance with federal, state, and local sewer discharge standards;
- Performs water audits;
- Observes industrial work flow processes to understand chemical and water uses, distribution, and disposal;
- Determines the appropriateness of a variety of wastewater discharge pretreatment systems and protocols;
- Identifies industrial waste problems with manufacturing processes, wastewater pretreatment systems, and operational techniques;
- Draws schematics of field sites and industrial processes;
- Drafts staff reports, Notice of Violation, Compliance Orders, and Penalty Orders;
- Recommends chemicals and other constituents to be tested for, sampling schedules and locations, monitoring requirements, and other permit parameters;
- Explains discharge regulations to the industry and determines facility-specific industrial and commercial sewer billing rates;
- Provides outreach and education to regulated industries;
- Conducts research to gather information regarding water consumption, environmental regulations, and lab analysis history.

2) As a hazardous materials inspector:

- Assists City departments in conforming to Federal, State, and County regulations regarding the appropriate storage, use, and disposal of a variety of chemical substances;
- Conducts or oversees site assessment and mitigation activities;
- Performs internal inspections at City operated facilities and work sites;
- Attends, facilities, and documents facility inspections performed by outside regulatory agencies;
- Identifies noncompliance issues and prepares/executes a plan for compliance;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Explains and interprets codes and regulations related to hazardous materials;
- Audits City facilities to determine the type and amount of hazardous materials stored, discharged into the sewer, or disposed as hazardous waste;
- Assists in developing waste minimization proposals;
- Provides technical direction in the identification, purchase, and disposal of hazardous materials;
- Assists in developing business plans outlining emergency response measures, locations of facility operations, and chemicals used and stored;
- Inspects loads of commercial refuse haulers for unauthorized materials and directs unacceptable materials to recycling facilities;
- Investigates illegal disposal of hazardous waste and conducts appropriate enforcement actions, including issuing notice of violation to landfill customers;
- Determines appropriate waste sampling protocols;
- Contacts licensed haulers to coordinate the removal of dangerous materials;
- Holds potentially dangerous materials for inspection by County agencies or Fire Department Combustible, Explosive, and Dangerous Materials (CEDMAT) Inspectors;
- Conducts follow-up contacts with waste haulers and industrial waste generators to obtain voluntary compliance for properly disposing of materials.

3) As a storm water inspector:

- Inspects and enforces of storm water regulations;
- Inspects, evaluates, and enforces Best Management Practices (BMPs) for industrial and commercial businesses;
- Inspects industrial/commercial businesses and residences for proper maintenance of Permanent Structural BMPs;
- Conducts outreach to educate business owners and citizens regarding pollution prevention, BMPs, and storm water regulations;
- Performs enforcement actions;
- Writes technical reports;
- Utilizes databases and spreadsheets for report generation and datastorage/retrieval.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Chemistry, Industrial Hygiene, Chemical Engineering, Environmental Engineering, Biology, Environmental Science, or a closely related degree. Individuals applying with a closely related degree must have completed at least 18 semester/27 quarter units of college-level chemistry course work that must include lecture and laboratory classes in both organic and general chemistry. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

HAZARDOUS MATERIALS PROGRAM MANAGER - 1500

DEFINITION:

Under direction, to plan, coordinate, and direct City-wide hazardous materials management and household hazardous waste programs; to direct and supervise personnel in the performance of professional level hazardous materials management work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Ensures City compliance with a variety of Federal, State, and local regulations regarding the storage, use, and disposal of a wide variety of industrial and consumer chemicals and compounds;
- Supervises the development of handling and disposal procedures and regulations;
- Reviews hazardous materials legislation for impact on City operations and services;
- Serves as a technical reference source and advisor to other City departments and management;
- Acts as the City's liaison to regulatory agencies and others on hazardous materials issues;
- Develops City-wide employee hazardous materials training programs;
- Develops educational materials, activities, and programs pertaining to hazardous materials and hazardous wastes;
- Oversees the household hazardous waste transfer facility and related programs;
- Supervises professional level industrial waste inspectors responsible for the coordination and development of individual facility management plans, emergency response and contingency plans, and coordinating individual disposal operations;
- Conducts mandated training classes.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Chemical Engineering, Environmental Engineering, Sanitary Engineering, Environmental Health, Industrial Hygiene, Chemistry, Biology, or a closely related field; **AND** four years of full-time professional level experience managing a City-wide hazardous materials program, which include one year at the lead or supervisory level.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
HEAVY TRUCK DRIVER I - 1513

DEFINITION:

Under general supervision, to drive a single unit two or three axle truck with a rated capacity of at least five tons; to drive a vehicle where the trailer towed has a gross vehicle weight of less than 10,000 lbs.; to assist in loading and unloading trucks; to perform construction and maintenance work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Drives a truck engaged in hauling materials and supplies;
- May operate tank trucks in hauling water or sprinkling streets;
- Spreads gravel and materials on roads;
- Dumps loads; acts as swamper in loading and unloading;
- Assists in loading and unloading trucks using a loader or similar equipment, including refuse barrels from City beaches and parks;
- Picks up and delivers supplies and personnel as directed;
- Patches roads, cleans culverts, cuts brush, and performs unskilled construction and maintenance work;
- Performs pre-trip inspections;
- Performs minor servicing and maintenance on assigned equipment;
- Keeps mileage and service records;
- May operate a two-way radio.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required. Possession of a valid California Class A or Class B Driver's License, AND a California Department of Motor Vehicles Certificate (DMV) medical certificate dated within the last two years are required at the time of application.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
HEAVY TRUCK DRIVER II - 1512

DEFINITION:

Under general supervision, to drive heavy truck/trailer combination vehicles where the trailer towed has a gross vehicle weight of over 6,000 lbs to assist in loading and unloading trucks; to perform construction and maintenance work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Drives a truck and trailer combination engaged in hauling materials and supplies;
- Spreads gravel and materials on roads;
- Dumps and loads;
- Picks up and delivers supplies and personnel as directed;
- Patches roads, cleans culverts, performs minor concrete patching, and other routine unskilled construction and maintenance work;
- Performs minor servicing and maintenance on assigned equipment;
- May operate a two-way radio;
- Completes mileage and driver's inspection reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience operating vehicles requiring a Class A or Class B California Driver's license; **OR** six months of full-time experience operating construction equipment such as loaders, graders, bulldozers, backhoes, and other similar heavy equipment. Possession of a valid California Class A or Class B Driver's License, AND a California Department of Motor Vehicles Certificate (DMV) medical certificate dated within the last two years are required at the time of application.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
HELICOPTER MECHANIC - 1459

DEFINITION:

Under general direction, to perform complex maintenance and service of aircrafts and systems operated by the City of San Diego to include inspecting, maintaining, repairing, and overhauling helicopters; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs skilled and technical work including inspecting, repairing, overhauling, maintaining, servicing, and cleaning helicopters and ground support equipment;
- Performs scheduled and unscheduled maintenance of helicopters and specialized equipment;
- Examines and interprets information received from pilots and/or from tests to make adjustments and/or repairs to aircrafts;
- Troubleshoots identified problems; initiates corrective measures; verifies the resolution of problems;
- Fuels helicopters both on-site and off-site;
- Reads and follows manufacture maintenance technical manuals, approved aircraft inspection programs, and Federal Aviation Association (FAA) airworthiness directives for the inspection, maintenance and repair activities of City helicopters;
- Coordinates the ordering of parts and components; removes and replaces small and large components;
- Tracks component service life limits (time); inspects or overhauls equipment based on pre-determined limits/calendars utilizing computerized record keeping and component record cards;
- Schedules overhauls and maintains aircraft records;
- Maintains and coordinates calibration of all tools and test equipment;
- Returns aircrafts to service;
- Performs daily inspections of airframe, engines and all specialized equipment to include, but not limited to, recue hoists, firefighting tank and hover fill system and forward looking infrared camera system (FLIR);
- Performs engine compressor washing in accordance with engine manufacturer maintenance manuals;
- Attends aircraft and engine manufacturer training and maintenance manager conferences;
- Maintains aircraft and parts inventory, records, and tools.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

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recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Five years of full-time experience maintaining and repairing Bell 212/412 and/or AIRBUS AS350 helicopters, which MUST include three years of full-time helicopter field maintenance. Two years of the five years must have been as an aircraft mechanic charged with completing major and minor repairs to return aircraft to service. Must possess a valid Federal Aviation Administration (FAA) Airframe and Power Plant Mechanic's license. Possession of a valid California Class C Driver License.

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

HORTICULTURIST

DEFINITION:

Under direction, to manage a specialized park maintenance program and to serve as the department's expert in a specialized area such as Arboriculture, Botanical or Ornamental Horticulture, Nursery and Pest Management, Golf Course or Park Redevelopment and Maintenance or Water Conservation; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates and implements a park maintenance program in a specialized area such as forestry or tree maintenance, park nursery, pest management, park redevelopment, or water conservation;
- Serves as a liaison and provides technical guidance and expertise within the area of specialization to supervisors, subordinates, and other City departments;
- Supervises and coordinates the work of street tree maintenance crews, major park crews, or a major park service support unit engaged in the maintenance, repair and redevelopment of street trees, park, or golf course facilities;
- Administers and inspects the work of private contractors;
- Writes contract specifications;
- Conducts inspections of park conditions and determines work priorities;
- Assists in budgetary and horticulture program planning;
- Evaluates maintenance programs and recommends modifications;
- Researches the usefulness and cost effectiveness of new equipment, products and water conservation methods and devices;
- Prepares correspondence and reports;
- Trains, evaluates and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduate with a Bachelor's degree in Horticulture or a closely related field; **AND** two years of professional street tree management, park maintenance, or nursery management experience. Qualifying experience must include planning, coordination, or management of one of the following: Water Conservation Programs; Golf Course or Park Redevelopment and Maintenance; Nursery Development and Pest Management; Arboriculture; or Botanical or Ornamental Horticulture.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
HOUSING INSPECTOR I - 1164

DEFINITION:

Under general supervision, to perform inspection work on new and existing residential structures or mobile homes; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects residential structures and mobile homes for compliance to City and State building and housing codes and regulations;
- Investigates complaints or code violations;
- Prepares reports;
- Obtains evidence;
- Reviews mobile home park construction plans and approves permits;
- Maintains records;
- Prepares correction notices to property owners, tenants, and contractors;
- Checks for conformance with zoning laws;
- Meets with property owners, tenants, and contractors to discuss or explain specific corrections.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing combination and/or housing inspections of residential and mobile home parks for a government agency or regulatory agency.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
HOUSING INSPECTOR II - 1165

DEFINITION:

Under general supervision, to perform skilled and difficult inspection work on new and existing residential structures or mobile homes; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Housing Inspector series. Employees in this class are expected to perform the full range of duties with only occasional instruction or assistance as new or unusual situations occur. Positions classified at this level may be underfilled with Housing Inspector I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Inspects residential structures and mobile homes for compliance to City and State building and housing codes and regulations;
- Investigates complaints or code violations;
- Prepares reports;
- Obtains evidence;
- Reviews mobile home park construction plans and approves permits;
- Maintains records;
- Prepares correction notices to property owners, tenants, and contractors;
- Checks for conformance with zoning laws;
- Meets with property owners, tenants, and contractors to discuss or explain specific corrections;
- Reviews construction, repair, replacement, installation, and repair plans.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing combination and/or housing inspections of residential and mobile home parks for a government agency or regulatory agency, at a level equivalent to a Housing Inspector I with the City of San Diego.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
HVACR TECHNICIAN - 1810

NOTE: formerly Refrigeration Mechanic

DEFINITION:

Under general supervision, to perform skilled installation, maintenance and repair work on heating, refrigeration, ventilating, air-conditioning, and combined heating, ventilating, and air-conditioning equipment and systems; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Installs, maintains, and repairs heating, ventilating, air conditioning, refrigeration, and pneumatic systems, including air conditioning systems of up to 600 tons capacity, steam and water boilers, and combined heating, ventilating, and air-conditioning equipment and components;
- Installs and repairs automatic and electrical control systems;
- Performs electrical and mechanical tests;
- Installs, maintains, and repairs portable air-conditioning and heat pump units;
- Oils, cleans, adjusts, calibrates, overhauls, and repairs motors, starters, controls, sensors, condensers, compressors, related pumps and similar equipment;
- Detects and repairs leaks in pipes and valves;
- Disassembles and inspects parts such as valves, springs, brushes, and connectors;
- Uses hand tools such as wrenches, pliers, pipe threading and cutting tools to repair faulty piping, packing, valve or pipe couplings;
- Applies productivity time guidelines and other required data to work repair forms, as directed;
- Reads and interprets blueprints, plans, and diagrams;
- Estimates time and materials;
- Maintains repair, inventory, and other computerized records;
- Prepares reports;
- Uses shop tools and machinery;
- Replaces filters;
- Estimates repair costs and requisitions materials;
- Drives assigned vehicles;
- Trains and leads the work of apprentices and assigned personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a State-accredited four or five-year Refrigeration and Air Conditioning Mechanic or Heating, Ventilating, Air Conditioning Technician Apprenticeship Program; **OR** four years of full-time experience performing work as a journey-level Heating, Ventilating, and Air Conditioning Technician. Qualifying experience must include installing, maintaining, and repairing the following: refrigeration; ventilating; and combined heating, ventilating, and air condition (HVAC) systems. Air conditioning systems must meet capacities of five tons or more to qualify; **OR** an equivalent combination of experience and apprenticeship training as specified above that equals four years. Possession of a valid U.S. Environmental Protection Agency Program approved Chlorofluorocarbon (CFC) Certificate. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

HEATING, VENTILATING, AND AIR CONDITIONING SUPERVISOR - 1511

DEFINITION:

Under direction, to plan and supervise the work of skilled Senior HVACR Technicians, HVACR Technicians, apprentices, and others engaged in heating, ventilating, and air conditioning work; and to perform related work.

* EXAMPLES OF DUTIES:

- Plans, schedules, assigns, reviews, and participates in the work of subordinate staff and others in the installation, repair, and maintenance of heating, ventilating, and air conditioning equipment;
- Plans and designs heating, ventilating, and air conditioning installations;
- Inspects heating, ventilating, and air conditioning work under construction and upon completion to ensure compliance with specifications;
- Reviews plans and specifications to determine material needs;
- Orders supplies and materials;
- Prepares cost estimates;
- Plans and implements a heating, ventilating, and air conditioning preventative maintenance program;
- Enforces safety regulations;
- Keeps records and prepares reports;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a state-accredited four or five-year Heating, Ventilating, Air Conditioning, and Refrigeration (HVACR) Apprenticeship Program, **AND** two years of full-time journey-level experience performing skilled installation, maintenance, and repair work on heating, ventilating, and air conditioning systems; **OR** six years of full-time experience in all phases of work as a journey-level HVACR Technician. Qualifying experience must include installing, maintaining, and repairing heating, ventilating, and air conditioning systems; **OR** an equivalent combination of experience and apprenticeship training as specified above that equals six years; **AND** one year of supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline, **OR** test

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

of Supervisory Ability (TSA) for City of San Diego employees Ability (TSA). Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
HYDROGRAPHY AIDE - 1520

DEFINITION:

Under general supervision, to maintain complex hydrographic records of water consumption and storage for the City's reservoirs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Calculates and summarizes daily, weekly, monthly, and annual water consumption and storage data for the City's reservoirs using standard mathematical formulas, conversion tables, probability curves, and coefficients;
- Provides and explains water level and consumption information to the media, public, and other agencies;
- Verifies water usage charges from the County Water Authority;
- Calculates monthly water usage and storage volumes of various water districts in San Diego County for billing purposes;
- Enters and prints hydrographic data using a computer in order to generate various statistical reports;
- Reviews statistical summaries for accuracy, identifies and corrects errors in raw data, and modifies statistical data in order to maintain accurate interrelationships between various hydrologic measures such as rainfall, rain-on-surface, and run-off;
- Converts hydrologic measurements to various units such as million gallons, acre feet, and hundred acre feet using standard mathematical conversion formulas.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time subprofessional engineering experience, which includes six months experience calculating and summarizing complex hydrographic records on water consumption and storage; **OR** one year of full-time accounting experience, which includes six months calculating and summarizing complex computer database records such as Excel, Access, and Sewer and Water Infrastructure Management (SWIM); **OR** two years of full-time experience in calculating and summarizing complex computer database records such as Excel, Access, SWIM, and other database applications.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

INFORMATION SYSTEMS ADMINISTRATOR - 1243

DEFINITION:

Under direction, to supervise a large professional information systems staff responsible for developing, testing, implementing, and modifying a wide variety of complex distributed information systems in a large division or department; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Information Systems Administrator is typically a second-level supervisor over one or more Information Systems Analyst IV positions who in turn supervise a large professional staff of technical specialists and numerous outside vendors. The technical complexity, number, and cost of the systems being implemented exceeds those in departments where Information Systems Analyst IV positions are assigned supervision of the information systems functions. This classification utilizes a high level of specialized technical knowledge to manage multiple and distinct information systems projects which impact virtually all functional areas of a large division or department.

*** EXAMPLES OF DUTIES:**

- Manages the acquisition, development, implementation, and on-going maintenance of information systems through subordinate supervisors;
- Directs the review and evaluation of a variety of requests to automate manual procedures;
- Evaluates recommendations of subordinates justifying and prioritizing new systems and applications development and budgets accordingly;
- Directs the testing, implementation, and integration of department information systems;
- Develops department or division-wide information systems policy in consultation with information technology;
- Align departments information technology objectives and processes with City information technology governance processes and the Department of Information Technology;
- Participates in many technical decisions as to the best approach in solving information system needs within the department;
- Prepares and presents reports and budget information;
- Trains and rates the performance of subordinates.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** five years of full-time professional-level information systems planning management experience (within the last 8 years). Two years of qualifying experience must be at a level equivalent to the City of San Diego's classification of Information Systems Analyst IV (a position that supervises professional information systems staff responsible for implementing and modifying a wide variety of complex distributed information systems). Qualifying experience must include all of the following: managing the acquisition, implementation, maintenance, and ongoing support of complex information systems for a large organization; developing and administering department IT policies and processes; developing and administering IT budgets; developing requests for proposals (RFP's); and supervising professional IT staff responsible for large scale distributed computing systems. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
INFORMATION SYSTEMS ANALYST I - 1151

Note: formerly ASSISTANT DATA SYSTEMS COORDINATOR

DEFINITION:

Under general supervision, to coordinate the development, testing, implementation, and modification of department information systems of average complexity utilizing in-house staff or private computer vendors as resources; to provide hardware/software technical support to end users in the day-to-day operation of systems of average complexity; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class in the Information Systems Analyst series. Most positions are classified at the Information Systems Analyst II level, which is the fully experienced or journey-level class. In a training capacity, positions may be underfilled with Information Systems Analyst I in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Information Systems Analyst II, in that Information Systems Analyst I typically design, implement, and maintain automated information systems of a narrower scope and receive more direction and guidance in their assignments.

*** EXAMPLES OF DUTIES:**

- In a training capacity, reviews and evaluates requests to automate manual procedures;
- Provides hardware/software technical support to end users in the day-to-day operation of systems;
- Defines user requirements;
- Assists in and prepares cost/benefit analyses for new systems to be developed;
- Justifies and prioritizes new system development and/or software and hardware enhancements to existing systems;
- Analyzes the impact of new automation on existing systems;
- Coordinates and participates in the analysis, design, implementation, and integration of new systems and applications;
- Performs business process analysis and modeling;
- Develops minor computer applications using various generation programming languages or off-the-shelf software;
- Reviews and recommends changes in existing and proposed systems to reduce duplication of effort, resolve conflicts in system requirements, and broaden the potential application of systems;
- Compiles and maintains system documentation;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Identifies system malfunctions and recommends and coordinates their resolution;
- Generates a variety of specialized statistical and operational reports as requested;
- Provides technical interpretation to department management and operational interpretation to staff and private computer vendors;
- Develops and provides procedures training to user personnel;
- Prepares, monitors, and analyzes the department's data processing budget;
- Reviews new technology to determine suitability for department use;
- Represents the department on technical committees;
- Maintains records and prepares reports;
- May supervise technical support personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** one year of recent full-time information management experience (within the last five years) which must include as primary job functions all of the following: information systems management, systems problem solving, systems design and analysis, and providing technical assistance to others on major computer systems which are run on a variety of platforms. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
INFORMATION SYSTEMS ANALYST II - 1348

NOTE: formerly DATA SYSTEMS COORDINATOR

DEFINITION:

Under direction, at the journey-level, to coordinate the development, testing, implementation, and modification of complex department information systems utilizing in-house staff or private computer vendors as resources; to provide hardware/software technical support to end users in the day-to-day operation of systems; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Information Systems Analyst series. Employees in this class are expected to perform their duties with only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department. Positions classified at this level may be underfilled with a Management Trainee, Information Systems Technician, or Information Systems Analyst I in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Reviews and evaluates requests to automate manual procedures;
- Provides hardware/software technical support to end-users in the day-to-day operation of systems;
- Defines user requirements and prepares cost/benefit analyses for new systems to be developed;
- Justifies and prioritizes new system development and/or software and hardware enhancements to existing systems;
- Analyzes the impact of new automation on existing systems;
- Performs research to identify hardware and/or software capable of meeting a requirements specification;
- Coordinates and participates in the analysis, design, implementation, and integration of new systems and applications;
- Reviews and recommends changes in existing and proposed systems to reduce duplication of effort, resolve conflicts in system requirements, and broaden the potential application of systems;
- Compiles and maintains system documentation;
- Identifies system malfunctions and recommends and coordinates their resolution;
- Generates a variety of specialized statistical and operational reports as requested;
- Participates in developing the goals, objectives, and service delivery plans for information systems programs within the department;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Provides technical interpretation to department management and operational interpretation to staff and private computer vendors;
- Performs business process analysis and modeling;
- Develops and provides hardware and applications training to user personnel;
- Prepares, monitors, and analyzes the department's data processing budget;
- Reviews new technology to determine suitability for department use;
- Represents the department on technical committees;
- Maintains records and prepares reports;
- May supervise technical support personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** two years of full-time professional-level information systems planning management experience (within the last five years). Qualifying experience must include all of the following: information systems management; information systems problem-solving; information systems design and analysis; and providing technical assistance to others on major computer systems which run on a variety of platforms. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
INFORMATION SYSTEMS ANALYST III - 1349

NOTE: formerly SENIOR DATA SYSTEMS COORDINATOR

DEFINITION:

Under direction, to coordinate the development, testing, implementation, and modification of the most complex department information systems utilizing in-house staff or private computer vendors as resources; to provide hardware/software technical support to end users in the day-to-day operation of systems; to lead the activities of other professional and sub-professional information systems personnel; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey/lead classification in the Information Systems Analyst series. This class is distinguished from Information Systems Analyst II and Information Systems Analyst I in that Information Systems Analyst IIIs are responsible for performing the most complex and responsible automated information system work, and/or for leading the activities of professional data systems staff. Positions not performing lead duties are expected to be technical specialists in a range of complex customized applications which may span several distinct hardware platforms or operating systems. Reliance on outside technical expertise or resources is more limited than at the journey-level.

*** EXAMPLES OF DUTIES:**

- Reviews and evaluates a wide variety of requests to automate manual procedures;
- Provides hardware/software technical support to end-users in the day-to-day operation of systems;
- Defines user requirements for a large number of unrelated functions;
- Performs cost/benefit analysis for new systems to be developed;
- Justifies and prioritizes system development and/or software and hardware enhancements;
- Analyzes the impact of new automation on existing systems;
- Performs research to identify hardware and/or software capable of meeting a requirements specification;
- Coordinates and participates in the analysis, design, and implementation of new systems;
- Ensures the integration of new systems with other department and City-wide systems;
- Reviews and recommends changes in existing and proposed systems to reduce duplication of effort, resolve conflicts in system requirements, and broaden the potential application of systems;
- Compiles and maintains system documentation;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Troubleshoots problems on the most complex information customized hardware and software, and recommends and coordinates their resolution;
- Generates a variety of specialized statistical and operational reports as requested;
- Participates in the development of the goals, objectives, and service delivery plans for information systems programs within the department;
- Provides technical interpretation to department management and operational interpretation to staff and private computer vendors to resolve complex systems/procedures problems;
- Coordinates the development of hardware and applications training programs;
- Prepares, monitors, and analyzes the department's data processing budget;
- Reviews new technology to determine suitability for department use;
- Represents the department on a variety of committees;
- Performs business process analysis and modeling;
- Leads the work of professional personnel including outside vendors and may supervise sub-professional technical and support personnel in a variety of information systems activities;
- Maintains files and records;
- Prepares and presents reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** three years of full-time professional-level information systems planning management experience (within the last six years). One year of qualifying experience must be at a level equivalent to an Information Systems Analyst II with the City of San Diego (a position that coordinates the development, testing, implementation, and modification of complex department information systems; provides hardware/software technical support to end users in the day-to-day operation of systems; and supervises technical support personnel). Qualifying experience must include all of the following: information systems management; information systems procurement; information systems project management; business process analysis and modeling; providing technical assistance to users on major computer systems; and evaluating and analyzing organizational, procedural, and cost information to provide recommendations for the development or modification of business systems.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
INFORMATION SYSTEMS ANALYST IV - 1926

NOTE: formerly SUPERVISING DATA SYSTEMS COORDINATOR

DEFINITION:

Under direction, to supervise professional information systems personnel responsible for developing, testing, implementing, and modifying a wide variety of complex distributed information systems; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Manages the acquisition, development, implementation, and on-going maintenance of information systems;
- Provides hardware/software technical support to end-users in the day-to-day operation of systems;
- Directs the review and evaluation of a variety of requests to automate manual procedures;
- Evaluates recommendations of subordinates justifying and prioritizing new systems and applications development and/or software and hardware enhancements;
- Performs research to identify hardware and/or software capable of meeting a requirements specification;
- Directs the testing, implementation, and integration of data systems;
- Coordinates the generation of specialized statistical and operational reports;
- Develops department data processing policies and procedures;
- Establishes automation goals and service delivery plans that are consistent with department objectives and develops related policies;
- Performs business process analysis and modeling;
- Ensures the proper development and integration of new systems within the department;
- Serves as the department representative on City-wide and inter-agency committees;
- May manage outside vendor and consultant staff;
- May participate in the most complex system analysis, design, testing, and implementation work;
- Prepares and presents reports;
- Trains and rates the performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** four years of recent full-time professional level information systems planning management experience (within the last 6 years). Two years of qualifying experience must be at a level equivalent to the City of San Diego's classification of Information Systems Analyst II (a position that coordinates the development, testing, implementation, and modification of complex department information systems; provides hardware/software technical support to end-users in the day-to-day operation of systems; and supervises technical support personnel). Qualifying experience must include all of the following: information systems management; information systems procurement; information systems project management; business process analysis and modeling; providing technical assistance to users on major computer systems; and evaluating and analyzing organizational, procedural, and cost information and making recommendations based on these factors for the development or modification of systems. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
INFORMATION SYSTEMS MANAGER - 1244

DEFINITION:

Under direction, to supervise the largest professional information systems, programmer, and analytical support staff responsible for developing, testing, implementing, and modifying a wide variety of complex distributed information systems in the largest departments; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Information Systems Manager is typically a second or third-level supervisor over one or more Information Systems Analyst IV and Information Systems Administrator positions who in turn supervise a large professional staff of technical specialists and numerous outside vendors. The technical complexity, number, and cost of the systems being implemented exceeds those in departments where Information Systems Analyst IV or Information Systems Administrator positions are assigned supervision of the information systems functions. This classification utilizes a high level of specialized technical knowledge to manage multiple and distinct information systems projects which impact virtually all functional areas of a very large department.

*** EXAMPLES OF DUTIES:**

- Manages the acquisition, development, implementation, and on-going maintenance of information systems through subordinate supervisors;
- Directs the review and evaluation of a variety of requests to automate manual procedures;
- Evaluates recommendations of subordinates justifying and prioritizing new systems and applications development and budgets accordingly;
- Directs the testing, implementation, and integration of department information systems;
- Develops department or division-wide information systems policy in consultation with the Department of Information Technology;
- Participates in many technical decisions as to the best approach in solving information system needs within the department;
- Prepares and presents reports and budget information;
- May supervise large sections of professional analysts who may be performing tasks unrelated to information systems implementation;
- Trains and rates the performance of subordinates.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** six years of full-time experience in information systems management, with a minimum of three years at a level equivalent to Information Systems Analyst IV in a public agency.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
INFORMATION SYSTEMS TECHNICIAN - 1401

NOTE: formerly DATA SYSTEMS TECHNICIAN

DEFINITION:

Under general supervision, to assist in the development, testing, maintenance, and modification of the less complex information systems in a small City department or a division of a large department utilizing private computer vendors as resources; to provide routine hardware/software technical support to end users in the day-to-day operation of systems of limited scope and complexity, maintain system documentation, and review data processing costs; direct the work of clerical support staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS

This is the paraprofessional class within the City's Information Systems class series. This class is distinguished from the Information Systems Analyst series in the level of complexity associated with the automated information systems developed and maintained. Information Systems Technicians are typically responsible for developing limited single platformed systems which are homogeneous and where system troubleshooting is minor and routine as a result of the limited number of peripheral devices and the restricted nature of system integration. In addition, systems support responsibility is typically associated with the maintenance and/or adaptation of pre-developed software and hardware configurations as opposed to the on-going custom development of unique systems, which is more typically performed by professional level positions.

*** EXAMPLES OF DUTIES:**

- Performs information systems support work on the less complex systems;
- Coordinates the acquisition, installation, and movement of software, system terminals, printers, portable computers, and other peripheral devices;
- Reviews requests for and recommends software and hardware acquisition;
- Provides one-on-one user training;
- Troubleshoots the less complex hardware and software problems or coordinates problem resolution by private vendor staff;
- Assists professional information systems personnel in the implementation of a component of a larger, more complex system;
- Maintains computer inventory and systems documentation;
- Develops minor computer applications using off-the-shelf software or 4th generation programming languages;
- Develops and generates a variety of specialized statistical and operational reports;
- Represents the department on technical committees;
- Maintains systems documentation;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Reviews information systems costs for appropriateness;
- Maintains wired and wireless networks;
- Hand codes and troubleshoots HTML and DHTML (XML desirable) using industry standard web authoring tools;
- Codes and troubleshoots java scripts;
- May prepare information systems portion of the budget;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 30 semester/45quarter college units which must include 15 semester/22.5 quarter college-level units in the field of Computer Science or Information Systems; **OR** one year of full-time experience performing paraprofessional information systems support work. Qualifying experience must include three or more of the following methods: computer hardware or software assessment, acquisition, and installation; asset management, system accounting, and resource control training system users; recommending modifications or upgrades to existing systems; or performing on-going system maintenance and troubleshooting. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

INSTRUMENTATION AND CONTROL SUPERVISOR - 1522

DEFINITION:

Under direction, to plan, supervise, and participate in the work of subordinate staff who install, test, adjust, modify, and maintain the most complex fixed and portable electronic and telemetry systems and equipment; design, modify, and make programming and software improvements on computerized system control and data acquisition operations; analyze problems and make necessary repairs on electronic instrumentation control systems required to interface with process control computers; to instruct Instrumentation Control Technicians and other subordinate staff in the more difficult and complex aspects of their work assignments; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, plans, schedules, assigns, and participates in the work of skilled subordinate staff who design, install, test, adjust, modify, and maintain digital and logic circuitry and microprocessor-controlled devices and elements, such as programmable logic controllers, process control equipment, telemetering devices, recorders, sensors, alarms, and controllers on a wide variety of water and wastewater treatment process instruments and devices;
- Operates computer terminals, portable programming units, and other complex electronic test equipment, to analyze and troubleshoot instrumentation and control systems, instrumentation interface with process control computers, and process control problems;
- Designs, modifies, and tests complex relay ladder logic instruction sequences in the form of computer programs which direct logic controllers to monitor and control water or waste water treatment processes;
- Trains subordinate staff in new and current procedures of maintenance and troubleshooting of a wide variety of electronic equipment, control systems, and components;
- Checks job requirements and requisitions material;
- Performs mathematical computations for calibrating instruments and determining values of inputs and outputs in computer programs;
- Reviews, plans, and coordinates work with vendors, control computer hardware and software specialists, and plant operating and engineering personnel in determining process parameters, technical specifications for new and existing installations, and other technical matters regarding digital unit process control systems;
- Enforces safety regulations;
- Keeps records and prepares reports;
- Reviews and evaluates the work performance of subordinates;
- Performs related work.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing duties at a level equivalent to an Instrumentation and Control Technician with the City of San Diego (a position that installs, tests, adjusts, modifies, and maintains digital and analog circuitry, microprocessor-controlled devices, programmable logic controllers, variable frequency devices, electric valve actuators, process control equipment, telemetry devices, sensors, and controllers on a wide variety of water and wastewater treatment process instruments and devices; writes, modifies, and tests complex relay ladder logic or function block instruction sequences in the form of computer programs to monitor and control water or wastewater treatment processes; operates computer terminals, portable programming units, or other complex electronic test equipment to analyze and troubleshoot instrumentation and control systems; performs mathematical computations to calibrate instruments and determine values of inputs and outputs in computer programs; and maintains records of work performed). Qualifying experience must include experience in electronic instrumentation and control equipment, process control equipment, and programmable logic controllers. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

INSTRUMENTATION AND CONTROL TECHNICIAN - 1523

DEFINITION:

Under direction, to design, install, test, adjust, modify, and maintain the most complex fixed and portable electronic and telemetry systems and equipment; to design, modify, and make programming and software improvements on computerized system control and data acquisition operations; to analyze problems and make necessary repairs on electronic instrumentation and controls required to interface with process control computers; to instruct Electronics Technicians in the more difficult and complex aspects of their work assignments; may lead the work of lower level staff; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Designs, installs, tests, adjusts, modifies, and maintains digital and analog circuitry, microprocessor-controlled devices, variable frequency devices, electric valve actuators, and elements and components such as programmable logic controllers, process control equipment, telemetering devices recorders, sensors, and controllers on a wide variety of water and waste water treatment process instruments and devices;
- Operates computer terminals, portable programming units, or other complex electronic test equipment like spectrum analyzers to analyze and troubleshoot instrumentation and control systems, instrumentation interface with process control computers, and process control problems;
- Designs, modifies, and tests complex relay logic instruction sequences in the form of computer programs to monitor and control water or waste water treatment processes;
- May lead and instruct Electronics Technicians and other lower level staff in new and current procedures of maintenance and troubleshooting of a wide variety of electronic systems, equipment, and components;
- Performs mathematical computations for calibrating instruments and determining values of inputs and outputs in computer programs;
- Works with vendors, control computer hardware and software specialists, and plant operating and engineering personnel in determining process parameters, technical specifications for new and existing installations, and other technical matters regarding digital unit process control systems;
- Maintains records of work performed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing all phases of journey-level electronics technician work which must include diagnosing, repairing, and programming logic controllers at a water or wastewater treatment plant or industrial production plant; **AND** one of the following options: 1) successful completion of a State-accredited four-year Electronics or Communications Technician Apprenticeship Program; 2) four years of full-time experience assembling, installing, and maintaining microprocessor-based control equipment, electronic instrumentation and control equipment (e.g., distributive control systems or programmable logic controllers), security systems, video camera, access control systems, or telemetry equipment which must include two years of full-time troubleshooting and repair experience at the component level. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

INSTRUMENTATION AND CONTROL TECHNICIAN TRAINEE – 1521

DEFINITION:

Under immediate supervision, and continual instruction in a planned training program, to perform a variety of increasingly responsible tasks associated with designing, installing, testing, adjusting, modifying, and maintaining fixed and portable electronic and telemetry systems and equipment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level classification in the Instrumentation and Control Technician series.

*** EXAMPLES OF DUTIES:**

- Learns to design, install, test, adjust, modify, and maintain digital and logic circuitry, microprocessor controlled devices, and elements and components such as programmable logic controllers, process control equipment, telemetry recording devices, sensors, and controllers for a wide variety of water and wastewater treatment process instruments and devices;
- Operates computer terminals, portable programming units, or other complex electronic test equipment like spectrum analyzers to analyze and troubleshoot instrumentation and control systems, instrumentation interface with process control computers, and process control problems;
- Designs, modifies, and tests complex relay logic instruction sequences in the form of computer programs to monitor and control water or wastewater treatment processes;
- Assists with performing mathematical computations for calibrating instruments and determining values of inputs and outputs in computer programs;
- Assists with working with vendors, control computer hardware and software specialists, and plant operating and engineering personnel in determining process parameters, technical specifications for new and existing installations, and other technical matters regarding digital unit process control systems;
- Maintains records of work performed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Successful completion of 30 semester/45 quarter college-level units, which must include completion of at least 15 semester/22.5 quarter college-level units in Telemetry, Electronics, Electrical, or Instrumentation; **OR** one year of full-time experience assembling, installing, and maintaining microprocessor-based control equipment, electronic instrumentation and control equipment (e.g., distributive control systems or programmable logic controllers), security systems, video cameras, access control systems, or telemetry equipment; **OR** an equivalent combination of the education and experience as specified above equaling one year. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
INVESTIGATION SUPPORT MANAGER - 1924

DEFINITION:

Under direction, to develop, plan, coordinate, and direct, through subordinate supervisors, a wide variety of pre-trial investigations for City liability and other cases; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and administers policies, objectives, standards, and procedures for the investigation support program;
- Plans, schedules, assigns, and provides overall supervision and guidance to subordinate supervisors to accomplish work programs and investigations;
- Reviews and approves lawsuit evaluations and recommendations;
- Sets priorities, allocates resources, and prepares and administers the annual budget for the investigation support program;
- Confers with and provides assistance and advice to City management, attorneys, and departments on civil liability issues;
- Selects, trains, reviews, and evaluates the work performance of subordinates;
- Performs other related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree, **AND** five years of full-time experience investigating criminal, civil, or liability claims and performing related investigations, which must include two years of experience supervising a subordinate investigative staff.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
IRRIGATION SPECIALIST - 1508

DEFINITION:

Under general supervision, to perform City-wide inspection, evaluation, and redesign of irrigation systems and practices for a wide variety of parks and other landscaped areas; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other classes that perform irrigation repair and maintenance work by its higher level responsibility for evaluating irrigation systems, practices, and schedules for a wide variety of parks and landscaped areas City-wide, and making recommendations for conformance to water conservation standards. In contrast, other classes are limited to performing repair, installation, and maintenance of irrigation systems, or performing limited evaluation and redesign work within their areas of responsibility.

* **EXAMPLES OF DUTIES:**

- Conducts turf irrigation analyses of average difficulty for entire parks City-wide to identify inefficient systems and troubleshoot system malfunctions;
- Performs water audits by analyzing soil and plant characteristics and other area conditions, and evaluating irrigation practices and schedules for conformance to water conservation standards;
- Redesigns inefficient or obliterated irrigation systems of average difficulty for a wide variety of landscaped areas such as ball fields, flower gardens, turfed areas, and shrubbery;
- Trains employees on proper irrigation practices, irrigation repair, and blueprint reading;
- Inspects newly installed irrigation systems for conformance to plan specifications;
- Maintains irrigation system files;
- Performs the more complex irrigation repair and other related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

One year of full-time experience conducting commercial and/or industrial water irrigation system repair, maintenance, and/or audits, which must include repair, operation, and maintenance of irrigation controllers and/or weather based irrigation controllers; **OR** one year of full-time experience conducting irrigation system repair and maintenance at a golf course or park, which must include repair, operation, and maintenance of irrigation controllers and/or weather based irrigation controllers; **OR** one year of full-time experience conducting irrigation assessments and audits in support of public water conservation programs. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
JUNIOR ENGINEER-CIVIL - 1546

DEFINITION:

Under immediate supervision, and in training capacity, to perform increasingly responsible professional engineering work with responsibility for the planning or design of a routine or minor engineering project, or for one or more phases of a more complex project; to perform routine construction inspection; to check the less complex building, public improvement, and land development plans; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Calculates distances, ties, angles, traverses, and closures;
- Computes quantities and prepares cost estimates;
- Determines grades and alignments;
- Computes water and sewer flows and capacities;
- Draws construction plans and property maps;
- Works on assigned phases of major engineering projects, and may do the drafting for such design projects;
- Prepares specifications;
- Inspects municipal public works construction for compliance with contract requirements;
- Tests construction materials for conformance to contract requirements;
- Reviews the less complex building, public improvements, and land development plans for conformance to building regulations;
- Calculates structural adequacy;
- Consults with architects and contractors regarding required plan modifications;
- Performs traffic investigations, studies, and routine transportation planning work;
- Performs reservoir, water treatment, and wastewater treatment plant operational studies;
- Prepares various engineering reports;
- Updates and maintains various engineering maps and records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Graduating senior in the final semester or quarter of a Civil Engineering or closely related engineering degree program; **OR** Bachelor's degree in Civil Engineering or a closely related engineering field; **OR** Engineer-in-Training (EIT) Certificate issued from a State licensing board; **OR** registration as a professional Civil, Structural, or Traffic Engineer with a State licensing board. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
JUNIOR ENGINEER – ELECTRICAL - 1552

DEFINITION:

Under immediate supervision, and in a training capacity, to perform increasingly responsible professional level electrical or electronic engineering work; to check less complex plans for electrical or electronic design; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects electrical contract work to ensure compliance with plans and specifications;
- Performs electrical or electronic design work on lighting, communications, fire alarm, and signal systems;
- Prepares sketches, layouts, material lists, and cost estimates;
- Checks construction plans for conformance to contract requirements;
- Checks less complex building plans for conformance to applicable electrical regulations, including fire alarm system requirements, and calculates electrical adequacy;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Electrical Engineering, Electronics, or a closely related engineering field; **OR** Engineer-in-Training (EIT) Certificate issued from a State licensing board; **OR** registration as a Professional Electrical or Control System Engineer with a State licensing board. Possession of a valid California Class C Driver's License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

JUNIOR ENGINEER - FIRE PROTECTION - 1202

DEFINITION:

Under immediate supervision, and in a training capacity, to perform increasingly responsible fire protection plan reviews of routine or minor development projects, or for one or more phases of a more complex development project; to perform less complex specialized engineering work in fire prevention and safety; to perform routine fire protection inspections; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews building and construction plans and specifications related to routine or minor development projects to ensure compliance with local and state fire, building, and residential codes and ordinances and applicable National Fire Protection Association standards;
- Reviews projects for compliance with hazardous materials requirements;
- Inspects fire protection systems and recommends changes in fire protection equipment, life safety equipment, and alarm systems;
- Provides research support to field inspectors on fire and life safety problems and for revising fire protection codes and ordinances;
- Researches fire record data and provides information on the fire safety history of buildings;
- Coordinates with City departments on fire protection issues;
- Conducts project site visits;
- Updates project files and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Fire Protection Engineering, Fire Protection and Safety Engineering Technology, or a closely related engineering field, **OR** Engineer-in-Training (EIT) Certificate issued from a state licensing board, **OR** registration as a professional Fire Protection Engineer with the State of California. Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
JUNIOR ENGINEERING AIDE - 1555

DEFINITION:

Under immediate supervision, to perform subprofessional engineering work of routine difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- As a rear chain handler in a field survey party, assists in making precise distance and elevation measurements;
- Keep rough field notes;
- Sets and marks grade stakes as directed and clears brush;
- Cleans and performs routine maintenance on survey equipment;
- Uses cloth and steel measuring tapes, Lenker and Philadelphia rods, and various hand tools;
- Makes routine field traffic investigations;
- As directed, gathers statistical data and prepares maps and charts for graphic displays;
- Assists in the maintenance of an accurate street inventory;
- Interprets and records data from street improvement plans;
- Accepts applications and issues routine engineering permits for driveways and sidewalks;
- Conducts site inspections of food establishments;
- Performs routine field material sampling/retrieval and laboratory test procedures of construction material;
- Configures, calibrates, and deploys a variety of flow, pressure, and level (and other parameters) data logging equipment;
- Collects, reviews, interprets, analyzes, and reduces data from a variety of field equipment;
- Prepares data collected in the field for reports or presentations;
- Organizes, develops, and utilizes project files;
- Inspects material producing plants;
- Collects, transports, and tests material samples for conformance with specified Caltrans or American Society for Testing and Materials (ASTM) test methods;
- Monitors and evaluates soil compaction and mass grading activities;
- Monitors geotechnical engineered product installations;
- Compiles data, writes reports, enters, and accesses data in computers;
- Responds to inquiries, and assists inspectors with investigations or compliance hearings and plan checks;
- Prepares test reports which includes precise calculations and sketches.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time subprofessional engineering, drafting, or Geographic Information Systems (GIS) map preparation experience; **OR** Bachelor's Degree in Architecture, Civil, Structural Engineering, or a closely related field; **OR** Engineer-in-Training (EIT) Certificate issued from a State licensing board; **OR** Land Surveyor-in-Training (LSIT) Certificate issued from a State licensing board; **OR** Geographic Information Systems (GIS) Certificate, **AND** completion of three semester units of college-level course work in each of the following: Algebra, Trigonometry, and Geometry (total must equal a minimum of nine semester units). Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
JUNIOR ENGINEER – MECHANICAL - 1562

DEFINITION:

Under immediate supervision, and in a training capacity, to perform increasingly responsible professional level mechanical engineering work; to check less complex building plans for mechanical design; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects, tests, and conducts research on mechanical equipment used in City activities;
- Performs control experiments on efficiency and expected life of mechanical equipment and related materials;
- Designs or adapts equipment for special uses;
- Advises mechanics and operators on mechanical repair or operating problems;
- Prepares specifications for mechanical equipment;
- Checks less complex building plans for conformance to mechanical and plumbing codes as applied to ventilation and heating systems, thermal insulation, water, gas, and sanitary piping;
- Calculates, reviews, and verifies mechanical and hydraulic adequacy;
- Consults with engineers, architects, and contractors regarding required project and plan modifications;
- Prepares specifications and construction cost estimates;
- Assists with budgets;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Mechanical Engineering or a closely related field; **OR** Engineer-in-Training (EIT) Certificate issued from a State licensing board; **OR** registration as a Professional Mechanical Engineer with a State licensing board. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
JUNIOR PLANNER - 1563

DEFINITION:

Under immediate supervision, and on an increasingly responsible basis, to perform beginning level research, analysis, and report writing for planning and environmental impact studies and projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in the preparation of community, neighborhood, land use, transportation, and general plan studies;
- Performs assigned planning and environmental research and analysis;
- Assists in analyzing the environmental impact of public and private development projects;
- Prepares preliminary reports and recommendations related to planning and environmental studies, projects, and problems;
- Performs development permit review and plan checks;
- Assists in the administration of rezoning and subdivision ordinances;
- Assists in the administration of historic preservation, landscape, rezoning, and subdivision ordinances;
- Interprets planning, zoning, and environmental quality regulations to the public;
- Assists community planning groups;
- Drafts land use ordinances;
- Conducts field investigations;
- Collects data and prepares reports;
- Develops a variety of graphic materials.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter) which must include a minimum of 18 semester/27 quarter college-level units in Archeology, History, Urban Planning, Urban Studies or Urban Design, Architecture, Landscape Architecture, Historic Preservation, Economics, Geography, Geographic Information Systems, Public Administration, Life Science (e.g., Biology, Zoology, Ecology, Botany), Environmental Studies, or a closely related field. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
JUNIOR PROPERTY AGENT - 1564

DEFINITION:

Under immediate supervision, to participate in a training program by assisting in the preparation and processing of real property valuations, leases, acquisitions, and disposals; and to perform related work.

*** TYPICAL TASKS:**

- Examines title reports and public records to determine ownerships, encumbrances, liens, assessments, zoning regulations, assessed values, easements, and other matters affecting real property and its use;
- Assists in field investigations to determine topography, public and private improvements, encroachments, and neighborhood influence;
- Interviews property owners for collection and confirmation of sales and rental data;
- For training purposes, performs routine Property Agent duties in various divisions of the Department of Real Estate and Airport Management;
- Investigates complaints concerning City-owned property and recommends remedial action;
- Approaches property owners with requests for property donations for public purposes;
- Confers with prospective tenants;
- Drafts routine lease and rental agreements from sample and standard forms;
- Reviews lease contracts and makes field inspections to determine contract compliances, including collection of delinquent rent;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in real estate, business management, or a related field.

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LABORATORY ASSISTANT – 1578

DEFINITION:

Under immediate supervision, to prepare laboratory glassware and media for use in chemical and microbiological analyses; and to perform a variety of routine laboratory support tasks.

* **EXAMPLES OF DUTIES:**

- Washes, prepares, and sterilizes laboratory glassware and equipment for use in chemical and microbiological analyses;
- Operates autoclave and drying ovens in sterilizing glassware;
- Follows simple formulas and measures chemicals in preparing routine media;
- Uses automatic pipette machine;
- Dispenses media in test tubes in proper amounts;
- Maintains laboratory in clean and orderly condition;
- Maintains logs;
- Loads and unloads trucks with glassware and laboratory materials;
- Performs duties similar in scope and complexity.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LABORER - 1579

DEFINITION:

Under immediate supervision, to perform routine, unskilled construction and maintenance tasks; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs manual and unskilled work as a member of a work crew;
- Performs lifting, loading, moving, digging, scraping, and sweeping tasks, following simple directions;
- Operates pneumatic equipment in breaking pavement for the repair and maintenance of streets and water utilities services;
- Performs heavy physical labor in loading and unloading supplies, equipment, and materials;
- Excavates pipelines and mains with a shovel;
- Assists in laying, joining, and caulking pipe;
- Uses small manual and power tools as directed;
- Shovels, rakes, and rolls asphalt;
- Operates a spray emulsion gun;
- Assists in crackpouring streets and in pouring cement;
- Assists in painting parking stall lines;
- Assists in constructing, maintaining, and repairing dams, bridges, and reservoirs;
- Assists in treatment plant maintenance by cleaning equipment;
- Drives light motorized equipment such as three-wheel scooters, pickup trucks, dump trucks, crew trucks, and similar equipment;
- Sets-up temporary traffic safety patterns at work sites, as directed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required. Possession of a valid California Class C Driver License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LABORATORY TECHNICIAN - 1580

DEFINITION:

Under general supervision, to perform sub-professional chemical, bacteriological, or forensic evidence testing of average difficulty.

*** EXAMPLES OF DUTIES:**

- Assists in the chemical analysis of water, sewage, and industrial waste streams;
- Reads culture tubes and agar plates to determine extent of bacterial growth;
- Performs non-standard media and culture preparation;
- Collects and classifies invertebrates, mosquito larvae, and other biological specimens;
- Collects and transports water, sewage, industrial, ocean, bay, estuary, river, watershed, and other environmental samples for chemical and microbiological analyses;
- Independently collects water, sewage, and industrial waste samples from appropriate sampling points while maintaining "chain of custody" requirements;
- Performs analyses of sewage, including total solids, suspended solids, pH values, sulfides, alkalinity, and biochemical oxygen demand, carbon oxygen demand, gravimetric analysis of grease and oil, and nitrogen analysis;
- Records the results of basic chemical, biological, or bacteriological tests and performs other chemical tests in the field or laboratory;
- Performs field investigations and chemical analyses of water supplies and industrial wastes;
- Assists in investigation of water treatment methods;
- Prepares solutions, and stains, sterilizes, washes, weighs, and maintains preserved specimens;
- Sets-up, calibrates, and troubleshoots the more complex testing equipment; enters test results in LIMS;
- Files and disposes of blood and urine specimens;
- Prepares microbiological media, chemical reagents, and narcotics testing;
- Picks-up and delivers specimens;
- Properly disposes of and/or coordinates the disposal of contaminated material, hazardous chemical waste, and bio-hazardous waste;
- Prepares and records QA/QC testing; maintains laboratory books and required reports for monitoring agencies;
- Maintains inventory and orders supplies and media for the labs;
- Staffs the Trucked Waste Monitoring Lab overseeing waste hauler discharge documents and screening/sampling tanker contents to enforce permit compliance;
- Performs related duties.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 14 semester/21 quarter college units in one or a combination of the following: Chemistry (which must include coursework in organic and/or inorganic Chemistry, and at least one laboratory course), Biology and/or Microbiology (including at least one laboratory course), and/or Entomology and/or Invertebrate Zoology; **OR** two years of full-time experience in a laboratory performing a variety of chemical and biological tests (e.g., pH, turbidity, metal analysis, alkalinity, and solids using spectrophotometric, titrimetric, gravimetric, or similar measurement techniques), conducting aquatic bioassays, performing microbiological preparatory work or analyses, and/or identifying aquatic invertebrates; **OR** two years of full-time experience collecting samples from marine or fresh water environmental, drinking water or wastewater facilities, drinking water distribution systems, industrial facilities, storm water drains, or other sites to fulfill environmental regulatory requirements, **AND** at least one college-level course in Biology or Chemistry which must have included laboratory work. Qualifying experience must include field testing such as pH, conductivity, temperature, proper sample preservation, and the use of chain-of-custody forms. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LAKE AIDE I - 1572

DEFINITION:

Under immediate supervision, to perform the less complex general maintenance and repair work at City lakes; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Cleans picnic areas and empties portable restrooms;
- Assists in minor repair work on lake equipment and facilities;
- Performs minor, unskilled groundskeeping such as clearing plant growth, weeds, litter, etc.;
- Cleans and repairs boats;
- Digs holes and trenches;
- Checks boating, fishing, and hunting permits;
- Weighs and makes fish counts;
- Provides information about City lakes to the public;
- Maintains simple records;
- Provides information to the public;
- Collects fees at designated lakes;
- Enforces rules and regulations at City lakes.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications : <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required. Possession of a valid California Class C License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LAKE AIDE II - 1560

DEFINITION:

Under general supervision, to respond to incidents at the lakes involving accidents or injuries; to perform semiskilled maintenance work at City lakes; to operate small riding lawn mowers and other ground maintenance equipment of routine operational difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Responds to incidents at lakes involving accidents and injuries to the public;
- Administers first aid until paramedics arrive at the scene;
- Operates power edgers, weed cutters, hand-held drills, and other similar mechanical construction/maintenance/gardening tools;
- Operates ride-on lawn mowers and similar grounds maintenance equipment;
- Performs maintenance work on lake reservoir grounds, boats, dock pipelines, and other lake and reservoir equipment and facilities;
- Performs minor repairs and adjustments on irrigation sprinklers;
- Assists with the more complex semi-skilled maintenance and repair work on boats, docks pipelines, and other lake equipment and facilities;
- Operates a boat to patrol lakes and/or reservoirs, in the absence of the Reservoir Keeper and Assistant Reservoir Keeper;
- May lead the work of lower-level or less experienced lake employees;
- Checks boating, fishing, and hunting permits;
- Provides information about City lakes to the public;
- Maintains simple records;
- Enforces rules and regulations at City lakes.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications : <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months (900 hours) of experience as a Lake Aide I with the City of San Diego; **OR** one year (1800 hours) of experience in general maintenance work at a lake, reservoir, or public park, and experience in the operation, maintenance, or repair of lake equipment. A valid Cardiopulmonary Resuscitation (CPR) Certificate, AND First Aide Certificate is required at the time of application. Must have the ability to float, tread water, and get to shore safely. Possession of a valid California Class C Driver License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LAKE RANGER - 1530

DEFINITION:

Under general supervision, to patrol City lakes and reservoirs in a ranger capacity to enforce security and safety rules and regulations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Patrols on foot and operates a motor vehicle or boat to patrol lakes and reservoirs;
- Maintains surveillance over an assigned area;
- Identifies hazards and at-risk behavior to reduce accidents;
- Enforces and issues misdemeanor citations for municipal, penal, administrative, health and safety, fish and game, and California Boating Code violations;
- Testifies in court regarding matters of enforcement and litigation;
- Interacts regularly with the public and provides information and support services;
- Assists in conducting aquatic events and water safety programs;
- Watches for and assists boaters in distress;
- Patrols and ensures the safety of patrons engaged in waterskiing, windsurfing, fishing, and other lake recreational activities;
- Performs water extractions of injured victims, while in the water, applying appropriate immobilization devices, flotation devices, etc.;
- Operates radio communications systems, monitors emergency radio traffic, and dispatches personnel for assistance;
- Notifies emergency medical personnel of accidents or injuries and administers first aid until paramedics arrive;
- Assists in maintaining water quality and safeguards sensitive biological and archeological resources;
- Uses power and hand tools to perform a variety of semi-skilled maintenance and repair of reservoir facilities and equipment including boats, docks, floats, and sheds;
- Keeps records and writes reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Possession of a current County of San Diego Emergency Medical Technician (EMT) Certificate; **AND** successful completion of a P.O.S.T. approved Penal Code 832 course covering the powers of arrest. Possession of a valid California Class C Driver License. The ability to swim 200 yards in four minutes or less and have the strength to lift a maximum of 50 pounds above shoulder height.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LAKES PROGRAM MANAGER - 1599

DEFINITION:

Under direction, to plan, direct, and administer the City Lakes Recreation Program; and to perform related work.

*** EXAMPLES OF DUTIES**

- Plans, directs, and administers the City Lakes Recreation Program, which includes fishing, hunting, boating, and recreational body contact sports, and management of property including dams and watershed lands surrounding the reservoirs;
- Recommends and develops policies and regulations related to the lakes recreation program;
- Conducts complex administrative and organization studies which include program cost/benefit analyses and feasibility studies related to the expansion of recreational activities on municipal reservoirs;
- Represents the City before various regulatory agencies, commissions, boards, citizen advisory groups, and task forces;
- Makes presentations to City Council and other official bodies;
- Researches and negotiates grant funding for capital improvement projects;
- Reviews and advises on legislation which may impact the lakes recreation programs;
- Coordinates activities with other City departments;
- Prepares and monitors the lakes recreation program budget;
- Manages and supervises the diving and code enforcement programs at the City's water reservoirs;
- Provides administrative supervision for the wildlife and biological environment of City reservoirs;
- Develops promotional material and brochures to publicize the program;
- Prepares a variety of reports and news releases;
- Directs and evaluates the work of subordinates;
- Performs related administrative duties, as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** three years of full-time lakes recreation

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

program experience. Qualifying experience must include the following: developing, coordinating, and administering a lakes recreation program, such as fishing, hunting, boating, and recreational body contact sports programs; and managing water facilities, including dams and watershed lands surrounding reservoirs. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LANDFILL EQUIPMENT OPERATOR - 1573

DEFINITION:

Under general supervision, to operate complex, heavy industrial motive and stationary equipment at City landfills; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Equipment Operator III in the greater degree of equipment complexity and additional skills required. Equipment typically used by Landfill Equipment Operators includes: heavy class bulldozers such as the Kamatsu D155-A, Caterpillar D-8's, D-9's, or similar types, Caterpillar 631 or larger self-loading motor scrapers, motor graders, compactors, tractor scrapers, grade-alls, and other equipment of comparable difficulty.

*** EXAMPLES OF DUTIES:**

- Operates complex, heavy industrial motive and stationary equipment used at the City's landfills;
- Moves, covers, and compacts refuse;
- Processes green waste and other organics into soil amendments;
- Hauls and dumps dirt for refuse cover material;
- Reads, interprets, and constructs daily cells, stockpiles, and final cover systems per grade stakes depicting engineering design of the landfill;
- Excavates trenches;
- Lifts, moves, transfers, and lowers landfill materials and miscellaneous heavy materials;
- Makes minor repairs and adjustments to equipment;
- Prepares reports concerning equipment usage and necessary repairs;
- Trains and leads the work of assigned personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience operating a heavy class bulldozer (equivalent to Caterpillar D-8 class or larger), a motor scraper (equivalent to Caterpillar 627 E class or larger), compactor (equivalent to Caterpillar 826 class or larger), or wheeled loader (equivalent to Caterpillar 962 class or larger); **OR** two years of full-time experience operating a medium

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

class bulldozer (equivalent to Caterpillar D-6 or D-7), compactor, a motor scraper (equivalent to Caterpillar 815-816 class), or wheeled loader (equivalent to Caterpillar 926-950 series); **OR** two years of full-time experience as an Equipment Operator II or III with the City of San Diego. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LAND SURVEYING ASSOCIATE - 1939

DEFINITION:

Under direction, to plan, assign, coordinate, and review the work of field survey parties; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews survey requests and makes work assignments to survey crews;
- Reads and interprets construction plans, field survey notes, maps, records-of-survey, and right-of-way drawings;
- Prepares survey notes and sketches by hand and utilizing computer-aided drafting and design (CADD) programs;
- Coordinates, inspects, and reviews the work of assigned survey crews;
- Establishes and confirms property boundaries on subdivision maps;
- Records maps with the San Diego County Surveyor's Office and San Diego County Recorder's Office;
- Prepares legal descriptions, records-of-surveys, easement and survey plats, and certificates of correction and compliance;
- Prepares survey notes and sketches by hand and utilizing computer-aided drafting and design (CADD) programs;
- Trains, evaluates, and rates the work performance of assigned subordinates;
- Consults with assigned survey crews to assist them with the more difficult technical problems;
- Evaluates and makes recommendations concerning survey methods and equipment;
- Maintains liaison with and provides information to persons concerned with survey projects;
- Utilizes electronic total stations, data collectors, bar code level, and Global Positioning System (GPS) equipment;
- Maintains records of assigned equipment;
- Reviews, approves, and processes subdivision and other types of maps, and land title documents to ensure they follow state and local ordinances;
- Participates in and/or supervises the preparation of computer records and records-of-survey;
- Provides technical assistance to personnel using electronic instrumentation or doing advanced mathematical calculations related to survey coordinate systems or balancing field survey and level nets;
- Establishes horizontal and vertical control for field surveys;
- Performs complex coordinate geometry land surveying calculations;
- May serve as Party Chief on a survey crew;
- Prepares reports.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Land Surveying, **AND** three years of full-time journey-level land surveying experience as described in the NOTES below; **OR** Bachelor's Degree in Civil Engineering or Geographic Information Systems (GIS), which must include a minimum of 30 semester/45 quarter college-level units of land surveying course work, **AND** three years of full-time journey-level land surveying experience as described in the NOTES below; **OR** Registration as a Professional Land Surveyor with a state licensing board; **OR** Land Surveyor-In-Training (LSIT) Certificate issued from a state licensing board, **AND** three years of full-time journey-level land surveying experience as described in the NOTES below.

NOTES: Qualifying journey-level land surveying experience must include performing all of the following functions: 1) producing and/or reviewing survey, subdivision, and topographic maps or land title documents. 2) producing cadastral components of a Geographic Information System. 3) party chief on a survey crew performing all the following duties: preliminary, topographic, and/or construction staking surveys; analyzing and/or resolving conflicts between field and record data when making a boundary determination; performing complex coordinate geometry calculations; analyzing conflicts between design plans and existing improvements; preparing cut sheet notes and sketches; reviewing as-built plans, maps, record-of-survey, and right-of-way drawings; and collecting, reviewing, and processing survey data for CADD mapping.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LAND SURVEYING ASSISTANT - 1938

DEFINITION:

Under general supervision, to serve as chief of a survey party for complex preliminary and final construction, location, and mapping surveys; to perform complex surveying calculations and adjustments; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs the set-up and progression of a variety of survey projects, such as earthwork construction, grade determination, property/boundary lines, preliminary and final construction, and mapping;
- Reviews, approves, and processes subdivision and other types of maps and land title documents to ensure they are in compliance with state and local ordinances;
- Establishes and confirms property boundaries on subdivision maps;
- Records maps with the San Diego County Surveyor's Office and San Diego County Recorder's Office;
- Resolves surveying problems in the field;
- Establishes vertical and horizontal control networks for field surveys;
- Utilizes electronic total stations, data collectors, bar code level, and Global Positioning System (GPS) equipment;
- Performs complex coordinate geometry land surveying calculations;
- Prepares legal descriptions, records of surveys, easement and survey plats, and certificates of correction and compliance;
- Keeps survey notes and sketches by hand and using computer-aided drafting and design (CADD) programs;
- Reviews electronic survey data for accuracy and completeness;
- Obtains necessary information from office files to locate bench marks and tie points;
- Directs the setting of stakes for construction projects and the setting of monuments and other permanent survey markers;
- Provides support and supervision to the City Geographic Systems Cadastral Mapping Program and may perform CADD project processing;
- Performs earthwork volume and area calculations;
- Reviews private surveyors' subdivision maps;
- Directs the survey of new subdivisions and other survey projects using manual and electronic surveying procedures;
- Supervises the care and maintenance of survey equipment;
- Prepares reports;
- May serve as party chief on a survey crew;
- Assigns, trains, and rates the work performance of subordinate survey aides and instrument operators.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree in Land Surveying, **AND** two years of full-time journey-level surveying experience; **OR** a Bachelor's degree in Civil Engineering or Geographic Information Systems (GIS), with at least 30 semester/45 quarter college-level units of land surveying coursework, **AND** two years of full-time journey-level land surveying experience; **OR** registration as a professional Land Surveyor with a State licensing board, **AND** two years of experience as a Principal Survey Aide with the City of San Diego; **OR** Land Surveyor-in-Training (LSIT) certificate issued from a State licensing board, **AND** two years of full-time journey-level land surveying experience. Qualifying journey-level land surveying experience must include performing at least one of the following functions: 1) producing and/or reviewing survey, subdivision, and topographic maps or land title documents; 2) producing cadastral components of a geographical information system; or 3) performing as a party chief or instrument operator on a survey crew. Possession of a valid California Class C Driver's License.

July 1, 2000
(Revised)

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LATENT PRINT EXAMINER I

DEFINITION:

Under general supervision, in a training program, to perform routine examination of latent prints in connection with the investigation of crimes; and to perform related work.

*** EXAMPLE OF DUTIES:**

- Examines latent finger, palm and foot prints to determine quality and identity;
- Performs routine work in the comparison of known prints of suspects with latent prints;
- Prepares photographs, charts, and other materials for demonstration of evidence in court;
- May appear in court to testify on routine cases;
- Classifies fingerprints;
- Maintains logs and records of examinations performed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience as an Forensic Specialist, **AND** completion of 80 hours of F.B.I., California Criminalistics Institute, California Department of Justice, or P.O.S.T. classes on fingerprint or latent print identification, classification or comparison. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

July 1, 2000
(Revised)

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LATENT PRINT EXAMINER II

DEFINITION:

Under direction, to perform varied, difficult and complex examination of latent prints in connection with the investigation of crimes; to give expert testimony in the courts in all phases of latent print examination; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Examines latent finger, palm and foot prints to determine quality and identity;
- Compares known prints of suspects with latent prints to make a positive identification;
- Searches identifiable prints using the automated Fingerprint Identification System;
- Prepares photographs, charts, and other materials for demonstration of evidence in court;
- Serves as an expert in court on all phases of latent print examination;
- Consults with prosecutors on various methods of presenting evidence;
- Classifies fingerprints;
- Maintains logs and records of examinations performed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year experience in the comparison and identification of latent prints. Qualifying experience must include testifying in court as an expert witness on all phases of friction ridge identification. Possession of a letter of court acceptance as a qualified expert in latent print identification. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LATENT PRINT EXAMINER III - 1239

DEFINITION:

Under direction, to provide technical expertise in latent print analysis in the Police Crime Laboratory; to perform a wide variety of the most complex latent print analyses, comparisons, and examinations for police investigations; to lead the work of professional laboratory personnel conducting latent print analyses and comparisons; and to perform related work.

*** EXAMPLE OF DUTIES:**

- Reviews, revises, approves, and proposes new latent print technical policies and procedures in compliance with laboratory procedures and accreditation standards;
- Trains professional laboratory personnel in latent print analysis and comparisons;
- Reviews latent print method validations;
- Writes latent print validation reports;
- Recommends new technical equipment and supplies;
- Troubleshoots and resolves equipment issues;
- Serves as a technical reference regarding latent print analyses and comparisons and helps resolve technical issues;
- Reviews latent print analyses and comparisons for technical accuracy;
- Evaluates latent print evidence to determine quality and identity;
- Maintains logs and records of examinations performed;
- Reviews latent print proficiency tests completed by professional laboratory personnel;
- Prepares charts and other materials for presentation of evidence in court and testifies as an expert witness on all phases of latent print identification;
- Leads technical briefings;
- Serves as the latent print administrator to maintain access and coordinate technical issues with the local, Department of Justice, and Federal Bureau of Investigation Automated Fingerprint Identification System (AFIS/IAFIS) computer databases and automated archive systems.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Completion of 80 hours of training/course work on fingerprint or latent print identification and comparison by a recognized law enforcement agency, POST, FBI, Department of Justice, or a recognized professional institute, **OR** an Associate's Degree or higher in a forensic or physical science, **OR** a certificate in Forensic Technology that includes college-level course work in basic and advanced fingerprinting; **AND** three years of full-time professional experience analyzing, comparing, evaluating, and identifying latent prints. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LATENT PRINT EXAMINER AIDE - 1232

DEFINITION:

Under general supervision, in a training program, to perform the less complex and routine latent print duties and analyses of prints in connection with the investigation of crimes; and to perform related work.

*** EXAMPLE OF DUTIES:**

- Performs routine analyses, comparisons, and preliminary identification of latent print evidence;
- Searches latent print evidence through automated fingerprint identification systems;
- Prepares and maintains logs and records of examinations performed;
- Prepares photographs, charts, and other materials for presentation of evidence in court;
- Evaluates the quality of latent prints and compares latent prints to known print comparisons;
- Prepares and enters latent prints into an Automated Fingerprint Identification System (AFIS);
- Testifies in court on routine cases.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Completion of 80 hours of training/course work on fingerprint or latent print identification and comparison by a recognized law enforcement agency, POST, FBI, Department of Justice, or a recognized professional institute, **OR** an Associate's Degree or higher in a forensic or physical science, **OR** a certificate in Forensic Technology that includes college-level course work in basic fingerprinting and advanced fingerprinting; **AND** 100 hours of experience in latent print processing, ten-print examinations, and/or latent print examinations. Possession of a valid California Class C Driver License.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LEAD CEMETERY GROUNDSKEEPER - 1568

DEFINITION:

Under general supervision, to lead and assist a crew involved in grounds and facility maintenance, interments, and disinterments at the City's Mt. Hope Cemetery; and to assist funeral directors at burial services.

*** EXAMPLES OF DUTIES:**

- Regularly leads and participates in the work of crews engaged in landscape construction and maintenance of cemetery grounds and facilities;
- Identifies pests, insects, and disease infested trees, shrubs, and turf;
- Mixes, measures, and applies chemical herbicides and pesticides;
- Repairs and installs irrigation systems; ensures that water is used effectively and efficiently in all aspects of grounds maintenance work;
- Performs turf maintenance duties including the operation of small farm and garden type tractors used for loading, grading, fertilizing, and towing grounds maintenance equipment;
- Operates chain saws, sod cutters, weed cutters, rototillers, renovators, spreaders, and comparable equipment; performs seeding and planting of trees, shrubs, and turf;
- Performs erosion control of slopes and banks which may involve minor grading, backfilling, and shoring duties;
- Leads and assists crews building cement forms, installing memorial markers, and setting up equipment at gravesites in preparation for burial services;
- Leads and assists crews performing interments and disinterments;
- Keeps records and maintains logs of work in progress;
- Monitors and reports on the performance of crew members;
- Makes requests for repair services and additional supplies;
- Assists in reviewing time cards, mileage cards, and production reports;
- Makes routine repairs to equipment;
- Provides information to the public regarding cemetery services;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor all listed tasks necessarily performed by everyone in this class.**

Two years of full-time experience in grounds maintenance, which must include six months of experience as a Cemetery Groundskeeper. Qualifying experience must include cemetery operation experience consisting of preparing and maintaining gravesites, and assisting during burial services; and experience planting, fertilizing, and cultivating trees, lawns, and shrubs; preparing and applying herbicides and pesticides; and performing other grounds maintenance work involving the operation and maintenance of grounds equipment.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LEGAL SECRETARY I – 1379

DEFINITION:

Under direction, to perform the less difficult legal secretarial duties for one or more Deputy City Attorneys; to compose and prepare a variety of legal documents; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Composes and types transmittal memoranda, letters, and a variety of legal documents such as notices and orders based on knowledge of the case, legal procedures, and/or extracting data from support documents;
- Prepares and processes a wide variety of legal documents such as complaints, answers to complaints, points and authorities, discovery requests and responses, interrogatories, briefs, summons, writs, orders, subpoenas, ordinances, resolutions, contracts, agreements, and reports to Council and committees;
- Assists with preparation of case settlements and ordinances;
- Assists with scheduling and arranging depositions;
- Maintains calendars, schedules, and prioritizes a complex number of events in accordance with specific rules and procedures mandated by the courts and the City Attorney's Office;
- Reviews issues surrounding a less complex case assigned to an attorney and gathers substantiating documents, references, and background information;
- Schedules and arranges depositions, meetings, and travel plans;
- Maintains confidentiality of legal documents and communication;
- Establishes and maintains case files and ensures files, records, and indexes are regularly updated;
- Transcribes legal dictation from digital recorders or attorney notes;
- Operates computer to produce legal documents;
- Prepares case settlements, requisitions, and requests for payment;
- Ensures proper service of documents and court filings are performed to meet legal deadlines.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a legal secretarial program from a recognized community or business college, **AND** two years of full-time clerical support experience, which must include

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

one year of experience performing legal clerical support in a private law firm, corporate legal office, or public entity legal office; **OR** three years of full-time clerical support experience, which must include one year of experience performing legal clerical support in a private law firm, corporate legal office, or public entity legal office.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LEGAL SECRETARY II - 1577

NOTE: Formerly Legal Secretary

DEFINITION:

Under direction, to perform the full range of legal secretarial duties for one or more Deputy City Attorneys; to compose and prepare a variety of complex legal documents; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Composes and types transmittal memoranda, letters, and a variety of legal documents such as notices and orders based on knowledge of the case, legal procedures, and/or extracting data from support documents;
- Prepares and processes a wide variety of legal documents such as complaints, answers to complaints, points and authorities, interrogatories, briefs, summonses, writs, orders, subpoenas, ordinances, resolutions, contracts, agreements, and reports to Council and committees;
- Schedules and priorities a wide variety of events in accordance with specific rules and procedures mandated by the courts, City Clerk's Office, and City Attorney's Office;
- Maintains calendars; schedules and prioritizes a complex number of events in accordance with specific rules and procedures mandated by the courts and the City Attorney's Office;
- Assists with preparation of case settlements and ordinances;
- Reviews issues surrounding a case assigned to an attorney and gathers substantiating documents, references, and background information;
- Verifies legal references with reference books, governmental codes, and state reporters to ensure citations are accurate;
- Schedules and arranges depositions, meetings, and travel plans;
- Responds to inquiries concerning the progress of legal actions;
- Maintains confidentiality of legal documents and communication;
- Establishes and maintains case files and ensures files are regularly updated;
- Transcribes legal dictation from digital recorders or attorney notes;
- Operates computer to produce legal documents;
- Prepares case settlements, requisitions, and requests for payment;
- Delivers documents and court filings as required to meet legal deadlines.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a legal secretarial program from a recognized community or business college, **AND** two years of full-time experience performing legal clerical support in a private law firm, corporate legal office, or public entity legal office, which must include one year of experience performing the full range of legal secretarial duties. Qualifying legal secretarial duties must include the preparation of pleadings, briefs, discovery requests, and other legal correspondence; **OR** three years of full-time experience performing legal clerical support in a private law firm, corporate legal office, or public entity legal office, which must include one year of experience performing the full range of legal secretarial duties. Qualifying legal secretarial duties must include the preparation of pleadings, briefs, discovery requests, and other legal correspondence.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LEGISLATIVE RECORDER I - 1382

NOTE: formerly LEGISLATIVE RECORDER

DEFINITION:

Under direction, to perform difficult and specialized secretarial and administration work to record official actions taken by a major board or commission; to prepare and disseminate board or commission agendas, minutes, and directives; to interpret, summarize, and promulgate direction from a board or commission; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists with researching, assembling, and preparing legal documents related to items acted upon or considered by the City Council and other boards and commissions;
- Provides support for logistical, docketing procedures, and hearing session coordination;
- Takes or records, and then transcribes minutes of board, commission, and closed session meetings and independently prepares complete minutes;
- Accesses and utilizes various computer applications to record meetings;
- Prepares agendas, ensures accuracy of content and format, and distributes official meeting notices;
- Composes directives, referrals, memoranda, and responses for special transcription requests;
- Compiles, reviews, transcribes, and summarizes board and commission related data;
- Records pertinent board and commission actions and disseminates information to appropriate agencies and/or persons;
- Assists with tracking and meeting deadlines for transmittal of resolutions and ordinances subject to the Mayor's veto for Mayoral signature;
- Schedules public comment and presentations by City staff;
- Researches and maintains files, logs, and records;
- Processes and officially certifies agreements, reports, and board and commission actions;
- Sets-up acquisitions and resolutions;
- Responds to inquiries relative to board and commission actions and/or procedures;
- Uploads Request to Speak slips and Council-approved resolutions and ordinances, meeting results, minutes, and similar items to the intranet, City Clerk's web page, or the respective department's web page;
- Independently composes and types correspondence;
- Performs word processing and related tasks as required.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time complex clerical experience, of which two years must be performing duties in support of a board, commission, or legislative body as a primary function. Qualifying duties must include researching, assembling, preparing, and distributing documents and agendas. The ability to type at a corrected speed of 30 words per minute on a computer keyboard is required. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LEGISLATIVE RECORDER II – 1383

DEFINITION:

Under direction, to perform specialized highly complex secretarial and administrative work for boards, commissions, and the City Council; to record official actions taken; to prepare and disseminate board or commission agendas, minutes, and directives; to interpret, summarize, and promulgate direction from a board or commission; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Researches, assembles, and prepares legal documents related to items acted upon or considered by the City Council and other boards and commissions;
- Provides support for logistical, docketing procedures, and hearing session coordination;
- Takes or records, and then transcribes minutes of board, commission, Council, and committee meetings on a variety of topics and complexity and independently prepares complete minutes under stringent deadlines;
- Accesses and utilizes various computer application to record meetings;
- Prepares agendas and ensures the accuracy of the content and format;
- Compiles, reviews, and comprehends pertinent materials for Council docket prior to Council meetings;
- Composes directives, referrals, memoranda, and responses for special transcription requests;
- Reviews documents approved by the City Council in order to prepare directives or requests for ordinances and resolutions;
- Responds to inquiries relative to Council meetings, actions, and/or procedures;
- Records pertinent Council actions and disseminates information to appropriate agencies and/or persons;
- Tracks and meets deadlines for transmittal of resolutions and ordinances subject to the Mayor's veto for Mayoral signature;
- Researches and maintains the more difficult and complex manual and computerized files, logs, and records;
- Processes and officially certifies agreements, compiles, and reviews relevant data utilizing specialized knowledge;
- Uploads Request to Speak slips and Council-approved resolutions and ordinances, meeting results, minutes, and similar items to the intranet, City Clerk's web page, or the respective department's web page;
- Scheduling public comment and presentations by City staff;
- Operates a word processor to type minutes, agenda, and correspondence.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of experience as a Legislative Recorder I with the City of San Diego, **AND** four years of full-time complex clerical work experience, of which three years must be performing duties in support of a board, commission, or legislative body as a primary function. Qualifying duties must include researching, assembling, preparing, and distributing documents and agendas. The ability to type at a corrected speed of 30 words per minute on a computer keyboard is required. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARIAN I – 1571

DEFINITION:

Under general supervision, and in a staff development program, to perform entry-level professional library work in the Library Department.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class into the professional Librarian series.

*** EXAMPLES OF DUTIES:**

- Assists and instructs readers in the use of library resources;
- Answers reference questions by searching a variety of indexes, bibliographies, the internet, computerized databases, catalogues, directories, and other sources;
- Reviews, evaluates, and selects books and other materials for library use;
- Assists and advises users in the selection of appropriate reading materials;
- Explains library services to the public and interprets rules and policies;
- Trains members of the public on the use of computerized sources and technologies;
- Identifies library materials for preservation, storage, or discard;
- Prepares bibliographies and book lists; assists in classifying and cataloging library materials;
- Directs the acquisition of items;
- Conducts story hours and gives book talks for special groups;
- Conducts tours of library facilities;
- Reviews gift books and materials and makes recommendations for their disposition;
- Reads professional journals and reviews materials considered for library use;
- Attends meetings of community groups and professional organizations and promotes library use;
- May supervise and train subordinate paraprofessional and clerical employees and rate their work performance;
- Prepares reports and correspondence as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) Degree; **OR** Master's Degree accredited by the American Library Association (ALA); **OR** Master's Degree or equivalent education, **AND** six months of full-time experience as a professional Librarian; **OR** Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), which must include completion of at least 9 semester/14 quarter units of postgraduate or undergraduate library science course work, **AND** one and a half years of full-time experience as a paraprofessional Librarian.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARIAN II - 1584

DEFINITION:

Under direction, to perform journey-level professional library work in a branch library or section of the central library; to catalog and classify library materials; to oversee the ordering of library materials; to coordinate special programs; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the professional Librarian series. In a training capacity, these positions may be underfilled in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Provides professional library services to the public;
- Assists and instructs patrons in the use of library materials;
- Responds to a broad variety of reference questions by searching indexes, bibliographies, the internet, computerized databases, catalogues, directories, and other sources;
- Reviews, evaluates, and selects books and other materials for purchase;
- Assists and advises users in the selection of appropriate reading materials in a variety of subject areas;
- Reviews and identifies library materials for preservation, storage, or discard;
- Prepares detailed bibliographies, book lists, book reviews, and other informational material;
- Trains members of the public on the use of computerized sources and technologies;
- Classifies and catalogs library materials;
- Conducts story hours and gives book talks to classes and groups;
- Reviews gift books and materials and determines their disposition;
- Reads professional journals and critical reviews for the purpose of building and maintaining library collections;
- Visits and works with community groups and representatives to promote library use;
- Conducts tours of library facilities;
- Explains library policies and regulations;
- May supervise and train subordinate paraprofessional and clerical employees and rate their work performance;
- Develops grant proposals to fund special programs;
- Prepares reports and correspondence, as required;
- As the librarian in charge of the order section, directs the acquisition of materials, monitors the budget, and oversees the serials and bindery operations.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) Degree, **AND** one year of full-time experience as a professional Librarian; **OR** Master's Degree accredited by the American Library Association (ALA), **AND** one year of full-time experience as a professional Librarian; **OR** Master's Degree or equivalent education, **AND** one and a half years of full-time experience as a professional Librarian; **OR** Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), which must include completion of at least 9 semester/14 quarter units of postgraduate or undergraduate library science course work, **AND** two and a half years of full-time experience as a paraprofessional Librarian.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARIAN III - 1867

DEFINITION:

Under direction, to supervise the activities of a branch library with an annual circulation of up to 185,000; to coordinate special programs and grants; supervise other professional level staff; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists and instructs patrons in the use of library resources;
- Answers a variety of reference questions by searching indexes, bibliographies, the internet, computerized databases, catalogs, directories and other sources;
- Reviews, evaluates, and selects books, serials, periodicals, reference works, and other materials for purchase;
- Assists and advises library users in locating and selecting materials from library collections;
- Reviews gift books and materials and determines their disposition;
- Reads professional journals and critical reviews for the purpose of building and maintaining library collections;
- Consults with school personnel to determine needed resources;
- Plans, organizes, and conducts a variety of special programs and story hours for youth;
- Trains members of the public on the use of computerized sources and technologies;
- Explains library policies and regulations; recruits, trains, and supervises volunteers;
- Conducts fundraising;
- Promotes Friends of the Library groups;
- Serves on committees to develop and revise library policies, procedures, and standards;
- Represents the library at meetings of community groups and other organizations;
- Supervises the maintenance and security of a branch library facility;
- Makes recommendations to management about new technology acquisitions;
- Develops grant proposals and on-going budget tracking;
- Plans organizes, assigns, and rates the work of clerical, paraprofessional, and professional employees;
- Provides training for subordinates;
- Performs special projects and assignments;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) Degree, **AND** two years of full-time experience as a professional Librarian; **OR** Master's Degree accredited by the American Library Association (ALA), **AND** two years of full-time experience as a professional Librarian; **OR** Master's Degree or equivalent education, **AND** two and a half years of full-time experience as a professional Librarian; **OR** Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), which must include completion of at least 9 semester/14 quarter units of postgraduate or undergraduate library science course work, **AND** three and a half years of full-time experience as a paraprofessional Librarian.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARIAN IV - 1585

DEFINITION:

Under direction, to supervise a large branch library with an annual circulation of 185,000 or greater, the Catalog Section, the Outreach Program, or a major section of the central library; to supervise other full-time professional level staff; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists and instructs patrons in the use of library resources;
- Answers a wide variety of reference questions by searching diverse reference materials;
- Reviews, evaluates, and selects books, serials, periodicals, and other reference materials for purchase;
- Makes recommendations to management about new technology acquisitions;
- Assists and advises library users in locating and selecting materials from library collections;
- Reviews and identifies library materials for preservation, storage, or discard;
- Prepares collection policies, bibliographies, book reviews, and reading lists;
- Reviews gift books and materials and determines their disposition;
- Reads professional journals and critical reviews for the purpose of building and maintaining library collections;
- Organizes and conducts computer training and variety of application for staff or community;
- Consults with school personnel to determine needed resources;
- Plans, organizes, and conducts a variety of special programs and story hours for children;
- Gives book talks;
- Implements and explains library policies and procedures;
- Recruits, trains, and supervises volunteers;
- Conducts fundraising;
- Promotes Friends of the Library groups, and serves on committees to develop and revise library policies, procedures, and standards;
- Represents the library at meetings of community groups and other organizations;
- Supervises, trains, and evaluates the performance of subordinate clerical, paraprofessional, and professional employees;
- Performs special projects and assignments;
- Develops grant proposals and on-going budget training;
- Prepares reports and correspondence;
- In a branch library, supervises the maintenance and security of a branch library facility; provides children's programs; conducts outreach work in the community; and directs circulation activities;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- In the central library, serves as a subject matter expert; and develops and maintains special collections;
- In Support Services, catalogs and classifies library materials; directs copy cataloging; and oversees catalog maintenance.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) Degree, **AND** three years of full-time experience as a professional Librarian; **OR** Master's Degree accredited by the American Library Association (ALA), **AND** three years of full-time experience as a professional Librarian; **OR** Master's Degree or equivalent education, **AND** three and a half years of full-time experience as a professional Librarian; **OR** Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), which must include completion of at least 9 semester/14 quarter units of postgraduate or undergraduate library science course work, **AND** four and a half years of full-time experience as a professional Librarian.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARY ASSISTANT I - 1588

NOTE: formerly Library Aide

DEFINITION:

Under immediate supervision, to perform a variety of routine tasks in the City's libraries; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Sorts, shelves, moves, retrieves, and straightens books and other library materials;
- Checks books and other library materials in/out to the public;
- Places magazines and pamphlets in covers for library use;
- Performs routine clerical library tasks using a computer;
- Repairs torn pages with mending tape and pastes in new book pockets;
- In a training capacity, occasionally assists with general office clerical work including typing and filing;
- Sorts, discards, and routes material according to specific instructions;
- Retrieves library materials for patrons and answers routine questions;
- Collects fees for overdue books;
- Files records, documents, and maps;
- Assists the public and other library staff;
- Runs errands.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

No specific education or experience is required.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARY ASSISTANT II - 1590

NOTE: formerly Library Clerk

DEFINITION:

Under general supervision, to perform a variety of journey-level library-related clerical duties in the Library Department.

*** EXAMPLES OF DUTIES:**

- Registers and issues library cards to patrons;
- Checks library books and materials in and out using an automated on-line circulation system;
- Calculates and collects fines and other charges for overdue, lost or damaged library materials;
- Answers routine questions regarding the location and use of library facilities and resources as well as basic reference questions;
- Explains general library policies and procedures to library patrons and assists them in using automated catalog system;
- Types book orders, book lists, memorandums, and other reports and correspondence;
- Compiles statistics and maintains records and files related to library services and activities;
- Determines the availability of books and other library materials requested by patrons and other libraries;
- Requests books from other libraries for patrons;
- Places new book orders and other library materials using an automated acquisition system;
- Receives and processes new books, periodicals and other library materials; searches data bases for bibliographic records and enters cataloging data for books into an automated catalog system;
- Enters and deletes book information from an automated circulation system;
- Orders supplies and processes mail;
- Retrieves materials from storage; and answers patrons' questions regarding the availability of storage materials;
- Troubleshoots minor patron computer use problems;
- Supervises branch or section in absence of professional Librarians or Library Assistants;
- Assists Librarians with less-complex administrative projects;
- Oversees patron use of microform equipment, and maintains microform collections;
- Makes collection suggestions to librarians based on patron requests or book reviews;
- Performs basic equipment and library book maintenance;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Conducts patron training on all electronic technologies including the Internet, resume worker, research databases and computerized word processing;
- Leads the work of subordinate clerical personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of full-time clerical experience, including six months of full-time experience directly assisting library patrons; ordering and processing library books and materials; working with the automated library cataloging and circulation systems; or working with bibliographic data bases. Ability to type at a corrected speed of 30 net words a minute. Some positions may require the ability to type at a corrected speed of 50 net words per minute.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARY ASSISTANT III - 1586

NOTE: formerly Library Assistant

DEFINITION:

Under immediate supervision, to perform a variety of paraprofessional duties in a branch library or a section of the Central Library; to assist librarians in technical library functions in a staff development capacity; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists patrons in using library facilities and locating desired materials;
- Researches and answers the more routine reference questions by checking indexes, directories, computerized sources, the Internet, lists, guides, and other information sources and performs data entry;
- Searches for library materials;
- Maintains collections such as pamphlets, pictures, maps, government documents, and other special files by assigning subject headings, reviewing information and discarding out-of-date materials;
- Maintains folders and records on events of a cultural or public service nature;
- Conducts tours of library facilities and instructs the public on library use;
- Explains library policies and rules, arranges and maintains book displays, bulletin boards, and other exhibits;
- Performs clerical functions as needed;
- Registers patrons using the integrated library system;
- Checks incoming books, periodicals, and other materials and prepares them for circulation;
- Checks shelves for proper placement of books and removes those in need of repair;
- Provides children's services and conducts patron training classes;
- Performs minor and routine book mending and troubleshooting patron issues with library computers;
- Takes inventory of book collections;
- May supervise the work of clerical employees and/or lead the work of Library Assistants and volunteers;
- Instructs the public in the use of library reference and information guides, directories, and index systems;
- Performs data entry and computer searches.

In a staff development capacity:

- Suggests books for reading to users;
- Recommends books for acquisition;
- Recommends library materials to be discarded;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Reviews gift books and makes recommendations on their disposition;
- Assists in preparing reading lists;
- Assists with preparation of grant proposals and requests;
- Develops special programs and fund raisers;
- Makes presentations on Library Services to schools and community groups;
- Assists with development and tracking branch or section budgets;
- Assists with public programs and promotions.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a community college certificate in Library Technology; **OR** Associate's Degree or equivalent education; **OR** two years of full-time paraprofessional library experience, which must include assisting patrons in locating information, books and articles by using reference materials, indexes, and electronic resources, and answering questions regarding the use and services of the library.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARY TECHNICIAN - 1758

DEFINITION:

Under general supervision, to perform complex copy cataloging in the centralized Cataloging Section of the Library Department; and to perform related duties.

*** EXAMPLES OF DUTIES:**

- Performs preliminary cataloging searches using the automated library database system;
- Reviews and modifies existing catalog records;
- Searches, selects, edits, and enters information into bibliographic and item records;
- Creates new bibliographic records, including title, author, publishing information, bibliographic description, and call number for the less complex library materials, following local, national, and international cataloging standards;
- Performs database maintenance activities, including adding item level holding information, updating and correcting item records, and performing item transfers and changes;
- Inputs processed library materials into the inventory database program;
- Cross checks the work of other Cataloging Section staff members;
- Trains staff in cataloging procedures;
- Provides hardware and software assistance and troubleshooting to the staff of the library and other City departments.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Library Assistant II with the City of San Diego; **OR** eighteen months of full-time experience performing customer service and clerical duties with a government jurisdiction or college/university library. Qualifying customer service and clerical experience must include performing all of the following duties: issuing library cards to patrons; providing information about library services; using an automated system to check materials in and out of the library; placing new orders for library materials; receiving, processing, and distributing new library materials; searching databases for bibliographic records; entering cataloging data into an automated database; and personal Computer (PC) word processing experience; **OR** successful completion of 45 semester/68 quarter college-

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

level units; **OR** a combination of the experience and education as specified above equaling 2700 hours.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LIFE SAFETY INSPECTOR I - 1111

DEFINITION:

Under general supervision, to perform life safety/fire sprinkler system inspection work on less complex new structures and repair or renovation work on existing structures; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects multi-family residential and non-residential structures for compliance with local, State, and Federal fire and life safety codes and regulations and national standards for mechanical, fire sprinkler, accessibility, and fire and life safety requirements;
- Checks and enforces field conformance to approved plans and specifications;
- Performs field inspections on new construction for compliance with fire and life safety codes;
- Investigates complaints of building code violations;
- Documents inspection results and prepares reports;
- Maintains records;
- Prepares correction notices to property owners, tenants, and contractors;
- Meets with property owners, tenants, and contractors to discuss or explain specific corrections;
- Assists in regional disaster responses by performing damage assessments.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of full-time experience performing fire suppression systems installation and repair work, **AND** a Bachelor's degree in Fire Protection Engineering; **OR** one year of full-time professional experience with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing fire suppression systems inspections of multi-family residential and/or commercial structures, **AND** an Associate's degree/Community College Certificate in Construction Inspection, Building Construction Technology, or equivalent; **OR** two years of full-time professional experience with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing fire suppression systems inspections of multi-family residential and/or commercial structures; **OR** one year of full-time experience performing all phases of journey-level fire suppression systems installation and repair work, **AND** successful completion of a State-

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

accredited four or five-year Fire Sprinkler Fitter Apprenticeship Program; **OR** four years of full-time experience performing all phases of journey-level fire suppression systems installation and repair work. Possession of a valid International Code Council (ICC) Fire Sprinkler Inspector certificate **OR** a National Institute for Certification in Engineering Technologies (NICET) certification in water based systems (layout and/or inspection and testing) will be required within two years from date of hire. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIFE SAFETY INSPECTOR II - 1112

DEFINITION:

Under general supervision, to perform life safety/fire sprinkler system inspection work on complex new structures and repair or renovation work on existing structures; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Life Safety Inspector series. Employees in this class are expected to perform the full range of duties with only occasional instruction or assistance as new or unusual situations occur. Positions classified at this level may be underfilled with Life Safety Inspectors I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Inspects multi-family residential, commercial, and industrial structures for compliance with local, State, and Federal fire and life safety codes and regulations and national standards for mechanical, fire sprinkler, accessibility, and fire and life safety requirements;
- Checks and enforces field conformance to approved plans and specifications;
- Performs field inspections on new construction for compliance with fire and life safety codes;
- Investigates complaints of building code violations;
- Documents inspection results and prepares reports;
- Maintains records;
- Prepares correction notices to property owners, tenants, and contractors;
- Meets with property owners, tenants, and contractors to discuss or explain specific corrections;
- Assists in regional disaster responses by performing damage assessments;
- Reviews construction, repairs, replacement, installation, and repair plans;
- Inspects sites for practicability of plans.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Two years of full-time experience performing inspections with a governmental jurisdiction at a level equivalent to a Life Safety Inspector I with the City of San Diego, **AND** one of the following: one year of full-time experience performing fire suppression systems installation and repair work, **AND** a Bachelor's degree in Fire Protection Engineering; **OR** one year of full-time professional experience with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing fire suppression systems inspections of multi-family residential and/or commercial structures, **AND** an Associate's degree/Community College Certificate in Construction Inspection, Building Construction Technology, or equivalent; **OR** two years of full-time professional experience with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing fire suppression systems inspections of multi-family residential and/or commercial structures; **OR** one year of full-time experience performing all phases of journey-level fire suppression systems installation and repair work, **AND** successful completion of a State-accredited four or five-year Fire Sprinkler Fitter Apprenticeship Program; **OR** four years of full-time experience performing all phases of journey-level fire suppression systems installation and repair work. Possession of a valid International Code Council (ICC) Fire Sprinkler Inspector certificate **OR** a National Institute for Certification in Engineering Technologies (NICET) certification in water based systems (layout and/or inspection and testing) will be required within one year from date of hire. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIFEGUARD I - 1591

DEFINITION:

Under general supervision, to maintain surveillance over an assigned coastal area to protect life and property and to prevent accidents; to enforce local and state laws; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is used primarily to fill seasonal, summer lifeguard positions.

*** EXAMPLES OF DUTIES:**

- Safeguards the using public by maintaining surveillance over an assigned area within a lifeguard district on the oceanfront or Mission Bay;
- Performs beach, cliff, and water rescues in coastal and inland areas;
- Enforces aquatic beach regulations and ordinances;
- Issues citations and makes arrests;
- Patrols assigned area in radio equipped emergency vehicle;
- Warns the public of dangerous conditions and posts warning devices;
- Administers medical aid and performs cardio-pulmonary resuscitation;
- Operates emergency vehicles such as pickup trucks, two and four wheel drive vehicles, cliff rescue vehicle, rescue boats, and specialized lifesaving equipment;
- Dives in ocean water, with or without self-contained underwater breathing apparatus (SCUBA);
- Performs search and recovery on Mission Bay, ocean, or inland lakes and waterways;
- Dispatches mobile lifeguard units;
- Furnishes routine information to the media and general public;
- Testifies in court regarding matters of enforcement and litigation;
- Tows disabled boats;
- Keeps records and writes reports;
- Maintains safety equipment, facilities, and supplies;
- Assists in conducting aquatic events and water safety programs;
- Is subject to 24-hour emergency call.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Must be 18 years of age or older. Possession of valid American Red Cross Emergency Response (EMR) Certificate; American Red Cross CPR/AED for Professional Rescuers or American Heart Association CPR/AED for Healthcare Providers Certificate; and certificate of completion for the Miramar College Introduction to Open Water Lifeguarding (San Diego Regional Lifeguard Academy) dated within the last two years. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIFEGUARD II - 1593

DEFINITION:

Under general supervision, to maintain surveillance over an assigned coastal area to protect life and property and to prevent accidents; to enforce local and state laws; to instruct and lead the work of subordinate lifeguards; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class differs from Lifeguard I in that Lifeguards II serve as the in-charge guards of a lifeguard station and lead the work of Lifeguards I. Incumbents of this class are subject to 24-hour emergency call and are assigned to varying work schedules including night schedules.

*** EXAMPLES OF DUTIES:**

- Safeguards the using public by maintaining surveillance over an assigned area within a lifeguard district on the oceanfront or Mission Bay;
- Performs beach, cliff, and water related rescues in coastal and inland areas; enforces regulations including local and state laws;
- Issues citations and makes arrests;
- Patrols assigned area in radio equipped emergency vehicle;
- Warns the public of dangerous conditions and posts warning devices;
- Administers medical aid and performs cardio-pulmonary resuscitation;
- Operates cliff rescue vehicle, rescue boats, patrol boats, and specialized lifesaving equipment;
- Dives in open water, with or without self-contained underwater breathing apparatus (SCUBA);
- Performs search and recovery functions on Mission Bay, ocean, or inland lakes and waterways;
- Dispatches mobile lifeguard units;
- Checks registration of vessels and inspects safety equipment for compliance with specified requirements;
- Regulates boating, waterskiing, and guest mooring traffic;
- Performs marine fire-fighting functions and pump-outs of vessels taking on water;
- Communicates directly via radio, intercom, and phone with major rescue and enforcement agencies;
- Trains in the use of helicopters as a rescue tool, and may be required to affect a rescue from a helicopter or act as a ground communicator to help land a helicopter;
- Monitors emergency marine radio bands and responds to calls for assistance; screens phone and radio calls for help and coordinates an appropriate response;
- Furnishes routine information to the media and the public;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Testifies in court regarding matters of enforcement and litigation;
- Acts as a “first responder” and may be required to drive an ambulance in emergencies;
- Performs marine firefighting work;
- Provides instruction and training in various aspects of marine safety to other lifeguards;
- Tows disabled boats;
- Assists supervisors in evaluating and rating the work performance of subordinate lifeguards;
- Keeps records and writes reports; maintains safety equipment, facilities, and supplies;
- Conducts aquatic events and water safety programs.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

High school graduate, or passage of the California High School Proficiency Examination (CHSPE) or General Education Development (GED) examination, **AND** six months of full-time experience (900 hours) as a lifeguard at a public ocean front beach. Possession of the following valid certificates: American Red Cross CPR for the Professional Rescuer or equivalent; American Red Cross Emergency Medical Response Certificate or Emergency Medical Technician Certificate issued by the State of California or National Registry Certificate and recognized by the San Diego County Emergency Medical Services Authority (LEMSA); City of San Diego Main Tower Observation Certification; Self-Contained Underwater Breathing Apparatus (SCUBA) Certification; and City of San Diego Personal Watercraft (PWC) Operator Certification. Possession of a valid California Class C Driver’s License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIFEGUARD III - 1603

DEFINITION:

Under general supervision, to instruct and lead the work of subordinate lifeguards; to maintain surveillance over an assigned area to protect life and property and to prevent accidents; to enforce local and state laws; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey/lead classification in the Lifeguard series. Incumbents of this class perform the full range of duties of the journey-level Lifeguard II class and perform training and lead functions.

*** EXAMPLES OF DUTIES:**

- Leads subordinate lifeguards in maintaining surveillance over an assigned area on the oceanfront or Mission Bay or on bay patrol activities;
- Safeguards the using public at public beaches or at Mission Bay;
- Provides technical instruction and training in various aspects of marine safety including the safe and proper operation of inflatable rescue boats; fire, bay patrol, and surf rescue boats; cliff rescue vehicles and all-terrain cycles; portable pumps; and in the operation of a marine dispatch center;
- Performs beach, cliff, and water-related rescues;
- Administers first aid;
- Enforces aquatic and beach regulations and ordinances;
- Patrols assigned areas in radio-equipped emergency vehicles;
- Warns the public of dangerous conditions and posts warning devices;
- Patrols Mission Bay Park by boat to enforce boating and waterways regulations;
- Regulates boating, waterskiing, and guest mooring traffic;
- Performs search and recovery functions on Mission Bay and other waterways;
- Performs marine firefighting functions and pump-outs of vessels taking on water; tows disabled boats;
- Checks registration of vessels and inspects safety equipment for compliance with specified requirements;
- Performs marine firefighting work;
- Keeps records and writes reports;
- Maintains safety equipment, facilities, and supplies;
- Performs other related duties.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing ocean beach lifeguard duties and/or boating safety patrol enforcement duties at a level equivalent to the City of San Diego's classification of Lifeguard II or higher with the City of San Diego, and possession of the following valid certificates: Cardio-pulmonary Resuscitation (CPR), Emergency Medical Technician (EMT), Cliff Rescue Vehicle (Rescue 44) Operator, and Self-Contained Underwater Breathing Apparatus (SCUBA); **AND** possession of at least one of the following group of valid certificates: Bay Boat Field Training Officer, Surf Boat Field Training Officer, Bay Boat Field Training Officer, Fire Boat Field Training Officer, Personal Watercraft Field Training Officer, or Off Road Vehicle Field Training Office. Possession of a valid California Class B Driver's License, AND a California Department of Motor Vehicles Medical Certificate dated within the last two years.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIFEGUARD SERGEANT - 1592

DEFINITION:

Under direction, to supervise lifeguard operations in an assigned area of a lifeguard district or boating safety unit; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class differs from Lifeguard II in that Lifeguard Sergeants serve as first-level supervisors over an assigned area of a lifeguard district, and Lifeguards II serve in a lead capacity.

*** EXAMPLES OF DUTIES:**

- Supervises lifeguard activities within an assigned area;
- Supervises and assists in rescue operations;
- Instructs and trains subordinates in various aspects of marine safety operations;
- Helps determine and ensures appropriate beach staffing levels;
- Explains and enforces state and local laws and regulations;
- Develops operational manuals;
- Assists in writing policies, procedures, and standards;
- Prepares written reports and correspondence;
- Establishes work schedules and makes work assignments;
- Initiates disciplinary measures as required;
- Patrols in a radio equipped emergency vehicle or vessel to monitor activities within assigned area;
- Commands a fire boat during fires and major rescue incidents;
- Assists in the preparation of the budget;
- Coordinates with and requests assistance from other agencies as required;
- Directs activities at major emergency incidents;
- Coordinates special events;
- Investigates complaints and accidents;
- Testifies in court regarding matters of enforcement and litigation;
- Ensures proper maintenance of marine safety equipment, facilities, and supplies;
- Develops curriculum for education and training;
- Evaluates and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing ocean lifeguard and/or boating safety patrol enforcement duties at a level equivalent to a Lifeguard II or higher with the City of San Diego (a position that safeguards swimmers at public beaches and performs boating safety functions; performs rescues; administers first aid; and enforces aquatic and beach regulations and ordinances); **OR** one year of full-time of experience ocean lifeguarding with the City of San Diego, **AND** one year of full-time experience patrolling City of San Diego lakes and reservoirs by boats and motor vehicles to enforce security and safety regulations, and to ensure the safety of patrons involved in lake recreational activities. Emergency Medical Technician (EMT) Certificate issued by the State of California or National Registry Certificate and recognized by San Diego County Emergency Medical Services Authority (LEMSA), **AND** Self-Contained Underwater Breathing Apparatus (SCUBA) Certification is required at the time of hire. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIGHT EQUIPMENT OPERATOR - 1594

DEFINITION:

Under general supervision, to operate light motorized equipment or equivalent equipment in simple construction, maintenance, and repair work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Equipment Operator I in the type of equipment used and the lesser degree of skill required. Equipment used by Light Equipment Operators typically includes: small 2600 class farm-type tractors, self-propelled roller compactors, self-propelled power augers, light trencher-excavator, and other equipment of comparable difficulty.

*** EXAMPLES OF DUTIES:**

- Operates various types of light motorized equipment in performing simple construction and maintenance work;
- Operates a small farm-type tractor used to tow gang mowers, aerifier, flail, or similar attachments in performing turf maintenance duties;
- Operates self-propelled rollers in street construction and repair work;
- Digs holes with power auger;
- Excavates with small trencher;
- Does minor servicing and maintenance on assigned equipment;
- Keeps mileage and service records;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience using and operating light motorized construction and maintenance equipment (e.g., tractors, self-propelled roller compactors, power augers, trench-excavators, and/or riding mowers). Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LITERACY PROGRAM ADMINISTRATOR - 1757

DEFINITION:

Under general direction, to administer a City-wide literacy program; to perform other related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, implements, and evaluates a variety of literacy projects;
- Develops partnerships with major companies, community-based organizations, and other agencies to establish workplace or on-site literacy programs;
- Assesses City-wide literacy needs and identifies resources;
- Conducts a wide array of fundraising activities;
- Formulates program policies and procedures in accordance with funding guidelines;
- Develops criteria for recruiting volunteer tutors and participants wishing to acquire reading skills;
- Provides in-service training to volunteers;
- Develops literacy materials for staff and tutors;
- Develops public relations materials to recruit students and volunteers and publicize the program;
- Develops literacy collection of materials and recommends appropriate materials, methodologies, and techniques for staff and literacy tutors;
- Confers with and makes presentations to community groups, government bodies, and other agencies;
- Participates in statewide literacy coordination and development with the California State Library and the California State Department of Education staff;
- Represents the department on the San Diego Council on Literacy;
- Prepares, monitors, and implements the annual program budget;
- Prepares grant applications and administers grant funds;
- Prepares reports for library administration and funding sources; manages and provides pre-service and in-service workshops for volunteers, adult learners, and literacy professionals;
- Chairs annual tutor conference;
- Supervises monthly tutor and learner support groups;
- Manages computerized reading lab and develops curriculum and courseware;
- Serves as a liaison with the board of the Friends of the READ/San Diego Literacy Programs;
- Supervises subordinate staff.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Education, Social Sciences, or a related field, **AND** four years of full-time experience in program development and management or volunteer coordination and supervision, preferably in an adult literacy or specialty reading program.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LITHOGRAPHIC TECHNICIAN - 1595

DEFINITION:

Under general supervision, to produce all photographic material needed to support the lithographic method of printing; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Receives, determines format and processing procedures, and produces photographic material for use in the Print Shop;
- Produces process color, half-tone, and black and white negatives;
- Cuts and masks overlays to choke, spread, and trap film images;
- Sets-up horizontal process camera by mounting copy on a copy board, masking margins, adjusting lamps, adjusting lens setting, focusing, mounting film and screens on vacuum back, and determining correct exposure time;
- Enhances or diminishes dominant colors by varying exposure times and color filters;
- Manipulates copy to eliminate moray effects;
- Develops negatives in a darkroom utilizing conventional or automatic developing equipment;
- Strips photographic negatives on masking sheets;
- Exposes and develops presensitized metal plates using normal and tight registration development techniques and prepares the plates for the offset press operations;
- Produces ancillary materials needed for blue line processing including mylars, contact prints, and repairs to damaged engineering drawings;
- Provides other departments finished photographic material such as photostats, negatives, and enlarged or reduced copies of originals;
- Performs minor and preventative maintenance on all equipment used.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience operating offset lithographic equipment, which must include the shooting of line and half-tone negatives on a horizontal or vertical process camera, developing and stripping negatives, and processing plates.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LOCKSMITH - 1597

DEFINITION:

Under general supervision, to perform skilled work in the installation, repair, replacement, and maintenance of a wide variety of locks, keys, and emergency exit hardware; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Installs, maintains, adjusts, services, repairs, and rebuilds all types of manual and automated locking devices, equipment, and systems;
- Repairs and changes combinations on safe locking mechanisms;
- Operates manual or computerized key cutting machines or systems;
- Maintains master key systems;
- Makes keys by code and tracing machines for various locks;
- Selects key blanks, cuts keys, and fits keys to locks;
- Picks locks when keys are lost or broken in the lock and extracts broken keys;
- Makes minor repairs to safes;
- Establishes and maintains master key systems for building locks, lockers, and padlocks;
- Maintains an electro-mechanical access control system;
- Arranges and maintains duplicate key systems;
- Maintains computerized and manual records of locks, keys, entry cards, and other related security devices and equipment;
- Installs and repairs manual and automated panic door exit devices, hydraulic door closers, and floor hinges;
- Installs and repairs panic and fire exit hardware;
- Replaces or rebuilds jail locking devices and mechanisms.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited three-year Locksmith Apprenticeship Program; **OR** three years of full-time journey-level experience in the repair, maintenance, and installation of locks, keys, and related building hardware. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MACHINIST - 1602

DEFINITION:

Under general supervision, to perform skilled machinist work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Sets-up, operates, and maintains lathes, grinders, honing equipment, shapers, milling and boring machines, drill presses, metal spray equipment, and other machine shop tools;
- Lays out, cuts, forms, and shapes parts, tools, and equipment according to precise specifications;
- Overhauls pumps, compressors, and similar equipment;
- Makes drivelines, power take-off drive shafts, pump shafts, sleeve bearings, and engine parts;
- Sharpens tools with grinders;
- Reads blueprints and prepares working schematics and technical manuals;
- Makes precision measurements with test dial indicators, micrometers, vernier calipers, bevel protractors, and similar instruments;
- Assembles/disassembles, repairs, rebuilds, and manufactures pumps, compressors, valves, and similar equipment;
- Lubricates, adjusts, and repairs machine shop equipment;
- As directed, applies productivity time guidelines and other required data to work repair forms;
- Researches and orders parts;
- Trains and leads the work of apprentices and assigned personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications. <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited four-year Machinist Apprenticeship Program; **OR** four years of full-time experience in all phases of work as a journey-level Machinist. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MARINE MECHANIC - 1608

DEFINITION:

Under general supervision, to perform skilled mechanical repairs on marine equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Diagnoses, maintains, repairs, and overhauls inboard and outboard marine gasoline and diesel engines, including power heads, carburetors, gear cases, fuel systems, tilt and trim units, hydraulic steering, cooling systems, and lubrication systems;
- Performs minor fiberglass repairs to vessel hulls;
- Makes structural changes and modifications;
- Operates a two-way mobile radio;
- Makes preventative maintenance inspections;
- Performs tune-ups;
- Inspects vessels;
- Selects and purchases parts and supplies;
- Maintains records;
- Operates City vehicles including vessels and other marine equipment;
- Trains and leads the work of apprentices and assigned personnel;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a four-year State accredited Marine Mechanic Apprentice Program; **OR** four years of full-time journey-level experience as a Marine Mechanic. Qualifying experience must include the maintenance, diagnosis, repair, and overhaul of two and four stroke gasoline inboard and outboard marine engines including power heads, gear cases, fuel systems, trim and tilt units, engine linkage, ignition systems, and electrical systems; **OR** a combination of four years of the above training and experience; **OR** two years of full-time journey-level equipment mechanic experience which includes the maintenance, diagnosis, repair, and overhaul of gasoline or diesel engines, **AND** two years of full-time journey-level marine mechanic experience as described above. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MARINE SAFETY CAPTAIN - 1587

DEFINITION:

Under administrative direction, to direct and administer the operation of the Lifeguard Service; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs and administers the operation of a marine safety program;
- Supports the Lifeguard Chief on meet and confer items;
- Reviews and determines policies as to methods of operation;
- Establishes regulations and procedures;
- Performs strategic planning and administration;
- Reviews and recommends changes to policies and municipal ordinances and state laws relating to the lifeguard service;
- Sets-up guidelines and procedures for the training and scheduling of personnel;
- Investigates major rescue operations;
- Develops and implements staffing plans;
- Coordinates the lifeguard operation with activities of other governmental and law enforcement agencies;
- Evaluates and prepares legislative proposals;
- Prepares and monitors the budget for lifeguard services;
- Develops proposals for CIP projects;
- Writes reports and correspondence;
- Controls expenditures;
- Develops equipment replacement schedules;
- Coordinates safety programs and special aquatic activities;
- Provides liaison to the news media and other City departments, organizations, and agencies;
- Meets with the public on issues and activities concerning beach and marine safety operations;
- Responds to route slips;
- Reviews the investigation of complaints and accidents;
- Conducts fact finding inquiries of internal and external incidents;
- Conducts disciplinary hearings;
- Maintains records;
- Plans and directs work assignments;
- Rates and evaluates the performance of subordinates.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience supervising an ocean lifeguard unit or boating safety unit performing enforcement functions at a level equivalent to the City of San Diego's classification of Marine Safety Lieutenant; **OR** two years of full-time experience supervising an ocean lifeguard unit or boating safety unit performing enforcement functions at a level equivalent to the City of San Diego's classification of Lifeguard Sergeant. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MARINE SAFETY LIEUTENANT - 1589

DEFINITION:

Under direction, to supervise the activities of subordinate lifeguards within an assigned lifeguard district or boating safety unit; to handle various special projects and administrative tasks; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the activities of subordinate lifeguards within an assigned lifeguard district on ocean or bay beaches or boating safety unit;
- Handles special administrative projects as assigned;
- Oversees all major beach, cliff, and water related rescue operations;
- Provides instructions in water safety, work methods, and procedures;
- Coordinates marine safety services with the activities of other governmental and law enforcement agencies;
- Inspects and supervises the maintenance of safety equipment, facilities, and supplies within an assigned district;
- Represents the department at various lifesaving, medical aid, and water safety programs;
- Investigates complaints and incidents;
- Interprets and explains applicable codes, ordinances, regulations, policies, and procedures to the public;
- Testifies in court regarding matters of enforcement and litigation;
- Represents the department before committees and community groups;
- Prepares draft responses to route slips and other citizen inquiries;
- Represents the division and department as a media spokesperson;
- Monitors budget expenditures and prepares preliminary budget requests;
- Reviews and evaluates equipment and material needs;
- Assesses and develops training programs;
- Supervises the instruction and training in various aspects of water safety operation;
- Prepares reports and maintains records;
- Evaluates and rates the work performance of subordinates;
- Formulates and administers a program of training for lifeguard personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience supervising an ocean lifeguard or boating safety patrol enforcement function at a level equal to the City of San Diego's classification of Lifeguard Sergeant. Possession of all the following valid certifications at the time of hire: Emergency Medical Technician (EMT) Certification issued by the State of California National Registry Certificate and recognized by the San Diego County Emergency Medical Services Authority (LEMSA); Cardiopulmonary Resuscitation (CPR) Certificate; and Self-Contained Underwater Breathing Apparatus (SCUBA) Certification. Possession of a valid California Class B Driver's License, AND a California Department of Motor Vehicles Medical Certificate dated within the last two years.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MASTER FLEET TECHNICIAN – 1447

NOTE: formerly Equipment Service Writer

DEFINITION:

Under general direction, to provide technical assistance and/or perform the most complex work requiring advanced mechanical knowledge and skill in the diagnosis, maintenance, and repair of City fleet vehicles; and to perform related work.

EXAMPLES OF DUTIES:

- Performs diagnostic, preventive, and corrective maintenance on City vehicles and equipment;
- Performs general repair and overhaul of various types of engines (e.g., gas, diesel, electric, and alternative fuels) and all other components on a variety of equipment;
- Ensures final work product and reporting meets Quality Control Plan (QCP) standards;
- Adheres to safety regulations to ensure a safe working environment;
- Ensures compliance with all federal, state, and local laws and regulations and best fleet practices related to fleet vehicles and facilities;
- Generates and maintains vehicle and equipment maintenance records and work orders;
- Reviews vehicle maintenance history to ensure continuity of repairs, and inputs parts and labor information for specific vehicles and/or repair orders into the Fleet Management Information System (FMIS);
- Assists Technicians as needed on complex diagnostics and repairs;
- Prepares new vehicles for service and decommissions vehicles as they are removed from service;
- Repairs and installs truck bodies and special mounted equipment including emergency equipment;
- Performs general and emergency repairs in the field including moving vehicles and equipment using either a tow truck or trailer;
- May assist in the planning, assignment, and scheduling of work for subordinate technicians;
- May coordinate shop work with customer departments or divisions;
- Assists in maintaining facility inventories including parts, fuel, tools, shop equipment, and facility inspections as assigned;
- Diagnoses and resolves complex drivability issues;
- Repairs bodies and fenders, performs frame alignment, brazing, welding, and machining as assigned;
- Installs and maintains various emergency light and siren systems and prisoner restraint systems.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State accredited four-year Equipment Mechanic Apprenticeship Program, **AND** one year of full-time journey-level equipment mechanic experience, which must include the maintenance, diagnosis, repair, and overhaul of gas or diesel engines, hydraulic or air brake systems, electrical systems, ignition systems, electronic controls, manual or automatic transmission systems, and fuel systems; **OR** five years of full-time journey-level equipment mechanic experience as described above; **OR** one year of full-time experience as an Fleet Technician with the City of San Diego; **OR** a combination of the above training and experience equaling five years. A valid Automotive Service Excellence (ASE) Master Automotive Technician Certificate or Master Medium/Heavy Truck Technician Certificate issued from the National Institute of Automotive Excellence will be required at the time of hire. Possession of a valid California Class C Driver's License is required.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MECHANICAL INSPECTOR I - 1171

DEFINITION:

Under general supervision, to perform plumbing/mechanical inspection work on new structures, repair, or renovation work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects multi-family residential, commercial, and industrial structures for compliance to local, State, and Federal plumbing, gas, heating, ventilation, air conditioning (HVAC), fire suppression systems, and building codes and regulations;
- Checks and enforces field conformance to approved plans and specifications;
- Investigates complaints of code violations;
- Prepares reports;
- Maintains records;
- Prepares correction notices to property owners, tenants, and contractors;
- Meets with property owners, tenants, and contractors to discuss or explain specific corrections.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing general plumbing or heating, ventilating, air-conditioning (HVAC) installation and repair work, **AND** a Bachelor's Degree in Mechanical Engineering; **OR** one year of full-time professional experience with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing mechanical/plumbing or fire suppression systems inspections of multi-family residential and/or commercial structures, **AND** an Associate of Science Degree/Community College Certificate in Construction Inspection, Building Construction Technology, or Air-Conditioning and Refrigeration (Environmental Control Technology); **OR** two years of full-time professional experience with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing mechanical/plumbing or fire suppression systems inspections of multi-family residential and/or commercial structures; **OR** one year of full-time experience reviewing/designing mechanical/plumbing plans for conformance to mechanical/plumbing codes with a governmental jurisdiction or a private company contracting with a governmental jurisdiction, **AND** a Bachelor's Degree in Mechanical Engineering; **OR** three years of full-time experience reviewing/designing

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

mechanical/plumbing plans for conformance to mechanical/plumbing codes with a governmental jurisdiction or a private company contracting with a governmental jurisdiction; **OR** one year of full-time experience performing all phases of journey-level plumbing or heating, ventilating, air-conditioning (HVAC), installation and repair work, **AND** completion of a State-accredited four or five-year Mechanical/Plumbing or Air-Conditioning and Refrigeration Apprenticeship program; **OR** four years of full-time experience performing all phases of journey-level plumbing or heating, ventilating, air-conditioning (HVAC) installation and repair work. A valid International Code Council (ICC) Mechanical or Plumbing Inspector certificate will be required within two years from date of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MECHANICAL INSPECTOR II - 1172

DEFINITION:

Under general supervision, to perform skilled and difficult plumbing/mechanical inspection work on new structures, repair, or renovation work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Mechanical Inspector series. Employees in this class are expected to perform the full range of duties with only occasional instruction or assistance as new or unusual situations occur. Positions classified at this level may be underfilled with Mechanical Inspectors I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Inspects multi-family residential, commercial, and industrial structures for compliance to local, State, and Federal plumbing, gas, heating, ventilation, air conditioning (HVAC), fire suppression, and building codes and regulations;
- Reviews construction, repair, replacement, and installation plans;
- Checks and enforces field conformance to approved plans and specifications;
- Investigates complaints of code violations;
- Prepares reports;
- Maintains records;
- Prepares correction notices to property owners, tenants, and contractors;
- Reviews construction, repair, replacement, installation, and repair plans;
- Inspects sites for practicability of plans;
- May assist in training.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing mechanical inspections with a governmental jurisdiction at a level equivalent to a Mechanical Inspector I with the City of San Diego; **AND** one year of full-time experience performing general plumbing or heating, ventilating, air-conditioning (HVAC) installation and repair work, **AND** a Bachelor's Degree in Mechanical Engineering, **OR** one year of full-time professional experience with a governmental

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

jurisdiction or a private company contracting with a governmental jurisdiction performing mechanical/plumbing or fire suppression systems inspections of multi-family residential and/or commercial structures, **AND** an Associate of Science Degree/Community College Certificate in Construction Inspection, Building Construction Technology, or Air-Conditioning and Refrigeration (Environmental Control Technology), **OR** two years of full-time professional experience with a governmental jurisdiction or a private company contracting with a governmental jurisdiction or a private company contracting with a governmental jurisdiction performing mechanical/plumbing or fire suppression systems inspections of multi-family residential and/or commercial structures, **OR** one year of full-time experience reviewing/designing mechanical/plumbing plans for conformance to mechanical/plumbing codes with a governmental jurisdiction or a private company contracting with a governmental jurisdiction, **AND** a Bachelor's Degree in Mechanical Engineering, **OR** three years of full-time experience reviewing/designing mechanical/plumbing plans for conformance to mechanical/plumbing codes with a governmental jurisdiction or a private company contracting with a governmental jurisdiction, **OR** one year of full-time experience performing all phases of journey-level plumbing or heating, ventilating, air-conditioning (HVAC) installation and repair work, **AND** completion of a State-accredited four or five-year Mechanical/Plumbing, or Air-Conditioning and Refrigeration Apprenticeship program, **OR** four years of full-time experience performing all phases of journey-level plumbing or heating, ventilating, air-conditioning (HVAC) installation and repair work. A valid International Code Council (ICC) Mechanical or Plumbing Inspector certificate will be required within two years from date of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

METAL FABRICATION SERVICES SUPERVISOR - 1604

DEFINITION:

Under direction, to plan and coordinate, through subordinate supervisors, the work of skilled machinists, metal fabricators, and other staff, including Fleet Technicians; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, directs, and coordinates work projects;
- Prepares sketches and specifications of work;
- Reviews work in progress and upon completion;
- Designs and manufactures or modifies equipment, special machinery, and tools;
- Enforces safety regulations;
- Administers training of subordinates;
- Assists in developing equipment outlay program, work programs, and budget requests;
- Estimates costs;
- Operates lathes, planers, boring mills, grinders, shapers, milling machines, drill presses, welding machines, and other machine shop tools;
- Forms and shapes parts, tools, and equipment according to specifications;
- Requisitions materials and supplies;
- Maintains records of work activities and prepares reports;
- Rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six years of full-time experience in all phases of work as a journey-level Machinist, Body and Fender Mechanic, Equipment Painter, Welder, or Fleet Technician, including two years of experience supervising a journey-level staff in one or more of the skilled trades listed above; **OR** successful completion of a State accredited four-year Machinist, Body and Fender Mechanic, Equipment Painter, Welder, or Fleet Technician Apprenticeship Program, **AND** two years of experience supervising a journey-level staff in one or more of the skilled trades listed above. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
METAL FABRICATION SUPERVISOR - 1616

DEFINITION:

Under direction, to plan and supervise metal work functions in the repair and maintenance of automotive, construction, and industrial equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, lays out, and assigns work to welders, machinists, body and fender mechanics, and equipment painters engaged in repairing and overhauling automotive and industrial equipment and performing other metal fabrication duties;
- Inspects work in progress and upon completion;
- Instructs subordinates in difficult repair work;
- Designs and draws sketches for metal fabrication jobs;
- Determines materials used;
- Prepares budget and cost estimates and work schedules;
- Prepares and approves orders for repair parts and materials;
- Enforces safety regulations;
- Maintains records and prepares reports;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State accredited four-year Apprenticeship Program, **AND** two years of full-time journey-level experience as one of the following: body and fender mechanic, equipment painter, machinist, or welder; **OR** six years of full-time experience in all phases of journey-level work in one of the above listed trades; **OR** an equivalent combination of journey-level body and fender mechanic, equipment painter, machinist, or welder experience and apprenticeship training as specified above equaling six years. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MANAGEMENT TRAINEE – 1108

DEFINITION:

Under immediate supervision, to participate in an entry-level professional training program in administrative analysis, budgetary, community development, crime analysis and research, economics, information systems management, organizational development, personnel/human resources, or procurement and real estate; and to perform related duties as assigned.

*** EXAMPLES OF DUTIES:**

In administrative analysis work:

- Studies organizational problems and administrative procedures and makes recommendations;
- Assists in preparing and analyzing budget requests;
- Designs and revises forms;
- Compiles and interprets statistics;
- Assists in conducting budgetary, fiscal, and organizational studies of average difficulty.

In community development specialist work:

- Obtains and assists in evaluating information affecting community development programs;
- Assists in and develops surveys and collects data;
- Assists in developing projects of limited size for implementation.

In crime analysis work:

- Conducts research;
- Presents law enforcement data in both oral and written forms;
- Acts as a liaison between staff and the community on community development programs.

In information systems management work:

- Assists in the development, testing, implementation, and modification of department information systems;
- Provides hardware/software technical support to end users in the day-to-day operation of systems.

In organizational development work:

- Assists in planning and conducting City-wide programs in organizational effectiveness, supervision and management, and human and labor relations.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

In personnel analysis work:

- Prepares examination announcements and test items;
- Assists in conducting classification and salary studies;
- Reviews and evaluates applications;
- Interviews and rates candidates.

In real estate work:

- Assists in the appraisal, valuation, acquisition, management, marketing, or sales of real property.

In all positions:

- Prepares reports and correspondence, analyzes operating manuals, and performs more difficult work as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units). Additional qualifying experience may be substituted for education lacked on a year-for-year basis. One year of full-time experience = 30 semester/45 quarter college-level units. Possession of a valid California Driver's License Class C.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MICROGRAPHICS CLERK - 1617

DEFINITION:

Under general supervision, to operate a variety of microfilm equipment and related photocopy equipment used in producing copies of legal documents, maps, plans, and other printed material; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates a variety of microfilm equipment including, but not limited to, cameras, reader-printers, splicers, duplicators, cartridge loaders, and related equipment;
- Maintains and makes minor repairs to equipment;
- Prepares documents by removing staples, clips, and indexing pages;
- Microfilms a wide variety of printed materials including legal documents;
- Logs and indexes film on computer;
- Verifies film after processing by checking quality control for density and resolution using a densitometer and microscope;
- Maintains supplies and checks stocks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, including six months in the operation of microfilm and photocopy equipment including cameras, printers, duplicators, and related equipment; **OR** possession of a certificate of course completion in Microfilm Technology or as a Micrographics Technician issued by a recognized university or college.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MOTIVE SERVICE TECHNICIAN – 1452

DEFINITION:

Under general supervision, to perform a variety of servicing duties on automobiles, trucks, or construction equipment; to assist in performing minor motive equipment repair; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Services automobiles, motorcycles, pick-up trucks, crew trucks, sanitation trucks, motor sweepers, and similar equipment;
- Operates mobile fuel trucks in and outside the yard;
- Changes and adds transmission and hydraulic fluid and oil;
- Changes fuel, oil, and air filters;
- Lubricates chassis, transmissions, and differentials;
- Checks and fills master brake cylinders;
- Calibrates, removes, and replaces speedometers;
- Performs maintenance, repair, and/or adjustment on engine belts, coolant hoses, fan belts, windshield wipers, brake lights and signals, and similar equipment;
- Steam cleans, waxes, degreases, lubricates, and washes automobiles, trucks, and construction equipment;
- Tests, charges, and replaces batteries and battery cables;
- Mounts and balances tires;
- Vulcanizes tubes and changes or rotates tires;
- Assists in the minor repair, replacement, and adjustment of motive equipment parts;
- Inspects brakes;
- Maintains automated wash rack;
- Keeps service records;
- During night shifts, provides shop security;
- Obtains small parts from local suppliers as directed;
- Occasionally drives a wrecker and delivers or tows vehicles;
- Trains subordinate personnel;
- As directed, applies productivity time guidelines and other required data to work repair forms.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time motive service work on cars, trucks, or heavy equipment, which must include all of the following: tire servicing - mounting, dismounting, and balancing tires using an electronic (computer) wheel balancer; battery servicing - inspecting and diagnosing, load testing, cleaning terminals, and charging batteries; vehicle lubrication - fueling, lubricating chassis, and changing oil and oil filters; minor repairs - replacing lights, light bulbs, lenses, reflectors, mirrors, and changing fan belts and hoses; and general maintenance - changing and replenishing filters and fluids (e.g., transmission, power steering, brake, radiator); **OR** an Associate's Degree in Automotive Technology or Auto Mechanics; **OR** successful completion of an accredited Automotive Service Training Program of not less than 600 hours. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MOTIVE SERVICE TRAINEE – 1449

DEFINITION:

Under immediate supervision, in a training program, to perform the less difficult servicing duties and to assist in performing servicing duties of average difficulty on automotive equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs increasingly responsible servicing duties on automotive equipment in a training program;
- Steam cleans, degreases, and washes automotive and construction equipment;
- Cleans interiors and exteriors of equipment;
- Cleans shop and working areas;
- Cleans and maintains tools;
- Replaces and assists in recharging batteries;
- Assists in and services mobile fuel trucks by filling fuel tanks;
- Records readings on fuel tanks;
- Assists in and changes, vulcanizes, and repairs tubes and tires;
- Assists in and lubricates chassis, transmissions, and differentials;
- Assists in and changes oil filters;
- Changes windshield wiper blades;
- Performs servicing duties of average difficulty as assigned;
- Obtains small parts from local supply firms, as directed;
- During night shifts, provides shop security;
- As directed, applies productivity time guidelines and other required data to work repair forms.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MOTOR SWEEPER OPERATOR - 1625

DEFINITION:

Under general supervision, to operate and perform minor service on a motor-driven street sweeper; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates a motor-driven street sweeper in an assigned area;
- Adjusts brooms, chains, elevating mechanisms, conveyors, spray nozzles, and other sweeper equipment;
- Replaces worn brooms, lubricates exterior fittings and auxiliary engine, and fills water tank;
- Washes equipment;
- Ensures that vehicle is serviced with gasoline, water, and air;
- Makes reports of streets swept, hours worked, and unusual or hazardous street conditions observed;
- Reports the need for major maintenance or repairs to sweeper.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience operating vehicles which require a California Class A or B Driver's License. Possession of a valid California Class A or B Driver's License, AND a valid California Department of Motor Vehicles (DMV) Medical Certificate dated within the last two years.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MOTOR SWEEPER SUPERVISOR - 1618

DEFINITION:

Under general supervision, to supervise crews engaged in hand and power sweeping of City streets, alleys, and City owned parking lots; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates various commercial-type motorized street sweepers and plans, assigns, and supervises sweeping crews in an assigned area;
- Posts signs and notices of scheduled street sweeping;
- Determines routes, schedules, and frequency of service;
- Schedules periodic maintenance on sweeping equipment;
- Receives, investigates, and resolves complaints from the public;
- Selects, trains, rates, and counsels subordinates;
- Issues parking citations;
- Investigates and resolves complaints from the public;
- Enforces safety regulations;
- Recommends improvements in methods and equipment;
- Keeps records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience operating motorized street sweeping equipment; **OR** eighteen months of full-time experience operating motorized industrial equipment at a level equivalent to the City of San Diego's classification of Equipment Operator I; **OR** two years of full-time experience operating light motorized construction equipment at a level equivalent to the City of San Diego's classification of Light Equipment Operator, **AND** one year of supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline, **OR** Test of Supervisory Ability (TSA) for City of San Diego employees: must have achieved a passing score on any City of San Diego Test of Supervisory Ability (TSA). Possession of a valid California Class A or B Driver's License, **AND** a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

MULTIMEDIA PRODUCTION COORDINATOR - 1235

DEFINITION:

Under direction, to plan, coordinate, and supervise the production of various multimedia presentations and projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Coordinates and schedules audio and video production staffing and equipment used for multimedia production, including studio facilities, portable equipment, and editing suites;
- Creates and presents projects in a variety of media including video, compatible computer files, and the internet, including social media;
- Consults with producers to review footage, scripts, and tapes;
- Operates control room switching equipment and serves as technical director, camera operator, video tape editor, audio mixer, and/or lighting director;
- Creates original artwork and graphics as needed for incorporation in projects;
- Develops scripts, budgets, and other materials needed for production;
- Trains staff in use of equipment and procedures;
- Analyzes and approves multimedia production budgets and editing decisions within projected parameters;
- Assists other departments with the development of multimedia presentations in a variety of formats,
- Documents public meetings, take photographs, and utilizes a range of computer software and photoshop;
- Supervises subordinate staff, volunteers, contract talent, interns, and production crews;
- Assigns tasks to multimedia production staff and evaluates performance;
- Develops projects for a variety of media including film, video, compact disc, CD/DVD-ROM, the internet, and printed materials as needed;
- Assists with web-based trainings and converts existing content to web use, and performs other web-related functions;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

College graduation with a Bachelor's Degree in Multimedia Technology/Production, Television and Film Communications, Theater, Journalism, Public Relations, Graphic or Commercial Arts, or a closely related field, **AND** one year of full-time multimedia production experience in a multimedia/graphic production center or news organization, in government video production, or in local organization programming, which must include as least two of the following areas: all aspects of professional video production including camera work, editing, and other production and post production functions; video preproduction including script writing and programming development; internet/intranet programming including web design and layout; graphic design using both traditional and computerized techniques; and/or live television production including directing, technical directing, and operating a character generator in a professional television studio. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

MULTIMEDIA PRODUCTION SPECIALIST - 1230

DEFINITION:

Under supervision, to plan, coordinate, and produce various multimedia presentations and projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Coordinates and assists in scheduling video production staffing and equipment used for video production, including studio facilities, portable equipment, and editing suites;
- Creates and presents projects in a variety of media, including professional photography, motion graphics, social media, and video production;
- Develops creative concepts, storyboards, and animation;
- Works with a variety of motion design techniques, including 2D and 3D animations software;
- Consults with producers to review footage, scripts, and tapes;
- Operates control room switching equipment and serves as technical director, camera operator, video tape editor, and lighting director;
- Assists in developing scripts, budgets, and other materials needed for production;
- Utilizes a range of computer software and operating systems to perform computer based video compression for internet/intranet distribution;
- Provides technical support for City departments on audio/visual equipment procedures and techniques;
- Trains interns and volunteers in use of equipment and procedures;
- May lead the work of volunteers, contract talent, contract production crews, and interns;
- Develops projects for a variety of media, including film, video, compact disc, compatible computer files, the internet, and printed materials as needed;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Multimedia Technology/Production, Television and Film Communication, Theater, Journalism, Public Relations, Graphic or Commercial Arts, or a closely related field; **OR** an Associate's Degree in one of the above

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

fields, **AND** one year of full-time multimedia production experience in the multimedia/graphics production center or news organization, in government video production, or in local organization programming, which must include at least two of the following areas: all aspects of professional video production including camera work, editing, and other production and post production functions; video preproduction including script writing and programming development; graphic design using both traditional and computerized techniques; and/or live television production including directing, technical directing, and operating a character generator in a professional television studio; **OR** trade or vocational certificate in one of the above fields, **AND** two years of full-time multimedia production experience as described above; **OR** three years of full-time multimedia production experience as described above. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
NOISE ABATEMENT OFFICER - 1631

DEFINITION:

Under direction, to develop and administer the City's Noise Abatement Program; to make varied and difficult studies and analyses of noise levels in the community, instigate noise abatement action, and develop community education programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Serves as the City's Noise Abatement Officer;
- Develops and implements a Noise Abatement and Control Program for the City;
- Performs major studies and analysis of noise levels and conditions in the community;
- Develops community education programs and enforcement criteria;
- Investigates specific noise sources and takes appropriate abatement action;
- Prepares environmental impact reports and recommends mitigating measures and alternatives to facilitate compliance;
- Represents the City before the Noise Abatement Appeals Board and the City Council regarding Noise Abatement matters;
- Conducts research, reviews literature, and disseminates information on current technology concerning Noise Abatement and Noise Control;
- May supervise and train subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree, **AND** two years of full-time professional noise abatement experience. Qualifying experience must include duties such as performing acoustical modeling and calculating cumulative noise equivalent levels from raw data; conducting noise abatement investigations which include measuring and recording decibel levels, distinguishing the source of noise, and preparing reports on findings; or reviewing building plans, environmental impact, or acoustical analysis reports for conformance to applicable acoustical standards for environmental health or land use planning; **OR** college graduation with a Bachelor's degree, **AND** three years of full-time experience measuring, recording, and interpreting data related to noise, pollution, or other environmental health conditions, or electromagnetic transmissions (i.e., radar, radio, or microwave signals). Qualifying experience must include the use of monitoring equipment or sensors to collect raw data and the interpretation of this data against established standards and/or criteria.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
NURSERY GARDENER – 1627

DEFINITION:

Under general supervision, to propagate, transplant, and care for a wide variety of plants in a nursery; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a super journey-level class in the grounds maintenance series, specializing in the propagation of plants in a nursery environment. In a training capacity, positions classified at this level may be underfilled with Grounds Maintenance Workers II, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Propagates plants from cuttings, seeds, and spores, and by budding and grafting;
- Collects seeds, cuttings, and spores from established plants at the proper developmental stage for propagation;
- Prepares various mixtures of soil and other ingredients;
- Recognizes and reports plant diseases;
- Cultivates, sprays, trims, prunes, stakes, fertilizes, waters, and transplants plants;
- Controls light, temperature, and humidity conditions in greenhouses for proper care of particular species of plants;
- Participates in the maintenance of special horticultural display areas;
- Issues plants to proper authorities;
- Arranges displays;
- Answers questions from the public and makes recommendations to other park staff;
- Operates light trucks;
- Keeps routine records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in the propagation and care of a variety of plants in a nursery production operation, which must include watering, fertilizing, transplanting, and pest control of trees, shrubs, ground cover, and container nursery stock; **OR** successful completion of an Associate's Degree or higher degree in Nursery/Landscape Technology,

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Ornamental Horticulture, or a Community College certificate in a closely related field (e.g., Landscape Design, Landscape Horticulture, Nursery, or Landscape occupations); **OR** one year of full-time experience working at a nursery performing the full range of nursery production duties as described above, **AND** 30 semester/45 quarter college-level units in Nursery/Landscape Technology, Ornamental Horticulture, or in a closely related field (e.g., Landscape Design, Landscape Horticulture, Nursery, or Landscape occupations). Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
NURSERY SUPERVISOR - 1628

DEFINITION:

Under direction, to supervise the work of subordinates engaged in a nursery production operation involving the propagation, transplanting, and care of a wide variety of plants; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the propagation of plants, collection of seeds, cuttings and spores, transplanting, and cultivation of a wide variety of ornamental plants, shrubs, and flowers;
- Monitors the nursery facility for proper environmental, plant disease, and pest control;
- Assists with the programming of the botanical building;
- Directs the arrangement and maintenance of special horticultural display areas;
- Establishes work priorities and schedules;
- Selects, trains, assigns, and evaluates the work of subordinates;
- Keeps an electronic nursery inventory up to date and prepares reports;
- Provides information to the public;
- Coordinates with arboreta and botanical gardens to enhance horticultural information and to obtain plants and propagation materials.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience in the propagation and care of a variety of plants in a nursery production operation which must include watering, fertilization, transplanting, and pest control of trees, shrubs, ground covers, and container nursery stock; **OR** one year of full-time experience working at a nursery performing the full range of nursery production duties as described above, **AND** an Associate's Degree or higher in Nursery/Landscape Technology or Ornamental Horticulture, or a Community College Certificate in a closely related field (e.g., Landscape Design, Landscape Horticulture, Nursery or Landscape occupations); **OR** one year of full-time experience as a Nursery Gardener with the City of San Diego. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
OFFICE SUPPORT SPECIALIST – 1746

NOTE: formerly Word Processing Operator

DEFINITION:

Under general supervision, to use computer software to produce finished documents by creating, formatting, and editing material; to use computer programs to organize and store data and information; and to perform related clerical work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other classes by the level of independence and judgment in composing documents which could impact the prestige of departments or the City. Those positions requiring only occasional use of computer software for the performance of routine, repetitive typing without verifying, retrieving, or maintaining a variety of documents or information, those that do not require the organization or extensive revision of copy as a major part of the job, or those that do not require the frequent organization, storage, and retrieval of data and information are generally allocated to other clerical classes. Some positions may require a basic level of technical knowledge including legal terminology to ensure that documents are composed accurately. Positions classified at this level may be underfilled with Clerical Assistant II or Clerical Assistant I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Uses various computer applications to prepare correspondence, memos, reports, documents, and data;
- Prepares documents and materials for mailing or distribution;
- Adds, verifies, retrieves, and maintains data stored in an electronic information system;
- Organizes, revises, produces, stores, and retrieves a variety of documents;
- Creates and maintains logs, tables, and spreadsheets to store and organize data or to compile statistical records;
- Maintains electronic documents and data;
- Keeps records of stored material;
- May train and lead the work of less experienced staff;
- May serve as secretary to management personnel;
- Maintains, processes, and reconciles purchase requisitions, direct payments, and various transactions and reimbursements;
- May perform other clerical duties including filing and reception work as a minor part of the job.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, including six months of full-time experience using computer software programs to perform word processing and a variety of other clerical tasks. The ability to type at a corrected speed of 30 words per minute on a computer keyboard is required.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
OFFSET PRESS OPERATOR - 1632

DEFINITION:

Under general supervision, to operate and maintain offset printing equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates an offset printing press in the reproduction of varied forms, reports, charts, and special publications containing typed material and half-tone photographs;
- Prepares stock for printing using a power paper cutter;
- Runs paper and metal offset plates;
- Sets-up press;
- Checks plates;
- Makes necessary repairs or adjustments for proper operation of equipment as assigned;
- Keeps stock and production records;
- Occasionally performs simple multicolor work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience in the setup, operation, and clean-up of a 10" X 15" or larger offset printing press.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
OFFSET PRESS SUPERVISOR - 1765

DEFINITION:

Under direction, to supervise and participate in a wide variety of printing reproduction and bindery work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises and coordinates the day-to-day activities of the Lithographics Laboratory and participates and monitors a wide variety of production functions such as offset reproduction, bindery work, blue line, and quick print reproduction;
- Purchases supplies and materials, and solicits quotations for outside printing jobs;
- Determines and directs operators in printing techniques accordingly;
- Assists offset press, lithograph, and bindery personnel in resolving equipment set-up, operation, or product quality problems;
- Inspects work for quality control purposes;
- Directs operators in printing techniques;
- Orders supplies;
- Maintains records related to operations;
- Operates a wide variety of printing and bindery equipment as needed;
- Selects, assigns, trains, and rates the work performance of subordinates;
- May act for the Print Shop Supervisor in the latter's absence;
- Resolves customer relations problems;
- Ensures safe working conditions and operating procedures.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience operating a 10" X 15" or larger offset printing press to reproduce jobs that include halftones and/or multi-color work.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

OPTION CLASSES

1

07:28 Tuesday, November 24, 2009

----- CLSTLS=ACCOUNTANT I CLASS=1102 BEGDATE=09/20/08 -----

OPTION OPTTTL

A ETHICS COMMISSION FINANCIAL AUD I

N = 1

----- CLSTLS=ACCOUNTANT II CLASS=1842 BEGDATE=09/20/08 -----

OPTION OPTTTL

A ETHICS COMMISSION FINANCIAL AUD II

N = 1

----- CLSTLS=ADMINISTRATIVE AIDE I CLASS=1105 BEGDATE=07/01/09 -----

OPTION OPTTTL

A CRIME ANALYSIS
B SETC PLANNING AIDE

N = 2

----- CLSTLS=ADMINISTRATIVE AIDE II CLASS=1107 BEGDATE=09/20/08 -----

OPTION OPTTTL

A PERSONNEL TESTING SPECIALIST
B RETIREMENT FINANCIAL AIDE II
C 6 TO 6 PROGRAM MONITOR

N = 3

----- CLSTLS=APPLICATIONS PROGRAMMER II CLASS=1241 BEGDATE=07/11/09 -----

OPTION OPTTTL

A SANGIS PROGRAMMER

N = 1

----- CLSTLS=ASSISTANT CUSTOMER SERVICES SUPV CLASS=1137 BEGDATE=09/20/08 -----

OPTION OPTTTL

A SENIOR PARKING ENFORCEMENT SUPV

N = 1

OPTION CLASSES

2

07:28 Tuesday, November 24, 2009

----- CLSTLS=ASSISTANT ENGINEER-CIVIL CLASS=1153 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	CONTRACT SPECIALIST
B	ASSISTANT ENGINEER-CORROSION
C	DEVELOPMENT PROJECT MANAGER I
D	ASSISTANT ENGINEERING GEOLOGIST

N = 4

----- CLSTLS=ASSISTANT ENGINEER-MECHANICAL CLASS=1167 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	MOTIVE EQUIPMENT ENGINEER

N = 1

----- CLSTLS=ASSISTANT ENGINEER-TRAFFIC CLASS=1207 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	ASSISTANT TRANSPORTATION PLANNER

N = 1

----- CLSTLS=ASSISTANT MANAGEMENT ANALYST CLASS=1132 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	CRIME ANALYST
B	EMPLOYEE ASSISTANCE SPECIALIST
C	EMPLOYEE ASSISTANCE COUNSELOR
D	ASSISTANT REHAB COUNSELOR
E	RECYCLING PROGRAM SPECIALIST I
F	POLICE HUMAN RESOURCE ANALYST
G	LITERACY TUTOR/LEARNER COORDINATOR
H	ASSISTANT DISPUTE RESOLUTION OFFCR
I	SENIOR VICTIM SERVICES COORDINATOR
J	RETIREMENT FINANCIAL SPECIALIST I
K	ARTS MANAGEMENT ASSISTANT
L	TRAINER

N = 12

----- CLSTLS=ASSISTANT PERSONNEL ANALYST CLASS=1170 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	ASSISTANT HR ANALYST (TERMINAL)

N = 1

OPTION CLASSES

3

07:28 Tuesday, November 24, 2009

----- CLSTLS=ASSOCIATE CHEMIST CLASS=1220 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	INDUSTRIAL WASTE SUPERVISOR
B	RESEARCH SPECIALIST

N = 2

----- CLSTLS=ASSOCIATE ENGINEER-CIVIL CLASS=1221 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	FIRE PROTECTION ENGINEER
B	SENIOR CONTRACT SPECIALIST
C	DEVELOPMENT PROJECT MANAGER II
D	ASSOCIATE ENGINEER - SOLID WASTE
E	ASSOCIATE ENGINEERING GEOLOGIST

N = 5

----- CLSTLS=ASSOCIATE ENGINEER-ELECTRICAL CLASS=1223 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	POWER
B	ASSOCIATE CONTROL SYSTEMS ENGINEER

N = 2

----- CLSTLS=ASSOCIATE ENGINEER-MECHANICAL CLASS=1225 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	ENERGY CONSERVATION ENGINEER
B	ASSOCIATE MOTIVE EQUIPMENT ENGINEER
C	WATER CONSERVATION ENGINEER

N = 3

----- CLSTLS=ASSOCIATE ENGINEER-TRAFFIC CLASS=1233 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	ASSOCIATE TRANSPORTATION PLANNER

N = 1

OPTION CLASSES

4

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----- CLSTLS=ASSOCIATE MANAGEMENT ANALYST CLASS=1218 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	COMMUTER TRANSPORTATION COORDINATOR
B	CRIME ANALYST
C	MATERIAL SUPPORT SUPERVISOR
D	NYC
E	COLLECTIONS MANAGER
F	RECYCLING PROGRAM COORDINATOR
G	PUBLIC ARTS COORDINATOR
H	INDUSTRIAL HYGIENIST
I	RECYCLING PROGRAM SPECIALIST II
J	EMPLOYEE BENEFITS
K	EMERGENCY MANAGEMENT SPECIALIST
L	POLICE HUMAN RESOURCE ANALYST
M	ARTS MANAGEMENT ASSOCIATE
N	HUMAN RESOURCE ANALYST
O	RECORDS MANAGEMENT ANALYST
P	ABANDONED VEHICLE ABATEMENT ANALYST
Q	RETIREMENT FINANCIAL SPECIALIST II
R	TRAINER
S	LITERACY ANALYST

N = 19

----- CLSTLS=ASSOCIATE PERSONNEL ANALYST CLASS=1226 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	AFFIRMATIVE ACTION RECRUITING OFFCR
B	POLICE HUMAN RESOURCES ANALYST
C	HUMAN RESOURCES ANALYST (TERMINAL)

N = 3

----- CLSTLS=BIOLOGIST I CLASS=1623 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	ENTOMOLOGIST I
B	ENVIRONMENTAL BIOLOGIST

N = 2

----- CLSTLS=BIOLOGIST II CLASS=1624 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	ENTOMOLOGIST
B	ENVIRONMENTAL BIOLOGIST

N = 2

OPTION CLASSES

5

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----- CLSTLS=BIOLOGIST III CLASS=1622 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	ENVIRONMENTAL BIOLOGIST
B	ENTOMOLOGIST III
C	STORM WATER ENVIRONMENTAL SPECIALST

N = 3

----- CLSTLS=BUILDING INSPECTOR I CLASS=1276 BEGDATE=07/01/95 -----

OPTION	OPTTTL
A	ELECTRICAL
B	MECHANICAL
C	STRUCTURAL
D	FIRE PREVENTION
E	HOUSING
F	COMBINATION

N = 6

----- CLSTLS=BUILDING INSPECTOR II CLASS=1277 BEGDATE=07/01/95 -----

OPTION	OPTTTL
A	ELECTRICAL
B	MECHANICAL
C	STRUCTURAL
D	FIRE PREVENTION
E	HOUSING
F	COMBINATION

N = 6

----- CLSTLS=BUILDING SERVICE TECHNICIAN CLASS=1280 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	ASBESTOS ABATEMENT WORKER

N = 1

----- CLSTLS=BUILDING SERVICES SUPERVISOR CLASS=1275 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	ASBESTOS ABATEMENT SUPERVISOR

N = 1

OPTION CLASSES

6

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----- CLSTLS=BUILDING SUPERVISOR CLASS=1274 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	FACILITY MAINTENANCE SUPERVISOR
B	SENIOR ASBESTOS ABATEMENT WORKER

N = 2

----- CLSTLS=CITY ATTORNEY INVESTIGATOR CLASS=1596 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	ETHICS COMMISSION FINANCIAL INVSTGR
B	ETHICS COMMISSION INVESTIGATOR

N = 2

----- CLSTLS=CLAIMS AND INSURANCE MANAGER CLASS=1816 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	EMPLOYEE BENEFITS MANAGER
B	COMPLIANCE AND METERING MANAGER
C	CUSTOMER INFORMATION & BILLING MNGR

N = 3

----- CLSTLS=CLAIMS REPRESENTATIVE I CLASS=1342 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	WORKERS COMPENSATION
B	LIABILITY

N = 2

----- CLSTLS=CLAIMS REPRESENTATIVE II CLASS=1343 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	WORKERS COMPENSATION
B	LONG TERM DISABILITY
C	LIABILITY
D	VOCATIONAL REHABILITATION COUNSELOR

N = 4

OPTION CLASSES

7

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----- CLSTLS=CLERICAL ASSISTANT I CLASS=1569 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	TEST MONITOR
B	POLICE CLERK

N = 2

----- CLSTLS=CLERICAL ASSISTANT II CLASS=1535 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	BILINGUAL
B	TEST MONITOR
C	POLICE CLERK
D	PAYROLL CLERICAL ASSISTANT
E	TEMPORARY POOL

N = 5

----- CLSTLS=COLLECTIONS INVESTIGATOR I CLASS=1331 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	LEGAL

N = 1

----- CLSTLS=COMMUNICATIONS TECHNICIAN CLASS=1426 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	ELECTRONICS/TELEMETRY

N = 1

----- CLSTLS=COMMUNICATIONS TECHNICIAN SUPV CLASS=1427 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	POWER TECHNICIAN SUPERVISOR
B	TELEMETRY

N = 2

OPTION CLASSES

8

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----- CLSTLS=COMMUNITY DEVELOPMENT COORDINATOR CLASS=1350 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	RECYCLING PROGRAM MANAGER
B	AIRPORT DEVELOPMENT COORDINATOR

N = 2

----- CLSTLS=COMMUNITY DEVELOPMENT SPEC I CLASS=1351 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	BIKE TRANSPORTATION SPECIALIST

N = 1

----- CLSTLS=COMMUNITY DEVELOPMENT SPEC III CLASS=1353 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	LEAD SAFE NEIGHBORHOODS COORDINATOR

N = 1

----- CLSTLS=COMMUNITY DEVELOPMENT SPEC IV CLASS=1354 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	RELOCATION ADMINISTRATOR

N = 1

----- CLSTLS=COUNCIL SECRETARY CLASS=1381 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	DISTRICT 1
B	DISTRICT 2
C	DISTRICT 3
D	DISTRICT 4
E	DISTRICT 5
F	DISTRICT 6
G	DISTRICT 7
H	DISTRICT 8
I	COUNCIL CONSULTANT SECRETARY

N = 9

OPTION CLASSES

9

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----- CLSTLS=CRIMINALIST I CLASS=1152 BEGDATE=09/20/08 -----

OPTION OPTTTL
A CRIMINALIST I (DNA)
N = 1

----- CLSTLS=CRIMINALIST II CLASS=1384 BEGDATE=09/20/08 -----

OPTION OPTTTL
A CRIMINALIST II (DNA)
N = 1

----- CLSTLS=CUSTODIAN III CLASS=1390 BEGDATE=07/11/09 -----

OPTION OPTTTL
A LEAD STADIUM CUSTODIAN
N = 1

----- CLSTLS=CUSTOMER SERVICES SUPERVISOR CLASS=1393 BEGDATE=07/01/09 -----

OPTION OPTTTL
A POLICE DISPATCH ADMINISTRATOR
B FIRE DISPATCH ADMINISTRATOR
N = 2

----- CLSTLS=DISPATCHER I CLASS=1410 BEGDATE=07/01/09 -----

OPTION OPTTTL
A BILINGUAL
N = 1

----- CLSTLS=DISPATCHER II CLASS=1411 BEGDATE=07/01/09 -----

OPTION OPTTTL
A POLICE DISPATCHER
B GENERAL SERVICES
N = 2

OPTION CLASSES

10

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----- CLSTLS=ELECTRICIAN CLASS=1428 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	POWER PLANT TECHNICIAN
B	ELECTRONICS TECHNICIAN

N = 2

----- CLSTLS=EQUIPMENT MECHANIC CLASS=1437 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	FIRE APPARATUS MECHANIC
B	MARINE MECHANIC

N = 2

----- CLSTLS=EQUIPMENT OPERATOR I CLASS=1439 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	7-GANG MOWER OPERATOR
B	SEWER RODDER OPERATOR
C	SEWER MAINTENANCE EQUIPMENT OPERATO

N = 3

----- CLSTLS=EQUIPMENT OPERATOR III CLASS=1445 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	LANDFILL HEAVY EQUIPMENT OPERATOR

N = 1

----- CLSTLS=EQUIPMENT SERVICE WRITER CLASS=1447 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	METAL FABRIATION SERVICE WRITER

N = 1

----- CLSTLS=EQUIPMENT TECHNICIAN I CLASS=1436 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	COMMUNICATIONS

N = 1

OPTION CLASSES

11

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----- CLSTLS=EQUIPMENT TECHNICIAN II CLASS=1438 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	BOAT OPERATOR
B	COMMUNICATIONS

N = 2

----- CLSTLS=EQUIPMENT TECHNICIAN III CLASS=1441 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	SENIOR BOAT OPERATOR

N = 1

----- CLSTLS=FIELD REPRESENTATIVE CLASS=1465 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	REGY
B	PARATRANSIT PROGRAM ASSISTANT
C	MARKETING RESEARCHER
D	WATER CONSERVATION REPRESENTATIVE

N = 4

----- CLSTLS=FIRE BATTALION CHIEF CLASS=1453 BEGDATE=08/13/09 -----

OPTION	OPTTTL
A	AIR OPERATIONS MANAGER

N = 1

----- CLSTLS=FIRE CAPTAIN CLASS=1456 BEGDATE=08/13/09 -----

OPTION	OPTTTL
A	FIRE HELICOPTER PILOT
B	EMERGENCY MANAGEMENT COORDINATOR

N = 2

----- CLSTLS=FLEET PARTS BUYER CLASS=1250 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	WASTEWATER PARTS BUYER

N = 1

OPTION CLASSES

12

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----- CLSTLS=GENERAL WATER UTILITY SUPERVISOR CLASS=1488 BEGDATE=07/01/09 -----

OPTION OPTTTL

A WASTEWATER COLLECTN MNT PLNR/SPRVSR

N = 1

----- CLSTLS=GOLF COURSE MANAGER CLASS=1798 BEGDATE=07/01/09 -----

OPTION OPTTTL

A LAKES RECREATION PROGRAM

B GOLF COURSE

C RESERVOIR MAINTENANCE SUPERVISOR

N = 3

----- CLSTLS=GRAPHIC DESIGN SUPERVISOR CLASS=1489 BEGDATE=09/20/08 -----

OPTION OPTTTL

A VIDEO PRODUCTION COORDINATOR

N = 1

----- CLSTLS=GRAPHIC DESIGNER CLASS=1490 BEGDATE=09/20/08 -----

OPTION OPTTTL

A VIDEO PRODUCTION SPECIALIST

N = 1

----- CLSTLS=GROUNDS MAINTENANCE WORKER II CLASS=1468 BEGDATE=07/11/09 -----

OPTION OPTTTL

A BILINGUAL

N = 1

----- CLSTLS=GROUNDS MAINTENANCE WORKER III CLASS=1469 BEGDATE=07/11/09 -----

OPTION OPTTTL

A CEMETERY

N = 1

OPTION CLASSES

13

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----- CLSTLS=HAZARDOUS MATERIAL/PRTRTMNT TRAINEE CLASS=1524 BEGDATE=09/20/08 -----

OPTION OPTTTL
A SOLID WASTE INSPECTOR TRAINEE
N = 1

----- CLSTLS=HAZARDOUS MATERIALS INSPECTOR I CLASS=1526 BEGDATE=09/20/08 -----

OPTION OPTTTL
A SOLID WASTE INSPECTOR I
N = 1

----- CLSTLS=HAZARDOUS MATERIALS INSPECTOR II CLASS=1527 BEGDATE=09/20/08 -----

OPTION OPTTTL
A SOLID WASTE INSPECTOR II
N = 1

----- CLSTLS=HAZARDOUS MATERIALS INSPECTOR III CLASS=1544 BEGDATE=07/01/09 -----

OPTION OPTTTL
A WASTEWATER DISCHARGE PERMIT SUPV
B SOLID WASTE INSPECTOR III
N = 2

----- CLSTLS=INFORMATION SYSTEMS ADMINISTRATOR CLASS=1243 BEGDATE=10/29/09 -----

OPTION OPTTTL
A UTILITIES FINANCING ADMINISTRATOR
B BUSINESS SYSTEMS ADMINISTRATOR
N = 2

----- CLSTLS=INFORMATION SYSTEMS ANALYST II CLASS=1348 BEGDATE=07/11/09 -----

OPTION OPTTTL
A CONTROL SYSTEMS PROGRAMMER
B INFORMATION SYS ANALYST II - GIS
N = 2

OPTION CLASSES

14

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----- CLSTLS=INFORMATION SYSTEMS ANALYST III CLASS=1349 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	SENIOR CONTROL SYSTEMS PROGRAMMER
	N = 1

----- CLSTLS=INFORMATION SYSTEMS ANALYST IV CLASS=1926 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	SUPERVISING CONTROL SYSTEMS PGMR
	N = 1

---- CLSTLS=INTERMEDIATE STENOGRAPHER(TERMINAL) CLASS=1532 BEGDATE=07/01/09 ----

OPTION	OPTTTL
A	BILINGUAL
	N = 1

----- CLSTLS=JUNIOR ENGINEER-CIVIL CLASS=1546 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	STUDENT
B	JUNIOR ENGINEERING GEOLOGIST
	N = 2

----- CLSTLS=LAND SURVEYING ASSOCIATE CLASS=1939 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	COMPUTER APPLICATIONS SUPERVISOR
	N = 1

----- CLSTLS=LIBRARIAN II CLASS=1584 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	LAW LIBRARIAN
	N = 1

OPTION CLASSES

15

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----- CLSTLS=LIBRARIAN III CLASS=1867 BEGDATE=07/01/09 -----

OPTION OPTTTL
A LAW LIBRARIAN
N = 1

----- CLSTLS=LIBRARY ASSISTANT CLASS=1586 BEGDATE=07/01/09 -----

OPTION OPTTTL
A THEATER TECHNICIAN
N = 1

----- CLSTLS=LIFEGUARD II CLASS=1593 BEGDATE=07/01/09 -----

OPTION OPTTTL
A HARBOR PATROL OFFICER
N = 1

----- CLSTLS=LIFEGUARD SERGEANT CLASS=1592 BEGDATE=07/01/09 -----

OPTION OPTTTL
A HARBOR PATROL OFFICER
N = 1

----- CLSTLS=LITERACY PROGRAM ADMINISTRATOR CLASS=1757 BEGDATE=07/11/09 -----

OPTION OPTTTL
A "6 TO 6" PROGRAM COORDINATOR
N = 1

----- CLSTLS=MANAGEMENT TRAINEE CLASS=1108 BEGDATE=09/20/08 -----

OPTION OPTTTL
A PERSONNEL TRAINEE
B RETIREMENT FINANCIAL TRAINEE
N = 2

OPTION CLASSES

16

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----- CLSTLS=MARINE BIOLOGIST II CLASS=1610 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	TOXICOLOGIST

N = 1

----- CLSTLS=ORGANIZATION EFFECTIVENESS SPEC I CLASS=1613 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	WATER ASSISTANT HR ANALYST
B	ASSISTANT HR ANALYST

N = 2

----- CLSTLS=ORGANIZATION EFFECTIVENESS SPEC II CLASS=1614 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	MANAGEMENT DEVELOPMENT SPECIALIST
B	WATER ASSOCIATE HR ANALYST
C	LIBRARY ASSOCIATE HR ANALYST
D	ASSOCIATE HR ANALYST

N = 4

----- CLSTLS=ORGANIZATION EFFECTIVENESS SPEC III CLASS=1612 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	WATER SENIOR HR ANALYST
B	SENIOR HUMAN RESOURCES ANALYST
C	OUTREACH AND EDUCATION COORDINATOR

N = 3

----- CLSTLS=ORGANIZATION EFFECTIVENESS SUPV CLASS=1615 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	WATER SUPERVISING HR ANALYST
B	METRO WW SUPERVISING HR ANALYST
C	POLICE SUPERVISING HR ANALYST
D	SUPERVISING HR ANALYST

N = 4

OPTION CLASSES

17

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----- CLSTLS=PARALEGAL CLASS=1598 BEGDATE=09/20/08 -----

OPTION OPTTTL
A RETIREMENT PARALEGAL
N = 1

----- CLSTLS=PARKING ENFORCEMENT OFFICER I CLASS=1640 BEGDATE=09/20/08 -----

OPTION OPTTTL
A SPECIAL EVENT TRAFFIC CONTROLLER
N = 1

----- CLSTLS=PARKING ENFORCEMENT SUPERVISOR CLASS=1639 BEGDATE=07/01/09 -----

OPTION OPTTTL
A SPECIAL EVENT TRAFFIC CONTROLLER
N = 1

----- CLSTLS=PLANT PROCESS CONTROL SUPERVISOR CLASS=1668 BEGDATE=09/20/08 -----

OPTION OPTTTL
A INSTRUMENTATION & CONTROL SUPV
B PLANT MAINTENANCE COORDINATOR
N = 2

----- CLSTLS=PLUMBER CLASS=1675 BEGDATE=07/11/09 -----

OPTION OPTTTL
A PIPEFITTER
N = 1

----- CLSTLS=PLUMBER SUPERVISOR CLASS=1677 BEGDATE=07/01/09 -----

OPTION OPTTTL
A HEATING, VENTILATION & AIR COND SUP
N = 1

OPTION CLASSES

18

07:28 Tuesday, November 24, 2009

----- CLSTLS=POLICE INVESTIGATIVE AIDE II CLASS=1678 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	LATENT PRINT EXAMINER AIDE

N = 1

----- CLSTLS=POLICE RECORDS DATA SPECIALIST CLASS=1575 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	CRT TERMINAL OPERATOR
B	DOCUMENTS PROCESSOR OPERATOR

N = 2

---- CLSTLS=POLICE RECORDS DATA SPECIALIST SUPV CLASS=1576 BEGDATE=09/20/08 ----

OPTION	OPTTTL
A	DOCUMENTS PROCESSOR SUPERVISOR

N = 1

----- CLSTLS=POLICE SERVICE OFFICER I CLASS=1392 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	INDOCHINESE SERVICE OFFICER
B	ETHIOPIAN SERVICE OFFICER
C	SAN YSIDRO COMMUNITY COORDINATOR
D	AFRICAN SERVICE OFFICER
E	SUDANESE COMMUNITY SERVICE OFFICER

N = 5

----- CLSTLS=POLICE SERVICE OFFICER II CLASS=1377 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	ETHIOPIAN SERVICE OFFICER II
B	INDOCHINESE SERVICE OFFICER II
C	SAN YSIDRO COMMUNITY COORDINATOR II
D	AFRICAN SERVICE OFFICER
E	SUDANESE COMMUNITY SERVICE OFFICER

N = 5

OPTION CLASSES

19

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----- CLSTLS=PRINCIPAL CLERK CLASS=1726 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	MANAGERS DOCKET CLERK

N = 1

----- CLSTLS=PRINCIPAL ENGINEERING AIDE CLASS=1727 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	TRAFFIC
B	PRINCIPAL DRAFTING AIDE
C	PRINCIPL CORROSION ENGINEERING AIDE

N = 3

----- CLSTLS=PROCUREMENT SPECIALIST CLASS=1282 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	FLEET PARTS BUYER
B	SR FLEET PARTS BUYER

N = 2

----- CLSTLS=PROJECT OFFICER I CLASS=1751 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	EMERGENCY RESPONSE OFFICER

N = 1

----- CLSTLS=PROJECT OFFICER II CLASS=1752 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	PROJECT MANAGEMENT COORDINATOR
B	POLICE SPECIAL PROJECTS MANAGER
C	PRINCIPAL WATER RESOURCES SPECIALST

N = 3

----- CLSTLS=PROPERTY AGENT CLASS=1756 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	AIRPORT PROPERTY AGENT

N = 1

OPTION CLASSES

20

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----- CLSTLS=PUBLIC INFORMATION SPECIALIST CLASS=1774 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	COMMUNITY SERVICE CENTER SPECIALIST
N = 1	

----- CLSTLS=RANGER/DIVER I CLASS=1398 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	LAKE RANGER
N = 1	

----- CLSTLS=RECREATION AIDE CLASS=1794 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	LAKE AIDE
B	BILINGUAL
N = 2	

----- CLSTLS=RECREATION CENTER DIRECTOR II CLASS=1796 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	BILINGUAL
N = 1	

----- CLSTLS=RECREATION LEADER I CLASS=1565 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	BILINGUAL
B	JUNIOR POOL GUARD
N = 2	

----- CLSTLS=RECREATION LEADER II CLASS=1531 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	DANCE INSTRUCTOR - BALLET
B	DANCE INSTRUCTOR - TAP
C	THERAPEUTIC RECREATION
D	DANCE INSTRUCTOR

OPTION CLASSES

21

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----- CLSTLS=RECREATION LEADER II CLASS=1531 BEGDATE=07/01/09 -----
 (continued)

OPTION	OPTTTL
E	AEROBIC DANCE INSTRUCTOR

N = 5

----- CLSTLS=RECREATION SPECIALIST CLASS=1797 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	WOMEN'S ATHLETICS
B	THERAPEUTIC RECREATION
C	SENIOR CITIZENS
D	PORTABLE POOL COORDINATOR
E	DRAMA
F	MUNICIPAL ATHLETIC
G	DANCE
H	FITNESS SPECIALIST
I	SWIMMING POOL/PLAYGROUND COORDINATR
J	PLAYGROUND COORDINATOR
K	PLAYGROUND/VOLUNTEER COORDINATOR
L	YOUTH SYMPHONY CONDUCTOR
M	AQUATICS
N	GOLF

N = 14

----- CLSTLS=RECYCLING PROGRAM MANAGER CLASS=1556 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	LANDFILL/RECYCLING SUPERINTENDENT
B	WATER RESOURCES PROGRAM MANAGER
C	ASSET MANAGEMENT COORDINATOR

N = 3

----- CLSTLS=REHABILITATION COORDINATOR CLASS=1811 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	ADULT LITERACY PROGRAM COORDINATOR

N = 1

OPTION CLASSES

22

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----- CLSTLS=SAFETY OFFICER CLASS=1823 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	ASBESTOS INSPECTOR SUPERVISOR
B	EMERGENCY MANAGEMENT OFFICER
C	SECURITY OFFICER

N = 3

----- CLSTLS=SAFETY REPRESENTATIVE I CLASS=1825 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	ENVIRONMENTAL MGMNT SYSTEMS COORD

N = 1

----- CLSTLS=SAFETY REPRESENTATIVE II CLASS=1826 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	ASBESTOS AND LEAD PROGRAM INSPECTOR

N = 1

----- CLSTLS=SENIOR BUILDING INSPECTOR CLASS=1849 BEGDATE=07/01/95 -----

OPTION	OPTTTL
A	ELECTRICAL
B	MECHANICAL
C	STRUCTURAL
D	HOUSING
E	COMBINATION

N = 5

----- CLSTLS=SENIOR BUILDING MAINTENANCE SUPV CLASS=1279 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	FACILITIES MAINTENANCE SUPERVISOR

N = 1

OPTION CLASSES

23

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----- CLSTLS=SENIOR CHEMIST CLASS=1854 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	INDUSTRIAL WASTE PROGRAM SUPERVISOR

N = 1

----- CLSTLS=SENIOR CITY ATTORNEY INVESTIGATOR CLASS=1885 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	COLLISION ANALYST
B	ENVIRONMENTAL PROTECTION INVESTIGTR

N = 2

----- CLSTLS=SENIOR CIVIL ENGINEER CLASS=1855 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	WATER AND WASTE WATER
B	INTERNATIONAL WASTEWATER SPECIALIST
C	SENIOR BRIDGE ENGINEER
D	ENGINEERING EXAM SPECIALIST
E	PRINCIPAL CONTRACT SPECIALIST
F	DEVELOPMENT PROJECT MANAGER III

N = 6

----- CLSTLS=SENIOR CLAIMS REPRESENTATIVE CLASS=1937 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	WORKERS' COMPENSATION

N = 1

----- CLSTLS=SENIOR CUSTOMER SERVICES REP CLASS=1860 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	PARKING CUSTOMER SERVICE SUPERVISOR

N = 1

OPTION CLASSES

24

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----- CLSTLS=SENIOR ELECTRICAL ENGINEER CLASS=1863 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	SENIOR CONTROL SYSTEMS ENGINEER
B	SENIOR CORROSION SPECIALIST

N = 2

----- CLSTLS=SENIOR ENGINEERING AIDE CLASS=1861 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	SENIOR CORROSION ENGINEERING AIDE
B	BACKFLOW/CROSS CONNECTION SPECIALST

N = 2

----- CLSTLS=SENIOR LEGISLATIVE RECORDER CLASS=1857 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	DOCKET COORDINATOR

N = 1

----- CLSTLS=SENIOR MANAGEMENT ANALYST CLASS=1106 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	CRIME ANALYST
B	RECYCLING PROGRAM COORDINATOR
C	LANDSCAPE CONSERVATION DESIGNER
D	RECYCLING SPECIALIST III
E	CONTRACT INVESTIGATIVE SPECIALIST
F	SR WATER HUMAN RESOURCES ANALYST
G	RETIREMENT FINANCIAL SPECIALIST III
H	HOMELAND SECURITY COORDINATOR

N = 8

----- CLSTLS=SENIOR PARALEGAL CLASS=1822 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	SENIOR RETIREMENT PARALEGAL

N = 1

OPTION CLASSES

25

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----- CLSTLS=SENIOR PERSONNEL ANALYST CLASS=1650 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	ENGINEER EXAMINER
B	SENIOR HR ANALYST (TERMINAL)
C	SENIOR POLICE HR ANALYST (TERMINAL)

N = 3

----- CLSTLS=SENIOR PLANNER CLASS=1872 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	CODE ENFORCEMENT COORDINATOR
B	WATER RESOURCES SPECIALIST

N = 2

----- CLSTLS=SENIOR PROPERTY AND EVIDENCE SUPV CLASS=1904 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	POLICE PROPERTY AND EVIDENCE SUPV

N = 1

----- CLSTLS=SENIOR PUBLIC INFORMATION OFFICER CLASS=1871 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	TV STATION MANAGER

N = 1

----- CLSTLS=SENIOR UTILITY SUPERVISOR CLASS=1975 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	STREETS
B	CEMETERY MAINTENANCE SUPERVISOR

N = 2

----- CLSTLS=SENIOR WASTEWATER OPERATIONS SUPV CLASS=1888 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	WASTEWATER TRAINING SPECIALIST

N = 1

OPTION CLASSES

26

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----- CLSTLS=SENIOR WATER UTILITY SUPERVISOR CLASS=1870 BEGDATE=09/20/08 -----

OPTION OPTTTL
A WATER UTILITIES
N = 1

----- CLSTLS=STOCK CLERK CLASS=1899 BEGDATE=07/01/09 -----

OPTION OPTTTL
A AUTO PARTS STOCK CLERK
N = 1

----- CLSTLS=STOREKEEPER III CLASS=1901 BEGDATE=07/01/09 -----

OPTION OPTTTL
A WAREHOUSE MANAGER
N = 1

----- CLSTLS=SUPERVISING CLAIMS REPRESENTATIVE CLASS=1391 BEGDATE=07/11/09 -----

OPTION OPTTTL
A LIABILITY
B WORKERS COMPENSATION
N = 2

----- CLSTLS=SUPERVISING CRIMINALIST CLASS=1856 BEGDATE=07/01/09 -----

OPTION OPTTTL
A DNA
N = 1

----- CLSTLS=SUPERVISING FIELD REPRESENTATIVE CLASS=1921 BEGDATE=07/01/09 -----

OPTION OPTTTL
A SUPERVISING WATER CONSERVATION REP
N = 1

OPTION CLASSES

27

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----- CLSTLS=SUPERVISING LIBRARIAN CLASS=1922 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	CATALOG
B	BILINGUAL

N = 2

----- CLSTLS=SUPERVISING MANAGEMENT ANALYST CLASS=1917 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	EMPLOYEE BENEFITS ADMINISTRATOR
B	ARTS MANAGEMENT SUPERVISOR
C	ASSISTANT SANDER PROJECT DIRECTOR
D	SPECIAL EVENT COORDINATOR
E	SUPERVISING DATA SYSTEM COORDINATOR
F	SUPERVISING RECYCLING SPECIALIST
G	PUBLIC RELATIONS COORDINATOR
H	WATER CONSERVATION PROGRAM MANAGER
I	EMERGENCY MANAGEMENT COORDINATOR
J	RETIREMENT FINANCIAL SPECIALIST IV
K	CUSTOMER SERVICES MANAGER
L	MEDICAL REVIEW OFFICER
M	CONTRACT INVESTIGATIVE SUPERVISOR
N	SUPERVISING CONTRACT ANALYST
O	SUP LANDSCAPE CONSERVATION DESIGNER
P	SUPERVISING HOMELAND SECURITY COORD

N = 16

----- CLSTLS=SUPERVISING PERSONNEL ANALYST CLASS=1927 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	SUPERVISING HR ANALYST (TERMINAL)

N = 1

----- CLSTLS=SUPERVISING PROPERTY AGENT CLASS=1929 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	SUPERVISING AIRPORT PROPERTY AGENT
B	SUPERVISING PROPERTY SPECIALIST

N = 2

OPTION CLASSES

28

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----- CLSTLS=SUPERVISING RECREATION SPECIALIST CLASS=1931 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	DISABLED SERVICES
B	SUPERVISING FITNESS SPECIALIST
C	THERAPEUTIC RECREATION

N = 3

---- CLSTLS=SUPERVISING WSTWTER PREREATMNT INSP CLASS=1378 BEGDATE=07/01/09 ----

OPTION	OPTTTL
A	SUPERVISING STORMWATER INSPECTOR

N = 1

----- CLSTLS=UTILITY SUPERVISOR CLASS=1974 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	PARK UTILITY SUPERVISOR

N = 1

----- CLSTLS=UTILITY WORKER I CLASS=1978 BEGDATE=07/11/09 -----

OPTION	OPTTTL
A	STADIUM UTILITY WORKER

N = 1

----- CLSTLS=WASTEWATER PRETREATMENT INSP I CLASS=1374 BEGDATE=09/20/08 -----

OPTION	OPTTTL
A	STORM WATER INSPECTOR I

N = 1

----- CLSTLS=WASTEWATER PRETREATMENT INSP II CLASS=1375 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	STORM WATER INSPECTOR II

N = 1

OPTION CLASSES

29

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----- CLSTLS=WASTEWATER PRETREATMENT INSP III CLASS=1376 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	FEWD PROGRAM MANAGER

N = 1

---- CLSTLS=WASTEWATER PRETREATMENT PGM MANAGER CLASS=1528 BEGDATE=07/01/09 ----

OPTION	OPTTTL
A	HAZARDOUS MATERIAL PROGRAM MANAGER
B	ASBESTOS PROGRAM COORDINATOR
C	STORM WATER INSPECTION PROGRAM MGR

N = 3

----- CLSTLS=WATER UTILITY SUPERVISOR CLASS=1991 BEGDATE=07/01/09 -----

OPTION	OPTTTL
A	WATER UTILITIES

N = 1

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ORGANIZATION EFFECTIVENESS SPECIALIST I - 1613

DEFINITION:

Under general supervision, to plan, conduct, and facilitate specific organization effectiveness and training programs of limited scope throughout the City; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class in the Organizational Effectiveness Specialist series. Most positions are classified as Organizational Effectiveness Specialists II, the journey-level, and may be underfilled with Organizational Effectiveness Specialists I, in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Organizational Effectiveness Specialist II, in that Organizational Effectiveness Specialists I typically design, conduct, and facilitate workshops of a narrower scope, and receive more direction and guidance in their assignments.

*** EXAMPLES OF DUTIES:**

- Designs, conducts, and facilitates organization effectiveness and training workshops of a limited scope;
- Utilizes diagnostic surveys and other evaluation tools to design, implement, and evaluate organizational improvements;
- Assists departments in identifying operational problems and assists in developing and implementing new programs and/or procedures;
- Consults with clients on organizational interventions at the team, inter-team, and large group levels;
- Conducts needs assessment surveys to determine employee attitudes and problems;
- Designs, conducts, and facilitates training programs and workshops to remedy specific problems;
- Communicates findings and recommendations effectively both verbally and in written formats;
- Makes presentations before groups.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

A Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** one year of full-time professional experience as an internal or external consultant in developing and administering planned organization development programs designed to improve the efficiency and operational effectiveness of an organization through planned interventions in the organization's processes and operations. Qualifying experience must include experience in five or more of the following methods: survey design, administration, analysis, and feedback; program evaluation and report writing that summarizes the evaluation; workshop, team building, or small group facilitation; leadership, management, and employee development via training, team building, and/or coaching; mediation and conflict management; education/training programs; performance measurement and management; strategic/business planning; customer satisfaction programs; efficiency and/or optimization studies; or climate and/or culture improvement interventions. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ORGANIZATION EFFECTIVENESS SPECIALIST II – 1614

DEFINITION:

Under direction, to plan, conduct, and facilitate specific organization effectiveness and training programs throughout the City; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Organizational Effectiveness Specialist series. In a training capacity, positions classified at this level may be underfilled with an Administrative Trainee or Organizational Effectiveness Specialist I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Designs, conducts, and facilitates a variety of workshops and training programs;
- Assists departments in identifying and implementing new programs and procedures;
- Designs and utilizes diagnostic surveys and other evaluation tools to design, implement, and evaluate organizational improvements;
- Consults with departments on system-wide management and productivity changes;
- Conducts needs assessment surveys to determine employee attitudes and problems;
- Designs organization development or training programs to remedy specific problems;
- Designs and conducts surveys to assess citizen satisfaction with City services;
- Consults with clients on organizational interventions at the team, inter-team, and large group levels;
- Works with operating departments to develop solutions to departmental problems;
- Introduces new management and productivity concepts to City departments;
- Communicates findings and recommendations effectively both verbally and in written formats;
- Makes presentations before groups.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

A Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** two years of full-time professional experience as an internal or external consultant in developing and administering planned organization development programs designed to improve the efficiency and operational effectiveness of an organization through planned interventions in the organization's processes and operations. Qualifying experience must include experience in five or more of the following methods: survey design, administration, analysis, and feedback; program evaluation and report writing that summarizes the evaluation; workshop, team building, or small group facilitation; leadership, management, and employee development via training, team building, and/or coaching; mediation and conflict management; education/training programs; performance measurement and management; strategic/business planning; customer satisfaction programs; efficiency and/or optimization studies; climate and/or culture improvement interventions; or succession planning. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ORGANIZATION EFFECTIVENESS SPECIALIST III – 1612

DEFINITION:

Under direction, to plan, conduct, and administer the most difficult, complex, and sensitive organization effectiveness studies and training programs throughout the City; to lead the work of professional staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey class in the Organizational Effectiveness Specialist series. This class is distinguished from Organizational Effectiveness Specialist II, the journey-level class, in that Organizational Effectiveness Specialists III are responsible for planning, conducting, and administering the most difficult and complex organization effectiveness studies, and lead the work of other professional level staff.

*** EXAMPLES OF DUTIES:**

- Performs the most difficult and complex organizational interventions;
- Leads professional staff in performing complex and sensitive large-scale organization effectiveness efforts;
- Plans and conducts optimization efforts;
- Plans, schedules, and coordinates training programs in management development, productivity improvement, and labor relations;
- Manages programs for performance measurement;
- Develops and deploys surveys and performs statistical analyses;
- Works with operating departments to develop solutions to departmental problems;
- Monitors expenditures and progress on program objectives to ensure that all contractual agreements are met;
- Monitors the performance of consultants and assists them in designing and conducting training programs;
- Diagnoses organizational problems and design effective intervention strategies;
- Assists in the training and development of staff;
- Manages strategic business planning processes;
- Schedules and coordinates the work of staff;
- Prepares and presents special reports;
- Represents management in meetings with client groups;
- Makes presentations before groups;
- Performs other related administrative duties.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** three years of full-time professional experience as an internal or external consultant in developing and administering planned organization development programs designed to improve the efficiency and operational effectiveness of an organization through planned interventions in the organization's processes and operations. Qualifying experience must include experience in five or more of the following methods: survey design, administration, analysis, and feedback; program evaluation and report writing that summarizes the evaluation; workshop, teambuilding, or small group facilitation; leadership, management, and employee development via training, team building, and/or coaching; mediation and conflict management; education/training programs; performance measurement and management; strategic/business planning; customer satisfaction programs; efficiency and/or optimization studies; climate and/or culture improvement interventions; or succession planning. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ORGANIZATION EFFECTIVENESS SUPERVISOR – 1615

DEFINITION:

Under administrative direction, to supervise a professional staff engaged in organization effectiveness studies and development of training programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of a professional staff engaged in organization effectiveness and training;
- Directs and participates in the more complex and/or sensitive programs in organization effectiveness, productivity, supervision and management, and/or human and labor relations;
- Selects, directs, and monitors the programs of outside consultants engaged in special organization effectiveness projects;
- Diagnosis organizational problems and designs effective intervention strategies and manages programs for performance measurement;
- Manages strategic business planning processes;
- Plans and conducts optimization efforts;
- Develops and monitors operational budgets;
- Confers with the Mayor's Office and department and division heads to develop strategies and solutions to complex personnel and management problems;
- Develops and deploys surveys and performs statistical analyses;
- Represents management in meetings with client groups;
- Makes presentations before groups;
- Selects, trains, and evaluates the performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** four years of full-time professional-level experience as an internal or external consultant in developing and administering planned organization development programs designed to improve the efficiency and operational effectiveness of an organization through planned interventions in the organization's processes and operations. Qualifying experience must include experience in five or more of the following methods: survey design, administration, analysis, and feedback; program evaluation and

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report writing that summarizes the evaluation; workshop, teambuilding, or small group facilitation; leadership, management, and employee development via training, team building, and/or coaching; mediation and conflict management; education/training programs; performance measurement and management; strategic/business planning; customer satisfaction programs; efficiency and/or optimization studies; climate and/or culture improvement interventions; or succession planning. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PAINTER - 1635

DEFINITION:

Under general supervision, to perform skilled interior and exterior painting; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Paints the interior and exterior of buildings and structures, street lights, traffic signals, furniture, pipes, pumps, tanks, flagpoles, and similar equipment;
- Scrapes, grinds, burns, sands, uses hydroblast, and otherwise prepares surfaces for painting;
- Applies undercoats, finishing, and protective coats of enamel, stains, varnishes, epoxy, acrylics, lacquers, waxes, texturing, acoustical ceiling, and other materials by brush, roller, spraygun, hoppergun, and other equipment;
- Mixes and matches paints, texturing, acoustical ceiling, and other materials;
- Arranges color schemes for the interior and exterior of buildings;
- Finishes and refinishes new and old wooden and metal articles of furniture;
- Applies filler, stains, bleaches, varnishes, and shellacs to wood;
- Glazes, gilds, stencils, grains, and antiques furniture;
- Hangs wallpaper, fabrics, and vinyls;
- Installs, tapes, surfaces, and prepares drywall for painting, texturing, or wallpapering;
- Strips, relines, and refinishes floors;
- Climbs and paints flood light poles and towers;
- Sets up, works from, and removes scaffolding;
- Trains and leads the work of apprentices and assigned personnel;
- Provides data for cost estimates and records;
- Maintains appropriate records;
- Drives assigned vehicles.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a state-accredited three-year Painter Apprenticeship Program; **OR** three years of full-time experience in all phases of work as a journey-level Painter. Qualifying experience must include painting metal surfaces, buildings, and structures;

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

preparing surfaces for painting; and mixing paint chemicals such as colors, stains, and thinners. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
Painter Supervisor - 1637

DEFINITION:

Under direction, to plan and supervise the work of skilled painters and helpers in varied painting work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, supervises, and assigns the work of skilled painters, apprentices, and helpers in scraping, grinding, burning, sanding, and preparing surfaces for painting, wallpapering, texturing, and acoustical ceiling; in mixing and applying undercoats and finish coats of paint, enamel, varnishes, wax, lacquer, texturing, acoustical ceiling; in installing and preparing drywall for painting, texturing, or wallpapering; and in using colors and working out color schemes for interior and exterior finishes;
- Participates in the above tasks as necessary;
- Selects and orders equipment, materials, and supplies;
- Instructs and trains apprentices and helpers;
- Maintains records of work activities and prepares reports;
- Trains and rates the work performance of subordinates;
- Writes specifications;
- Drives assigned vehicles;
- Enforces safety regulations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a state-accredited three-year Painter Apprenticeship Program, **AND** two years of full-time experience in all phases of work as a journey-level Painter. Qualifying experience must include painting metal surfaces, buildings, and structures; preparing surfaces for painting; and mixing paint chemicals such as colors, stains, and thinners; **OR** five years of full-time experience in all phases of work as a journey-level Painter as specified above. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PARALEGAL - 1598

NOTE: formerly LEGAL ASSISTANT

DEFINITION:

Under direction, to assist Deputy City Attorneys by performing paralegal duties; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Monitors cases where restitution has been ordered by the court and when restitution is not made, drafts recommendations to the court for revocation of probation;
- Drafts a variety of legal documents including interrogatories, complaints, defense pleadings, motions to compel discovery, motions-in-limine, motions for summary judgment, motions to strike, motions to continue, responses to discovery motions, pretrial statements, requests for admissions, notices to produce and responses to notices to produce, expert witness designations, and discovery requests and responses;
- Prepares case digests and summaries and drafts legal memoranda;
- Reviews case files and recommends documents to be obtained and witnesses to be interviewed;
- Locates and produces witnesses and interviews witnesses to obtain information;
- Communicates with court personnel, law enforcement, and other government agencies;
- Coordinates with local, state, and federal agencies to obtain witnesses and defendants from jail or prison and to return individuals after court appearances;
- Fingerprints witnesses, defendants, and others;
- Responds to calls from attorneys in court during trial to provide information;
- Assists at trials, hearings, and council meetings;
- Investigates complaints to determine if charges should be filed and makes recommendations to attorneys;
- Reviews legislative initiatives and makes recommendations to attorneys regarding the effects of proposed legislation;
- Drafts new and revised City ordinance language to be reviewed by attorneys;
- Reviews and revises contract language to be reviewed by attorneys;
- Acts as a liaison to City departments to provide answers to routine legal questions and to research the more complex questions and provide research information to attorneys;
- Identifies, requests, and examines various public records;
- Conducts legal and procedural research;
- Arranges for subpoenas duces tecum and depositions;
- Prepares deposition summaries and legal memoranda;
- Uses litigation and document management software and e-discovery tools;
- Performs related work.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Certificate of completion of a Paralegal Program approved by the American Bar Association (ABA); **OR** certificate of completion of a Paralegal Program or a degree from a post-secondary institution that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary Education, which must include successful completion of a minimum of 24 semester/36 quarter college-level units in law-related courses work; **OR** Bachelor's degree or higher, **AND** one year of full-time law-related experience under the supervision of an attorney; **OR** possession of a high school diploma, General Education Development (GED), or California High School Proficiency Examination (CHSPE) certificate, **AND** three years of full-time law-related experience under the supervision of an attorney. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PARK DESIGNER

DEFINITION:

Under direction, to manage park master planning, design and construction projects; to supervise professional and subprofessional consultants and contractors; to provide technical assistance to other City departments on design and landscaping issues; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises professional consultants in the development or revision of park master plans;
- Manages park development projects from design through construction phases;
- Participates on consultant selection committees;
- Negotiates agreements with developers and/or consultants;
- Makes presentations to community groups;
- Monitors and facilitates the progress of projects through various review processes;
- Coordinates with engineering field inspectors on construction change orders or the resolution of field problems;
- Provides technical assistance to other City departments on irrigation systems, plant materials, and landscape and playground designs and problems;
- Maintains project records and drafts reports for the City Council, task forces and boards;
- May prepare and supervise the preparation of sketches, detailed plans, estimates and specifications;
- Reviews landscape and irrigation improvements on City street rights-of-way and open space.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Landscape Architecture or a closely related field, **OR** registration as a professional Landscape Architect with a State Licensing Board; **AND** three years of full-time professional Landscape Architecture or park and recreational area design and development involving multi-acre projects. Qualifying experience must include all of the following: design of major irrigation and landscape projects; preparation of final construction and bid documents for landscape projects; reviewing final plans and specifications for construction of landscape and architectural irrigation projects; and design of rights-of-way landscaping. A Master's degree in Landscape Architecture may be substituted for a maximum of one year of the required experience. Possession of a valid California Class C Driver's License.

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CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PARKING ENFORCEMENT OFFICER I - 1640

DEFINITION:

Under general supervision, to patrol an assigned geographic area and issue parking violation notices; to provide general information to the public; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Patrols an assigned area of the City driving three-wheeled scooters, small pickup trucks, electric powered vehicles, or bicycles or walking and issues citations or warnings using hand-held computers for violations of California Vehicle Code provisions and parking control ordinances, e.g., parking time limit zones, tow away zones, loading zones, and metered parking areas;
- Impounds illegally parked or abandoned vehicles;
- Checks vehicle, parking citation, and registered owner information via computer;
- Testifies in court;
- Reviews and makes recommendations on citation dismissal requests;
- Marks vehicle tires to determine time violations;
- Explains parking regulations and gives general information to the public;
- Keeps appropriate records of violation notices issued;
- Voids citations when warranted;
- Makes reports of damaged or inoperative parking meters;
- Services own vehicle;
- Recommends traffic improvements;
- Prepares reports concerning parking related problems;
- Reports stranded motorists and any hazardous conditions requiring police action;
- Investigates improper traffic control practices by construction crews and issues notice of violation or notice to appear as appropriate;
- Conducts field investigations of unlawful use of disabled parking placards and issues citations for violations;
- Provides information to Police Department regarding stolen vehicles found illegally parked or evidence found in abandoned vehicles;
- Uses a computer to access vehicle information and other information;
- Operate a two-way radio and maintains assigned vehicle;
- May direct traffic.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

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recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience responding to requests for factual information from the public by providing accurate details regarding programs, policies, procedures, rules, and/or regulations; **OR** six months of full-time experience enforcing codes and issuing citations. Possession of a valid California C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PARKING ENFORCEMENT OFFICER II - 1630

DEFINITION:

Under direction, leads and participates in the work of Parking Enforcement Officers engaged in patrolling assigned geographic areas, issuing parking violation notices, and impounding illegally parked or abandoned vehicles; and performs related work.

*** EXAMPLES OF DUTIES:**

- Assigns daily work of subordinates;
- Inspects and issues equipment;
- Monitors the work of subordinates in the field;
- Trains subordinates;
- Responds to citizen complaints and route slips;
- Reviews the more routine parking citation dismissal recommendations in accordance with established standards;
- Issues citations for violations of California Vehicle Code provisions and Municipal parking ordinances;
- Investigates the more complex construction traffic control permit violations or misuse of disabled parking placards;
- Identifies construction zone violations and notifies the appropriate agency;
- Issues misdemeanor citations;
- Impounds illegally parked or abandoned vehicles;
- Tracks and removes meter hoods;
- Responds to routine inquiries from the media or the public, and makes presentations before community groups;
- Assists supervisor with biweekly payroll and monthly statistics;
- Maintains work logs and operates a personal computer to access citations and other department information;
- Provides input regarding the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Parking Enforcement Officer I with the City of San Diego. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PARKING ENFORCEMENT SUPERVISOR - 1639

DEFINITION:

Under direction, to supervise the work of a group of Parking Enforcement Officers engaged in patrolling assigned geographic areas; to investigate and resolve complaints; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares work schedules to ensure adequate coverage for routine and emergency situations;
- Selects, assigns, and rates the work performance of Parking Enforcement Officers;
- Investigates citizen complaints and recommends appropriate action;
- Reviews accidents and on-the-job injuries of City employees;
- Prepares written responses to route slips;
- Reviews citation dismissal recommendations for appropriateness;
- Trains subordinates on the issuance of parking citations, municipal and California Vehicle Code provisions, police radio use, and scooter/electric powered vehicle operation;
- Reviews and makes recommendations on vehicle impound procedures and reports;
- Checks citations written by Parking Enforcement Officers; issues citations for violations of parking control ordinances;
- Answers questions and gives information to the public;
- Checks vehicle, parking citation, and registered owner information via computer;
- Inspects uniforms and scooters;
- Operates a personal computer to access citations and other information;
- Attends review board meetings;
- Prepares daily reports;
- May testify in court.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience at a level equivalent to a Parking Enforcement Officer II with the City of San Diego; **OR** three years of full-time experience at a level equivalent to a Parking Enforcement Officer I with the City of San Diego. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PARKING METER SUPERVISOR - 1646

DEFINITION:

Under direction, to plan and supervise the work of subordinates engaged in the repair of and collection from parking meters and the issuance of citations for expired meters; to investigate and resolve complaints; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, plans, and assigns the work of subordinates engaged in installing, overhauling, and repairing, painting and stenciling, collecting money from parking meters, and issuing citations for expired meters;
- Inventories all repair parts periodically;
- Orders new meters and spare parts and supplies;
- Maintains records of all repairs performed, monies collected, and citations issued;
- Issues parking citations;
- Investigates and resolves complaints;
- Reviews citation dismissal recommendations for appropriateness;
- Selects, trains, and rates the work of subordinates;
- Prepares daily reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience installing, maintaining, and repairing parking meters. Possession of a valid California Class C Driver's License.

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CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PARKING METER TECHNICIAN - 1641

DEFINITION:

Under general supervision, to install, inspect, service, repair, and overhaul parking meters; to collect money from parking meters; to concurrently issue parking citations for expired meters; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Tests, cleans, oils, repairs, and overhauls parking meters in the field and in the shop;
- Collects and deposits money from parking meters;
- Concurrently issues citations for expired meters while collecting money;
- Installs and removes parking meter posts using a jackhammer and other digging tools;
- Investigates complaints and reports of malfunctioning meters;
- Drives a truck;
- Operates a two-way mobile radio;
- Requisitions supplies, parts, and equipment;
- Keeps simple records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience at a level equivalent to an Equipment Technician I with the City of San Diego, **AND** six months of full-time experience installing, inspecting, repairing, and maintaining parking meters. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PARK RANGER - 1634

DEFINITION:

Under general supervision, to assist the public in the use of open space park facilities or regional parks; to develop and conduct interpretive programs; to patrol various City parks; to enforce park rules and regulations; and to perform related work.

*** EXAMPLE OF DUTIES:**

- Develops and conducts nature walks and other interpretive programs on the cultural, natural, and historical features of resource-based, open space, or regional parks;
- Designs and prepares exhibits and publication materials;
- Provides information to other City departments and agencies, community groups, organizations, and the public regarding park facilities, services, and improvements;
- Patrols park roads and trails in park utility vehicles to monitor park usage and to enforce park rules and regulations;
- Issues misdemeanor citations for park violations;
- Coordinates park, trail, and habitat restorative and maintenance projects;
- Assists in planning, monitoring, and implementing special events;
- Prepares requests for maintenance and repair work;
- Trains, directs, and evaluates the work of contracted labor crews and volunteers;
- Maintains records of park activities and prepares reports;
- Serves as a liaison and provides presentations to community groups, other City departments, outside agencies, and the public regarding park facilities, services, and improvements;
- Provides first aid assistance;
- Prepares reports;
- Performs other related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

An Associate's Degree or equivalent education (i.e., minimum completed units = 60 semester/90 quarter), **AND** two years of full-time experience assisting in the management or operation of a resource-based, open-space, or regional park. Qualifying experience must include: enforcing park regulations and/or having the authority to do so; and

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

writing/presenting historical and natural science interpretive programs. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PARK RANGER AIDE - 1176

DEFINITION:

Under immediate supervision, to participate in an entry-level training program to assist the public in the use of resource-based, open space lands, and regional parks; to develop and conduct interpretive programs; to patrol resource-based, open space, and regional parks; to enforce park rules and regulations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists with restoration, monitoring, and land management activities;
- Ensures compliance of Multiple Species Conservation Program (MSCP) and other Federal and State regulations;
- Conducts nature walks and other interpretive programs on the natural and historical features of regional parks;
- Assists in the development of interpretive programs;
- Assists in the design and preparation of exhibits and publication materials;
- Provides information to other City departments and agencies, community groups and organizations, and the public regarding park facilities, services, and improvements;
- Assists in patrolling park roads and trails to monitor park usage and to enforce park rules and regulations;
- Issues misdemeanor citations for park violations;
- Assists in coordinating park maintenance projects;
- Maintains records of park activities and prepares reports;
- Provides first aid assistance;
- Assists in the performance of minor general maintenance work;
- Performs other related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Associate's Degree or equivalent education (i.e., minimum completed units = 60 semester/90 quarter); **OR** 1800 hours of planning/organizing/teaching/leading typical recreation center activities such as arts and crafts, games, and sports (experience working as a fitness trainer, weight training, bowling, golf instructor, etc., is not qualifying); **OR** 500 hours of experience assisting in the management or operation of

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a resource-based, open-space, or regional park. Qualifying experience must include enforcing park regulations and/or having the authority to do so; and writing/presenting historical and natural science interpretive programs.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PATCH TRUCK OPERATOR – 1501

DEFINITION:

Under general supervision, to operate motorized equipment in the repair of street surfaces; to lead a small patch crew; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Drives and operates heated patch trucks used to repair and patch potholes and other problem areas in public streets;
- Patches roads and performs other routine unskilled manual tasks;
- Spreads soil and asphalt materials on roads;
- Maintains emulsion system on work trucks;
- Dumps and loads materials;
- Operates loaders;
- Performs skilled patching and other routine manual tasks in asphalt and concrete;
- Performs construction and maintenance work;
- Interprets service notifications, determines the most effective repair procedures to use, identifies and evaluates the extent of repair work required, and identifies equipment needed;
- Performs minor servicing and maintenance on assigned equipment;
- Operates a two-way radio;
- Completes mileage, service records, and work orders via a laptop;
- Does minor servicing and maintenance on assigned equipment;
- Tracks work assigned and completes electronic records of work performed;
- Provides traffic control;
- Directs, trains, and leads a small patch crew;
- May testify in court about work performed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience as a Heavy Truck Driver II with the City of San Diego; **OR** one year of full-time experience operating vehicles requiring a Class A or Class B California Driver license; **OR** one year of full-time experience operating construction equipment such as heated patch trucks, dump trucks, loaders, pavement

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

rollers, jackhammers, and other similar heavy equipment. A valid California Class A or Class B Driver License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years is required.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PAYROLL AUDIT SPECIALIST I - 1647

DEFINITION:

Under general supervision, in the centralized payroll sections of the Department of Finance or the Personnel Department, to review and process a wide variety of payroll documents in conformance with established procedures and regulations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews and analyzes data that has been provided by department Payroll Specialists in an automated personnel payroll system;
- Approves, rejects, or adds personnel and time reporting transactions in compliance with Civil Service Rules and City payroll-related policies and regulations;
- Verifies the accuracy and completeness of a wide variety of personnel and payroll forms, documents, and related materials submitted by City departments;
- Manually computes and prepares paychecks and official payroll statements as necessary;
- Monitors appropriate leave programs such as furloughs and family and catastrophic leave programs, and monitors employee performance reviews;
- Processes and confirms direct deposit transmissions to financial institutions;
- Interprets and applies complex policies in determining probation periods, merit increases, annual leaves, and award dates;
- Monitors leave without pay requests;
- Maintains master employment pay records;
- Advises departments on payroll processes and regulations and answers related inquiries;
- Receives and processes garnishments and attachments;
- Prepares stop payments on checks;
- Maintains employee personnel records;
- Completes federal and state tax agency employment verifications;
- Monitors paid out-of-class assignments.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing all phases of manual or computer-aided payroll processing, which includes six months performing complex automated personnel payroll or certification processing in the Department of Finance or Personnel Department.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PAYROLL AUDIT SPECIALIST II – 1649

DEFINITION:

Under general supervision, in the Department of Finance or the Personnel Department, to perform difficult and complex payroll audits with responsibility for reconciling and balancing control documents; to review and process a wide variety of payroll and personnel documents in conformance with established procedures and regulations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews, analyzes, and enters data that has been provided by department Payroll Specialists into an automated personnel payroll system;
- Approves, rejects, or adds personnel and time reporting transactions in compliance with Civil Service rules and policies and City payroll-related policies and regulations;
- Calculates and updates leave and dollar balances, as necessary;
- Reconciles and adjusts federal and state income tax withholdings;
- Reconciles bank items and makes appropriate accounting entries;
- Reconciles and adjusts employee and retiree payroll deductions;
- Generates checks for payroll deduction to other agencies;
- Reviews, calculates, and verifies the accuracy and completeness of a wide variety of payroll or certification forms, documents, and related materials submitted by City departments;
- Enters requests for certification, processes increases and decreases in certifications, and closes or cancels completed certifications;
- Advises departments on payroll and certification processes and regulations and answers related inquiries;
- Manually computes and prepares pay checks and official payroll statements, as necessary;
- Receives and processes garnishments and attachments;
- Prepares stop payments on checks;
- Maintains master employment and pay records;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing all phases of manual or computer-aided payroll or certification processing, which includes one year performing complex automated personnel payroll or certification processing in the Department of Finance or Personnel Department.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PAYROLL AUDIT SUPERVISOR - 1886

DEFINITION:

Under general direction, in the Department of Finance and the Personnel Department, to perform specialized, complex payroll accounting and certification work; to supervise subordinates in accurate and timely Citywide certification and payroll processing; to ensure compliance with payroll and personnel regulations and deadlines; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs, reviews, researches, and resolves the more specialized and complex payroll accounting problems involving independent decision-making and significant consequence of error;
- Reviews, audits, and processes a wide variety of certification and/or payroll documents;
- Assigns work to, selects, trains, and evaluates the activities of subordinates engaged in the certification, auditing, and processing of a variety of payroll-related documents in compliance with established Civil Service Rules, Personnel, and Comptroller payroll policies and procedures;
- Oversees and makes adjustments to rectify errors due to nonallowable deductions, add-on pays, modified work weeks, garnishments, computational inaccuracies, employee status changes, and increased or decreased deductions;
- Creates records, implements deductions, and reviews and verifies information in documentation provided by department Payroll Specialists;
- Enters, verifies, reviews, and maintains employee master records in payroll and certification systems, as well as position accuracy and eligibility of individuals;
- Calculates probation period extensions and processes requests to reinstate annual leave;
- Monitors employee performance reviews and various special pays including multiple add-on pays;
- Monitors extended leaves without pay and various leave programs such as family leave;
- Responds to inquiries from the public, other agencies, and City employees using independent interpretation and in-depth knowledge of payroll and tax regulations, computer generated reports, and the Auditors' Payroll Manual or Personnel Manual;
- Develops and conducts Citywide payroll training and informational meetings for individuals responsible for preparing department/division payrolls;
- Oversees the final processing of Citywide payroll documents, reconciliations, and distribution of payroll checks and handouts;
- Participates in the development and implementation of disaster preparedness efforts in support of the Citywide payroll function;
- Makes recommendations on the implementation of modified payroll functions and payroll procedures such as the consolidation of mileage reimbursement checks.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time payroll-related clerical experience, which must include at least two years of full-time experience verifying and certifying the accuracy of Citywide payroll or personnel transactions in the Department of Finance or the Personnel Department with the City of San Diego.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PAYROLL SPECIALIST I - 1237

DEFINITION:

Under general supervision, to post and/or process a payroll and a wide variety of payroll documents in conformance with established procedures and regulations; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Allocation to Payroll Specialist I is based on the following: Incumbents must regularly work at least approximately 50% of their time in processing payrolls and related documents. Typically positions in this class process payrolls in departments having fewer employees, where the vast majority of employees are on a standard work schedule, and few industrial leave cases are processed.

*** EXAMPLES OF DUTIES:**

- Makes calculations for and prepares personnel input documents for updating an employee's pay setup record into an automated personnel payroll system to reflect payroll transactions such as hiring, promotions, transfers, pay increases and reductions, status changes, terminations or retirements, etc.;
- Verifies that payroll deduction notices are properly completed;
- Ensures time entries and corrections by running payroll reports and simulations;
- Inputs time reporting for department employees;
- Tracks and makes calculations for employee mileage checks;
- Determines correct payments and time entries based on employee status, hours recorded, leave accruals, FLSA, work schedules, and other factors based on reports generated;
- Reviews and analyzes appropriateness of payroll transactions and notifies responsible authorities of any irregularities;
- Maintains confidential payroll and personnel information and records;
- Sorts and distributes mileage reimbursement and paychecks;
- Maintains vacation schedules;
- Answers questions from employees regarding payroll-related matters requiring the interpretation and explanation of Civil Service rules and regulations and City payroll-related policies and regulations;
- Generates payroll related reports from SAP or other sources;
- Tracks Family Medical Leave Act (FMLA) and Parental Leave benefit hours in SAP to comply with federal and state laws, and provides information to employees;
- Completes employment verification forms;
- Schedules and performs training for section/division employees regarding flexible benefits;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Certifies payroll warrant registers;
- Maintains out-of-class assignment records in accordance with Civil Service rules and policies;
- Operates a variety of office equipment;
- Answers employee benefit questions with consultation from Risk Management, as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, including six months of full-time experience processing a City of San Diego payroll.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PAYROLL SPECIALIST II - 1648

DEFINITION:

Under general supervision, to post and/or process a large and complex payroll and a wide variety of payroll documents in conformance with established procedures and regulations; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Allocation to Payroll Specialist II is based on the following: Incumbents must regularly work more than 50% of their time in processing complex payrolls and related documents. A complex payroll is one requiring a working knowledge of a combination of several complex transactions. Typically, a position in a large department or division where numerous employees are assigned to unusual schedules, receive special assignment pay, work on an hourly basis, and where several industrial leaves are processed each pay period on a regular basis would justify allocation to Payroll Specialist II.

*** EXAMPLES OF DUTIES:**

- Makes calculations for and prepares personnel input documents for updating an employee's pay setup record into an automated personnel payroll system to reflect payroll transactions such as hiring, promotions, transfers, pay increases and reductions, status changes, terminations or retirements, etc.;
- Verifies that payroll deduction notices are properly completed;
- Ensures time entries and corrections by running payroll reports and simulations;
- Inputs time reporting for department employees;
- Tracks and makes calculations for employee mileage checks;
- Determines correct payments and time entries based on employee status, hours recorded, leave accruals, FLSA, work schedules, and other factors based on reports generated;
- Reviews and analyzes appropriateness of payroll transactions and notifies responsible authorities of any irregularities;
- Maintains confidential payroll and personnel information and records;
- Sorts and distributes mileage reimbursement and paychecks;
- Maintains vacation schedules;
- Answers questions from employees regarding payroll-related matters requiring the interpretation and explanation of Civil Service rules and regulations and City payroll-related policies and regulations;
- Generates payroll related reports from SAP or other sources;
- Tracks Family Medical Leave Act (FMLA) and Parental Leave benefit hours in SAP to comply with federal and state laws, and provides information to employees;
- Completes employment verification forms;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Schedules and performs training for section/division employees regarding flexible benefits;
- Certifies payroll warrant registers;
- Maintains out-of-class assignment records in accordance with Civil Service rules and policies;
- Operates a variety of office equipment;
- Answers employee benefit questions with consultation from Risk Management as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience at a level equal to the City of San Diego's classification of Payroll Specialist I, which includes three months of full-time experience processing a large and complex City of San Diego payroll.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PAYROLL SUPERVISOR - 1238

DEFINITION:

Under direction, in a centralized payroll section for a large department, to supervise the work of a group of Payroll Specialists in the accurate and timely processing of large and complex payrolls; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans and directs the activities of subordinates engaged in processing payroll forms, documents, and related materials which form part of an automated personnel payroll system;
- Oversees and approves payroll forms, documents, and related materials which form part of an automated personnel payroll system;
- Reviews the work of subordinates to ensure accuracy and compliance with payroll regulations and deadlines;
- Researches and resolves complex payroll problems;
- Researches and prepares a variety of payroll related statistical reports;
- Provides new employee orientation regarding department payroll policies and procedures; trains subordinate Payroll Specialists on the automated personnel payroll system and the applicable Civil Service rules and policies and City payroll-related policies and regulations;
- Interprets payroll impacts related to proposed operational changes and Memorandum of Understanding (M.O.U) language related to payroll;
- Creates and monitors specialized tracking procedures for a variety of leaves and special pays;
- Responds to inquires regarding payroll policies and procedures;
- Evaluates payroll procedures and makes recommendations;
- May participate in the work of the section;
- Selects, assigns, schedules, trains, and evaluates the performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience processing a City of San Diego payroll. Experience must include one year of full-time experience as a Payroll Specialist II or Payroll Audit Specialist I with the City of San Diego.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PERSONNEL ASSISTANT I - 1651

DEFINITION:

Under immediate supervision, to perform the less difficult subprofessional personnel assignments; to assist professional personnel analysts in carrying out their assigned duties; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews job applications for compliance with established standards;
- Locates, assesses qualifications, and arranges for individuals to serve on oral interview boards;
- Writes employment examination announcements;
- Assists in the preparation of written and performance examinations;
- Administers selected performance tests;
- Gathers information from employees, departments, outside agencies, and other sources in the performance of assigned studies;
- Provides information to employees and the public on job opportunities, personnel rules, policies, procedures, and related matters;
- Reviews and processes applications for reinstatement, and requests for certification and career advancement;
- Researches and organizes data related to compensation, test validation, or other personnel studies;
- Assists other staff with recruiting, examination, validation, classification, and liaison assignments, as needed;
- Answers correspondence;
- Prepares a variety of routine reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 60 semester or 90 quarter college units; **OR** two years of full-time clerical experience in a supervisory capacity equivalent to a Senior Clerk/Typist with the City of San Diego; **OR** one year of full-time experience performing administrative, budgetary, or personnel work such as: analyzing budget status reports and expenditures; assisting in the preparation of budgetary materials by analyzing budget status reports and expenditures and reviewing line item details; reviewing job applications for compliance with employment

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

standards; researching position duties and recommending appropriate job classifications; developing, administering, or coordinating testing processes; and/or conducting research studies and making recommendations for action in written reports where judgment and interpretation of policy are required; **OR** a combination of the above education and experience.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PERSONNEL ASSISTANT II - 1662

DEFINITION:

Under general supervision, to perform a variety of higher level subprofessional studies and assignments; to provide liaison assistance to a small department or division of a large department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and administers the less complex written and performance tests;
- Develops and conducts job-related interviews;
- Participates as a member of interview boards;
- Conducts pre-interview training briefings and orientation;
- Monitors the conduct of participants and board members during interviews;
- Conducts the less complex classification and salary studies;
- Conducts surveys of other agencies to formulate recommendations regarding salary issues and policy changes;
- Researches and organizes data related to test validation studies;
- Performs the less complex analyses of validation data;
- Provides liaison assistance to smaller departments and divisions;
- Conducts routine background investigation for assigned classes;
- Serves as department representative at New Employee Orientations;
- Reviews and processes applications for reinstatement, and requests for certification and career advancement;
- Assists other staff by performing segments of more complex and sensitive recruiting, examination, validation, classification, and liaison assignments;
- Assists with Employee Performance Review Training;
- May supervise or coordinate a small clerical unit essential to the accomplishment of the assigned function.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 60 semester or 90 quarter college units, **AND** one year of full-time experience performing administrative, budgetary, or personnel work such as: analyzing budget status reports and expenditures; assisting in the preparation of budgetary materials by analyzing budget status reports and expenditures and reviewing line item details;

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

reviewing job applications for compliance with employment standards; researching position duties and recommending appropriate job classifications; developing, administering or coordinating testing processes; and/or conducting research studies and making recommendations for action in written reports where judgment and interpretation of policy are required; **OR** two years of full-time clerical experience in a supervisory capacity equivalent the City of San Diego's classification of Senior Clerk/Typist, **AND** one year of full-time experience performing administrative, budgetary, or personnel work as described above; **OR** two years of full-time experience performing administrative, budgetary, or personnel work such as described above; **OR** one year of full-time experience at a level of responsibility equal to the City of San Diego's classification of Personnel Assistant I.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PESTICIDE APPLICATOR - 1644

DEFINITION:

Under general supervision, to perform chemical pest and weed control to treat a wide variety of landscape vegetation for various pest diseases through the application of a variety of restricted and other pesticides; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Members of this class perform pesticide application for purposes of pest management duties, including the application of restricted and non-restricted chemicals as a primary job function at least 50% of the time. Those positions requiring only occasional application of pesticides, or those that do not require the application of restricted pesticides, are generally allocated to other classifications.

*** EXAMPLES OF DUTIES:**

- Visits area to be sprayed to diagnose pest problem and formulates abatement plan;
- Researches pesticide history of area to be treated;
- Examines plant and insect samples under a microscope to identify plant diseases and target pests;
- Contacts County Department of Agriculture for assistance in identifying weeds, plant diseases, and pests;
- Uses designated treatment application methods;
- Determines solution percentages and mixes a variety of chemicals including restricted pesticides and additives into large tanks;
- Dispenses pesticides onto target area using hose and nozzle;
- Protects surrounding plants from harmful effects of application;
- Posts signs and notifies City forces of special pest-spray or pre-spray instructions;
- Eliminates excess pesticide mix by dispensing onto suitable areas and rinses empty tank;
- Performs minor repair of pesticide pumps;
- Performs routine maintenance of vehicle such as checking oil levels, filters, and grease fittings and changes pumps, reels, and hoses;
- Keeps records and logs of chemicals applications, chemical category, and time and work performed;
- May lead the work of others.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience applying turf and ornamental pesticides in public parks, recreation areas, natural habitat or open spaces, golf courses, or similar sites; **OR** two years of full-time grounds maintenance experience which must include six months of full-time experience applying turf and ornamental pesticides as described above. Qualifying grounds maintenance experience must include cultivating, fertilizing, and planting lawns, shrubs, and trees; **OR** completion of an Associate degree in Landscape Technology or a closely related field, **AND** three months of full-time experience applying turf and ornamental pesticides as described above. Possession of a valid California Qualified Applicator Certificate (QAC) or California Qualified Applicator License (QAL) in Landscape Maintenance. Possession of a valid California Class C Driver's License. Possession of a valid California Class C-H Driver's License for the transportation of hazardous materials may be required for some positions.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PESTICIDE SUPERVISOR - 1645

DEFINITION:

Under direction, to plan, direct, and coordinate a centralized City-wide pest management program; to supervise the work of a subordinate staff engaged in pest management activities involving the use of a wide variety of pesticides; to prepare reports and recommendations regarding pesticides required by State laws and regulations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, supervises, and coordinates City-wide pest management services;
- Prepares pesticide use recommendations and pesticide use reports required by State laws and regulations;
- Determines work priorities;
- Schedules, assigns, and monitors the work of subordinates engaged in identifying target pests, and measuring, mixing, and applying a variety of pesticides to control pests on turf and ornamentals, controlling unwanted vegetation and maintaining application equipment;
- Estimates labor and equipment required;
- Orders pesticides and supplies required for pest management program;
- Inspects work in progress and after completion;
- Personally directs the more difficult and sensitive pesticide application functions;
- Coordinates and inspects pest management work by private contractors;
- Coordinates with State and County pesticide enforcement agencies to ensure compliance with laws and regulations regarding pesticides;
- Coordinates with City and County hazardous materials management staff regarding safe storage, transport, and disposal of pesticides and empty pesticide containers;
- Trains staff in pest management techniques and use of personal protective equipment;
- Establishes preventative maintenance schedules for pesticide application equipment and personal protective equipment;
- Assists in budget preparation and monitors expenditures;
- Provides direction in diagnosing unique pest control problems;
- Evaluates the performance of subordinates;
- Investigates and resolves public complaints, and provides information to the public;
- Keeps records, prepares reports, and performs related administrative duties as required.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience in turf and ornamental plant pest management operations at a level equal to California Qualified Applicator, including the treatment of a wide variety of ornamental vegetation for control of pests and diseases and in controlling unwanted vegetation through the application of chemical pesticides. Possession of a valid California Qualified Applicator Certificate (QAC) or California Qualified Applicator License (QAL) in Landscape Maintenance. Possession of a valid Class C Driver's License. Possession of a valid California C-H Driver's License for transportation of hazardous materials may be required for some positions.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PHOTOGRAPHER – 1660

DEFINITION:

Under general supervision, to take still photographs and to process films at the journey-level; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Takes still pictures and portraits in black and white or color for special events and other projects as assigned;
- Develops and prints by contact and projection;
- Makes slides for projection in black and white or color;
- Makes enlargements;
- Takes photographs by infra-red and ultra-violet lights;
- Makes copies of checks, documents, letters, and photographs;
- Produces line and half-tone negatives for photo-offset printing;
- Takes pictures requiring aerial photography, photo-micrography, and photo-macrography;
- Produces photographs for illustrations in annual reports, presentations to public and governmental agencies, and grant applications.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time professional work in taking still photographs, including some work in film processing and printing.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLANNING TECHNICIAN I – 1663

DEFINITION:

Under immediate supervision, and continual instruction, in a planned training program in conjunction with continuing college enrollment leading to a degree in planning, to perform increasingly responsible subprofessional planning work involved with research, graphics, field work, and report preparation; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Under close technical supervision, assists in and performs land use and transportation studies;
- Conducts field investigations and interviews following a prescribed format;
- Prepares tabulations, charts, graphs, and other materials related to planning programs and projects;
- Researches and gathers material for preparation of reports;
- Assists planners in presentations to community planning groups.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Current enrollment in college, **AND** completion of at least 15 semester or 22.5 quarter units applicable to a Bachelor's degree in Planning or related field.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLANNING TECHNICIAN II – 1664

DEFINITION:

Under immediate supervision, and continual instruction, in a planned training program in conjunction with continuing college enrollment leading to a degree in planning, to perform increasingly responsible subprofessional planning work involved with research, graphics, field work, and report preparation; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Assists in the preparation of land use and transportation studies, the preparation of and revisions to community and neighborhood plans, and the administration of rezoning and subdivision ordinances;
- Conducts field investigations and interviews, and assists in the preparation of survey standards;
- Assists in the analysis of survey information;
- Prepares recommendations for the granting of zone variances which are of a minor nature and in accordance with established practice;
- Prepares tabulations, charts, graphs, and other materials related to planning projects where some familiarity with planning principles and procedures is required for proper interpretation.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Current enrollment in college and completion of 60 semester or 90 quarter units applicable to a Bachelor's degree in Planning or related field, **AND** one year of experience as a Planning Technician I with the City of San Diego.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLANNING TECHNICIAN III – 1665

DEFINITION:

Under general supervision, to perform routine research, report writing, and graphic presentations in connection with planning projects and administration in conjunction with continuing college enrollment leading to a degree in planning; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in land use and transportation studies, and in the preparation of community and neighborhood plans;
- Assists in the administration of rezoning and subdivision ordinances;
- Performs field investigations of rezoning and zoning variance requests which require the evaluation of a variety of factors;
- Prepares reports and recommendations relating to planning and zoning projects;
- Prepares tabulations, charts, graphs, and maps requiring a working knowledge of departmental and professional standards;
- Assists in the preparation and presentation of planning materials to community planning groups;
- As assigned, may lead the work of less experienced subprofessional personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Current enrollment in college, **AND** completion of 90 semester or 135 quarter units applicable to a Bachelor's degree in Planning or related field, **AND** two years of experience as a Planning Technician I or II with the City of San Diego.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLAN REVIEW SPECIALIST I - 1655

DEFINITION:

Under immediate supervision, in a training capacity, to review building plans for single-family additions and guest houses for water and sewer requirements; to issue building and engineering permits at a public plan check counter; and to perform related plan check and permit issuance functions.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level classification in the Plan Review Specialist series. Positions classified at this level may be underfilled with Engineering Trainee, Junior Engineering Aide, and Development Services Permit Technician in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Reviews building construction plans for single-family and duplexes for compliance with the California Residential Code of Regulations, Green Building Code, and water/sewer requirements;
- Conducts plan checks of single-family home additions and guest houses for water and sewer requirements;
- Issues electrical, mechanical, plumbing, and relocation permits;
- Issues engineering permits which include transportation, temporary encroachments, and replacement of curb, sidewalk, and driveway;
- Calculates permit fees and bond amounts for no-plan engineering permits;
- Completes automated permit applications which include reviewing plans for necessary drawings and signatures, determining the Bureau of Census Code and required clearances, and calculating the valuation of the project;
- Reviews Business Tax License applications for Zoning Use Certificate approval;
- Reviews and evaluates plans for completeness, determines the appropriate review and approval processes, assess fees, sets-up projects for review, and acts as the single point of contact during review, approval, and inspection process;
- Processes the submittal and pre-routing of plans;
- Researches building records;
- Provides development permit information;
- Performs other duties related to the submittal and issuance process, and reviews building construction plans for compliance with zoning regulations;
- Logs and distributes engineering plans;
- Provides information to the public.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time subprofessional engineering, drafting, land surveying, or building inspection experience typically under the direction of a professional engineer, architect, land surveyor, or ICC-certified building inspector. Subprofessional engineering, land surveying, drafting, or building inspection experience must include performing one of the following: preparing construction plans and specifications; reviewing construction plans and drawings to verify site conditions and compliance with entitlements, ordinances, and regulations; or inspecting building and/or construction projects for compliance with building codes, ordinances, and regulations; **OR** two years of full-time experience managing construction projects; **OR** an Associate's Degree or higher in Engineering, Architecture, Building Construction Technology, or a closely related field; **OR** certification as an Engineer-in-Training (EIT) issued by a state licensing board. A maximum of one year of the required experience as specified above may be substituted with one of the following: possession of a valid Plans Examiner, Building Inspector, or Combination Dwelling Inspector Certificate issued from the International Code Council (ICC); or successful completion of a minimum of 30 semester/45 quarter college-level units required for an Engineering, Architectural, Building Construction Technology, or closely related degree program, including general education subjects. At least half of these units must be in mathematics, chemistry, physics, other engineering core subjects, or building construction technology. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLAN REVIEW SPECIALIST II - 1656

DEFINITION:

Under general supervision, in a training capacity, to review building plans for single-family residences for compliance with water and sewer requirements; to issue permits for accessory structures, public improvements, and land development at a public plan check counter; and to perform related plan check and permit issuance duties.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey level class in the Plan Review Specialist series. Positions classified at this level may be underfilled with Engineering Trainee, Junior Engineering Aide, Development Services Permit Technician, and Plan Review Specialist I in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Reviews building construction plans for single-family and duplexes for compliance with the California Residential Code of Regulations, Green Building Code, and water/sewer requirements;
- Conducts plan checks of single-family residences for water and sewer requirements;
- Issues general and special-zone demolition permits;
- Issues permits for public improvements and land developments;
- Processes the submittal of engineering plans for public structures;
- Checks and rechecks plans for R-1 and A-1 zones for compliance with zoning regulations;
- Reviews Business Tax License applications for Zoning Use Certificate approval;
- Reviews and evaluates plans for completeness, determines the appropriate review and approval processes, assess fees, sets-up projects for review, and acts as the single point of contact during review, approval, and inspection process;
- Conducts water and sewer research of new tentative parcel and subdivision maps;
- Processes building plans and stamp-outs;
- Provides development permit information;
- Performs other duties related to the submittal and issuance process, and reviews building construction plans for compliance with zoning regulations;
- Releases permitted orders;
- Provides information to the public.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time subprofessional engineering, drafting, land surveying, or building inspection experience typically under the direction of a professional engineer, architect, land surveyor, or ICC-certified building inspector. Subprofessional engineering, land surveying, drafting, or building inspection experience must include performing one of the following: preparing construction plans and specifications; reviewing construction plans and drawings to verify site conditions and compliance with entitlements, ordinances, and regulations; or inspecting building and/or construction projects for compliance with building codes, ordinances, and regulations; **OR** three years of full-time experience managing construction projects; **OR** an Associate's Degree or higher in Engineering, Architecture, Building Construction Technology, or a closely related field, **AND** one year of experience as specified above; **OR** certification as an Engineer-in-Training (EIT) issued by a state licensing board, **AND** one year of experience as specified above. A maximum of one year of the required experience as specified above may be substituted with one of the following: possession of a valid Plans Examiner, Building Inspector, or Combination Dwelling Inspector Certificate issued from the International Code Council (ICC); or successful completion of a minimum of 30 semester/45 quarter college-level units required for an Engineering, Architectural, Building Construction Technology, or closely related degree program, including general education subjects. At least half of these units must be in mathematics, chemistry, physics, other engineering core subjects, or building construction technology. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLAN REVIEW SPECIALIST III - 1657

DEFINITION:

Under general supervision, to review the more complex building plans for conformance to building regulations and zoning, Title 24, engineering, and water and sewer requirements at a public plan check counter; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Plan Review Specialist series. Employees in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions classified at this level may be underfilled with Engineering Trainee, Junior Engineering Aide, Development Services Permit Technician, Zoning Investigator I, and Plan Review Specialists I and II, in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Conducts plan checks of one-story residential additions for compliance with the Uniform Building Code, Title 24 (State energy), zoning, engineering, water and sewer, and minimum structural requirements;
- Checks and rechecks plans for multi-family residences and commercial projects to ensure compliance with zoning regulations;
- Coordinates master-plan processing for building permits which includes routing plans to other sections and departments as required and calculating appropriate fees;
- Completes Coastal Commission forms for all zones;
- Checks and rechecks plans for multi-family residences, commercial buildings, and tenant improvements for water and sewer requirements;
- Provides information to the public about the Uniform Building Code, State legal requirements, zoning, water and sewer, engineering and building requirements;
- Coordinates master-plan processing for water and sewer permits;
- Sells irrigation meters;
- Performs other plan check and permit issuance duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Four years of full-time subprofessional engineering, drafting, land surveying, or building inspection experience typically under the direction of a professional engineer, architect, land surveyor, or ICC-certified building inspector. Subprofessional engineering, land surveying, drafting, or building inspection experience must include performing one of the following: preparing construction plans and specifications; reviewing construction plans and drawings to verify site conditions and compliance with entitlements, ordinances, and regulations; or inspecting building and/or construction projects for compliance with building codes, ordinances, and regulations; **OR** four years of full-time experience managing construction projects; **OR** an Associate's Degree or higher in Engineering, Architecture, Building Construction Technology, or a closely related field, **AND** two years of experience as specified above; **OR** certification as an Engineer-in-Training (EIT) issued by a state licensing board, **AND** two years of experience as specified above. A maximum of one year of the required experience as specified above may be substituted with one of the following: possession of a valid Plans Examiner, Building Inspector, or Combination Dwelling Inspector Certificate issued from the International Code Council (ICC); or successful completion of a minimum of 30 semester/45 quarter college-level units required for an Engineering, Architectural, Building Construction Technology, or closely related degree program, including general education subjects. At least half of these units must be in mathematics, chemistry, physics, other engineering core subjects, or building construction technology. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLAN REVIEW SPECIALIST IV - 1658

DEFINITION:

Under general supervision, to review the more complex building plans for compliance with applicable building, zoning, water and sewer, and engineering regulations at a public counter; to lead the work of subordinates; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey/lead classification in the Plan Review Specialist series. Incumbents of this class perform the full range of duties of the journey-level Plan Review Specialist III class and perform the more difficult engineering or building plan check and permit issuance functions at the plan check counter within a specialized area.

*** EXAMPLES OF DUTIES:**

- Conducts plan checks of single-family residential additions, second story additions to single-family residences, duplexes, and multi-family residences (up to four units, conventional framing) for compliance with the California Building Standards, Municipal Code, Uniform Building Code, Title 24, zoning, engineering, water and sewer, and minimum structural requirements;
- Distributes building, engineering, discretionary, and mapping projects for minimum submittal requirements;
- Reviews more complex building, zoning, engineering, water and sewer, and Title 24 energy policies;
- Checks tenant improvements to commercial buildings for compliance with applicable codes and requirements;
- Checks plans of major commercial buildings for water and sewer requirements;
- Reviews encroachment Removal Agreements;
- Reviews the more complex plans for engineering permits to determine requirements for public improvements and/or land development;
- Issues construction permits and closeout of construction permit projects;
- Leads the work of subordinates which includes assisting in training and providing direction as required;
- Explains and interprets applicable building, zoning, engineering, and water and sewer codes and requirements, and regulatory procedures and requirements, to developers, architects, and the public over the counter and phone;
- Assists in the establishment and implementation of policies and procedures;
- Prepares reports and correspondence.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing plan review using the policies and regulations of the California Residential Code of Regulations, Green Building Code, Title 24 Energy Conservation, Electrical, Mechanical, Plumbing, and/or Land Development Codes (zoning regulations) at a level equivalent to a Plan Review Specialist III with the City of San Diego (a position that reviews building construction plans for single-family residences and duplexes for compliance with the California Residential Code of Regulations, Green Building Code, and Title 24 Energy Conservation Codes; reviews all building plans for water/sewer or zoning requirements; explains and interprets applicable codes and requirements to developers, architects and the public; reviews and evaluates plans for completeness; determines the appropriate review and approval processes; assesses fees; sets up projects for review, approval and inspection; and acts as the single point of contact for the customer during the review, approval and inspection processes). Some Plan Review Specialist positions will require a valid International Code Council (ICC) Plans Examiner Certification or other certification from a recognized state, national, or international association, as determined by the Building Official, within two years from the date of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLANT OPERATOR TRAINEE - 1673

DEFINITION:

Under immediate supervision, and continual instruction in a planned training program, to perform a variety of increasingly responsible tasks associated with the operation of potable water treatment, wastewater treatment, or pump station equipment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level classification in the Wastewater Plant Operator series and Water Plant Operator series.

*** EXAMPLES OF DUTIES:**

At a potable water treatment plant:

- Learns to operate pumps, chlorinators, valves, filters, mixers, chemical feeders, agitators, and backup emergency generators;
- Performs chemical and biological analyses;
- Learns to adjust and calibrate feed machinery for a variety of chemicals, such as activated carbon, chlorine, KMnO_4 , and other normal treatment chemicals to maintain treatment at prescribed standards;
- Learns to manipulate plant sources based on water quality and availability to maintain reservoir levels within predetermined limits.

At a wastewater treatment plant or pump station:

- Learns to operate pumps, valves, boilers, screens, mixers, digesters, aerators, chemical feed systems, chlorinators, and sludge collectors;
- Removes scum from top of sedimentation tanks;
- Hauls grit in trucks;
- In each instance, monitors the operation of equipment;
- Receives training on identifying and reporting malfunctioning equipment;
- Carries out plant control processes using both computer and manual controls;
- Reads and records reading of meters and gauges;
- May perform minor cleaning or lubricating of equipment;
- Keeps logs and reports of operations;
- Makes simple temperature and operational readings;
- Takes laboratory samples;
- Performs custodial duties in and around buildings;
- Operates more complex machinery on a relief and training basis.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

18 years of age or older, except for high school graduates (or persons with GED equivalency) who are 17. Graduation from high school, or passage of the California High School Proficiency Examination (CHSPE) or General Education Development (GED) examination. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PLANT PROCESS CONTROL ELECTRICIAN - 1666

DEFINITION:

Under direction, to install, test, adjust, modify, and maintain the most complex electrical lighting, wiring and power systems, and electrical machinery and equipment; to design, modify, and make programming and software improvements on computerized electrical system control and data acquisition operations; to analyze problems and make necessary repairs on electrical control systems required to interface with process control computers; to instruct Electricians in the more difficult and complex aspects of their work assignments; to lead the work of lower-level staff; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Designs, installs, test, adjusts, modifies, and maintains digital and logic circuitry and microprocessor controlled electrical and electronic devices and elements, such as programmable logic controllers, process control equipment, recorders, sensors, alarms, and controllers on a wide variety of electrical, electro-mechanical, pneumatic, and hydraulic equipment and devices;
- Operates computer terminals, portable programming units, and complex electrical test equipment, and analyzes and troubleshoots instrumentation and control systems, instrumentation interface with process control computers, and process control problems;
- Designs, modifies, and tests complex relay ladder logic instruction sequences in the form of computer programs which direct logic controllers to monitor and control all electrically related phases of the water or wastewater treatment processes;
- Designs, modifies, and makes programming and software improvements on computerized electrical system control and data acquisition operations;
- May lead and instruct Electricians and other lower-level staff in new and current procedures of maintenance and troubleshooting of a wide variety of electrical equipment, control systems, and components;
- Performs mathematical computations for calibrating instruments and determining values of inputs and outputs in computer programs;
- Works with vendors, control computer hardware and software specialists, and plant operating and engineering personnel in determining process parameters, technical specifications for new and existing installations, and other technical matters regarding digital unit process control systems;
- Maintains records of work performed.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of an accredited four-year Electrician Apprenticeship Program, **OR** four years of full-time experience in all phases of work as a journey-level electrician, of which two years must include installing, troubleshooting, and repairing a variety of electrical machinery and equipment in permanent building systems, power generation plants, water or wastewater treatment plants, or industrial production plants; **AND** one year of full-time experience in all phases of work as a journey-level electrician diagnosing, troubleshooting, repairing, and programming programmable logic controllers at a water or wastewater treatment plant or industrial production plant. Some positions may require a valid California crane operator certificate within a year from date of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PLANT PROCESS CONTROL SUPERVISOR - 1668

DEFINITION:

Under direction, to plan, supervise, and participate in the work of subordinate staff who install, test, adjust, modify, and maintain the most complex electrical lighting, wiring and power systems, electro-mechanical equipment, and machinery and control systems at wastewater and water treatment, filtration, and reclamation plants and water and sewer pump stations; to design, modify, and make programming and software improvements on computerized electrical system control and data acquisition operations; to analyze problems and make necessary repairs on electrical control systems required to interface with process control computers; to instruct Plant Process Control Electricians and other subordinate staff in the more difficult and complex aspects of their work assignments; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, plans, schedules, assigns, and participates in the work of skilled subordinate staff who design, install, test, adjust, modify, and maintain digital and logic circuitry and microprocessor controlled electrical and electronic devices and elements, such as programmable logic controllers, process control equipment, recorders, sensors, alarms, and controllers on a wide variety of electrical, electro-mechanical, pneumatic, and hydraulic equipment and devices;
- Operates computer terminals, portable programming units, and complex electrical test equipment to analyze and troubleshoot instrumentation and control systems, instrumentation interface with process control computers, and process control problems;
- Designs, modifies, and tests complex relay ladder logic instruction sequences in the form of computer programs which direct logic controllers to monitor and control all electrically related phases of the water or wastewater treatment processes;
- Trains subordinate staff in new and current procedures of maintenance and troubleshooting of a wide variety of electrical equipment, control systems, and components;
- Performs mathematical computations for calibrating instruments and determining values of inputs and outputs in computer programs;
- Checks job requirements and requisitions material;
- Reviews, plans, and coordinates work with vendors, control computer hardware and software specialists, and plant operating and engineering personnel in determining process parameters, technical specifications for new and existing installations, and other technical matters regarding electrical, electro-mechanical, and process control systems;
- Plans and designs special electrical, electro-mechanical, process control, and related equipment;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Enforces safety regulations, and keeps records and prepares reports;
- Reviews and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of an accredited four-year Electrician Apprenticeship Program, **AND** two years of full-time experience in all phases of work as a journey-level Electrician, **AND** one year of full-time experience diagnosing, repairing, and programming programmable logic controllers at a water or wastewater treatment plant or industrial production plant; **OR** successful completion of an accredited four-year Electronics Technician Apprenticeship Program, **AND** two years of full-time experience in all phases of work as a journey-level Electronics Technician, **AND** one year of full-time experience diagnosing, repairing, and programming programmable logic controllers at a water or wastewater treatment plant or industrial production plant; **OR** successful completion of an accredited Associate's Degree in Electronics Technology, **AND** four years of full-time experience in all phases of work as a journey-level Electronics Technician, **AND** one year of full-time experience diagnosing, repairing, and programming programmable logic controllers at a water or wastewater treatment plant or industrial production plan; **OR** six years of full-time experience in all phases of work as a journey-level Electrician or Electronics Technician, **AND** one year of full-time experience diagnosing, repairing, and programming programmable logic controllers at a water or wastewater treatment plant or industrial production plant. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLANT TECHNICIAN I - 1652

DEFINITION:

Under general supervision, to perform routine repair and maintenance work on a broad range of complex mechanical equipment at a water or wastewater treatment plant or major pump station; to assist in the more difficult repair and overhaul work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects, maintains, and performs repairs to mechanical equipment of average complexity such as valves;
- Assists in maintaining, overhauling, and repairing more complex equipment such as low pressure boilers/heat exchangers, compressors, hydraulic systems, chemical feed and mixing units, gear reduction units, large pumps, and piping support systems;
- Assists in moving large equipment using rigging;
- Performs preventive maintenance checks to a variety of mechanical equipment;
- May lead the work of personnel performing routine cleaning and preventive maintenance, such as lubricating equipment and checking fluid levels.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience repairing a variety of mechanical equipment such as air compressors, power tools, parking meters, light meters, sound level meters, small gasoline or diesel engines, irrigation equipment, mowers, shop equipment; safety equipment such as respirators, Self-Contained Breathing Apparatus (SCBAs), explosimeters, air lines, emergency mobile equipment; and/or firefighting equipment. Qualifying experience must include working on pumps, valves, and/or piping systems; **AND** six months of full-time experience maintaining, overhauling, repairing, and installing mechanical equipment at a water treatment facility, wastewater facility, major pump station, or industrial processing facility employing similar technology. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLANT TECHNICIAN II - 1653

DEFINITION:

Under general supervision, to perform maintenance, overhaul, repair, and installation work of average difficulty on a broad range of complex mechanical equipment at a water or wastewater treatment plant or major pump station; to assist in the more difficult repair and overhaul work; and to perform related work.

***EXAMPLES OF DUTIES:**

- Inspects, installs, maintains, repairs, and overhauls a wide variety of complex and dissimilar mechanical equipment, such as air compressors, high pressure hydraulic systems, pumps and piping systems, chemical feed equipment, boilers, heat exchangers, and diesel and gasoline powered engines;
- Assists in performing highly skilled equipment repairs requiring precision tolerances and alignments;
- Installs, maintains, and repairs various valves, travelling screens, chemical feed and mixing units, speed reducers/gear reduction units, chlorinators, liquid rheostats, gasoline driven carts, low pressure boilers, heating and ventilation system blowers, and similar water and sewage equipment of comparable complexity;
- Installs and aligns heavy motors and equipment;
- Repairs grinders and mechanical conveyers;
- Removes, replaces, and overhauls hoists, flights, and cross collectors;
- Repairs hydraulic pumps and systems;
- Installs necessary piping systems;
- Provides on-the-job training to assigned personnel;
- Leads the work of a small crew engaged in repairs of average difficulty;
- Maintains logs and records;
- Prepares reports of completed work;
- May drive a light truck;
- May perform minor gas and arc welding on a limited basis.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience maintaining, overhauling, repairing, and installing mechanical equipment at a water treatment facility, wastewater facility, major pump station,

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

or industrial processing facility employing similar technology. Qualifying experience must include working on pumps, valves, and/or piping systems. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLANT TECHNICIAN III - 1654

DEFINITION

Under general supervision, to perform difficult maintenance, overhaul, repair, and installation work on a wide variety of complex mechanical equipment at a water or sewage treatment plant or major pump station; to lead a crew in the repair and maintenance of such equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects, installs, maintains, repairs, and overhauls a wide variety of complex and dissimilar mechanical equipment, such as air compressors, high pressure hydraulic systems, pumps and piping systems, chemical feed equipment, boilers, heat exchangers, and diesel and gasoline powered engines;
- Installs, maintains, and repairs various valves, traveling screens, chemical mixing units, speed reducers, gear reduction units, chlorinators, and similar water and sewage equipment of comparable complexity;
- Diagnoses and directs repair of complex mechanical problems on gear and chain-driven equipment for grit chambers, liquid rheostats, gasoline driven carts, low pressure boilers, and heating and ventilation system blowers;
- Repairs grinders and mechanical conveyers;
- Removes, replaces, and overhauls hoists, flights, and cross collectors;
- Repairs high pressure hydraulic pumps and systems;
- Installs necessary piping systems and heavy motors and equipment;
- Plans, assigns, trains, and leads the work of a crew engaged in repairing a broad range of complex water and sewage mechanical equipment;
- Inspects work in progress and upon completion;
- Maintains logs and manages work orders in computer systems;
- Prepares reports and keeps records;
- As directed, applies productivity time guidelines and other required data to work repair forms;
- Procures wastewater system repair supplies, material, or equipment;
- Drives a light truck;
- May perform minor gas and arc welding on a limited base.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Three years of full-time experience maintaining, overhauling, repairing, and installing mechanical equipment at a water treatment facility, wastewater facility, major pump station, or industrial processing facility employing similar technology. Qualifying experience must include working on pumps, valves, and piping systems. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLANT TECHNICIAN SUPERVISOR - 1669

DEFINITION:

Under general supervision, to supervise skilled technicians in the repair and maintenance of a broad range of complex mechanical equipment at a water or wastewater treatment plant or major pump station; to perform complex and difficult mechanical equipment maintenance and repair; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, and participates in the work of an assigned crew engaged in the maintenance, overhaul, repair, and installation of water and wastewater treatment plant and pump station machinery and equipment;
- Supervises skilled technicians performing the installation, repair, and maintenance of mechanical equipment in a highly interrelated plant setting;
- Develops and implements preventive maintenance schedules for a wide variety of complex plant equipment such as pumps, mechanical grinders, gear reduction units, air compressors, high pressure hydraulic systems, chemical feed units, low pressure boilers, piping systems, and belt conveyors;
- Sets-up or checks rigging to move heavy equipment;
- Installs and aligns heavy motors and equipment;
- Checks precision alignments of large, complex, and costly plant equipment;
- Reviews work in progress and upon completion;
- Enforces safety regulations;
- Oversees the work of contractors;
- Conducts crew and safety meetings;
- Prepares periodic reports and cost evaluations related to plant repairs and maintenance;
- Selects, trains, evaluates, and rates the work performance of subordinates;
- May perform gas and arc welding on a limited basis.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience at a level of equivalent to a Plant Technician III with the City of San Diego; **OR** four years of full-time experience maintaining, overhauling, repairing, and installing mechanical equipment at a water treatment facility, wastewater facility, major

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

pump station, or industrial processing facility employing similar technology, of which one year must have been in a lead position at a level equivalent to a Plant Technician III with the City of San Diego. Qualifying experience must include working on the following mechanical equipment: pumps, valves, piping systems, compressors, gear drive units/speed reducers, chemical feeders, and blowers. One year of supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLASTERER - 1672

DEFINITION:

Under general supervision, to perform skilled plaster work; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Prepares, applies, and finishes surfaces for plastering or re-plastering and applies plaster or stucco coats to walls and ceilings;
- Prepares plaster mixtures and mixes and matches colors;
- Applies scratch, brown, and finish coats;
- Finishes plaster surfaces;
- Uses hawks, trowels, squares, and finishing brushes;
- Removes excess plaster from surfaces;
- Smooths corners and angles;
- Installs stucco netting, metal and gypsum lath, and appropriate metal trim accessories;
- On an occasional basis, patches concrete floors, steps, and walks;
- Installs seamless flooring;
- Lays and repairs concrete blocks and brick work, repairs ceramic and quarry tile, and does cement finishing work;
- Installs seamless flooring;
- Sets-up, works from, and removes scaffolding;
- As directed, applies productivity time guidelines and other required data to work repair forms;
- Trains and leads the work of apprentices and as assigned personnel;
- Provides data for cost estimates and maintains records;
- Drives assigned vehicles.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited four-year Plasterer Apprenticeship Program; **OR** four years of full-time experience in all phases of work as a journey-level Plasterer. Qualifying experience must include all of the following: preparing surfaces for plastering; applying plaster or stucco to walls and ceilings; preparing plastering material; and applying scratch, brown, and finish coats. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLUMBER - 1675

DEFINITION:

Under general supervision, to perform skilled plumbing work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Installs, maintains, and replaces water, wastewater, sewerage, steam, and gas piping, including iron, copper, and plastic pipe;
- Installs, replaces, maintains, and repairs plumbing fixtures and pumps and valves;
- Inspects and repairs water heaters;
- Installs and maintains circulatory, return line, and vacuum pumps;
- Inspects and tests plumbing systems to determine need for repairs;
- Performs miscellaneous pipe and drainage work;
- Installs and repairs pumps, valves, controls, and other fittings;
- Lays, caulks, and joins pipe;
- Does minor welding of fixtures, joints, and pipes;
- Reads plans and blueprints and makes rough sketches;
- Estimates materials and labor costs;
- Provides data for records;
- As directed, applies productivity time guidelines and other required data to work repair forms;
- Drives assigned vehicles;
- Trains and leads the work of apprentices and assigned personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited four or five-year Plumber Apprenticeship Program; **OR** four years of full-time journey-level plumbing experience in at least two of the following types of facilities: commercial, industrial, residential, or governmental agencies. Qualifying journey-level plumbing experience must be in at least one of the following areas: installing, maintaining, repairing, and replacing pipes for water, wastewater, sewerage, gas, or other related lines; installing, repairing, maintaining, and replacing plumbing fixtures; and/or installing, replacing, maintaining, and repairing pumps and valves; **OR** an equivalent combination of above experience and apprenticeship training equaling four years. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLUMBER SUPERVISOR - 1677

DEFINITION:

Under direction, to plan and supervise the work of skilled plumbers and helpers engaged in the installation and repair of plumbing; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews plans and specifications to determine work to be done;
- Supervises, lays out, assigns, and participates in the work of plumbers, helpers, and apprentices;
- Inspects buildings to determine plumbing needs;
- Inspects plumbing, heating, and steam boiler work under construction and upon completion;
- Supervises the installation and maintenance of sprinkler and irrigation systems;
- Estimates material and labor costs;
- Orders supplies and materials;
- Plans and designs plumbing installations;
- Enforces safety regulations;
- Keeps records and prepares reports;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State accredited four or five-year Plumber Apprenticeship Program, **AND** two years of full-time experience in all phases of work as a journey-level Plumber; **OR** six years of full-time experience in all phases of work as a journey-level Plumber in at least two of the following types of facilities: commercial, industrial, residential, or government agencies; **OR** a combination of journey-level plumbing experience and apprenticeship training which equals six years. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE CAPTAIN - 1680

DEFINITION:

Under direction, to have charge of a major organizational unit or a unit shift of the department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs and supervises the activities of all law enforcement and supporting employees assigned in a major organizational unit or unit shift;
- Assigns and transmits instructions and policies to subordinates;
- Trains officers in the maintenance of order, law enforcement, prevention of crime, problem oriented policing, protection of life and property, identification and records procedures, and jail security;
- Works as a member of the department management team, ensuring consistency in police activities and application of policies;
- Prepares work schedules;
- Submits reports and makes recommendations to higher ranking officers;
- Makes field inspections;
- Rates the work performance of subordinates;
- Oversees preparation of the unit's budget and monitors expenditures/allocations;
- Determines unit's resource needs including staffing, equipment, etc.;
- Prepares and recommends discipline for subordinate officers;
- Hears appeals of disciplinary actions;
- Acts as a liaison from the Police Department to the Mayor or Council Offices regarding unit activities;
- Coordinates community/police partnerships;
- Attends community meetings and makes presentations to community groups, and represents the department with media representatives;
- Serves as a liaison to outside agencies such as the Community College District, other law enforcement agencies, and other departments/agencies;
- Investigates critical incidents such as officer shootings, misconduct, accidents, etc.;
- Receives complaints and determines need for police action;
- Maintains maximum security in jail;
- Confers with commanding officers and acts for them in their absence;
- Advises attorneys and others concerning departmental procedures;
- Reviews arrest reports and assists officers in preparing cases for prosecution;
- Reviews and evaluates correspondence, information, and evidence received in the unit or shift.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed college units = 120 semester/180 quarter), **OR** possession of a California P.O.S.T. Management Certificate; **AND** two years of full-time experience as a Police Lieutenant with the City of San Diego Police Department.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE CODE COMPLIANCE OFFICER - 1361

DEFINITION:

Under general supervision, to conduct field investigations in the enforcement of City codes and ordinances related to a variety of police regulated businesses; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is reserved for those positions in the Police Department that conduct field investigations of police related businesses. Positions classified at this level may be underfilled with Code Compliance Officers, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Investigates complaints of criminal activity related to police regulated businesses such as money exchange houses, pawn shops, second hand stores, swap meets, car wrecking yards, bingo parlors, circuses, carnivals, dance clubs, escort services, and fire arms vendors;
- Investigates vehicle abatement cases, abandoned and illegally parked vehicles, and illegal vehicle repair shops;
- Conducts tactical actions, planning investigations, surveillance, undercover work, and interviews of business owners suspected of involvement in criminal activities;
- Interviews witnesses, suspects, and victims;
- Issues or requests criminal charges through the City or District Attorney's Office;
- Prepares investigative reports and case materials for hearings and legal proceedings and acts as the City primary representative at the hearing to present evidence and testimony;
- Questions and cross examines witnesses at hearings and in court;
- Testifies at hearings and in court;
- Conducts field inspections of various businesses and properties for compliance with applicable codes and regulations;
- Determines if code violations exist;
- Explains and interprets the governing codes;
- Researches property ownership;
- Searches files and records to obtain data required in the conduct of inspection and/or investigation;
- Collects and documents evidence;
- Explains the violation and corrective measures required to license holders and their representatives and encourages voluntary compliance;
- Issues notices of violation, including misdemeanor and felony citations;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Re-inspects properties and businesses for compliance after citation or reinstatement of license;
- Evaluates proposed legislation for impact on enforcement activities and makes recommendations to supervisors;
- Drafts municipal code language regarding police regulated businesses licensing activities;
- Presents orientations for police regulated business owners and licensee to inform them about regulations and codes;
- Prepares responses to route slips;
- Maintains records;
- Prepares reports and correspondence;
- Coordinates the provision of equipment, tools, and other materials needed for investigations;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience investigating and responding to complaints from the public, which includes reviewing or interpreting data and the responsibility for complaint resolution, **OR** one year of full-time experience in the enforcement of codes and ordinances; **AND** one year of full-time experience enforcing City codes by investigating complaints of criminal activity related to police regulated businesses, which includes conducting investigations, surveillance, and tactical action planning, undercover work, and interviewing witnesses, suspects, and victims; issuing or requesting criminal charges through the City or District Attorney's Office; and preparing investigative reports. Successful completion of the California Commission on Peace Officers Standards and Training "Powers of Arrest" course pursuant to Section 832(a) of the Penal Code. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE CODE COMPLIANCE SUPERVISOR - 1362

DEFINITION:

Under direction, to supervise subordinates engaged in the investigation and enforcement of City codes and ordinances related to a variety of police regulated businesses; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is reserved for those positions in the Police Department that conduct field investigations of police related businesses.

*** EXAMPLES OF DUTIES:**

- Supervises subordinates engaged in, and participates in the most complex, investigations of complaints of criminal activity related to police regulated businesses such as money exchange houses, pawn shops, second hand stores, swap meets, car wrecking yards, bingo parlors, circuses, carnivals, dance clubs, escort services, and fire arms vendors;
- Assigns investigations to subordinates;
- Conducts ride along investigations;
- Reviews and recommends procedural changes;
- Develops training programs for subordinates;
- Mediates and resolves employee disputes and grievances;
- Reviews and performs tactical actions, planning investigations, surveillance, undercover work, and interviews of business suspected of involvement in criminal activities;
- Interviews witnesses, suspects, and victims;
- Issues or requests criminal charges through the City or District Attorney's Office;
- Supervises the preparation of and prepares investigative reports and case materials for hearings and legal proceedings, and may act as the City's primary representative at the hearing to present evidence and testimony;
- Questions and cross examines witnesses at hearings and in court;
- Testifies at hearings and in court;
- Conducts field inspections of various businesses and properties for compliance with applicable codes and regulations;
- Determines if code violations exist;
- Explains and interprets the governing codes;
- Researches property ownership;
- Searches files and records to obtain data required in the conduct of inspection and/or investigation;
- Collects and documents evidence;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Explains the violation and corrective measures required to license holders and their representatives and encourages voluntary compliance;
- Issues notices of violation, including misdemeanor and felony citations;
- Evaluates proposed legislation for impact on enforcement activities and makes recommendations to supervisors;
- Drafts municipal code language regarding police regulated businesses licensing activities;
- Presents orientations for police regulated business owners and licensees to inform them about regulations and codes;
- Prepares responses to route slips;
- Maintains records;
- Prepares reports and correspondence;
- Coordinates the provision of equipment, tools, and other materials needed for investigations;
- Selects, trains, and rates the work of subordinates;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in the enforcement of County, State, Federal, or other codes which must include field investigations, inspections, and the responsibility for complaint resolution, **AND** one year of full-time experience enforcing City codes by investigating complaints of criminal activity related to police regulated businesses. Successful completion of the California Commission on Peace Officers Standards and Training “Power of Arrest” course pursuant to Section 832(a) of the Penal Code. Possession of a valid California Class C Driver’s license.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE DETECTIVE - 1684

DEFINITION:

Under general supervision, to perform preliminary and follow-up investigations of crimes; to perform surveillance work to detect or prevent crime; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts complex and detailed criminal investigations utilizing various information systems;
- Interviews and interrogates suspects, victims, and witnesses;
- Prepares detailed investigative reports and prepares cases for prosecution;
- Performs extraditions;
- Provides expert testimony and presents evidence in court proceedings;
- Operates in an undercover capacity in a variety of areas;
- Utilizes various information systems to conduct investigations;
- Prepares search and arrest warrants;
- Handles multiple cases;
- Manages confidential informants;
- Apprehends and arrests suspects;
- Performs uniform patrol functions, as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 60 semester/90 quarter college-level units from a P.O.S.T approved or accredited college/university, **OR** possession of a California Intermediate P.O.S.T. Certificate; **AND** four years of full-time paid experience as a sworn peace officer with a City police, county sheriff, state, or federal law enforcement agency. Two years of qualifying experience must have been as a City of San Diego Police Officer II or Police Officer III. Time served in a training capacity as part of a Police Academy does not count toward meeting the experience requirement.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE DISPATCH ADMINISTRATOR - 1195

DEFINITION:

Under general supervision, to supervise the operations of a Police Dispatch Center; to perform human resources and operational planning duties; to manage the more complex calls involving other law enforcement agencies; and to perform related work.

* EXAMPLES OF DUTIES:

- Plans, assigns, and reviews the work of Police Dispatch Supervisors;
- Confers with management and other department officials in operational planning and the solution of personnel, administrative, fiscal, and organizational problems;
- Analyzes and forecasts trends in calls for service;
- Coordinates efforts with, and acts as a liaison to, other law enforcement and emergency service agencies;
- Manages critical incidents;
- Investigates and resolves complaints regarding subordinate performance and service levels;
- Determines staffing, equipment, and workspace needs;
- Prepares output measures and management reports;
- Oversees the selection, operation, and maintenance of dispatch-related equipment;
- Reviews and develops policy and procedures for the dispatch center;
- Coordinates the hiring process for interviewing, selecting, and training new employees.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time supervisory experience in a Police or Fire “911” Dispatch Communication Center, **AND** successful completion of Police Phone Dispatcher Phase Training and Police Radio Dispatcher Phase Training; **OR** two years full-time supervisory experience in a Police or Fire “911” Dispatch Communication Center, **AND** successful completion of Police Phone Dispatcher Phase Training and Police Radio Dispatcher Phase Training.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE DISPATCHER - 1714

DEFINITION:

Under general supervision, on an assigned shift in the Police Department Communications Center, to dispatch Police field units using a voice radio console in a Computer Aided Dispatch (CAD) system; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions classified at this level may be underfilled with Dispatcher I and Dispatcher II, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Operates a computer aided dispatch system to monitor an assigned radio frequency and identify the status of Police field units;
- Dispatches emergency field units by radio voice communication to crime scenes and/or to provide aid and assistance;
- Determines the relative priority, number and type of Police units required to respond to each dispatch, and the relative priority of ongoing incidents;
- Continuously coordinates the activities of Police units on an assigned frequency or computer terminal;
- Notifies, by phone or radio, other agencies and departments in order to coordinate Police activities;
- Updates incident information by typing on a computer keyboard and broadcasting radio messages to field units during emergencies;
- Acts on requests from field units for warrant and vehicle checks, criminal histories, tow trucks, coroners, or similar special requests;
- Utilizes new technologies such as LoJack or similar stolen property recovery systems;
- May rotate to both phone and radio dispatch or any given shift;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific experience required. Graduation from high school, **OR** passage of the General Education Development (G.E.D) test, **OR** passage of the California High School Proficiency

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Examination (C.H.S.P.E), **OR** possession of a two-year, four-year, or advanced degree from a college or university.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE DISPATCH SUPERVISOR - 1918

DEFINITION:

Under direction, on an assigned shift, to supervise the work of assigned subordinate dispatchers staffing the telephone or radio consoles in the Police Department Communications Center; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and reviews the work of subordinate telephone or radio dispatchers in the Police Department's Communication Center;
- Monitors communication between citizens, dispatchers, and police units to ensure accurate information is given;
- Monitors status of police units to ensure availability for case assignment;
- Maintains liaison between Police Communications Center and other law enforcement and emergency service agencies;
- Serves on committees as needed to plan for special events or emergencies;
- Investigates and resolves complaints regarding subordinate performance and service levels;
- Develops and conducts training sessions;
- Assists assigned subordinates in the more complex or non-routine calls;
- Determines staffing needs and prepares output measures and management reports;
- Supervises critical incidents when necessary;
- Maintains records;
- Interviews and participates in the selection of prospective employees;
- Trains, reviews, and rates the performance of subordinates;
- Reviews new technology for use in Communications Center.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Police Radio Dispatcher, which must include one year of full-time experience as a Police Dispatcher and/or Police Lead Dispatcher with the San Diego Police Department, **AND** successful completion of Police Phone Dispatcher Phase Training and Police Radio Dispatcher Phase Training. Time served completing Police Phone Dispatcher Phase Training and Police Radio Dispatcher Phase Training does not qualify for the experience requirement.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE INVESTIGATIVE SERVICE OFFICER I – 1699

NOTE: formerly Police Investigative Aide I

DEFINITION:

Under general supervision, to review and analyze misdemeanor arrest reports and citations prior to being forwarded to the City Attorney's Office for prosecution; to perform routine community service and non-hazardous police functions; to perform routine investigations to enhance misdemeanor crime cases that have a low solvability factor; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Processes, reviews, and analyzes misdemeanor arrest reports and citations prior to being forwarded to the City Attorney's or District Attorney's office for prosecution;
- Forwards completed misdemeanor arrest and citation packages to the City Attorney's Office for prosecution;
- Gathers and obtains statements by witnesses and prepares identification composites;
- Checks prior criminal records and proper appearance dates, times, and locations;
- Assists with reports of misdemeanors when there are no immediate suspects;
- Responds to requests for non-hazardous police services including searching for lost children and elders, residential security checks, and checks reports of health and safety hazards;
- Enhances cases by developing leads through the use of information contained in various police computer systems, statements of witnesses, police documents, and factual materials relating to the case;
- Assists in transporting seized, found, lost, or abandoned property or evidence and non-injured accident victims, witnesses, victims of crimes, and police personnel;
- Interprets local, state, and federal laws;
- Maintains logs, prepares statistical data, and performs data entry and retrieval;
- Directs traffic at accident scenes, fires, or other locations;
- Protects crime scenes from bystanders and assists with collecting crime scene evidence;
- Issues parking citations and misdemeanor citations for improprieties and places holds on stolen property;
- Provides information to the public relative to community alerts, crime prevention, and referral information to appropriate agencies; assists with coordination of public meetings;
- Performs related work as may be required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience providing assistance and detailed information to the public regarding company/organization services, which must include interpreting policies, procedures, rules, and/or laws and resolving customer complaints, **AND** successful completion of 9 semester/12 quarter college-level units of course work in Criminal Justice or Administration of Justice, which must include Criminal Law, Evidence, and Criminal Procedures (which must include Search and Seizure); **OR** one year of full-time experience as a City of San Diego Police Service Officer (formerly Community Service Officer); **OR** successful completion of a P.O.S.T. certified Basic Course for Police Officers; **OR** successful completion of a P.O.S.T. certified Reserve Peace Officer Level 1 Training Course. Possession of a valid California Class C Driver License is required. The ability to type at a corrected speed of 30 words per minute on a computer keyboard is required.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE INVESTIGATIVE SERVICE OFFICER II - 1678

NOTE: formerly Police Investigative Aide II

DEFINITION:

Under direction, to review and analyze misdemeanor and felony arrest reports and citations prior to being forwarded to the City Attorney's Office or the District Attorney's Office for prosecution; to perform the more complex community service and non-hazardous police functions; to perform investigations to enhance misdemeanor and felony crime cases that have a high solvability factor; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Processes, reviews, and analyzes misdemeanor and felony arrest reports and citations prior to being forwarded to the City Attorney's or District Attorney's office for prosecution;
- Forwards completed misdemeanor and felony arrest and citation packages to the City Attorney's Office or District Attorney's Office for prosecution;
- Gathers and obtains statements by witnesses and prepares identification composites;
- Checks prior criminal records and proper appearance dates, times, and locations;
- Enhances cases by developing leads through the use of information contained in various police computer systems, statements of witnesses, police documents, and factual materials relating to the case;
- Develops leads and testifies in court proceedings, as required;
- Responds to requests for non-hazardous police services, including searching for lost children and elders, residential security checks, and checks reports of health and safety hazards;
- Investigates and reports vandalism, grand theft, annoying or threatening phone calls, certain residential and commercial burglaries, and crimes against property;
- Investigates non-injury and minor-injury vehicle accidents with fault determination and field reporting;
- Identifies, processes, and collects crime scene evidence, including latent prints at designated crime scenes;
- Takes reports of misdemeanors where there are no immediate suspects and prepares missing adult, hit-and-run, and other similar reports;
- Directs traffic at accident scenes, fires, or other locations;
- Assists in transporting seized, found, lost, or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel;
- Provides information to the public relative to community alerts, crime prevention, and referral information to appropriate agencies; and assists with coordination of public meetings;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Reports observed crimes in progress that require immediate police attention;
- Issues parking citations and misdemeanor citations for improprieties and places holds on stolen property;
- Trains detectives and officers in computer operation procedures;
- Conducts research utilizing various law enforcement information systems and the internet;
- May assist in the training of new employees and less experienced subordinates;
- Interprets local, state, and federal laws;
- Maintains logs, prepares statistical data, and performs data entry and retrieval;
- Performs related work as may be required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a City of San Diego Police Service Officer (formerly Community Service Officer); **OR** successful completion of a P.O.S.T. certified Basic Course for Peace Officers; **OR** successful completion of a P.O.S.T. certified Reserve Peace Officer Level I Training Course; **OR** one year of full-time experience providing assistance and detailed information to the public regarding company/organization services, which must include interpreting policies, procedures, rules, and/or laws and resolving customer complaints, **AND** successful completion of 9 semester/12 quarter college-level units of course work in Criminal Justice or Administration of Justice, which must include Criminal Law, Evidence, and Criminal Procedures (which must include Search and Seizure); **AND** one year of experience conducting in-depth analysis and review of arrest reports, processing impounded property, and conducting in-depth computer research to obtain information for crime analysis and case load management. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE LEAD DISPATCHER - 1661

DEFINITION:

Under general supervision, on an assigned shift, to monitor and coordinate the dispatch functions in the Telephone Room and Radio Room of the Police Department Communications Center; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Staffs the central dispatch console units in the Telephone Room and Radio Room;
- Monitors and coordinates crime in progress calls by maintaining conversations with the victim, dispatcher, and field unit;
- Monitors the status of police units on radio frequencies to ensure availability for case assignment;
- Responds to procedural concerns or questions regarding police operations, policies, and procedures;
- Coordinates, monitors, and controls radio traffic involving pursuits and critical incidents;
- Informs and updates supervisors regarding the process of ongoing incidents;
- Maintains liaison with other law enforcement and emergency service agencies on incidents which cross jurisdictional boundaries;
- Resolves communication problems;
- Provides and updates information to dispatchers;
- Assists in the more complex calls as required;
- Generates daily work schedules to ensure adequate staffing and coverage;
- Maintains and updates logs and manuals;
- Participates on special department committees and task forces;
- Prepares statistical reports;
- Acts as a resource in the supervisor's absence;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Police Dispatcher with the San Diego Police Department, **AND** successful completion of Police Phone Dispatcher Phase Training and Police Radio Dispatcher Phase Training.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE LIEUTENANT - 1683

DEFINITION:

Under direction, to command or assist in the command of a departmental unit or a unit shift; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs, assigns, trains, and supervises the work of police officers;
- Takes charge of a specialized section in the department;
- Reviews criminal investigation progress reports and coordinates the activities of investigation details;
- Consults with courts and other agencies regarding criminal complaints and bail;
- Formulates and administers a program of training for police personnel;
- Rates the work performance of subordinates;
- Directs and supervises the activities of the juvenile unit;
- Answers inquiries from the public;
- Assigns special surveys and investigations and prepares comprehensive reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Possession of a California Advanced P.O.S.T. Certificate, **OR** successful completion of 90 semester/135 quarter college-level units from a P.O.S.T approved or accredited college/university; **AND** two years of full-time experience as a Police Sergeant with the City of San Diego Police Department.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE OFFICER I - 1692

DEFINITION:

Under immediate supervision, in a training program, to perform increasingly responsible law enforcement and crime prevention duties; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Responds to emergency calls for police assistance;
- Patrols an assigned area to enforce laws;
- Investigates suspicious conditions, traffic accidents, and complaints;
- Makes arrests;
- Questions witnesses and suspects;
- Assists in making investigations;
- Conducts searches for missing persons and stolen property;
- Administers first aid and assists the injured;
- Prepares reports on investigations, offenses, arrests, and other activities;
- Serves criminal and civil papers;
- Issues citations;
- Prepares evidence and testifies in court;
- Fingerprints, photographs, books, supervises, and transports prisoners;
- Reports unsafe or hazardous conditions;
- Answers inquiries from the public;
- Participates in training programs;
- Practices the use of firearms.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

21 years of age at time of hire. Graduation from a high school located within the United States or a United States territory, **OR** passage of the California High School Proficiency Examination (C.H.S.P.E.) or General Education Development (G.E.D.) with scores that meet the California standard established by the American Council on Education, **OR** possession of a two or four-year degree from an accredited college or university; **AND** graduation from a California P.O.S.T approved Police Academy with a Basic Peace Officers Course Certificate dated within the last one year, **OR** possession of a California Basic P.O.S.T. Certificate dated within the last one year, **OR** possession of a California P.O.S.T Basic Course Waiver letter

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

dated within the last one year, **OR** full-time employment as a paid sworn Peace Officer with a City police, County sheriff, or state or federal law enforcement agency performing correction duties, patrol functions, or traffic enforcement within the last one year.
Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE OFFICER II - 1693

DEFINITION:

Under general supervision, to patrol an assigned area in the enforcement of law and order and prevention of crime; to carry out special assignments in the protection of life and property; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Patrols an assigned area by car, foot, or motorcycle to maintain law and order;
- Responds to emergencies as directed by radio and telephone;
- Investigates unusual or suspicious conditions, traffic accidents, and complaints;
- Makes arrests, guards prisoners, and questions suspects and witnesses;
- Prepares reports on investigations, offenses, arrests, and activities;
- Answers inquires from the public;
- Serves criminal and civil papers;
- Issues citations;
- Makes or assists in making criminal and juvenile investigations;
- Searches for missing persons and stolen property;
- Prepares evidence and appears in court;
- Administers first aid and gives assistance to the injured;
- Investigates vice conditions;
- Notes and reports unsafe or hazardous conditions;
- Fingerprints, photographs, books, supervises, and transports prisoners;
- Participates in training conferences and programs;
- Practices the use of firearms;
- Keeps records and makes reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

21 years of age at time of hire. Two years of full-time paid experience as a sworn peace officer with a City police, County sheriff, or state or federal law enforcement agency performing correction duties, patrol functions, or traffic enforcement. Experience must include service with a law enforcement agency within the last one year; **AND** graduation from a high school located within the United States or a United States territory, **AND** successful completion of a minimum of 30 semester/45 quarter college-level units; **OR**

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

passage of the California High School Proficiency Examination (C.H.S.P.E.) or General Education Development (G.E.D.) with scores that meet the California standard established by the American Council on Education, **AND** successful completion of a minimum of 30 semester/45 quarter college-level units; **OR** possession of a two or four-year degree from an accredited college or university located within the United States or a United States territory; **AND** graduation from a California P.O.S.T approved Police Academy with a Basic Peace Officers Course Certificate, **OR** possession of a California Basic P.O.S.T. Certificate, **OR** possession of a California P.O.S.T Basic Course Waiver letter dated within the last one year. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE OFFICER III - 1695

DEFINITION:

Under general supervision, to perform the more difficult, sensitive, and specialized law enforcement, patrol, and crime prevention functions; to act in a lead capacity; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Responds to serious and complex field problems, such as missing juveniles and elders, potential riot situations, and community disturbances/protests;
- Ensures the safety of officers during critical incidents by taking a leadership role;
- Provides technical expertise and experience at major crimes scenes to include crime scene preservation, evidence collection, witness and suspect interrogation, and preparing preliminary investigative reports;
- Serves as a resource and training aide to other Police Officers by providing guidance on identifying and proposing solutions to crime trends, suspect behaviors, and preliminary investigative techniques;
- Participates as representative of the San Diego Police Department administration at regional and large special events as a subject matter expert in the areas of criminal behavior, crimes in progress, disaster incidents, missing persons, and security and evacuation planning;
- Writes after action reports at the conclusion of emergency incidents;
- Provides technical expertise to patrol officers in crime analysis;
- Utilizes various data processing information systems to support law enforcement and crime prevention efforts.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Criminal Justice or a closely related field from a P.O.S.T. approved or accredited college/university, **OR** possession of a California Advanced P.O.S.T. Certificate; **AND** twelve years of full-time paid experience as a sworn peace officer with the San Diego Police Department. Time served in a training capacity as part of a Police Academy does not count toward meeting the experience requirement.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE PROPERTY AND EVIDENCE LEAD SPECIALIST - 1911

DEFINITION:

Under general direction, to lead, train and participate in the work of Police Property and Evidence Specialists performing property and evidence work in the Police Property Room or Police Narcotics Vault; to perform special projects and assignments; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Police Property and Evidence Specialist class in that Police Property and Evidence Lead Specialist positions are assigned lead duties which may include the responsibility of assigning work; identifying property for disposal; determining the appropriate disposition for property authorized for disposal; EvidenceOnQ request monitor management; and training subordinates. This class is distinguished from the Police Property and Evidence Supervisor class in that the latter class serves as a first-level supervisor over Police Property and Evidence Specialists and Police Property and Evidence Lead Specialists.

*** EXAMPLES OF DUTIES:**

- Releases property to be used as evidence or to be returned to rightful owners in accordance with department policy;
- Utilizes computer systems to enter and maintain records and retrieve data;
- Leads the work of Police Property and Evidence Specialists and subordinates in the receipt, storage, safekeeping and disposition of all found property and evidence;
- Performs and leads special projects;
- Assists with managing emergency call-back situations requiring 24-hour access to the property room and gun desk;
- Maintains chain of custody records of evidence and may testify in court concerning chain of custody records;
- Determines appropriate methods of storage;
- Identifies property for disposal and coordinates the disposal of hazardous materials and the destruction of weapons or illicit drugs and other materials;
- Performs request monitor duties in EvidenceOnQ and manages the request monitor to include changing retention codes on items authorized for disposal and reviewing and correcting errors;
- Determines the appropriate disposition and makes decisions for impound disposals;
- Stores and issues department weapons;
- Runs computer checks on evidence and found property to determine if stolen or wanted in conjunction with another case;
- Processes and ships requests for property to other agencies;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Arranges and conducts auctions;
- Coordinates the public and employee counters;
- Assists with public records act requests and urgent citizen requests regarding the return of property;
- Assists with scheduling;
- Serves as a backup floor supervisor;
- Monitors property and evidence rooms located throughout the City.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of full-time experience as a Police Property and Evidence Specialist with the City of San Diego; **OR** two years of full-time experience receiving, securing, storing and releasing property and evidence in a property room of a law enforcement agency or department. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE PROPERTY AND EVIDENCE SPECIALIST - 1719

NOTE: formerly Police Property and Evidence Clerk

DEFINITION:

Under general direction, to receive, process and store impounded property and evidence delivered to the Police Property Room or Police Narcotics Vault; to maintain records of property; and perform related work.

*** EXAMPLES OF DUTIES:**

- Receives, records, classifies, and stores various types of property that have been recovered, found, or turned in as evidence;
- Utilizes computer systems to enter and maintain records and retrieve data;
- Maintains files and records regarding property in custody and its disposition;
- Releases property to be used as evidence or to be returned to rightful owners in accordance with Department policy;
- Maintains chain of custody records of evidence or property and may testify in court concerning chain of custody records;
- Verifies that impound tags correspond to evidence to be stored;
- Determines appropriate methods of storage;
- Assists in identifying property for disposal;
- Assists in the disposal of property, the destruction of weapons or illicit drugs and other materials;
- Assists in the auction of unclaimed property;
- Stores and issues department weapons;
- Runs computer checks on evidence and found property to determine if stolen or wanted in conjunction with another case;
- Performs blood and urine splits;
- May operate a forklift, van, or truck to move and store property.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Six months of experience receiving, securing, storing, and releasing property and evidence in the property room of a law enforcement agency or department; **OR** one year of experience in warehouse inventory control to include receiving, storing, and issuing items of inventory; **OR** one year of experience providing customer service to include interpreting policies/procedures,

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

resolving customer issues/complaints and providing information regarding company services; **OR** one year of experience working in a retail sales environment conducting sales, handling stock, performing inventory control, providing detailed information regarding company services, policies and procedures, and resolving customer issues/complaints. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE PROPERTY AND EVIDENCE SUPERVISOR - 1900

NOTE: formerly Property and Evidence Supervisor

DEFINITION:

Under direction, to supervise the activities of Police Department property and evidence storerooms or storage facilities; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Supervises subordinates at Police Headquarters and Area Commands engaged in the receipt, storage, and safekeeping of found property, evidence and supplies, and in maintaining manual and computer records documenting these activities;
- Develops evidentiary tracking and record keeping procedures;
- Determines disposition of evidentiary and found property;
- Assists in organizing auctions;
- Assists in preparing budget estimates of supplies and equipment needed;
- Prepares special and periodic reports;
- Interprets laws and policies which are applicable to the storage, safekeeping and release of impounded property and evidence;
- Supervises adherence to safety rules and regulations pertaining to storeroom;
- Testifies in court concerning chain of custody records;
- Supervises Gun Desk staff responsible for the release of confiscated weapons;
- Assists in selecting, and trains and evaluates the work of subordinates;
- Utilizes computer systems to enter and maintain records and retrieve data.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of full-time experience as a Police Property and Evidence Specialist with the City of San Diego; **OR** one year of full-time experience as a Police Property and Evidence Lead Specialist with the City of San Diego; **OR** three years of full-time experience receiving, securing, storing and releasing property and evidence in a property room of a law enforcement agency or department. Possession of a valid California Class C Driver License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE PROPERTY AND RECORDS ADMINISTRATOR - 1698

DEFINITION:

Under direction, to administer, through subordinate supervisors, the functions of the centralized Police Department's property and records section; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, and reviews the diverse functions within the San Diego Police Department's property and records section;
- Reviews, evaluates, and makes recommendation on policies, procedures, and legislation impacting Police Department records retention and release practices, CAL-ID criminal history and fingerprint identification services, the receipt, storage, and disposal of evidence and impounded items, and the issuance and tracking of department weapons;
- Formulates and administers section operational policies;
- Consults with law enforcement and legal and technical personnel to assess or resolve sensitive, complex legal or procedural questions regarding section operations and issues;
- Meets with the public regarding cases requiring considerable subject matter knowledge or involving critical public relations issues;
- Reviews and evaluates the policies and practices of the section for accuracy, appropriateness, and efficacy;
- Selects, trains, and rates the work performance of subordinates;
- Resolves personnel and disciplinary problems;
- Makes preliminary budget recommendations and administers the section budget;
- Prepares administrative, operational, and statistical reports;
- Conducts studies of automated information systems;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time second-level supervisory experience working in centralized law enforcement Records, Property, and/or Evidence Division. Second-level supervision must include overseeing staff who have supervisory responsibilities. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE RECORDS CLERK - 1720

DEFINITION:

Under general supervision, to perform specialized and complex clerical work in a centralized police records center; to apply complex release of information policies when providing restricted access to law enforcement information; to conduct computer searches for a variety of police records such as criminal history and wanted persons information; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Sells crime case and traffic accident reports to the public via mail or at a public counter;
- Conducts searches of various law enforcement computer systems to obtain criminal history, wanted person, vehicle impound, Department of Motor Vehicle, and other police related information;
- Registers narcotics, sex, and arson offenders;
- Fingerprints the public and occasionally suspects;
- Processes criminal history clearance letters;
- Applies San Diego Police Department and Department of Justice release of information policies when providing information to law enforcement personnel and the public;
- Sends and receives teletype messages;
- Records vehicle impound information from tow companies;
- Enters stolen and recovered vehicle, property, pawn, gun, and boat records into state and national law enforcement computer systems;
- Sorts, photocopies, routes, and files arrest and crime reports;
- Assists law enforcement personnel at a law enforcement information counter;
- Collects fees for report copies, fingerprints, and parking meter hoods;
- Maintains and checks logs of reports received;
- Prepares form notices to owners of impounded vehicles.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience and satisfactory completion of the San Diego Police Department's Police Records Clerk Phase Training Program. A typing certificate indicating the ability to type at a corrected speed of 30 net words per minute on a computer keyboard.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE RECORDS DATA SPECIALIST - 1575

NOTE: formerly DATA ENTRY OPERATOR

DEFINITION:

Under general supervision, to enter and update data from a variety of source documents using online terminals in a production-oriented police data entry section; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other classes which may also enter and/or update data in computerized files. Police Records Data Specialist positions are located in a centralized police data entry section and incumbents are required to perform high volume data entry work in accordance with established production standards. Positions classified at this level may be underfilled with the classifications of Clerical Assistant I and Clerical Assistant II in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Operates online data entry terminals with a standard data entry keyboard and/or a data entry programmed PC keyboard to prepare, enter, and update data from a wide variety of source documents;
- Utilizes numerous data entry routines;
- Verifies entered data by re-keying specific input fields;
- Performs related data entry work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time production experience entering alpha/numeric data utilizing a reverse 10-key data entry keyboard and/or a data entry programmed keyboard.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE RECORDS DATA SPECIALIST SUPERVISOR - 1576

NOTE: formerly DATA ENTRY SUPERVISOR

DEFINITION:

Under general supervision, to supervise and coordinate the work of subordinates engaged in entering and updating data from a variety of source documents using online terminals in a production-oriented police data entry section; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the first-level supervisory class in the Police Records Data Specialist series. Incumbents in this class are responsible for supervising a centralized police data entry section where subordinates are required to perform high volume data entry work in accordance with established production standards.

*** EXAMPLES OF DUTIES:**

- Establishes work priorities, schedules, and supervises the work of Police Records Data Specialists and Senior Police Records Data Specialists;
- Evaluates workflow processes and procedures;
- Develops training programs and performance criteria;
- Ensures the maintenance of production schedules in accordance with established production standards;
- Reviews source documents for proper preparation and coding;
- Researches coding errors and corrects discrepancies between source documents and proof listings;
- Confers with program analysts and users to identify and resolve programmatic computer systems problems;
- Explains data entry operations and processes to subordinates, supervisors, sworn officers, and other City employees;
- Maintains and updates procedures manuals;
- Reviews and verifies data using online data entry terminals;
- Trains and evaluates the work performance of subordinates;
- Prepares statistical reports;
- Performs other related data entry tasks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Two years of full-time production experience entering alpha/numeric data utilizing a reverse 10-key data entry keyboard, a data entry programmed keyboard, and/or a standard keyboard programmed into a data entry programmed keyboard. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE RECRUIT - 1697

DEFINITION:

Under immediate supervision, in a training capacity in preparation for a professional law enforcement career, to attend the Police Academy; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Attends classroom lectures on subjects including criminal law, laws of arrest, traffic laws, juvenile law, principles of law enforcement, rules of evidence, rules of search and seizure, patrol theory and methods, and report writing;
- Observes demonstrations on arrest and control methods, and the care and use of firearms;
- Participates in physical conditioning and self-defense exercises;
- Practices the use of firearms;
- Takes examinations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Minimum age 20 years on the date of application, and 21 years by date of Academy graduation. Graduation from a public high school located within the United States, **OR** graduation from an accredited nonpublic high school within the United States, **OR** graduation from a United States Department of Defense high school, **OR** passage of the General Education Development (G.E.D.) test or passage of the California High School Proficiency Examination, **OR** possession of a two-year, four-year or advanced degree from an accredited college or university (accreditation must be from an institutional accrediting body recognized by the Department of Education of the United States of America). Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE SERGEANT - 1696

DEFINITION:

Under general supervision, to supervise an assigned squad of law enforcement officers and related personnel in crime prevention and law enforcement; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises a squad of police officers in problem-oriented policing on an assigned shift or special detail;
- Coordinates community/police partnerships and other community relations programs including neighborhood watches and citizen patrols;
- Oversees recruitment and use of volunteers including VIP (Volunteers in Policing) and RSVP (Retired Volunteer Police);
- Supervises non-sworn personnel including Community Affairs;
- Attends community meetings and makes presentations to community groups;
- Trains and advises police officers in the performance of their duties;
- Assists in the apprehension and arrest of law violators;
- Reviews reports of subordinates and prepares reports for higher ranking officers;
- Responds to emergency calls within an assigned area or as directed;
- Questions suspects, interviews witnesses, and makes court appearances;
- Coordinates policing activities with members of other units including investigations, patrol, etc, as appropriate;
- As desk sergeant, evaluates requests for police aid and dispatches police personnel;
- Rates the work performance of subordinates;
- Assists in planning for and directing programs of vice and narcotic control;
- Prepares complaints, writs, and other papers.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 60 college semester units (90 quarter units) from a P.O.S.T approved or accredited college/university, **OR** possession of a California Intermediate P.O.S.T. certificate; **AND** four years of full-time paid experience as a sworn peace officer with a city police, county sheriff, state or federal law enforcement agency. Two years of the qualifying experience must have been with the San Diego Police Department. Time served in a training

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

capacity as part of a Police Academy does not count toward meeting the experience requirement.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE SERVICE OFFICER I – 1392

NOTE: formerly COMMUNITY SERVICE OFFICER I

DEFINITION:

Under immediate supervision, in a training capacity, to perform the more routine community service and non-hazardous police functions; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the Police Service Officer series. This class differs from the Police Service Officer II classification in that the latter performs a variety of more difficult, journey-level Police Service Officer tasks under general supervision.

*** EXAMPLES OF DUTIES:**

- Responds to requests for non-hazardous police services;
- Takes reports of misdemeanors, such as lost valuables, petty thefts, and malicious mischief where there are no immediate suspects;
- Directs traffic at accident scenes, fires, or other locations;
- Assists with searching for lost children and elders;
- Checks reports of health and safety hazards in the community;
- Protects crime scenes from bystanders and assists with collecting crime scene evidence;
- Assists in transporting seized, found, lost, or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel;
- Assists in investigating minor traffic collisions and assists at vehicle accident scenes;
- Interviews and records information from victims and witnesses and prepares accident reports;
- Assists with inspecting regulated businesses which sell used merchandise;
- Issues misdemeanor citations for improprieties and places holds on stolen property;
- Assists with installing hidden cameras and alarms and performing fixed post surveillance;
- Interviews witnesses and prepares identification composites;
- Reports observed crimes in progress that require immediate police attention;
- Provides information to the public relative to community alert programs, crime prevention programs, and referral information to the appropriate social service agencies;
- Assists with coordinating public meetings such as the Neighborhood Watch Program;
- Conducts security checks of residences;
- Issues parking citations;
- Enters and retrieves data using desktop or laptop computers.

*** EXAMPLES OF DUTIES by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

High school graduation, G.E.D., or a California High School Certificate of Proficiency.
Possession of a valid California Class C Driver License. Ability to type at a corrected speed of 30 words per minute on a typewriter or computer keyboard.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE SERVICE OFFICER II - 1377

NOTE: formerly COMMUNITY SERVICE OFFICER II

DEFINITION:

Under general supervision, at the journey-level, to perform the more complex community service and non-hazardous police functions; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the Police Service Officer series. Positions classified at this level may be underfilled with Police Service Officer I, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Responds to requests for non-hazardous police services;
- Processes and lifts latent prints at designated cold crime scenes;
- Identifies, processes, and collects crime scene evidence;
- Investigates and reports vandalism, grand theft, and annoying or threatening phone calls;
- Investigates and reports certain residential and commercial burglaries and crimes against property;
- Investigates assigned non-injury and minor-injury vehicle accidents with fault determination and field reporting;
- Takes reports of misdemeanors such as lost valuables, petty thefts, and malicious mischief where there are no immediate suspects;
- Prepares missing adult, hit-and-run, and other similar reports;
- Assists in transporting seized, found, lost, or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel;
- Provides information to the public relative to community alert programs, crime prevention programs, and referral information to the appropriate social service agencies;
- Inspects regulated businesses which sell used merchandise;
- Issues misdemeanor citations for improprieties and places holds on stolen property;
- Installs hidden cameras and alarms, and performs fixed post surveillance;
- Interviews witnesses and prepares identification composites;
- Reports observed crimes in progress that require immediate police attention;
- Conducts security checks of residences;
- Directs traffic at accident scenes, fires, or other locations;
- Issues parking citations;
- Enters and retrieves data using desktop or laptop computers;
- May testify in court;
- May assist in the training of new employees and less experienced subordinates.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience performing community service and non-hazardous police functions. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE SPECIAL PROJECTS MANAGER - 1754

DEFINITION:

To manage the Police Department Special Projects Unit; to oversee a variety of construction, capital improvement, and other special projects for the Police Department; to manage and administer a variety of Police services contracts; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Manages the Police Department's Capital Improvement Program;
- Plans, forecasts, and identifies costs for capital projects, and identifies and seeks funding sources;
- Seeks grant and other funding opportunities and coordinates and participates in the funding application process;
- Manages all special projects unit functions, including work allocation and quality control;
- Acts as liaison from the Police Department to City management, department directors, staff from other City departments, Council Members, Mayor, and Council staff regarding special projects unit activities;
- Coordinates projects, either directly or through subordinate staff, with outside contractors and vendors on construction and services contract matters;
- Prepares requests for proposal, bid specifications, and other contract documents for various construction and service contracts;
- Negotiates and administers, either directly or through subordinate staff, cafeteria, janitorial, landscape maintenance, City jail, and other service contracts;
- Prepares reports to Council regarding City jail statistics, and other special projects status;
- Supervises sworn and non-sworn police, administrative, building maintenance, and clerical staff;
- Interviews, selects, evaluates, and trains staff;
- Manages and participates in the development of police related special projects, including joint agency projects such as County/City forensic labs, a regional police training academy, relocation of various police and public safety forces, etc.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

College graduation with a Bachelor degree; **AND** four years of full-time professional experience administering multi-faceted projects that require coordination and communication with various public agencies, vendors, and local municipalities. Qualifying experience must include all of the following: developing and managing budgets, including multi-year budget forecasting; directing the activities of a project team, including needs assessments, project plans, task priorities, milestones, etc; and at least one year experience in a lead role in contract negotiation, analysis, and administration.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLYGRAPHER I - 1716

NOTE: formerly Interview and Interrogation Specialist I

DEFINITION:

Under immediate supervision, in a training program, to conduct the simple, less complex interviews and interrogations involving the use of psychophysiological devices for determining truthfulness; to testify in court concerning findings; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Trains in operating polygraph or similar psychophysiological indicating or recording devices in interrogating persons to determine the truthfulness of their statements;
- Attends training courses;
- Performs minor maintenance, repairs, and adjustments to examining equipment;
- Assists in special investigative or research work;
- Prepares written reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

No specific education or experience is required.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

July 1, 2019
(Revised)

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLYGRAPHER II - 1196

NOTE: formerly Interview and Interrogation Specialist II

DEFINITION:

Under general supervision, in a training program, to conduct routine interviews and interrogations involving the use of psychophysiological devices for determining truthfulness; to testify in court concerning findings; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Trains in operating a polygraph or similar psychophysiological indicating or recording devices in interrogating persons to determine the truthfulness of their statements;
- Performs minor maintenance, repairs, and adjustments to examining equipment;
- Performs routine special investigative or research work;
- Prepares written reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of an American Polygraph Association (APA) accredited polygraph training course, **AND** one year of full-time experience in administering polygraph examinations.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLYGRAPHER III - 1715

NOTE: formerly Interview and Interrogation Specialist III

DEFINITION:

Under direction, to conduct complex interviews and interrogations at the journey-level involving the use of psychophysiological devices for determining truthfulness; to give expert testimony in court; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates polygraph or similar psychophysiological indicating or recording devices in interrogating persons to determine the truthfulness of their statements;
- Aides in interview question formulation;
- Conducts polygraph chart analysis;
- Tests new equipment, techniques, and procedures for accuracy;
- Performs minor maintenance, repairs, and adjustments to examining equipment;
- Performs complex special investigative or research work;
- Prepares written reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of an American Polygraph Association (APA) accredited polygraph training course, **AND** two years of full-time experience in administering polygraph examinations.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POOL GUARD I - 1667

DEFINITION:

Under immediate supervision, to serve as a swimming pool lifeguard; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Serves as a swimming pool lifeguard;
- Ensures the safety of patrons;
- Checks the pool area for safety hazards and ensures that safety equipment is in place and in working condition;
- Enforces pool and facility regulations, policies, and procedures;
- Makes rescues and performs first aid, as necessary;
- Assists in aquatic class activity and registration;
- Assists in program promotion;
- Assists pool manager in testing water for proper chemical balance;
- Keeps records and logs and receives fees from patrons;
- Prepares reports;
- Provides general information to the public;
- Assists in opening and closing the pool;
- Performs general maintenance tasks such as maintaining pool deck area, vacuuming the pool, sterilizing restrooms, and maintaining office area.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific experience requirements. Minimum age 16 years. Possession of the following valid certificates: American Red Cross Lifeguard/First Aid Certificate; American Red Cross CPR/Automated External Defibrillator (AED) for Lifeguard Certificate; and American Red Cross First Aid for Public Safety Personnel (Title 22) Certificate. Possession of a Lifeguarding/First Aid Certificate is not qualifying for this certificate.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POOL GUARD II - 1936

DEFINITION:

Under general supervision, to serve as a swimming pool lifeguard; to instruct and lead a variety of swimming classes; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Serves as a swimming pool lifeguard;
- Ensures the safety of patrons;
- Checks the pool area for safety hazards and ensures that safety equipment is in place and in working condition;
- Enforces pool and facility regulations, policies, and procedures;
- Makes rescues and performs first aid and Cardiopulmonary Resuscitation (CPR), as necessary;
- Teaches a variety of swimming classes, as assigned;
- Prepares lesson plans;
- Maintains attendance rosters;
- Prepares progress reports on class participants;
- Assists in aquatic class activity and registration;
- Assists in program promotion;
- Assists pool manager in testing water for proper chemical balance;
- Keeps records and logs and receives fees from patrons;
- Prepares reports;
- Provides general information to the public;
- Assists in opening and closing the pool;
- Performs general maintenance tasks such as maintaining pool deck area, vacuuming the pool, sterilizing restrooms, and maintaining office area;
- May lead the work of subordinate pool staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Sixteen years of age or older. Possession of the following valid certificates: American Red Cross Lifeguarding/First Aid Certificate; American Red Cross CPR/Automated External Defibrillator (AED) for Lifeguard Certificate; American Red Cross First Aid for Public Safety Personnel (Title 22) Certificate. Possession of a Lifeguarding/First Aid Certificate is not

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

qualifying for this certificate; and American Red Cross Water Safety Instructor (WSI) Certificate.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POWER PLANT OPERATOR - 1717

DEFINITION:

Under general supervision, to operate, monitor, maintain, and repair electrical and mechanical power plant machinery and related equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates, monitors, maintains, overhauls, and repairs electrical power cogenerating plant machinery, including methane/natural gas/diesel-fueled engines, hydro turbine generators, prime movers, high-voltage generators, catalytic converters, switchgears, voltage panels, transformers, circuit breakers, and auxiliary equipment;
- Diagnoses and repairs engine, generator, and switchgear malfunctions, as well as defective PLC logic systems and electrical controls, hydraulic, pneumatic, and electrical systems and instrumentation;
- Complies with schedules for inspecting, servicing, lubricating, and maintaining power plant equipment;
- Performs preventative maintenance;
- Maintains equipment service and repair logs.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time journey-level experience troubleshooting, repairing, and maintaining large engines (600 horsepower or higher), high voltage electrical systems (440 volts or higher), or steam or hot water boilers (250 horsepower or higher).

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POWER PLANT SUPERINTENDENT - 1739

DEFINITION:

Under direction, to serve as facility manager of the City's gas utilization co-generation plant; to supervise subordinate plant supervisors responsible for the day-to-day operations of the co-generation facility; and to perform related work.

*** EXAMPLES OF DUTIES:**

As the co-generation facility manager:

- Oversees the facility budget and monitors operation costs and staffing levels;
- Oversees plant modifications including upgrades, expansions, and changes in equipment;
- Identifies grant funding sources, ensures compliance with reporting requirements, and responds to questions from grantors regarding the use of funds;
- Serves as liaison with the Air Pollution Control District for new permits and resolution of compliance and violation issues;
- Assists the City Attorney in negotiating purchase rate agreements with San Diego Gas and Electric (SDG&E);
- Resolves disputes with SDG&E regarding reduced power production and reimbursement amounts;
- Coordinates plant compliance with the State Air Toxin Law;
- Supervises subordinate supervisors responsible for the day-to-day operations of the co-generation facility.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time supervisory experience troubleshooting, repairing, and maintaining large engines (600 horsepower or higher) and high voltage electrical systems (440 volts or higher), or steam or hot water boilers (250 horsepower or higher) power-generating plant equipment. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POWER PLANT SUPERVISOR - 1718

DEFINITION:

Under direction, to supervise and participate in the operation, monitoring, maintenance, and repair of electrical and mechanical power plant machinery and related equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, and participates in the operation and monitoring of the City's electrical power co-generating plant machinery which includes monitoring the start-up of the gas engines and the power output of the entire system;
- Maintains and repairs power plant machinery such as 1900 HP methane/natural gas engines, high-voltage generators, catalytic converters, switchgears, and auxiliary equipment;
- Diagnoses and repairs engine, generator, defective circuit breakers, and power rid problems with compressors, VFD pumps, instrumentation, PLC, engine controls, and boiler malfunctions, as well as defective hydraulic, pneumatic, and electrical systems and instrumentation;
- Uses computers for entering data and monitoring power plant engine emissions for compliance with Air Pollution Control District (APCD) standards;
- Ensures compliance with preventive schedules for inspecting, servicing, lubricating, and maintaining plant equipment;
- Prepares reports on operations, materials, and equipment;
- Maintains inventory and keeps records;
- Enforces safety regulations;
- Ensures compliance with local, State, and Federal regulatory agency regulations;
- Selects, assigns, trains, and rates the work performance of subordinates;
- Maintains contacts with the local power company and other public agencies.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Five years of full-time journey-level experience maintaining, troubleshooting, and repairing large engines (600 horsepower or higher), high voltage electrical systems (440 volts or higher), or steam or hot water boilers (250 horsepower or higher). Successful completion of an Associate's degree, State-accredited apprenticeship program, or an equivalent-level

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Community College certificate in Electricity, Electronics Technology, Equipment Mechanics, or Marine Engineering may be substituted for a maximum of one year of the required experience. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PRINCIPAL BACKFLOW AND CROSS CONNECTION SPECIALIST- 1731

DEFINITION:

Under general supervision, to supervise and inspect the work of a team of Senior Backflow and Cross Connection Specialists; to ensure the safety of public health by coordinating and conducting routine inspections to examine potential cross connections between potable water systems and recycled water systems; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Serves as primary inspector on the more complex inspections and as a lead on all inspections of various public and private plumbing systems serving buildings, facilities, parkland, landscaping, street and freeway irrigation, and other property to ensure compliance with State, County, and City cross connection control regulations;
- Develops and applies testing procedures;
- Identifies, locates, and tests required backflow prevention devices designed to prevent pollutants and/or contaminants from entering the City's potable water system;
- Performs field surveys and inspections of various buildings, facilities, irrigation systems, and other public and private property where potable water is serviced in order to ensure compliance with Federal, State, and City of San Diego cross connection regulations;
- Coordinates filed testing/inspection with the County of San Diego Department of Environmental Health;
- Issues and follows through on citations and notices of violation as appropriate;
- Inspects and identifies potential cross connections to determine adequacy of water service protection;
- Conducts pre-construction inspections and compares project sites to submitted plans;
- Monitors the progress of contractors during system construction and inspects recycled plumbing systems upon project completion;
- Researches property profiles, construction documents, blueprints, and schematics in order to determine backflow/recycled water requirements and optimal locations;
- Coordinates and conducts shutdown tests of water supplies to verify there are no cross connections;
- Sets gauges on potable systems and records corresponding data;
- Performs online research utilizing various mainframe-based databases;
- Performs plan check services for fire services, commercial projects, and reclaimed water sites to certify backflow compliance;
- Generates a variety of memoranda and other documents utilizing personal computers and employee performance reviews;
- Maintains automated information storage and retrieval systems in order to accurately and efficiently record inspection history;
- Maintains complete site inspection files;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Offers technical support and meets with potential customers, contractors, and consultants.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Backflow and Cross Connection Specialist with the City of San Diego, **OR** four years of full-time professional experience conducting complex field investigations to identify, locate, and test backflow prevention devices; inspecting and identifying potential cross connections to determine adequacy of water service protection; and reviewing/interpreting construction documents, blueprints, and schematics to perform investigation of user sites; **AND** possession of a valid American Water Works Association (AWWA) or American Backflow Prevention Association (ABPA) Certification as a Cross Connection Control Specialist. Possession of a valid California Class C Driver's license.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PRINCIPAL BACKFLOW AND CROSS CONNECTION SPECIALIST SUPERVISOR – 1733

DEFINITION:

Under direction, to oversee, plan, direct, and coordinate and serve as a second-level supervisor over the Cross Connection Control Program; to supervise and inspect the work of a team of Principal Backflow and Cross Connection Specialists; to ensure the safety of public health by coordinating and conducting routine inspections between potable water systems and recycled water systems; and to perform related duties.

*** EXAMPLES OF DUTIES:**

- Manages and directs certified Cross Connection Control Specialists;
- Acts as resident inspector for backflow requirements and cross connection risks on major construction projects;
- Ensures compliance with service connections for domestic, irrigation, fire suppression, and recycled water services;
- Administers backflow prevention software;
- Prepares regulatory compliance reporting;
- Assists Principal Backflow and Cross Connection Specialists on the more complex inspections;
- Develops and applies testing procedures;
- Oversees the cross connection and backflow matters for both potable water systems and recycled water systems;
- Trains staff to identify, locate, and test required backflow prevention devices;
- Directs the work of staff to perform field surveys and inspections of various buildings, facilities, irrigation systems, and other public and private property where potable water or recycled water is serviced in order to ensure compliance with federal, state, and City of San Diego cross connection regulations;
- Reviews, responds to, and resolves escalating issues pertaining to notices of violations;
- Trains staff to inspect and identify potential cross connections to determine adequacy of water service protection;
- Leads pre-construction inspections and compares project sites to submitted plans and City standards;
- Monitors the progress of contractors during system construction and inspects recycled plumbing systems upon project completion;
- Researches property profiles, construction documents, blueprints, and schematics in order to determine backflow/recycled water requirements and optimal locations;
- Sets gauges on potable systems and records corresponding data;
- Performs online research utilizing various mainframe-based databases;
- Directs staff to perform plan check services for fire services, commercial projects, and reclaimed water sites to certify backflow compliance;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Maintains automated information storage and retrieval systems in order to accurately and efficiently record inspection history;
- Monitors and reports on required backflow testing;
- Addresses escalated needs associated with technical support and meeting with potential customers, contractors and consultants;
- Prepares, certifies, and submits reports to federal, state, and City regulatory agencies;
- Implements training plans for cross connection control staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience as a Backflow and Cross Connection Specialist with the City of San Diego, **OR** five years of full-time professional experience conducting complex field investigations to identify, locate, and test backflow prevention devices; inspecting and identifying potential cross connections to determine adequacy of water service protection; and reviewing/interpreting construction documents, blueprints, and schematics to perform investigation of user sites; **AND** possession of an American Water Works Association (AWWA) or American Backflow Prevention Association (ABPA) Certification as a Cross Connection Control Specialist. A valid California Class C Driver license is required.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL CITY ATTORNEY INVESTIGATOR - 1728

NOTE: formerly PRINCIPAL LITIGATION INVESTIGATOR

DEFINITION:

Under direction, to plan, assign, supervise, and coordinate a wide variety of pre-trial investigations for City liability and other cases; to conduct the most sensitive and complex special investigations on various legal issues; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, coordinates, and supervises through subordinate supervisors a variety of investigations on lawsuits in litigation or other cases where the City may be the plaintiff or defendant;
- Establishes work standards and procedures;
- Personally conducts the investigation of the most difficult and sensitive lawsuits or other legal issues;
- Assists in preparing presentations of evidence;
- Writes and reviews indemnity agreements with City contractors;
- Evaluates lawsuits and recommends settlement amounts or recommends denial;
- Confers with supervisors, department heads, and others to remove hazardous conditions within the City identified during investigations;
- Selects, assigns, reviews, and evaluates the work performance of subordinates;
- Develops, implements, and monitors staff development programs;
- Trains subordinate staff in investigative techniques;
- Testifies in court;
- Makes presentations to school and community groups;
- Conducts special investigations as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's degree or equivalent education; **AND** four years of full-time experience investigating criminal, civil, or liability claims and performing related investigations.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL CLERK - 1726

DEFINITION:

Under direction, to plan, direct, and coordinate, through subordinate supervisors, a group of clerical or financial record keeping functions; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the work of a large staff, through subordinate supervisors, in one or more major clerical activities;
- Develops practices, procedures, and policies to increase work effectiveness;
- Summarizes and prepares final reports of financial, statistical, and technical data maintained by subordinates;
- Reviews fund expenditures to inform superiors of status;
- Compiles a variety of financial and statistical data;
- Conducts minor administrative research studies and prepares various reports;
- Maintains special records and accounts;
- Interprets departmental policies and procedures to employees and the public;
- Reviews minor service contracts with outside agencies;
- Coordinates work with other departments or divisions;
- Attends departmental meetings to discuss organizational and procedural problems and their solutions;
- Selects, trains, and evaluates subordinates work performance;
- Resolves personnel and disciplinary problems.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience supervising a clerical staff as a Senior Clerk/Typist with the City of San Diego; **OR** four years of full-time clerical experience, at least one year of which must have been in a supervisory capacity at a level equivalent to Senior Clerk/Typist. Qualifying experience must include the full range of supervisory duties which including employee selection; scheduling assigned functions and ensuring that work is performed correctly; reviewing/approving time cards, interviewing, selecting, and/or recommending qualified personnel for subordinate positions; providing orientation and on-the-job training to ensure that responsibilities are understood by subordinates; monitoring and evaluating the performance of employees through evaluations which have to be written, signed, and

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

administered; and recommending/administering personnel actions for employee recognition, counseling, and/or discipline.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PRINCIPAL CORROSION ENGINEERING AIDE - 1812

DEFINITION:

Under general supervision, to perform a variety of subprofessional corrosion engineering work of average difficulty; to supervise the inspection, installation, and problem solving for corrosion engineering work; to supervise the preparation of a variety of corrosion engineering documents and records; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs a variety of corrosion engineering work in connection with cathodic protection system monitoring, inspection, data acquisition, and interpretation;
- Prepares reports to summarize field activities, project updates, and field test results;
- Prepares and implements maintenance and operative schedules for cathodic protection systems for the City's infrastructure;
- Compiles, collects, and interprets corrosion data; records, analyzes, and interprets test data such as pipe-to-soil potentials, anode current outputs, stray currents, and soil resistivity;
- Investigates corrosion causes and mechanisms;
- Assists professional engineers with facility and construction corrosion control inspections, failure analysis, and cathodic protection system troubleshooting;
- Provides technical assistance on electrical problems and protective coating issues;
- Assists in the development of specifications and drawings for the operation and maintenance of cathodic protection systems and process equipment for corrosion control purposes;
- Assists with the maintenance of corrosion control equipment;
- Leads and/or trains subordinate staff;
- Coordinates, reviews, and evaluates laboratory test analysis of field test samples.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Completion of a minimum of 30 semester/45 quarter college-level units in engineering, chemistry or physics, **OR** a National Association of Corrosion Engineers (NACE) CP-1 (CP-Tester) or higher certification; **AND** three years of full-time corrosion engineering experience in cathodic protection. Possession of a valid California Class C Driver License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PRINCIPAL CUSTOMER SERVICES REPRESENTATIVE - 1722

DEFINITION:

Under direction, to plan, direct, and coordinate, through subordinate supervisors, several clerical work units performing specialized and complex water and sewer customer service activities in a centralized Public Utilities' Customer Services Section; and performs related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and coordinates, through subordinate supervisors, the day-to-day operations of several clerical work units in a centralized Public Utilities' Customer Service Section;
- Investigates and resolves complex and sensitive customer complaints;
- Reviews problem accounts and determines appropriate action required;
- Attends departmental meetings to discuss organizational and procedural problems and resolutions;
- Responds to route slips;
- Summarizes and prepares final reports of statistical and technical data maintained by subordinates;
- Monitors budget expenditures and informs superiors of status;
- Interprets departmental policies and procedures to employees and the public;
- Develops practices, policies, and procedures for work units supervised;
- Selects, trains, and evaluates work performance of subordinates;
- Resolves personnel and disciplinary problems;
- Conducts minor research studies and prepares reports;
- Coordinates work with other department units and/or divisions.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time clerical experience, including one year of experience supervising a clerical staff performing customer service information for a water utility agency.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL DRAFTING AIDE - 1725

DEFINITION:

Under general supervision, to perform complex and varied computer aided drafting work; to supervise complex drafting work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Principal Drafting Aide is the third level in the drafting series. Assignments may include both highly complex computer-aided drafting and moderately complex engineering design work under the supervision of a professional engineer. Principal Drafting Aide is distinguished from Senior Drafting Aide in that the latter typically does not perform both computer-aided design and drafting work. Subordinate personnel performing moderately complex computer-aided or manual drafting may be supervised and trained by Principal Drafting Aides.

*** EXAMPLES OF DUTIES:**

- Prepares a variety of complex engineering drawings and specifications, reduces field notes, computes grades, and prepares cross-sections, profiles, visual displays, maps, and charts;
- Utilizes CADD or GIS applications to create complex designs, maps, and drawings;
- Trains and assists department or division staff on use of computer-aided drafting or GIS applications;
- Prepares cost estimates and computes quantities;
- Gathers, compiles, and interprets map source materials;
- Prepares and drafts precise maps for land use, master plans, rights of way, and final zoning;
- Combines maps on one scale;
- Makes architectural and structural drawings;
- Prepares, checks, and interprets legal descriptions;
- Performs research and investigations and delineates ownerships and boundary lines;
- Constructs architectural and topographic models;
- Prepares artwork for photography;
- Reduce field notes;
- Interprets rules, regulations, and legal descriptions to subdividers, builders, and the public;
- May train and evaluate subordinates.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Architecture, Civil or Structural Engineering, Geography, or a closely related field; **OR** Engineer-In-Training (EIT) Certificate issued from a state licensing board; **OR** Land Survey-in-Training (LSIT) Certificate issued from a state licensing board; **OR** Drafting or GIS Certificate issued from an accredited college or institution, **AND** two years of full-time subprofessional drafting, GIS, or engineering experience. Qualifying subprofessional experience must include assisting an architect, engineer, surveyor, information systems staff, or other professional staff responsible for plan or map development; **OR** two years of full-time experience as a Senior Drafting Aide or Senior Engineering Aide with the City of San Diego; **OR** four years of full-time subprofessional drafting, GIS, or engineering experience. Qualifying subprofessional experience must include assisting an architect, engineer, surveyor, information systems staff, or other professional staff responsible for plan or map development. Possession of a valid California Class C Driver's License may be required at the time of hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL ENGINEERING AIDE - 1727

DEFINITION:

Under general supervision, to perform routine engineering design and construction inspection or materials testing; to supervise the processing of a variety of building applications and permits; to supervise the preparation of a variety of engineering maps and records; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs subprofessional engineering work regarding the enforcement, investigation, construction, design, inspection, and maintenance of engineering records and projects in an office, laboratory, or field setting;
- Performs routine civil engineering design by calculating distances, ties, angles, traverses, and closures;
- Performs Geographic Information Systems (GIS) mapping and data maintenance associated with facilities, utilities, land use, environmental, and transportation records;
- Plots cross sections, profiles, and earth work, establishing tentative street grades, curb returns, and less difficult sewer and water main installations;
- Performs less difficult electrical engineering design by laying out street lighting, traffic signals, and public building electrical circuits;
- Performs backflow prevention/cross-connection control;
- Prepares specifications;
- Inspects street, sidewalk, curb, water, and sewer construction;
- Performs field and laboratory tests of construction materials;
- Supervises the issuance of building, plumbing, electrical, and other permits;
- Supervises the preparation of a wide variety of complex drafting work;
- Checks and processes private development plans, maps, and agreements;
- Coordinates construction activities with other agencies and citizen groups.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Architecture, Civil or Structural Engineering, or a closely related field; **OR** Engineer-in-Training (EIT) Certificate issued from a state licensing board; **OR** Land Surveyor-in-Training (LSIT) Certificate issued from a state licensing board; **OR** two years of

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

full-time experience as a Senior Engineering Aide or Senior Drafting Aide with the City of San Diego; **OR** four years of full-time subprofessional engineering, drafting, or Geographic Information Systems (GIS) map preparation experience. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL LEGAL SECRETARY - 1404

DEFINITION:

Under direction, to plan, direct, and coordinate, through subordinate Senior Legal Secretaries, the day-to-day management and supervision of the legal clerical support staff work units of the City Attorney's Office; to make recommendations on legal secretary assignments; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the work of a large staff, through subordinate supervisors, in one or more major clerical activities; and monitors workload distributions and other administrative duties, as assigned;
- Develops practices, procedures, and policies to increase work effectiveness;
- Makes recommendations to the Assistant City Attorney on attorney-legal secretary assignments, and solves problems related to those assignments;
- Processes and tracks all of the Office's legal documents for media releases for update to the City Attorney webpage;
- Updates the Civil Division's legal forms; prepares the yearly bound City Attorney Opinion Book and other internal documents;
- Handles communications on legal matters that are sensitive and confidential;
- Acts as a liaison to City departments to provide answers to routine legal procedural questions and to research the more complex questions, and provides research information to attorneys;
- Acts as a liaison by receiving and tracking City Clerk route slips; reviews and researches slips for delegation to appropriate attorney;
- Attends departmental meetings to discuss organizational and procedural problems and their solutions;
- Selects, trains, and evaluates subordinates work performance;
- Resolves personnel and disciplinary problems.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Senior Legal Secretary with the City of San Diego; **OR** four years of full-time experience as a Legal Secretary in a law firm, corporate legal office, or public entity legal office, which must include one year of experience performing supervisory

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

responsibilities equivalent to the City of San Diego classification of Senior Legal Secretary. Qualifying experience must include supervision of legal support staff and the full range of supervisory duties including employee selection, training, evaluation, commendations, and discipline. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL PARALEGAL – 1147

NOTE: formerly PRINCIPAL LEGAL ASSISTANT

DEFINITION:

Under direction, to train, supervise, and review the work of subordinate Senior Paralegals within the division; to perform the most difficult, complex, and sensitive paralegal duties; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, monitors, and evaluates the work of subordinates;
- Develops work standards and procedures for paralegal staff;
- Develops, coordinates, and conducts on-going training programs related to paralegal development and continuing education;
- Resolves difficult conflicts between legal support staff and Deputy City Attorneys;
- Counsels legal teams on effective utilization of paralegal staff;
- Performs paralegal duties involving the most difficult, sensitive, and/or high profile criminal and civil matters;
- Oversees the operation of a Legal Intern Training Program;
- Prepares Legal Intern evaluations;
- Establishes work standards and procedures;
- Evaluates and makes recommendations for required staffing levels, including the use of temporary staffing;
- Drafts a variety of the most complex legal documents including interrogatories, complaints, defense pleadings, motions to compel discovery, responses to discovery motions, pretrial statements, requests for admissions, notices to produce, and responses to notices to produce;
- Reviews legislative initiatives and makes recommendations to attorneys regarding the effects of proposed legislation;
- Drafts new and revised City ordinance language to be reviewed by attorneys;
- Reviews and revises contract language to be reviewed by attorneys;
- Acts as a liaison to City departments to provide answers to routine legal questions and to research the more complex questions, and provides research information to attorneys;
- Identifies, requests, and examines various public records;
- Conducts legal and statistical research;
- Arranges for subpoenas duces tecum and depositions;
- Prepares drafts of deposition questions and summarizes depositions;
- Performs related work.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (minimum completed units = 120 semester/180 quarter), **OR** College graduation with a Jurisprudence Doctorate Degree in Law from an academic institution accredited by the American Association of Law Schools (AALS), American Bar Association (ABA), California State Supreme Court, or California State Bar Examining Committee, **OR** completion of a formalized Paralegal Training Program accredited by the American Bar Association (ABA), **OR** completion of a formalized Paralegal Training Program that includes a minimum of 24 semester units in law related courses; **AND** three years of full-time paralegal work experience, including one year of experience as a Senior Paralegal with the City of San Diego.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL PLAN REVIEW SPECIALIST - 1724

DEFINITION:

Under direction, to plan, direct, and coordinate, through subordinate supervisors, the permit services and public plan check functions; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class serves as a second-level supervisor over a staff of Plan Review Specialists.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and coordinates, through subordinate supervisors, the operations of several units of Plan Review Specialists;
- Develops section policies and procedures;
- Implements training plans;
- Serves as the department expert on permit issuance rules and procedures;
- Coordinates the implementation of new ordinances;
- Serves as a liaison with other City departments and outside agencies;
- Reviews, responds to, and resolves complex and sensitive client appeals;
- Selects, assigns, trains, and rates the work of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience in the review of building plans for compliance with applicable codes and regulations pertaining to the issuance of engineering, water and sewer, and building permits, including one year of full-time supervisory experience equivalent to the City of San Diego's classification of Supervising Plan Review Specialist.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PRINCIPAL PLANT TECHNICIAN SUPERVISOR - 1670

DEFINITION:

Under direction, to provide technical and administrative supervision over the maintenance and repair of a major wastewater treatment plant, pump stations, and allied facilities; to provide technical support in the construction and installation of equipment at such facilities; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The Principal Plant Technician Supervisor class is distinguished from the Senior Plant Technician Supervisor class by its administrative responsibility for system-wide permitting and plant/pump station construction. The Senior Plant Technician Supervisor acts as a second-level supervisor responsible for planning and directing the repair and maintenance of complex plant equipment. The Principal Plant Technician Supervisor may perform some or all the duties of the Senior Plant Technician Supervisor, along with the additional responsibility for performing system-wide administrative duties.

*** EXAMPLES OF DUTIES:**

- Analyzes and inspects the implementation and installation of system-wide maintenance procedures and equipment at a large sewage treatment plant;
- Reviews cost and productivity data and conducts plant maintenance studies;
- Inspects the construction of new plant equipment;
- Inspects the maintenance of digesters, sedimentation tanks, filters, chemical feeders, chemical conveyors, pumps, and odor towers;
- Manages staff responsible for the use and maintenance of a Computerized Maintenance Management System (CMMS); analyzes data and prepares related reports;
- Prepares reports on plant maintenance;
- Reviews new building and rebuilding construction plans and makes recommendations on equipment, placement of equipment, and access points;
- Responds to plant maintenance related questions from regulatory agencies;
- Interprets plant maintenance requirements for compliance with plant permits;
- Participates in negotiations with regulatory agencies on plant maintenance procedures for new and existing plant permits;
- Responds to questions/concerns from the media and citizen groups on issues pertaining to plant maintenance;
- Selects, assigns, and rates the work performance of subordinates.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications; <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Senior Plant Technician Supervisor or Senior Power Plant Supervisor with the City of San Diego. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL POLICE RECORDS CLERK - 1721

DEFINITION:

Under direction, to plan, direct, and coordinate, through subordinate supervisors, groups of specialized clerical activities in a centralized police records center; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the day-to-day operations of several clerical work units in a centralized police records center;
- Develops practices, procedures, and policies for work units supervised;
- Interprets departmental policies and procedures to employees and the public;
- Coordinates work with other department units/divisions and outside agencies;
- Resolves personnel and disciplinary problems;
- Schedules personnel appropriately to provide adequate staffing;
- Recommends records policies impacting the entire department;
- Participates in interagency committees addressing County-wide law enforcement computer systems issues;
- Summarizes and prepares final reports of statistical and technical data maintained by subordinates;
- Conducts minor administrative research studies and prepares various reports;
- Selects, trains, and evaluates the work performance of subordinate personnel;
- Responds orally and in writing to complaints and route slips;
- Compiles a variety of statistical data.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time clerical experience, including one year of full supervisory responsibility for the search and release of criminal history and wanted person information, arrest, crime, or traffic accident reports, or teletype or vehicle impound records in a centralized police records center.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL SURVEY AIDE - 1525

DEFINITION:

Under general supervision, to act as the instrument operator for a variety of construction and location surveys; to act as chief of a small survey party; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates optical reading theodolites, electronic total survey stations, survey data collectors, electronic measuring devices, levels, Global Positioning Systems (GPS) receivers, and other precision surveying instruments;
- Determines lines, angles, distances, and elevations;
- Assists the party chief in making calculations using computers and handheld programmable calculators;
- Downloads and processes electronic survey data from data collector or computer;
- Calculates coordinates, such as COGO and traverse adjustments using handheld programmable calculators and computers;
- Reviews and edits raw survey data stored in data collectors;
- Acts as party chief of a small crew on routine jobs;
- In the absence of the party chief, may be responsible for a large party;
- Operates and adjusts all types of precision surveying instruments;
- Operates handheld radios to communicate with survey party members and City communications;
- Keeps field, survey, and construction notes;
- Draws sketches, and reviews CADD survey drawings;
- Cleans and adjusts transits, levels, and other survey instruments;
- Trains and directs survey aides;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience on a land survey crew; **OR** Registration as a Professional Land Surveyor with a state licensing board; **OR** Land Surveyor-in-Training (LSIT) Certificate issued from a state licensing board. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL TEST ADMINISTRATION SPECIALIST - 1723

DEFINITION:

Under direction, to plan and coordinate, through subordinate supervisors, the specialized clerical functions of a centralized personnel testing center; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the day-to-day operations of clerical work units in a centralized personnel testing center;
- Resolves personnel and disciplinary problems;
- Establishes, implements, and interprets policies and procedures;
- Schedules proctoring personnel to ensure adequate staffing levels at exam sites;
- Plans clerical operations to maintain proper workflow;
- Maintains a pool of part-time proctoring staff;
- Enters, modifies, and reviews exam and applicant data in a computerized applicant and exam information database;
- Coordinates exam priorities, sensitive exams, special applicant sign-up processes, and computerized personnel system issues with professional staff;
- Checks forms for completeness and readiness for machine scanning;
- Scores test papers by hand and computerized scanning machine;
- Prepares and organizes exam materials and supplies;
- Proctors Civil Service exams at various locations by organizing, planning, and developing procedures, providing directions and instructions, distributing and accounting for exam materials, and responding to questions from candidates;
- Develops proctoring instructions, applicant notification forms, and other test related materials;
- Via computer, generates and checks rosters and/or notices for application rejections, exam dates, and final exam results;
- Assists the public, in person or by telephone, by providing detailed information regarding application procedures, eligibility requirements, exam processes, and other employment related information for the City of San Diego;
- Provides input to Exam analysts regarding recruiting and test administration;
- Reviews employment applications and attached documentation to determine applicant eligibility;
- Types exam related materials and documents;
- Reviews reports and records for accuracy and completeness;
- Prepares minor administrative studies;
- Files exam related documents, including employment applications, test papers, and eligibility lists;
- Oversees and participates in the fingerprinting of employees, volunteers, and new hires;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Schedules exams and prepares contract agreements for exam facility rentals;
- Compiles statistical and other historical exam information, as requested;
- Assists in recruiting efforts by attending job fairs, making presentations to police recruiters, and making other presentations to City employees and the general public;
- Selects, assigns, trains, and rates the work performance of subordinates;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time clerical experience, including two years of full-time experience performing the full range of test administration/proctoring duties at a centralized government personnel agency. Possession of a typing certificate indicating the ability to type at a corrected speed of 30 words per minute. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PRINCIPAL TRAFFIC ENGINEERING AIDE - 1730

DEFINITION:

Under general supervision, to perform routine transportation planning or traffic engineering design or investigation; to perform traffic signal operation analyses; may supervise the collection of traffic data; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts routine traffic investigations of traffic improvement requests such as curb markings, speed zones, site restrictions, and time limit parking;
- Reviews traffic control plans and subdivision plans;
- Investigates and recommends traffic signal timing, traffic striping, signs, markings, and the location of sensors and directional signs;
- Produces complex engineering drawings using traditional and computerized drafting methods;
- Conducts traffic flow and capacity studies;
- Evaluates requests for the installation of traffic signals and directional markings;
- Designs striping plans and traffic analysis zone systems;
- Coordinates striping work orders with departments;
- Performs trip generation analysis and provides forecasting data to the public;
- Performs screen check reviews of traffic impact studies;
- Organizes input data for travel forecasting computer programs;
- Reviews and approves routine construction detour and barricade plans effecting public rights-of-way;
- Recommends the placement of traffic signs, crosswalks, and other traffic control devices;
- Performs traffic signalization analysis and prepares routine traffic signal timing schedules;
- Supervises and coordinates speed studies, parking studies, accidents, and the collection of traffic count data;
- Responds to field emergencies to design or modify traffic control plans;
- Responds to route slips and inquiries from the public;
- Compiles and summarizes data for court interrogatories;
- Testifies at depositions and in court;
- Attends community meetings;
- Conducts traffic flow, capacity, and speed studies;
- Maintains traffic records;
- Prepares reports;
- May supervise the work of subordinate subprofessional personnel.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Senior Engineering Aide with the City of San Diego, which must include one year of full-time subprofessional traffic engineering experience; **OR** four years of full-time subprofessional engineering experience, including one year of full-time subprofessional traffic engineering experience; **OR** Bachelor's Degree in Traffic, Civil, or Electrical Engineering, or a closely related engineering field; **OR** Engineer-in-Training (EIT) Certificate issued from a state licensing board. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL UTILITY SUPERVISOR - 1980

DEFINITION:

Under direction, to plan, assign, supervise, and coordinate several major construction, maintenance, and other public works functions of a division; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, supervises, coordinates, and assigns work to several subordinate supervisors or crews engaged in constructing and maintaining streets and other public works installations, structures, and facilities;
- Plans and organizes the work of crews to achieve maximum utilization of personnel and to meet scheduled completion date requirements;
- Reviews major construction and/or maintenance requests and formulates procedures for implementation;
- Inspects work in progress and upon completion;
- Determines training and staffing needs;
- Develops work schedules, operational guidelines, equipment, and budget priorities;
- Prepares reports, maintains records, and assists in preliminary budget preparation for functions supervised;
- Investigates and resolves difficult personnel problems and public complaints;
- Selects, trains, and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time supervisory experience in construction, maintenance, or repair of water, sewer, street, or other public works facilities. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PRINCIPAL WATER UTILITY SUPERVISOR - 1734

DEFINITION:

Under direction, to plan, assign, supervise, and coordinate major water and/or sewer system construction and maintenance functions in the Water Department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, supervises, coordinates, and assigns work to several major work units engaged in the construction and maintenance of water and/or sewer-related public works installations, structures, equipment, and facilities;
- Oversees, assigns, initiates, plans, and organizes the work of major units to achieve maximum utilization of personnel and to meet scheduled completion dates;
- Inspects work in progress and after completion to determine effectiveness;
- Determines and develops training procedures, work schedules, operational guidelines, staffing needs, and equipment priorities;
- Trains, selects, and rates the work performance of subordinates;
- Coordinates projects and activities with those of other divisions, departments, governmental agencies, and private contractual firms;
- Estimates costs and assists in preparing budget estimates for the functions supervised;
- Investigates and resolves major problems, complaints, emergencies, and accidents;
- Operates various computer systems to prepare a variety of reports and maintains records and logs;
- Receives, evaluates, and assigns special work projects;
- Makes decisions in the field on project modifications.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time supervisory experience in the construction, maintenance, or repair of water, sewer, streets, parks, or other public works facilities at a level of responsibility equivalent to the City of San Diego's classification of Senior Water Utility Supervisor. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINT SHOP SUPERVISOR - 1736

DEFINITION:

Under direction, to supervise, administer, and coordinate the day-to-day activities of the City's Print Shop, including Graphics, Lithographics, and Printing and Bindery work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, assigns, and directs, through subordinate supervisors, the administrative and operation functions of the Print Shop;
- Provides technical expertise in a variety of commercial and graphic arts projects, procedures, and processes;
- Schedules and coordinates a wide variety of work through all phases of photo lithography, typesetting, printing, and bindery processing;
- Analyzes printing job requisitions to identified the scop of work required;
- Assesses the feasibility of in-house production;
- Estimates costs of all repeat, new, or revision printing jobs;
- Determines printing techniques and instructs operators accordingly;
- Selects, assigns, and rates the work performance of subordinates;
- Resolves customer relations problems;
- Ensures safe working conditions and operating procedures;
- Reviews graphic designs to determine printing requirements and recommends modifications;
- Coordinates and acts as liaison between customers and vendors and data processing staff for the ordering of various printed materials;
- Inspects work for quality control purposes and ensures on-time delivery;
- Orders paper stock and supplies;
- Maintains records related to operations;
- Serves as Print Shop Manager in the latter's absence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience operating offset printing equipment and related duplicated equipment 10" x 15" or larger, and photographic equipment associated with the lithographic printing process. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PROCUREMENT CONTRACTING TRAINEE - 1740

DEFINITION:

Under immediate supervision, in a training program, to perform increasingly responsible procurement and contracting of goods and services for use by operating departments; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews requisitions, solicits quotations and bids, and prepares and conducts cost analysis for an assigned group of commodities;
- Assists with preparation of proposed specifications for formal or informal solicitations;
- Assists with contracts and performs tasks associated with contract management to ensure compliance of contractual requirements;
- Negotiates with vendors on behalf of client departments;
- Assists with the preparation of information and documentation for bid award protest hearings;
- Advises user departments on appropriate procurement methods, alternate products, and/or recommends substitutes;
- Completes procurement transactions in the City's procurement software module;
- Processes solicitation documents and related correspondence;
- Performs benchmarking research on commodities and services, as needed;
- Keeps records and makes reports in accordance with the City's standards and guidelines;
- Other projects and duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter). Additional qualifying professional experience in purchasing and/or contracting a wide variety of governmental, industrial, and/or business equipment, materials, and/or services may be substituted for education lacked on a year-for-year basis. Possession of a valid California Class C Driver's License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PROGRAMMER ANALYST I - 1747

DEFINITION:

Under immediate supervision, in a training capacity, to assist in analyzing crime analysis system requirements; to design, program, test, and maintain data management and crime analysis systems in the Police Department; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level or trainee class in the Programmer Analyst series. Positions in this series are typically classified at the journey-level, Programmer Analyst III. Employees of this class are typically assigned the more routine and less difficult program and system modifications and their work is closely supervised.

*** EXAMPLES OF DUTIES:**

- Assists in analyzing crime analysis system and program requirements by collecting and evaluating operating and information requirements from departmental users;
- Designs, programs, tests, and modifies crime analysis systems and programs to meet user needs;
- Writes programs in Java, Python, Javascript, C++, C#, PHP, and Perl computer languages;
- Writes program documentation;
- Assists in maintaining, debugging, and upgrading on-line software;
- Trains Police Department users in the use of new crime analysis systems;
- Assists in maintaining system hardware.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree in Computer Science or Mathematics, **OR** any Bachelor's degree with a minimum of 24 semester or 36 quarter units in Computer Science.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PROGRAMMER ANALYST II - 1748

DEFINITION:

Under general supervision, to assist in analyzing crime analysis system requirements; to design, program, test, and maintain data management and crime analysis systems and programs of average difficulty in the Police Department; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the second level or sub-journey class in the Programmer Analyst series. These positions are typically classified at the journey-level, Programmer Analyst III, and may be underfilled with a Programmer Analyst I in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class of Programmer Analyst III in that work assignments are typically of average difficulty and more direction and guidance is provided.

*** EXAMPLES OF DUTIES:**

- Assists in analyzing crime analysis system and program requirements by collecting and evaluating operating and information requirements from department users;
- Designs, programs, tests, and modifies crime analysis systems and programs to meet user needs;
- Writes programs in Java, Python, Javascript, C++, C#, PHP, and Perl computer languages;
- Writes program documentation;
- Maintains, debugs, and upgrades on-line software;
- Trains Police Department users in the use of new crime analysis systems;
- Assists in maintaining system hardware.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree in Computer Science or Mathematics, **OR** any Bachelor's degree with a minimum of 24 semester or 36 quarter units; **AND** one year of professional computer programming experience, equal to the minimum qualifications for Programmer Analyst I with the City of San Diego.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PROGRAMMER ANALYST III - 1749

DEFINITION:

Under direction, to analyze crime analysis system requirements; to design, program, test, and maintain the more complex data management and crime analysis programs and systems in the Police Department; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Programmer Analyst series. Employees of this class are expected to perform the full range of duties assigned with only minimal instruction or assistance as new or unusual situations arise, and are fully aware of the procedures and policies of the work unit. In a training capacity, positions classified at this level may be underfilled with a Programmer Analyst I or II, in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Assists in analyzing crime analysis system and program requirements by collecting and evaluating operating and information requirements from department users;
- Designs, programs, tests, and modifies crime analysis systems and programs to meet user needs;
- Writes programs in Java, Python, Javascript, C++, C#, PHP, and Perl computer languages;
- Writes program documentation;
- Maintains, debugs, and upgrades on-line software;
- Trains Police Department users in the use of new crime analysis systems;
- Assists in maintaining system hardware.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree in Computer Science or Mathematics, **OR** any Bachelor's degree with a minimum of 24 semester or 36 quarter units in Computer Science; **AND** two years of professional computer programming experience, equal to the minimum qualifications for Programmer Analyst II with the City of San Diego.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PROJECT ASSISTANT - 1750

DEFINITION:

Under general supervision, to assist in the coordination of the design, construction, operation, and inspection of City projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Acts as resident inspector or assistant project engineer on major construction projects;
- Prepares, reviews, and evaluates cost estimates, drawings, designs, and specifications;
- Utilizes advanced computer-aided and drafting software (CADD);
- Provides computer-aided design support to staff;
- Assists Project Officers on construction projects;
- Manages project schedules;
- Manages consultant contracts and makes community presentations;
- Coordinates the acquisition of permits and regulatory approvals for the City's construction projects;
- Acts as technical liaison with various regulators;
- Tracks compliance requirements for facility construction and operational permits;
- Reviews the issuance of discretionary permits on public facilities;
- Develops facilities financing plans for public facilities;
- Prepares and reviews documents, plans and blueprints, specifications, and contract awards;
- May coordinate minor construction projects;
- Meets with citizen groups, City officials, other agencies, contractors, and professional experts;
- Performs on-site inspections;
- Creates and/or modifies project alignments or maps in a Geographic Information System (GIS) application;
- Supervises and reviews the work of drafting staff;
- Prepares reports and makes recommendations on specific phases of a project.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units), **OR** Engineer-in-Training (EIT) Certificate issued by a state licensing board, **OR** four additional years of full-time professional-level or subprofessional-level engineering or drafting experience, typically under the direction of a professional engineer, architect, or land surveyor. Qualifying professional-level or subprofessional-level engineering or drafting experience must be in at least one of the following areas: preparation of construction plans and specification; reviewing engineering plans and drawings or inspecting construction sites for facilities to verify conditions as represented in construction or final plans and maps; making precise distance and elevation measurements and keeping field notes; collecting, interpreting, and analyzing engineering data; researching existing pipelines as-builts, right-of-way's, and easements; or preparing engineering documents utilizing GIS and/or CADD software; **AND** two years of full-time professional-level commercial, industrial, governmental, park construction, or large-scale residential construction project management experience. Qualifying experience must include one of the following: preparing and reviewing contract documents; planning, coordinating, estimating, and scheduling construction projects; or designing or inspecting construction projects.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PROJECT OFFICER I – 1751

DEFINITION:

Under direction, to assist in the coordination, planning, design, construction, and operation of City projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs specific architectural construction projects of average size and difficulty;
- Assists a Project Officer II on major construction;
- Prepares contract documents and specifications;
- Estimates construction costs and time requirements;
- Exercises functional supervision of professional and subprofessional personnel;
- May supervise support staff;
- Prepares reports on projects;
- May inspect a specific phase of a project.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** three years of full-time commercial, industrial, governmental, park construction, or large scale residential construction project management experience, which must include both of the following: preparing and reviewing contract documents; and planning, coordinating, estimating, scheduling, and inspecting construction projects.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PROJECT OFFICER II – 1752

DEFINITION:

Under direction, to plan and coordinate all aspects of design, construction, and operation on a variety of major City projects; to act as liaison officer to various groups, departments, and agencies concerned with the projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts project administration, monitoring, and control;
- Represents the City in meetings with citizen groups, architects, engineers, contractors, City departments, and other governmental agencies concerned with architectural construction and project operation and management;
- Supervises the preparation of or approves all documents, plans and specifications, bidding procedure, and contract awards;
- Acts as Project Coordinator and exercises functional supervision of assigned personnel in design, inspection, and construction;
- Analyzes and makes reports and recommendations concerning the project being coordinated;
- Reviews and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** four years of full-time commercial, industrial, governmental, park construction, or large scale residential construction project management experience, which must include both of the following: preparing and reviewing contract documents; and planning, coordinating, estimating, scheduling, and inspecting construction projects.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PROPERTY AGENT - 1756

DEFINITION:

Under direction, to lead and perform the more difficult and responsible professional real property work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs the more difficult or sensitive negotiations involving real property transactions;
- Prepares the most complex staff appraisals or reviews the more difficult and sensitive independent fee appraisals;
- Examines property to be acquired, sold, appraised, or leased;
- Conducts property investigations;
- As required, testifies as an expert witness in condemnation actions;
- Consults with department representatives to assist them in the solution of complex real property problems;
- Provides liaison with governmental agencies on major projects of mutual concern;
- Negotiates and prepares lease and rental agreements;
- Negotiates the acquisition of right-of-way and easement agreements for purchase or sale;
- Assists in providing relocation services to individuals or businesses displaced by City-sponsored projects;
- Leads the work of and gives guidance to professional staff members;
- Assists in training;
- Prepares reports, analysis, or recommendations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** three years of full-time commercial real estate property experience in one or more the following areas: appraisal/valuation, acquisition and disposition, relocation and right-of-way, property and/or asset management, commercial sales/leasing, or commercial real estate brokerage. Qualifying property management experience must include at least one of the following areas: lease negotiations and administration; asset and/or property management of commercial or

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

industrial complexes; or preparation of development lease and sale packages. Qualifying acquisitions and disposition experience must include selling, purchasing, or leasing commercial, office, retail, and/or industrial or unimproved property. Possession of a valid California Class C driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PUBLIC ART PROGRAM ADMINISTRATOR - 1769

DEFINITION:

Under direction, to plan and direct the City's Public Art Program; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and implements a City-wide Public Art Master Plan;
- Plans, coordinates, and administers all phases of a wide variety of public art projects;
- Provides research, analysis, and direction in the development of special initiatives, including the implementation of feasibility studies, and recommendations of policies and procedures, budgets, marketing strategies, and evaluation processes;
- Develops program policies, objectives, standards, and procedures;
- Coordinates with other departments in determining artist involvement and other public art components for capital improvement projects;
- Develops and implements technical assistance and capacity building programs;
- Assists in the planning and coordination of community convenings and other outreach activities as required to advance cultural tourism, diversity initiatives, and public art projects;
- Provides administrative support to a public art advisory committee and the Commission for Arts and Culture;
- Collaborates with business, nonprofits, associations, artists, contractors, volunteers, and members of the public;
- Prepares and administers a program budget;
- Prepares and reviews various reports and grant applications;
- Oversees the maintenance of the City's art collection;
- Acts as an ambassador for arts and culture;
- Makes presentations before community and professional groups.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter) in Art History, Visual/Performing Arts, Arts Administration, Business Administration, Non-Profit Management, or a closely related field; **AND** four years of full-

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

time professional experience in the development and implementation of an arts and culture program. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PUBLIC INFORMATION CLERK - 1776

DEFINITION:

Under general supervision, to provide specific and detailed information regarding complex government rules, policies, municipal code provisions, and regulations which pertain to respective departments as a primary job function; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Allocation to Public Information Clerk is based upon two criteria: 1) the information provided must be varied and complex; and 2) the qualifying public information duties must be a primary job function being performed the majority of the time. Typically, such positions provide broad, agency-wide and intergovernmental information; screen new service and repair requests and field complaints according to Municipal Code provisions and City service policies; or provide varied information on government rules, policies, Municipal Code provisions, and regulatory requirements. Those positions which serve as receptionists providing routine information, recording messages, and directing walk-in or telephone traffic do not meet the complexity criteria for the Public Information Clerk class and are generally allocated to other clerical classes.

*** EXAMPLES OF DUTIES:**

- Provides complex and varied information on government rules, policies, Municipal Code provisions, and regulations such as requirements for Police regulated businesses, business tax certificates, employment applications, or parking citation resolution;
- Screens, records, and routes field service complaints and requests for service according to Municipal Code provisions and related City policies;
- Reviews permit, license, certificate, and employment applications and supporting documents for completeness and compliance with relevant regulations;
- Performs basic calculations, and accepts and issues receipts for water bill and parking citation payments;
- Creates, modifies, and queries computerized files;
- Attends community outreach meetings to provide information regarding the City;
- Types and distributes miscellaneous forms and literature;
- Maintains logs of works in progress.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, which includes six months of full-time experience providing detailed, complex information to the public as a primary job function. Qualifying experience must include one of the following: providing varied City, County, State, and Federal government information at a centralized government information center; providing complex and varied information and/or rules, policies, Municipal Code, and regulatory requirements pertaining to Police regulated businesses, business tax certificates, employment applications, parking citation resolution procedures, or building permits; or screening, recording, and routing field service complaints and requests for service. Ability to type at a corrected speed of 30 net words per minute.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PUBLIC INFORMATION OFFICER - 1777

DEFINITION:

Under direction, at the journey-level, to plan and conduct a public information program for a department; to perform professional public relations work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is assigned to those positions performing professional public information and public relations work of average difficulty and is distinguished from the higher-level classes in this series in the limited scope and lesser degree of sensitivity and complexity of programs assigned.

*** EXAMPLES OF DUTIES:**

- Writes, edits, prepares, and distributes advisories and news releases for newspaper, television, radio, social media, bulletins, newsletters, pamphlets, brochures, posters, and handouts to inform the public and employees of department services and activities;
- Utilizes social media platforms to convey City information;
- Plans and prepares exhibits and displays;
- Coordinates and participates in outreach efforts such as community meetings and educational programs;
- Strategizes and creates outreach campaigns for departments and specific projects and programs;
- Arranges for photographic work for departmental and publicity purposes;
- Acts as resource/liaison with the media and other departments and agencies;
- Develops, coordinates, and interprets the results of customer surveys to identify public perceptions;
- Edits prepared copy;
- Develops written reports and visual media in support of presentations before Council, community groups, and business owners;
- Ensures proper, timely, and regular information dissemination to the Mayor, Council, department management, community groups, and business owners regarding any planned or emergency activities or projects;
- Prepares and delivers speeches;
- Investigates citizen complaints and assists in their resolution;
- Arranges for photographic work for departmental and publicity purposes;
- Manages a public information hotline and general email box;
- Conducts tours of departmental facilities and activities.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** one year of full-time professional-level experience in at least one of the following: public relations: writing and media usage, news releases, media relations, print, electronic communications production, multi-media techniques, speeches, audio-visual presentations, and special events; media relations: cable, film, radio, television, and telecommunications management, with emphasis on audience analysis, advertising, writing, editing, research, and programming; journalism: news writing and editing for the mass media; marketing; community relations: developing and overseeing outreach programs to engage the public and project stakeholders in considering program initiatives; or social media experience. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PUBLIC INFORMATION SPECIALIST - 1774

DEFINITION:

Under general supervision, to perform complex public information duties at the Central City Information Center via phone and/or at the public counter; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a specialized class within the Public Information series. Positions classified at this level may be underfilled by Public Information Clerk in accordance with the City's Career Advancement Program. Allocation to Public Information Specialist is based upon the following criteria:

- 1) the information provided must be varied and complex;
- 2) the qualifying public information duties must be a primary function of the job and performed at the Central City Information Center.

*** EXAMPLES OF DUTIES:**

- Responds to Citywide telephone calls from the public and in-person inquiries at the Central City Information Center;
- Provides information on a variety of City, State, County, Federal, local government, civic events, and referral services;
- Maintains the "CityLine" San Diego multi-media Kiosk System by updating, changing, adding, and/or deleting public information in the database;
- Maintains the City offices Telephone Directory and sale of this directory and other publications;
- Updates general information files pertaining to federal, state, county, and City agencies, as well as general tourist information;
- Assists in collecting and researching data and materials which could involve contacting the Mayor's Office, Council offices, etc. to obtain information to be used in press releases prepared by the City's Public Information Officers;
- Maintains a log of all current events and meetings related to the various City departments;
- Monitors and assists employees with the City's vehicle pool check in/out system; coordinates vehicle reservations; maintains keys for all pool vehicles; and coordinates the preventive maintenance of these vehicles and their timely repair;
- Edits, updates, types, and distributes lists of elected officials, department heads, and Council Committee meeting schedules;
- Creates, modifies, and queries computerized files;
- Coordinates scheduling of the City Administration lobby for public displays and exhibits.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience which includes six months of experience providing detailed, complex information to the public as a primary job function, **AND** six months of experience at the Central City Information Counter; **OR** equal to the minimum qualifications for Public Information Clerk, **AND** six months of full-time experience at the Central City Information Counter performing complex and varied public information duties via phone and/or at the public counter which includes providing broad, agency-wide and intergovernmental information; providing varied information on government rules, policies, municipal code provisions, and regulatory requirements; and fielding complaints according to municipal code provisions and City service policies. Ability to type at a corrected speed of 30 net words per minute.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PUBLIC INFORMATION SUPERVISOR - 1778

DEFINITION:

Under direction, to supervise subordinate clerical staff responsible for providing information to the public at the City's centralized government public information center; to perform the more difficult and complex public information work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and supervises the work of a centralized government information center;
- Responds to citizen complaints via phone or walk-in traffic;
- Initiates complaint investigation route slips;
- Provides follow-up contacts with complainants via phone and/or letter;
- Drafts City public information brochures and pamphlets;
- Coordinates the update, printing, and distribution of the phone directory for City offices;
- Rechecks data entered into computerized files;
- Maintains adequate quantities of office supplies and informational brochures;
- Maintains work unit counts for the section;
- Develops and updates government information center reference materials;
- Assists subordinates in providing City, State, County, Federal, local government, and civic event information to the public;
- Assigns, trains, and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience providing agency-wide public information and referral services for a centralized governmental information center.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PUBLIC WORKS DISPATCHER – 1766

DEFINITION:

Under general supervision, to operate a base radio station, receive and evaluate requests for public works services, and dispatch appropriate public works field units; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

In a training capacity, positions classified as Public Works Dispatchers may be underfilled with Dispatcher I in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Operates a radio console in a central public works communications center to receive and transmit voice messages to public works field units;
- Receives incoming telephone calls and evaluates requests for public works services; elicits essential information from callers;
- Dispatches appropriate field units and standby crews;
- Receives and transmits messages to coordinate the activities of field units;
- Updates incident information by using appropriate computer application programs and typing into computer keyboard;
- Acts on requests from field units for information and assistance;
- Answers routine inquiries and refers calls not requiring dispatches to responsible departments;
- Maintains and updates radio, message, and other logs and manuals;
- Monitors alarm systems at transmitter/receiver sites;
- Assists in training subordinate dispatchers.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience receiving and dispatching requests for public works field service units in a centralized public works Communications Center.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PUBLIC WORKS DISPATCH SUPERVISOR - 1767

DEFINITION:

Under direction, to supervise the work of subordinates who dispatch public works units in a central public works communications center; and to perform related work.

*** EXAMPLES OF DUTIES:**

- In a central public works communications center, plans, assigns, reviews, and supervises the work of subordinate dispatchers who dispatch and relay messages for public works field units;
- Updates and revises procedural manuals;
- Determines staffing needs;
- Maintains dispatch files and records;
- Provides periodic written reports;
- Investigates and resolves complaints regarding the performance of staff;
- Trains public works field units in the proper use of the radio system;
- Trains and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a dispatcher operating radio communication equipment. Possession of a valid California Class C Driver's License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PUBLIC WORKS SUPERINTENDENT - 1977

DEFINITION:

Under direction, to manage a major unit engaged in the construction and maintenance of public works facilities such as streets, drains, bridges, etc.

*** EXAMPLES OF DUTIES:**

- Directs, plans, schedules, assigns, and provides overall management and guidance to subordinate supervisors to accomplish work programs or projects related to public works facilities and functions;
- Develops and implements policy, objectives, and goals for assigned program unit;
- Oversees the installation, reconstruction, maintenance, and repair of major construction projects;
- Coordinates activities between sections, divisions, other City departments, government agencies, and outside contractors where major construction is involved;
- Sets work and material standards;
- Develops and implements training and safety programs;
- Selects, supervises, trains, and rates the work performance of subordinates, including professional engineers;
- Develops, implements, administers, and monitors a budget for the assigned program;
- Acts as the program unit spokesperson to the public, including the media, the City Council, and Mayor's Office;
- Resolves difficult or sensitive complaints or problems;
- Attends community meetings and makes public presentations;
- Reviews and analyzes blueprints;
- Field checks major or complex construction projects;
- Reviews and comments on proposed legislation regarding assigned program;
- Investigates and resolves difficult personnel problems;
- Recommends and implements discipline stemming from employee misconduct;
- Acts as hearing officer on appeals of discipline;
- Makes decisions in the field for modification of work which cannot be performed as described in engineering plans;
- Reviews and approves material requests, "as built" construction sketches, and work orders;
- Acts for the Deputy Director in the latter's absence.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time experience in coordination of public facility or utility construction and maintenance projects, which must include four years of planning, assigning, and supervising the work of several crews of a major unit or division engaged in the construction, maintenance, and/or repair of street, water, sewer, park, public right-of-way, or public facilities. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PUBLIC WORKS SUPERVISOR - 1961

DEFINITION:

Under direction, to plan, assign, and supervise the work of several crews of a major unit or of a division engaged in the construction and maintenance of public works facilities; and to perform related work.

*** EXAMPLE OF DUTIES:**

- Plans, coordinates, assigns, and supervises the work of several construction and maintenance crews or a major unit engaged in public right-of-way or public works construction and maintenance tasks;
- Receives and prioritizes work requests;
- Assigns work to subordinates crew leaders;
- Inspects construction and maintenance work in progress and upon completion to determine effectiveness;
- Estimates the cost and amount of labor, supplies, materials, and equipment required for individual projects and long-term unit needs;
- Develops policies and procedures for unit activities and functions;
- Develops and implements long-term maintenance strategies to enhance the efficiency of the unit;
- Establishes work and materials standards;
- Assists in preparing and administering the budget for the assigned unit;
- Works with professional engineers to design and plan construction and maintenance projects;
- Coordinates construction and maintenance projects with other unit supervisors when more than one function is involved in a project;
- Prepares stock requisitions;
- Reviews and maintains timecards and records;
- Instructs subordinates in, and enforces, safety regulations;
- Ensures the proper use, care, and maintenance of tools, supplies, materials, and equipment;
- Selects, trains, and rates the work performance of subordinates;
- Conducts fact findings and administers discipline as appropriate;
- Receives, investigates, and resolves complaints from the public;
- Acts as the City's representative to the media, community groups, and the public regarding unit construction and maintenance projects;
- Writes draft reports for the Director, Deputy Director, Mayor's Office, and City Council review;
- Writes letters to citizens or other public groups in response to complaints or requests for information;
- Completes productivity and other work measurement and efficiency reports.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time experience in the construction, maintenance, and/or repair of street, water, sewer, park, public right-of-way, or public works facilities, which must include two years of supervisory or crew leading experience. Qualifying supervisory or crew leading experience must include all of the following: experience must be at the level of a Utility Worker II with the City of San Diego or higher; and providing direction or guidance to other workers on a crew or project in the construction or maintenance and repair of street, water, sewer, park, public rights-of-way, or public facilities. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PUBLISHING SPECIALIST I - 1258

DEFINITION:

Under immediate supervision, and in a training capacity, to perform increasingly responsible work in the operation of publishing services equipment in all phases of the printing process; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the Publishing Specialist series. Instructions for completing work assignments are specific and all work is closely reviewed. This class differs from the next higher class, Publishing Specialist II, in that the latter performs a variety of more difficult, journey-level printing, copying, scanning, plotting, and bindery tasks under general supervision.

* **EXAMPLES OF DUTIES:**

- Operates printing, copying, scanning, and plotting equipment;
- Operates a variety of bindery equipment;
- Collates material by hand;
- Performs hand bindery work;
- Wraps packages of finished material;
- Cleans, maintains, and makes simple repairs and adjustments to bindery machines;
- Lifts and moves boxes of paper stock;
- Keeps simple records;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required. May require possession of a valid California Class B or Class C Driver License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PUBLISHING SPECIALIST II - 1259

DEFINITION:

Under general supervision, to set-up and operate a variety of publishing services equipment; to perform complex printing, copying, scanning, and plotting work in all phases of the printing process; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the Publishing Specialist series. Positions classified at this level may be underfilled at the Publishing Specialist I level in accordance with the City's Career Advancement Program. This class differs from the next higher class, Senior Publishing Specialist, in that the latter leads the work of subordinate Publishing Specialist classes and performs complex printing, copying, scanning, plotting, and bindery work.

*** EXAMPLES OF DUTIES:**

- Operates a variety of production printing, bindery, copying, scanning, and plotting equipment;
- Cleans, maintains, and makes routine repairs and adjustments to bindery machines;
- Works under close technical supervision in learning to operate offset printing machines;
- Formats simple electronic documents for printing;
- Maintains records;
- Assists in training other Publishing Services employees;
- Provides basic customer service;
- Makes deliveries, if required;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience operating printing, copying, scanning, and plotting equipment. May require possession of a valid California Class C or Class B Driver License.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PUMP STATION OPERATOR - 1372

DEFINITION:

Under general supervision, to perform a variety of increasingly responsible tasks associated with the operation and maintenance of pump stations in a complex wastewater collection system; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level classification in the Pump Station Operator series.

*** EXAMPLES OF DUTIES:**

At major pump stations:

- Operates wastewater pump stations by controlling equipment via computer control system, monitoring operations of automatically controlled systems, and by manually operating equipment not connected to the control system;
- Operates, inspects, and cleans pumps, motors, mechanical screening devices, chemical feeders, filters, valves, and other related equipment;
- Controls, monitors, and adjusts chemical pumps and handles various chemicals and hazardous materials;
- Monitors various recorders, indicators, and equipment;
- Reads, records, and interprets data from meters, gauges, and monitoring recorders, indicators, and computerized monitoring and control systems;
- Physically inspects equipment and pump station grounds to read and record gauges, identify abnormal conditions, and ensure station security;
- Diagnosis process problems and malfunctions and takes corrective action;
- Makes adjustments on equipment to ensure proper pump station operation and equipment maintenance;
- Stops and starts pumps, valves, compressors, blowers, and monitors;
- Lubricates pump station equipment;
- Operates sluice gates and controls traveling screens and conveyors;
- Repairs pumps, motors, chemical feeders, and other related equipment;
- Keeps pump station equipment clean and orderly;
- Records and tabulates data on pump station operating logs and completes forms;
- Keeps logs and reports of operations;
- Reports malfunctioning equipment;
- Performs other related duties.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in the operation of a 1 MGD or higher water/wastewater treatment plant or pump station; **OR** two years of full-time experience possessing responsibility for the daily operation of a marine power plant and repairs on marine ships; **OR** two years of full-time experience which must include the maintenance and repair of large hydraulic pumps (500 GPM or higher), electric motors (480-5kv), and pneumatic equipment (e.g., air compressors, hydro- pneumatic tanks, hydraulic oil accumulator systems, air gap tanks); **OR** two years of full-time experience operating and maintaining manufacturing processes which must include hydraulic systems, pumps, pneumatic equipment, and Supervisory Control and Data Acquisition (SCADA) type computer systems and/or computerized Distribution Control System (DCS); **OR** a valid Grade II or higher Water Treatment or Wastewater Treatment Plant Operator Certificate issued from the State of California Water Resources Control Board. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PUMP STATION OPERATOR TRAINEE - 1371

DEFINITION:

Under immediate supervision, and continual instruction in a planned training program, to perform a variety of increasingly responsible tasks associated with the operation and maintenance of pump stations in a complex wastewater collection system; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level classification in the Pump Station Operator series.

*** EXAMPLES OF DUTIES:**

- At major pump stations, learns to operate, inspect, and clean pumps, motors, valves, mechanical screening devices, chemical feeders, filters, and other related equipment;
- Learns to read, record, and interpret data from meters and gauges, and monitoring records, indicators, and computerized monitoring systems;
- Learns to make minor adjustments on online equipment in a pump station to ensure proper operation and equipment maintenance;
- Learns to operate wastewater pump stations via computer control systems, monitoring, and manually operating equipment;
- May perform minor lubrication of pump station equipment;
- Assists in the repair of pumps, motors, chemical feeders, and other related equipment;
- Keeps pump station equipment clean and orderly;
- Keeps logs and reports of operations;
- Reports malfunctioning equipment;
- Performs custodial duties in and around pump station buildings;
- Operates more complex machinery and equipment on a relief and training basis;
- Performs other related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required. May require possession of a valid California Class B or Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PUMP STATION OPERATIONS SUPERVISOR - 1373

DEFINITION:

Under direction, to plan, assign, and supervise skilled and unskilled operators and other staff responsible for the operation and maintenance of pump stations in a complex wastewater collection system; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the first-level supervisor classification in the Pump Station Operator series.

*** EXAMPLES OF DUTIES:**

- At major pump stations, plans, assigns, and supervises the work of staff who operate, inspect, and clean pumps, motors, mechanical screening devices, chemical feeders, filters, valves, and other related equipment;
- Coordinates operation and maintenance schedules with major repair requirements;
- Ensures adherence to all safety regulations and procedures;
- Develops and implements a comprehensive training program for each position supervised;
- Selects, trains, and evaluates the performance of subordinates;
- Keeps logs and reports of operations and prepares reports;
- Receives, investigates, and resolves administrative and operational problems, complaints, emergencies, and accidents;
- Performs other related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a journey-level Pump Station Operator with the City of San Diego. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PURE WATER PLANT OPERATOR - 1032

DEFINITION:

Under general supervision, to operate, monitor, and adjust treatment processes equipment within a designated Pure Water (advanced water) treatment or pump station facility on an assigned shift; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Pure Water Plant Operator series. Incumbents in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise and are fully aware of operating procedures and policies.

*** EXAMPLES OF DUTIES:**

- At a Pure Water treatment plant or pump station, operates and checks the operation of equipment used for advanced water treatment processes;
- Operates, monitors, and adjusts treatment processes within a Pure Water facility;
- Makes simple standardized tests;
- Monitors and adjusts chemical systems;
- Reads meters and gauges;
- Regulates flow of water between various stages of the treatment process;
- Assists in conducting plant tours for the public;
- Maintains operating logs;
- Keeps plant equipment clean and orderly;
- Reports malfunctioning equipment;
- Calls for maintenance assistance in the event of serious breakdowns;
- Keeps records and reports;
- Conducts special sampling protocols;
- Checks for plant security.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Possession of a valid Grade II Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board, **OR** a valid Grade T3 Water Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board. A valid California Class C Driver License is required.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PURE WATER PLANT OPERATIONS SUPERVISOR - 1034

DEFINITION:

Under direction, to supervise a crew responsible for the daily operations of a Pure Water (advanced water) treatment plant or pump station facility; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, instructs, and supervises plant operating personnel on an assigned shift at a Pure Water (advanced water) treatment plant or pump station;
- Operates, monitors, and adjusts all treatment processes within a facility;
- Interprets chemical tests and adjusts feeding rates and other process control parameters for effective Pure Water treatment;
- Ensures compliance with regulatory requirements for water quality, environmental, health, and safety-related issues;
- Records or supervises the reading of meters and gauges;
- Ensures 24/7 staffing requirements are met including the regular and special cleaning of equipment;
- Coordinates operation schedules with major repair requirements and prioritizes and coordinates maintenance activities;
- Schedules regular and special cleaning and painting of equipment and buildings;
- Maintains equipment, operation, and employee work records;
- Prepares required reports to include regulatory compliance reporting;
- Ensures adherence to plant safety procedures;
- Supervises shift operations of a facility;
- Ensures all operation personnel advanced water treatment certification requirements are met;
- Trains, evaluates, and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience at a level equivalent to a Senior Wastewater Plant Operator or Senior Water Plant Operator with the City of San Diego, **OR** two years of full-time experience at a level equivalent to a Wastewater Plant Operator or Water Plant Operator with the City of San Diego, **OR** two years of full-time experience as an operator in a wastewater or water treatment plant; **AND** a valid Grade III Wastewater Treatment Plant Operator's

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Certificate issued from the California State Water Resources Control Board, **OR** a valid Grade T3 Water Treatment Operator's Certificate issued from the California State Water Resources Control Board. A valid California Class C Driver License is required. Possession of a valid Advance Water Treatment Operator Certificate (AWT3) issued from the California-Nevada Section of the American Water Works Association (CA-NV AWWA)/California Water Environment Association (CWEA) is required within two years from date of hire.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PURE WATER TREATMENT SUPERINTENDENT - 1036

DEFINITION:

Under direction, as a third-level supervisor, to provide technical and administrative supervision over several major Pure Water (advanced water) treatment plants, pump stations, and allied facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and coordinates, through subordinate supervisors, the overall operation and maintenance of Pure Water treatment facilities and equipment;
- Analyzes and recommends operational procedures and equipment;
- Prepares and administers budgets;
- Ensures regulatory compliance of treatment facilities for water quality, health, and safety-related issues;
- Reviews cost and productivity data and conducts operational studies;
- Inspects construction and maintenance projects;
- Organizes and analyzes process control and laboratory data in order to manage treatment facility operations;
- Reviews test data with laboratory personnel;
- Supervises training and safety programs;
- Prepares reports on plant operation and related activities;
- Coordinates activities with other City departments, agencies, and private contractors;
- Responds to inquiries from the public, industry representatives, and the news media;
- Serves as the City's representative on various Water Quality Association Boards and liaison with regulatory agencies;
- Ensures that treated water meets public health and environmental standards;
- Evaluates and rates the work of subordinate supervisors.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience supervising the operations of a wastewater or water treatment plant; **AND** possession of one of the following: a valid Grade V Wastewater Treatment Plant Operator's Certificate issued from the California State Water Resources Control Board, **OR** a valid Grade T5 Water Treatment Operator's Certificate issued from the

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

California State Water Resources Control Board. A valid California Class C Driver License is required. Possession of a valid Advance Water Treatment Operator Certificate (AWT5) issued from the California-Nevada Section of the American Water Works Association (CA-NV AWWA)/California Water Environment Association (CWEA) will be required within three years from date of hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RANGER/DIVER I - 1398

DEFINITION:

Under general supervision, to patrol City lakes and reservoirs in a ranger capacity to enforce security and safety rules and regulations; to make dives to perform maintenance, hydrilla weed eradication, materials recovery, and rescue operations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates a motor vehicle or boat to patrol lakes and reservoirs;
- Enforces and issues misdemeanor citations for municipal, state penal, administrative, health and safety, fish and game, and California boating code violations;
- Watches for and assists boaters in distress;
- Patrols and ensures the safety of patrons engaged in waterskiing, windsurfing, and other lake recreational activities;
- Performs shore-line and water-related rescues of injured victims, while in the water, applying appropriate immobilization devices, flotation devices, etc.;
- Performs shallow dives into lakes, with snorkeling equipment to search for drown victims and perform other non-emergence recovering operations;
- Assists in maintaining water quality and safeguarding sensitive biological and archeological resources;
- Operates radio communications systems, and power and hand tools;
- Notifies emergency medical personnel of accidents or injuries and administers first aid, emergency care, and life support in the capacity of an Emergency Medical Technician and acts as a 'first responder' until paramedics arrive;
- Testifies in court regarding matters of enforcement and litigation;
- Keeps accurate records, writes reports, and maintains safety equipment, facilities, and supplies;
- Monitors emergency radio traffic and responds or dispatches personnel to calls for assistance;
- Assists in conducting aquatic events and water safety programs;
- Performs a variety of semi-skilled maintenance and repair of reservoir facilities and equipment including boats, docks, floats, and sheds.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Basic or higher level diving certificate from one of the following options: Professional Association of Diving Instructors (PADI); National Association of Underwater Instructor (NAUI); Scuba Schools International (SSI); Young Men's Christian Association (YMCA); other equivalent organization (e.g., military-sponsored dive program); **AND** possession of a valid County of San Diego Emergency Medical Technician (EMT-B) certificate, and successful completion of a Peace Officer Standards and Training (P.O.S.T.) approved Penal Code 832 course covering the powers of arrest. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RANGER/DIVER II - 1399

DEFINITION:

Under general supervision, to supervise and participate in the work of Ranger/Divers performing patrol, code enforcement, diving, and maintenance duties; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, trains, and participates in the work of subordinate Ranger/Divers;
- Operates a motor vehicle or boat to patrol lakes and reservoirs;
- Enforces and issues misdemeanor citations for municipal, state penal, administrative, health and safety, fish and game, and California boating code violations;
- Assists in maintaining water quality and safeguards sensitive biological and archeological resources;
- Watches for and assists boaters in distress;
- Patrols and ensures the safety of patrons engaged waterskiing, windsurfing, and other lake recreational activities;
- Prepares dive plans outlining dive team responsibilities and emergency procedures;
- Conducts pre-dive briefings and performs confined space entry procedures to support dive operations/tending requirements;
- Supervises diving crews conducting underwater surveys, hydrilla eradication, and underwater maintenance, recovery, and dive rescue work at City lakes, reservoirs, storage basins, and potable water tanks;
- Investigates incidents;
- Notifies emergency medical personnel of accidents or injuries and administers first aid, emergency care, and life support in the capacity of an Emergency Medical Technician and acts as a 'first responder' until paramedics arrive;
- Dives to depths up to 120 feet using basic scuba gear or potable water entry equipment and confined space entry procedures for the purpose of conducting underwater surveys, recovery work, and repair and maintenance of equipment and water storage facilities;
- Supervises and participates in a variety of semiskilled maintenance and repair of reservoir facilities and equipment including boats, docks, floats, and sheds.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Six months of full-time experience at a level equivalent to a Ranger/Diver I with the City of San Diego, **OR** one year of full-time experience performing duties at a level equivalent to a Ranger/Diver or Lifeguard in a Boating Safety unit overseeing public safety, enforcing municipal, state, or federal laws, and performing dive support functions; **AND** possession of a valid County of San Diego Emergency Medical Technician (EMT-B) certificate, and successful completion of a Peace Officer Standards and Training (P.O.S.T.) approved Penal Code 832 certificate; **AND** advanced or higher level diving certificate from one of the following: Professional Association of Diving Instructors (PADI); National Association of Underwater Instructor (NAUI); Scuba Schools International (SSI); Young Men's Christian Association (YMCA); other equivalent organization (e.g., military-sponsored dive program). Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RANGER/DIVER SUPERVISOR - 1400

DEFINITION:

Under direction, to plan, schedule, and supervise all activities and personnel related to dive safety, lake safety, code enforcement, and Hydrilla plant eradication programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of subordinate lake staff;
- Schedules and supervises all activities related to dive operations, lake security enforcement, and maintenance of equipment, facilities, and lake areas;
- Develops and supervises diving, code enforcement, and safety programs and surveying and maintenance operations for all underwater work on facilities;
- Operates boats, barges, and specialized diving equipment;
- Issues citations;
- Coordinates with other governmental agencies;
- Inspects and supervises the maintenance of safety equipment, facilities, and supplies;
- Writes training manuals and procedures;
- Patrols City reservoirs and issues citations for a variety of regulations and ordinance violations;
- Evaluates and rates the work performance of subordinates;
- Maintains records;
- Prepares and presents reports and preliminary budget requests;
- Researches new equipment and writes specifications;
- Trains and evaluates subordinate staff;
- Keeps records and prepares and presents reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience supervising or leading a crew of divers performing underwater maintenance and/or search and recovery functions. Possession of County of San Diego Emergency Medical Technician (EMT-B) Certificate; Peace Officer Standards and Training (P.O.S.T) Penal Code 832 Certificate; and advanced or higher level diving certificate from one of the following: NASDS, PADI, NAUI, YMCA, SSI, or military-sponsored dive program. Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RATE ANALYST - 1793

DEFINITION:

Under administrative direction, to perform skilled and difficult analyses of public and private utility rates and forecasts; to testify as an expert witness; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts studies and analyses, and makes recommendations pertaining to public and private utility costs and services;
- Reviews and analyzes the rate structure of City and commercial water and sewage service for the Water Director;
- Assists the Mayor's Office in analyzing, making financial analyses, and recommending various rates for City franchised companies such as taxi cabs and other types of vehicles for hire, cable television rates, etc.;
- Assists the City Attorney in analyses of gas, electric, steam, telephone, and transportation rates and practices;
- Analyzes and reports on applications for rate increases;
- Develops and recommends proposed rate schedules and revisions;
- Develops rate spreads to determine revenue effects of rates and rule changes;
- Prepares comprehensive statistical reports and related documents;
- Testifies as an expert witness at hearings before the Public Utilities Commission, City Council, Council Committees, and other Federal and State regulatory agencies;
- Assists in the preparation of exhibits, briefs, and pleadings;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree, **AND** three years of full-time professional experience in accounting or administrative analysis, including one year in the analysis of public and private utility rates. Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION AIDE - 1794

DEFINITION:

Under immediate supervision, to perform a variety of nonprofessional duties in support of aquatics or recreation programs; in a training capacity, to assist in aquatics or recreation programming; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists with games, crafts, sports, dance, and aquatic activities;
- Staffs an equipment office and distributes athletic gear and games;
- Sells tickets;
- Arranges facilities for events;
- Registers participants in classes;
- Performs a variety of general maintenance functions at recreation facilities such as vacuuming pools and sweeping and cleaning pool decks, locker rooms, restrooms, classrooms, and other areas;
- Assists in preparing golf course for play by performing such duties as mopping greens, raking sand traps, and setting cups;
- Makes simple repairs to equipment and facilities;
- Answers telephone and personal inquiries and provides routine information;
- Leads children in various athletics, arts, crafts, and other play activities;
- Assists in supervising the use of aquatics and recreation facilities by patrons;
- Assists instructors in teaching swimming or recreation classes;
- Scores and keeps time at athletic events;
- In a training capacity, provides limited aquatics or recreation instruction.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION CENTER DIRECTOR I - 1873

DEFINITION:

Under direction, to plan, organize, and supervise a limited range of recreation activities and programs at a small recreation or athletic facility; to provide direct program leadership; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Initiates, develops, implements, supervises, and directs a limited range of recreation activities to meet neighborhood interests and needs;
- Provides face-to-face program leadership in athletic, arts and crafts, tiny tots, social, cultural, senior citizens', and other activities;
- Administers contractual recreation programs;
- Plans, organizes, and supervises special recreation events;
- Provides information to the public and community groups and organizations on programs and activities;
- Administers contractual agreements for recreation programs;
- Prepares material for publicizing recreation activities;
- Prepares program submittals and evaluations;
- Coordinates with and attends meetings of recreation councils;
- Ensures the proper maintenance and security of the facility;
- Investigates and resolves citizen complaints and City Council concerns;
- Prepares a variety of reports;
- Prepares budget estimates for programs and events and monitors expenditures and responsible for administering the bookkeeping system;
- Supervises a small subprofessional staff and plans work schedules, makes work assignments, provides training, deals with disciplinary problems, and evaluates and rates their work performance.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree in Recreation, Physical Education, or a related field, **OR** a Bachelor's degree in any other field or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter); **AND** six months of full-time professional recreation experience at a community center, playground, or recreation facility which must include planning, directing, and implementing a variety of recreation programs and special events.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION CENTER DIRECTOR II - 1796

DEFINITION:

Under direction, to plan, organize, and supervise recreation activities and programs at a medium-sized recreation center; to plan, organize, and supervise a complex and varied recreation program at a small recreation center requiring very difficult and sensitive community liaison work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Initiates, develops, implements, and directs a variety of recreation activities to meet community interests and needs;
- Develops, plans, organizes, and supervises recreation activities;
- Provides information to the public on programs and activities;
- Prepares material for publicity of programs;
- Administers contractual recreation programs and activities;
- Prepares program submittals and evaluations;
- Assists in organizing and supervising district leagues, programs, and special events;
- Liaisons and meets with recreation councils, community groups, business organizations, and other bodies on recreation activities and programs;
- Supervises a subordinate subprofessional staff and plans work schedules, makes work assignments, provides training, deals with disciplinary problems, and evaluates and rates their work performance;
- Administers contractual agreements for recreation programs;
- Prepares a variety of reports;
- Supervises and monitors contract staff activities;
- Investigates and resolves citizen complaints and City Council concerns;
- Schedules use of the facility, issues use permits, and applies fee schedules;
- Prepares budget estimates for programs and events and monitors expenditures, and is responsible for administering the bookkeeping system;
- Ensures the appropriate maintenance and security of the facility.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Recreation, Physical Education, or a closely related field, **AND** six months of full-time professional recreation experience at a community center, playground,

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

or recreation facility which must include planning, directing, and implementing a variety of recreation programs and special events; **OR** a Bachelor's Degree in any other field or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter), **AND** one year of full-time professional recreation experience as described above. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION CENTER DIRECTOR III - 1735

DEFINITION:

Under direction, to plan, organize, and supervise a comprehensive and varied recreation program at a large recreation center or athletic facility; to plan, organize, and supervise a comprehensive, complex, and varied recreation program at a medium-sized recreation center requiring very difficult and sensitive community liaison work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Initiates, develops, implements, and directs a wide variety of recreation activities for all segments of the community;
- Determines community needs and interests in developing recreation programs and activities;
- Performs difficult and sensitive community liaison work in the promotion and development of a comprehensive recreation program;
- Provides information on programs and activities to the public and prepares necessary material for publicity;
- Plans, organizes, and supervises special events and solicits community support and assistance;
- Prepares program submittals and evaluations;
- Supervises programs at satellite playgrounds, gymnasiums, and related facilities;
- Administers contractual agreements for recreation programs and activities;
- Participates in organizing and supervising district leagues and events;
- Liaisons and meets with recreation councils, community groups, business organizations, and other bodies concerning the center's activities;
- Supervises a large subordinate staff and plans work schedules, makes work assignments, provides training, deals with disciplinary problems, and evaluates and rates their work performance;
- Supervises and monitors contract staff activities;
- Investigates and resolves citizen complaints and City Council concerns;
- Prepares a variety of reports;
- Prepares budget estimates for programs and events and monitors expenditures, and is responsible for administering the bookkeeping system;
- Schedules the use of the facility, issues use permits, and applies fee schedules;
- Ensures the proper maintenance and security of the facility.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Recreation, Physical Education, or a closely related field, **AND** one year of full-time professional recreation experience at a community center, playground, or recreation facility which must include planning, directing, and implementing a variety of recreation programs and special events; **OR** a Bachelor's Degree in any other field or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter), **AND** two years of full-time professional recreation experience as described above. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION LEADER I - 1565

DEFINITION:

Under immediate supervision, to plan and conduct a variety of basic recreation programs at a community center or other recreation facility; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, organizes, and teaches basic recreation classes such as tumbling, tiny-tots, sports camps, elementary arts and crafts, and others at a general orientation level;
- Plans and organizes the less complex special activities and events;
- Registers participants in classes;
- Teaches and coaches athletic teams;
- Publicizes recreation programs;
- Performs general staff functions such as registering persons in special activities, checking out equipment, answering inquiries, and providing information to the public;
- Enforces regulations;
- Opens and closes recreation centers and related facilities;
- Supervises the use and ensures the security of a recreation facility, and administers first aid;
- Provides information to the public;
- May lead the work of lower level staff;
- Maintains and prepares records and reports and collects fees;
- Processes program registration;
- Performs general maintenance tasks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Minimum 16 years of age with a work permit, or 17 years of age with high school graduation or have passed the California High School Proficiency Examination (CHSPE) or General Education Development (GED) examination. 900 hours of recreation leadership experience; **OR** completion of 15 semester units or 22.5 quarter units of college-level course work in recreation management, tourism and hospitality, child and family studies, physical education, and/or a related field; **OR** an equivalent combination of education and experience as specified above.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION LEADER II - 1531

DEFINITION:

Under general supervision, (1) to develop, implement, and supervise an overall recreation program at a playground, or (2) to plan, develop, and instruct specialized classes, generally at the beginning or intermediate skill level, in games and sports, arts and crafts, social and cultural activities, handicapped programs, or other areas; and to perform related work.

*** EXAMPLES OF DUTIES:**

(1) Developing, implementing, and supervising an overall recreation program at a playground:

- Plans, organizes, conducts, and evaluates recreation and leisure activities for children and teens at recreation sites such as neighborhood schools and playgrounds;
- Plans and organizes teen and afterschool programs at specific recreation sites, including teen centers and/or recreation centers;
- Works with a variety of social service agencies and citizen advisory groups to develop neighborhood interest and participation in the program;
- Prepares publicity materials;
- Prepares lesson plans;
- Develops monthly calendars of all daily activities for their programs;
- Conducts classes in arts and crafts such as plaster, paper, and woodcrafts;
- Instructs and coaches athletic teams;
- Referees and umpires athletic competition;
- Organizes and conducts special activities and events;
- Distributes and maintains games and equipment;
- Enforces regulations, maintains discipline, and ensures the safety of the participants;
- Supervises children's free play activities;
- Supervises the use and maintenance of playground facilities;
- Assists in supervising and training recreation aides and volunteers;
- Requisitions supplies; maintains records and prepares reports.

(2) Planning, developing, and instructing specialized classes:

- Plans, develops, and instructs speciality classes such as tennis, gymnastics, karate, copper enameling, painting, weaving, photography, dancing, cooking, cake decorating, vocal or instrumental music, drama, or activities for the handicapped, generally at the beginning or intermediate skill level;
- Registers participants and collects fees;
- Assigns participants to classes according to skill level;
- Evaluates the progress of participants; maintains records;
- Enforces regulations; supervises the use of facilities;
- May lead the work of subordinates.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

1800 hours of recreation leadership experience; **OR** completion of 30 semester units or 45 quarter units of college-level course work in recreation management, tourism and hospitality, child and family studies, physical education, and/or a related field; **OR** an equivalent combination of education and experience as specified above.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION SPECIALIST - 1797

DEFINITION:

Under direction, to plan, organize, and administer specialized recreation programs and activities on a City-wide basis; to provide direct program instruction; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, develops, and implements City-wide instruction and recreation programs in one or more of the following specialties: dance, music, drama, arts and crafts, athletics, physical fitness, swimming, sailing, handicapped, senior citizens, or similar recreation activities; publicizes programs and activities;
- Answers inquiries from the public;
- Maintains liaison with and provides staff support, advice, and assistance to recreation associations, groups, and clubs;
- Makes presentations to City and non-City organizations;
- Prepares program submittals and evaluations;
- Determines the type, content, and number of instructional classes to be offered in terms of City needs, interests, and budgetary limitations;
- Conducts skill tests of participants and determines their placement in classes;
- Establishes standards of instruction and acceptable levels of accomplishment by participants;
- Plans, organizes, supervises, and makes arrangements for special events, such as recitals, performances, shows, contests, and tournaments;
- Prepares budget estimates for programs, activities, and events;
- Provides direct program leadership as necessary;
- Assigns, trains, and evaluates the work of subordinates, interns, volunteers, and contract personnel;
- Develops and participates in recruitment and volunteer efforts to increase participation opportunities and staffing for recreation programming;
- Performs a wide variety of administrative tasks related to programs such as preparing reports, supervising the collection and deposit of fees, monitoring trust funds, and maintaining records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter); **AND** one year of full-time experience developing, planning, and implementing recreation programs. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECYCLING PROGRAM MANAGER - 1556

DEFINITION:

Under direction, to plan, coordinate, and direct a City-wide recycling program; to direct and supervise personnel in the performance of professional-level recycling work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans and administers the recycling program;
- Develops and proposes new or expanded programs to be undertaken by the City to ensure that the City stays in compliance with all federal, state, and local recycling regulations and laws, and conducts feasibility analyses of such programs;
- Establishes priorities, policy, and work procedures;
- Makes programmatic decisions;
- Researches and develops recycling markets;
- Develops and monitors the recycling program budget;
- Prepares grant proposals;
- Acts as liaison with international, federal, state, and local agencies and recycling and waste management industry groups;
- Represents the City at conferences and major recycling, waste reduction, and diversion events;
- Monitors, proposes, and responds to various state and federal legislation affecting the program;
- Provides technical recycling, waste reduction, and diversion information and expertise to City staff, council members, political bodies, and citizen groups;
- Supervises, trains, and evaluates subordinate staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** five years of full-time professional experience in planning, developing, administering, and/or implementing public or private recycling programs, waste reduction and diversion programs, and/or non-burn resource recovery programs. Possession of a California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECYCLING SPECIALIST I - 1559

DEFINITION:

Under general supervision, to coordinate the development and implementation of routine recycling projects; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class in the Recycling Specialist series. Most positions are classified at the Recycling Specialist II level, which is the fully trained journey-level. In a training capacity, positions may be underfilled with Recycling Specialist I in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Recycling Specialist II, in that Recycling Specialists I typically are assigned routine and less complex projects under close supervision and guidance.

*** EXAMPLES OF DUTIES:**

- Studies and researches assigned municipal recycling, waste reduction, and diversion projects;
- Plans, develops, and implements assigned recycling projects;
- Conducts grant fund research and prepares draft applications;
- Coordinates assigned private and public sector recycling, waste reduction, and diversion projects;
- Conducts waste audits;
- Makes informational presentations to business and community groups;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** one year of full-time professional-level experience planning, developing, administering, and/or implementing public or private recycling, waste reduction, and diversion programs and/or non-burn resource recovery programs. Possession of a California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECYCLING SPECIALIST II - 1558

DEFINITION:

Under direction, at the journey-level, to coordinate the development and implementation of difficult and complex recycling projects; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Recycling Specialist series. Incumbents of this class are expected to perform their duties with only occasional instruction or assistance as new or unusual situations arise. Positions classified at this level may be underfilled with an Administrative Trainee or Recycling Specialist I.

*** EXAMPLES OF DUTIES:**

- Studies and researches municipal recycling, waste reduction, and diversion projects;
- Plans, develops, and implements recycling, waste reduction, and diversion projects;
- Conducts grant fund research and prepares draft applications;
- Coordinates private and public sector recycling, waste reduction, and diversion projects;
- Conducts waste audits;
- Makes informational presentations to business and community groups;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** two years of full-time professional-level experience planning, developing, administering, and/or implementing public or private recycling, waste reduction, and diversion programs and/or non-burn resource recovery programs. Possession of a California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECYCLING SPECIALIST III - 1561

DEFINITION:

Under direction, to lead the work of a professional staff engaged in community and internal recycling projects; to act as contract manager for the more difficult and complex recycling contracts; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the lead or super-journey level class in the Recycling Specialist series. Incumbents of this class perform the full range of duties of the journey-level Recycling Specialist and the more difficult and complex recycling projects, coordination, and contract management assignments.

*** EXAMPLES OF DUTIES:**

- Acts as contract manager for several recycling project contracts;
- Provides guidance and advice to Recycling Specialists acting as contract managers;
- Analyzes costs/revenues and operations related to recycling contracts to identify problems and recommend changes and improvements;
- Assists in budget preparations;
- Prepares and reviews RFPs for recycling projects;
- Coordinates and manages the more complex private and public sector recycling projects;
- Monitors, researches, and reports on the development of new solid waste recycling equipment, techniques, and technology;
- Conducts the more complex waste audits;
- Makes formal and informational presentations to business and community groups;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** three years of full-time professional-level experience planning, developing, administering, and/or implementing public or private recycling, waste

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

reduction, and diversion programs and/or non-burn resource recovery programs.
Possession of a California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

REFRIGERATION MECHANIC

DEFINITION:

Under general supervision, to perform skilled installation, maintenance and repair work on refrigeration, ventilating, air-conditioning, and combined heating, ventilating, and air-conditioning equipment and systems; and to perform related work.

* EXAMPLES OF DUTIES:

- Installs, maintains, and repairs refrigeration, ventilating, air-conditioning, and combined heating, ventilating, and air-conditioning equipment and components;
- Oils, cleans, adjusts, calibrates, overhauls, and repairs motors, starters, controls, sensors, condensers, compressors, related pumps and similar equipment;
- Installs, maintains, and repairs portable air-conditioning and heat pump units;
- Detects and repairs leaks in pipes and valves;
- Disassembles and inspects parts such as valves, springs, brushes, and connectors;
- Uses hand tools such as wrenches, pliers, pipe threading and cutting tools to repair faulty piping, packing, valve or pipe couplings;
- Uses shop tools and machinery;
- Replaces filters;
- Reads blueprints and plans additions to systems;
- Keeps repair, inventory, and other records;
- Estimates repair costs and requisitions materials;
- As directed, applies productivity time guidelines and other required data to work repair forms;
- Trains and leads the work of apprentices and assigned personnel;
- Drives assigned vehicles.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a State-accredited four or five-year Refrigeration Apprenticeship Program; **OR** four years of journey-level experience in all phases of Refrigeration and Air Conditioning Mechanic work. Qualifying experience must include installing, maintaining, and repairing refrigeration, ventilating, and combined heating ventilating, and air-conditioning (H.V.A.C.) systems including air conditioning systems with capacities of ten tons and over; **OR** an equivalent combination of the above experience and training. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
REFUSE COLLECTION MANAGER – 1841

DEFINITION:

Under direction, to plan, coordinate, and supervise a refuse collection function through subordinate supervisors; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, and supervises a refuse collection function through subordinate district supervisors;
- Inspects quantity and quality of work;
- Reviews and directs the work of subordinate supervisors and rates their work performance;
- Reviews, evaluates, and recommends major changes in boundaries, routes, and workloads;
- Assists and instructs supervisors in problems involving routes, personnel, equipment, complaints, and grievances in employer-employee relations issues;
- Assists in controlling equipment usage and manpower pools for districts and sections;
- Supervises employee training;
- Reviews accident causes and equipment failures;
- Enforces safety regulations and sanitation ordinances;
- Requisitions supplies and materials;
- Assists in work program standardization and budget preparation;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time supervisory experience in refuse collection. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
REHABILITATION COORDINATOR - 1811

DEFINITION:

Under direction, to plan, coordinate, and supervise one of the City's vocational rehabilitation programs for employees disabled because of a work related injury or illness; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Serves as the City's in-house or external Vocational Rehabilitation Program Coordinator;
- Coordinates the rehabilitation programs with Personnel, Retirement Board, Worker's Compensation Administration, and Light Duty Administrator;
- Develops vocational rehabilitation programs for industrially and non-industrially injured City employees;
- Consults with departments on specialized placements, transfers, and reassignments of disabled employees;
- Develops and authorizes appropriate re-training programs for disabled employees through cooperation with community colleges, state universities, and other educational institutions;
- Ensures compliance of the City's program with applicable legal provisions;
- Interviews disabled employees to determine employment potential;
- Consults with physicians, therapists, and nurses to determine physical limitations of disabled employees;
- Administers and interprets standardized vocational and aptitude tests;
- Explains the provisions of the Rehabilitation Program to employees;
- Counsels employees regarding their rights under Worker's Compensation, City Retirement, and other programs;
- Establishes and revises program procedures;
- Develops and revises forms as needed for record keeping, tracking, and cost accounting;
- Authorizes payment of benefits and expenses;
- Establishes monetary reserves and monitors adjustments;
- Evaluates program effectiveness;
- Trains, reviews, and evaluates the work performance of subordinates;
- Conducts special studies;
- Prepares correspondence and reports.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree, **AND** three years of full-time professional-level experience providing professional vocational rehabilitation services, including the evaluation, counseling, re-training, and placement of industrially and non-industrially injured persons. Qualifying experience must include at least one year of experience providing services under the California Workers' Compensation Program.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RESERVOIR KEEPER - 1817

DEFINITION:

Under general supervision, to be responsible for the operation, maintenance, and safeguarding of a dam, reservoir, and surrounding recreation area; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Patrols and safeguards dam and reservoir areas against trespassers and livestock;
- Supervises, trains, and evaluates the work of subordinates;
- Performs semi-skilled maintenance and repair work on boats, docks, floats, gang planks, buildings, and other lake equipment and facilities;
- Uses small power and hand tools to perform semi-skilled carpentry, mechanical, plumbing, electrical, painting, general maintenance, and repair work;
- Develops nature walks and other interpretive programs and prepares exhibits and publication material;
- Performs general landscaping and grounds maintenance work such as selecting plants, planting trees, and pruning shrubbery;
- Acts as the City's liaison with schools and community groups regarding dam or reservoir issues;
- Cleans, maintains, and repairs flumes, siphons, sand traps, blow off valves, and vaults along conduits and pipelines;
- Clears litter and weeds;
- Responds to general inquiries from the public and issues warnings for violation of dam or reservoir rules and policies;
- Rents out boats and motors;
- Checks for duck hunting and fishing permits;
- Regulates flow of reservoir water;
- Climbs outlet towers at heights over 100 feet;
- Cleans and checks operation of fish screens, reads and records daily reservoir information;
- Keeps records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience working at a lake, reservoir, or recreation facility performing all of the following duties: semi-skilled carpentry, repair work, and painting; enforcement of rules and regulations; and answering inquiries from the public. A valid Grade D1 Water Distribution Operator Certificate issued from the State Water Resource Control Board is required within one year from date of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RETIREMENT ASSISTANT - 1801

DEFINITION:

Under direction, to perform specialized and complex employee retirement benefits work; to provide information regarding the City's retirement system; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Performs a variety of employee retirement benefits calculations such as monthly pension allowances, cost of living allowances, surviving spouse contributions and benefits, lifetime reserves, death benefit payments, buy-back charges, and related computations for persons anticipating retirement;
- Makes calculations for and prepares input documents;
- Verifies that payroll deduction notices are properly completed;
- Reviews and analyzes appropriateness of pension payroll transactions and notifies responsible authorities of any irregularities;
- Determines if prescribed procedures have been followed, identifies discrepancies, and makes corrections as needed;
- Makes adjustments to the pension payroll regarding retiree health insurance;
- Reconciles health insurance billings, and prepares payments to carriers and reimbursements and refunds to members;
- Processes retirement applications;
- Responds to routine questions and court-ordered inquiries regarding retirement-related codes, regulations, and policies;
- Coordinates and/or notifies other City and outside agencies of retirement related issues;
- Prepares and processes routine correspondence and reports;
- Assists retirement analysts with scheduling and confirming counseling appointments;
- May supervise subordinate clerical staff;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time clerical experience, which must include a minimum of two years of full-time experience in one of the following: bookkeeping or accounting; pension payroll processing; performing pension calculations, employee benefits estimates, or other related

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

benefits experience; providing complex pension or benefit information; or calculating and/or processing benefit or pension allowances, payments, or reimbursements.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ROOFER - 1819

DEFINITION:

Under general supervision, to perform skilled roofing work in the construction, maintenance, and repair of roofs of buildings and other structures; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Applies various types of roofs that are built with composition shingles and shakes, modified bitumen, thermoplastic, vulcanized and non-vulcanized elastomers, and other roofing materials;
- Installs flashing, strips old roofs, and replaces roof sheathing;
- Repairs, replaces, and installs roof sheathing, fascia boards, and roof vents;
- Repairs all types of roofs, and makes emergency repairs;
- Applies reflective roof coatings and undercoating, caulking, adhesives, sealants, solvents, primers, and patching compounds;
- Installs roof insulation, down spouts, and rain gutters;
- Installs flat sheet roof insulation materials on roofs;
- Cleans eaves, troughs, and down spouts;
- Performs associated minor carpentry, sheetmetal, and plumbing work;
- Operates dragon wagon, tar equipment, propane torches, power roof cutters, electronic leak detectors, and other roofing equipment and tools;
- Hoists roofing materials and equipment to roofs;
- Waterproofs foundation walls and planter boxes.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State accredited three-year Roofer Apprenticeship Program; **OR** three years of full-time experience in all phases of work as a journey-level Roofer. Qualifying experience must include hot roofing work such as built-up roof application, torch-on single-ply roof application, application of various types of shingles, and location and repair of roof leaks; **OR** an equivalent combination of experience and apprenticeship training as specified above equaling three years. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ROOFING SUPERVISOR - 1818

DEFINITION:

Under direction, to plan and supervise the work of skilled roofing installers and helpers in roofing installation and repair work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises and assigns the work of skilled roofing installers, apprentices, and helpers in performing skilled roofing installation, maintenance, and repair work such as: applying various types of roofing paper, roofing insulation, wood and composition shingles and shakes, tile, slates, metal, hot liquid tar, modified bitumen, thermo-plastic, vulcanized and non-vulcanized elastomers, and other roofing materials; applying roof coatings, caulking, adhesives, sealants, solvents, primers, and patching compounds; stripping old roofing, replacing sheathing, and cleaning eaves troughs; and installing rain gutters and down spouts;
- Inspects associated carpentry work;
- Assists in preparing specifications;
- Reviews plans and specifications, and prepares sketches of work to be done;
- Inspects contract work for compliance with specifications;
- Inspects buildings and formulates an annual preventative maintenance roofing program;
- Estimates costs for each job;
- Plans work procedures and schedules;
- Enforces safety regulations;
- Keeps records and makes reports;
- Orders supplies and equipment.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State accredited three-year Roofer Apprenticeship Program, **AND** two years of full-time experience in all phases of work as a journey-level Roofer; **OR** five years of full-time experience in all phases of work as a journey-level Roofer. Qualifying experience must include installing roofs, rain gutters and down spouts, stripping old roofing, hot roofing work such as built-up roof application, torch-on single-ply roof application, application of various types of shingles, and location and repair of roof leaks; **OR**

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

an equivalent combination of experience and apprenticeship training which equals five years. One year of supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SAFETY AND TRAINING MANAGER - 1972

NOTE: formerly Utilities Training Manager

DEFINITION:

Under direction, to plan, coordinate, integrate, and supervise a department's programs for training, occupational health and safety, and emergency management/disaster preparedness; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, supervises, and reviews the work of professional staff and/or contractor involved in a department-wide training program, occupational safety and health program, hazardous material control and management, and emergency management/disaster preparedness;
- Assists various level department managers and supervisors with identifying and resolving training, safety, and emergency management issues, and coordinates these activities between divisions, City departments, and other agencies;
- Monitors changes in governmental regulations;
- Anticipates and develops training requirements, and specific training programs;
- Analyzes and interprets accident and injury data to develop standard industry loss rates;
- Establishes training schedules, and tracks incumbent training;
- Makes presentations and represents the department and the City before various management and regulatory groups;
- Confers with department and division heads to develop and revise program policies and strategies;
- Selects, trains, disciplines, and evaluates the work performance of subordinates;
- Monitors program expenditures and prepares budget estimates and reports;
- Conducts staff meetings; conducts special studies;
- Chairs and coordinates specialized committees to address and resolve training problems and issues;
- Makes presentations to the City Council and community groups;
- Prepares correspondence and reports and provides information to regulatory agencies, community groups, and the public.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** four years of full-time experience developing, implementing, administering, and evaluating comprehensive training and/or security and emergency programs for entry-level through managerial-level employees which must include: safety, policy, supervisory, professional growth, and technical skills training. Qualifying experience must include managing staff, resources, and projects of significant size/complexity. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SAFETY OFFICER - 1823

DEFINITION:

Under direction, to plan, develop, organize, and coordinate an occupational safety education and enforcement program in a large department, several smaller departments, or large divisions with major safety-related issues; and to perform related work.

*** EXAMPLES OF DUTIES:**

- In consultation with the City Safety Manager, supervises a comprehensive safety program in a large department or in several small departments or large divisions;
- Assists and advises the City or major operating department on safety and health issues;
- Develops policies, objectives, safety standards, procedures, and programs to reduce injuries, illnesses, and property damage;
- Directs and participates in the development of safety educational materials, activities, and programs;
- Supervises and participates in the most complex safety, fire, health, loss inspections, and accident and injury investigations;
- Ensures compliance with Federal, State, and local safety requirements and makes recommendations;
- Reviews reports of injuries, accidents, and property damage and determines preventive measures;
- Oversees and participates in the development of special safety programs;
- Serves as advisor to assigned departments and represents the City on safety matters;
- Analyzes statistical and other material to determine trends and prepares reports and correspondence;
- Assigns, supervises, and evaluates the work of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent in Occupational Safety and Health, Industrial Hygiene, Safety Engineering, or a closely related field; **AND** three years of full-time professional-level experience in Occupational Safety and Health work. Qualifying professional Occupational Safety and Health experience must include: inspecting facilities and equipment for compliance with Federal and/or State Occupational Safety and Health Administration (OSHA)

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

codes and regulations; and conducting field investigations involving the interpretation, application, and enforcement of Federal and/or State OSHA codes and regulations.
Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SAFETY REPRESENTATIVE I - 1825

DEFINITION:

Under general supervision, to perform routine safety inspection, investigation, and education work at the sub-journey level; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs less difficult, routine safety inspections of City equipment and facilities;
- Studies routine field problems and makes recommendations for the correction of hazards;
- Reports violations of State safety orders and safe work practices;
- Prepares and analyzes accident and injury reports and makes recommendations to prevent recurrence;
- Participates in field investigations and interviews employees and supervisors regarding accidents and injuries;
- Assists in developing and writing safety educational materials;
- Assists and participates in conducting health and safety training sessions;
- Conducts safety research; compiles, analyzes, and interprets statistics;
- Conducts industrial hygiene studies and ergonomic assessments;
- Assists in conducting special safety studies and surveys;
- Reviews and interprets regulations and procedures;
- Prepares reports and correspondence;
- Conducts instruction in first aid.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of an Associate's Degree in Occupational Safety and Health, or a closely related field; **OR** one year of full-time professional-level experience in Occupational Safety and Health work which must include: inspecting facilities and equipment for compliance with Federal and/or State Occupational Safety and Health Administration (OSHA) codes and regulations; and conducting field investigations involving the interpretation, application, and enforcement of Federal and/or State OSHA codes and regulations. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SAFETY REPRESENTATIVE II - 1826

DEFINITION:

Under general supervision, to perform varied and difficult safety inspection, investigation, and educational work at the journey-level; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs safety inspections of City equipment and facilities;
- Makes recommendations for the correction of hazards and potential losses;
- Reports violations of State safety orders and safe work practices;
- Analyzes reports of accidents, injuries, and certain types of losses or damages to City property to detect trends;
- Makes field investigations and interviews employees, supervisors, and others regarding accidents, injuries, and property loss;
- Develops safety and health educational and training materials;
- Conducts training sessions and courses;
- Conducts safety and health research;
- Conducts industrial hygiene studies and ergonomic assessments;
- Provides advice and assistance to departments on safety matters and State requirements;
- Administers safety shoe, safety glass, safety award, first aid, and other similar safety programs;
- Reviews specifications for new equipment and recommends safety required changes, and advises on safety required modifications to existing equipment;
- Makes recommendations on City-wide safety policies and standards;
- Keeps records and prepares reports;
- Conducts special studies and surveys.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of an Associate's Degree in Occupational Health and Safety, or a closely related field; **AND** one year of full-time professional-level experience in Occupational Safety and Health work which must include: inspecting facilities and equipment for compliance with Federal and/or State Occupational Safety and Health Administration (OSHA) codes and regulations; and conducting field investigations involving the interpretation,

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

application, and enforcement of Federal and/or State OSHA codes and regulations.
Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SANITATION DRIVER I - 1834

DEFINITION:

Under general supervision, to operate a refuse packer, recycling and greens vehicle, and/or other equivalent waste collection vehicle and swamp; to participate in the collection, transportation, and disposal of waste and/or recyclable commodities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Drives a trash truck and swamps on an assigned route collecting solid waste materials, and/or assists in the collection of greenery or recyclable commodities;
- Participates in loading waste materials from containers into trucks, picking up fallen waste materials, and replacing empty containers;
- Picks up, carries, and empties containers into truck in either a two or three person crew;
- Drives to disposal areas and assists in unloading and dumping waste materials, and/or recyclable commodities;
- Explains waste management policies and procedures to the public;
- Enforces safety regulations;
- Administers first aid to minor injuries;
- Assists in washing assigned equipment and daily vehicle inspections;
- Arranges for the servicing and maintenance of assigned equipment;
- Performs other related tasks as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience driving and operating a three-axle refuse packer for the purpose of residential collection; **OR** six months of full-time experience as a Sanitation Driver Trainee with the City of San Diego, which must include completion of department training academy. Possession of a valid Class A or Class B California Driver License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of hire.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SANITATION DRIVER II – 1832

DEFINITION:

Under general supervision, alternately to drive a refuse packer, recycling and greens vehicle, and/or other equivalent waste collection vehicle, and perform heavy manual labor, in the collection of waste and/or recyclable commodities; to lead another crew member as part of a two person crew in the collection and transportation of waste and/or recyclable commodities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Drives a truck on an assigned route to collect waste materials, including recyclable materials;
- Leads and assists a crew member in loading waste materials from containers into trucks, picking up fallen waste materials, and replacing empty containers;
- Supervises or performs the sorting, packing, and loading/ unloading of waste materials;
- Picks up, carries, and empties containers into truck;
- Drives to disposal and/or recycling areas and assists in unloading and dumping waste material;
- Instructs crew members in proper collection practices;
- Explains waste management policies and procedures to the public;
- Enforces safety regulations;
- Administers first aid to minor injuries;
- Performs daily vehicle inspection;
- Arranges for the servicing and maintenance of assigned equipment;
- Washes vehicle as directed;
- Keeps mileage, weight, route, and service records;
- Performs other related tasks as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience as a Sanitation Driver I with the City of San Diego; **OR** one year of full-time experience driving and operating a three-axle refuse packer for the purpose of residential collection. Possession of a valid Class A or Class B Driver License, AND a Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of application.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SANITATION DRIVER III - 1824

DEFINITION:

Under general supervision, alternately to drive a refuse packer, recycling and greens vehicle, and/or other equivalent waste collection vehicle to collect and transport residential refuse, greens, and recyclable materials; to lead and train subordinate sanitation drivers; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Sanitation Driver II, the journey-level classification, in that incumbents of the Sanitation Driver III classification operate automated refuse trucks and act as a lead to subordinate sanitation drivers. Incumbents assist Area Refuse Collection Supervisors with a variety of issues related to operations, emergencies, and the testing of routes.

*** EXAMPLES OF DUTIES:**

- Operates automated or other collection vehicles for the purpose of collecting refuse, greens, and recycling materials and transporting the loads to landfills and/or recycling centers throughout San Diego;
- Acts as a lead to subordinate staff;
- May act as a first responder to accidents, oil spills, or other emergencies by arriving on scene quickly, rendering assistance, assessing the need for medical attention, directing traffic, diverting oil from storm drains, and performing similar tasks;
- Acts as a lead at a remote station performing dispatch duties, arranging for spare vehicles, and/or assigning service requests;
- Supports the Area Refuse Collection Supervisor and assists with a variety of issues related to operations and emergencies;
- Explains City regulations and departmental policies to the general public and subordinate staff;
- Verifies cut-off points to identify the need for route and/or cut-off point adjustment;
- Tests and evaluates new equipment, vehicles, and/or routes;
- Trains new Sanitation Drivers on assignment in the field on the operation of automated and other collection vehicles, including use of the packing mechanism, dumping and cleaning functions, vehicle inspections, customer service policies, identification of yard waste contaminants, and application of City policies;
- Provides field training to Sanitation Drivers who require additional instruction to improve their efficiency and addresses safety-related issues on the operation of automated and other vehicles and/or new equipment;
- Performs daily pre-trip and post-trip inspections;
- Turns vehicles in for repair of any malfunctions;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Mentors Sanitation Drivers and ensures that all safety and operational regulations are adhered to;
- Provides operational advice in the field;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Sanitation Driver II with the City of San Diego, operating waste collection vehicles for the purpose of collecting and transporting refuse and/or recyclable materials; **AND** possession of a valid California Class B Driver License, AND a California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SANITATION DRIVER TRAINEE - 1833

DEFINITION:

Under immediate supervision, in a training program, to attend a department training academy; to perform increasingly responsible work in swamping and operating a refuse packer, recycling and greens vehicle, and/or other equivalent waste collection vehicle; to participate in the collection, transportation, and disposal of waste and/or recyclable commodities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Attends classroom and field training on department policies, procedures and regulations, waste management equipment operation, safety and customer service, and proper lifting techniques;
- Drives trash trucks on collection routes;
- Assists experienced Sanitation Drivers in loading solid waste materials from containers (maximum weight 65 lbs.) into trucks, picking up fallen waste materials, and replacing empty containers;
- Picks up, carries, and empties waste materials into truck in either a two or three person crew;
- Assists experienced Sanitation Drivers in loading separated recycling commodities such as greenery or beverage containers from recycling bins or greenery containers into trucks, and replaces empty containers;
- Under continual instruction, drives to disposal or recycling areas and assists in unloading or dumping collected materials;
- Assists in washing and conducting daily inspections of trucks;
- Assists in keeping records of simple route data;
- Passes out brochures and assists in providing waste management information to the public.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

18 years of age or older, except for high school graduates (or persons with GED equivalency) who are 17; **AND** a valid California Class A or B Driver License which indicates successful passage of the Air Brakes Test, **AND** a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of hire.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SECURITY OFFICER - 1829

DEFINITION:

Under direction, to plan, develop, organize, and coordinate a security and emergency response program in a large department, several smaller departments, or large divisions with major security-related issues; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises a comprehensive security program in a large department or in several small departments or large divisions;
- Ensures compliance with Federal, State, and local security and emergency response planning requirements;
- Develops security policies, objectives, standards, and procedures;
- Directs and participates in the development of security educational materials, activities, and programs;
- Supervises and participates in the most complex security and loss inspections and theft, fraud, and vulnerabilities investigations;
- Reviews reports of security breaches, theft, fraud, and property damage and determines preventive measures;
- Oversees and participates in the development of special security programs;
- Serves as advisor to departments on security issues;
- Represents the City with local and State emergency response organizations;
- Analyzes personnel and facility related security requirements;
- Analyzes statistics and other material and prepares reports and correspondence;
- Inspects security operations, reviews procedures, and recommends corrective measures;
- Determines the nature and placements of alarms, locks, surveillance cameras, and other security equipment;
- Plans, supervises, directs, and reviews the work of internal and contract security guards at multiple sites;
- Participates in department operations center training and activation;
- Interacts and resolves problems with the public, law enforcement agencies, and other City departments regarding security/informational issues;
- Develops and performs security system exercises and drills to test system effectiveness;
- Assigns, supervises, and evaluates the work of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's degree in Criminal Justice, Criminal Science, Emergency Management, Police Administration, Security, Security Administration, or a closely related field, **OR** board certification in Security Management as a Certified Protection Professional from the Associated Society for Industrial Security; **AND** three years of full-time professional security administration experience. Qualifying experience must include analyzing security needs and developing security policies and procedures, inspecting facilities to ensure security methods are appropriate, conducting field investigations involving security breaches and determining preventive measures, and supervising or leading subordinates in security operations. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SECURITY REPRESENTATIVE I - 1827

DEFINITION:

Under general supervision, to perform routine security and emergency response inspection, investigation, and education work at the sub-journey level; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in performing security inspections of City facilities and work sites for compliance with the Department of Homeland Security's critical infrastructure protection program;
- Studies routine problems and makes recommendations for the correction of security and emergency response planning issues;
- Reports violations of emergency action and response plans and security assessment planning;
- Analyzes theft and fraud reports to detect trends and makes recommendations to prevent recurrence and asset loss or damage;
- Participates in investigations and interviews employees and supervisors regarding theft and fraud;
- Assists in developing and writing security educational materials;
- Assists and participates in conducting security and emergency management training sessions;
- Conducts security research;
- Interprets regulations and procedures;
- Conducts surveillance system functionality checks;
- Compiles, analyzes, and interprets statistics;
- Assists in conducting special security studies and surveys;
- Provides instruction on the care of security equipment;
- Reviews risk and vulnerability studies;
- Reviews and implements emergency planning and preparedness materials;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of an Associate's degree in Criminal Justice, Criminal Science, Emergency Management, Police Administration, Security, Security Administration, or a closely related field; **OR** one year of full-time professional experience in security and/or emergency management. Qualifying experience must include conducting security and/or

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

emergency management field/facility inspections to ensure established policies and procedures are adhered to and conducting security and/or emergency management fact finding investigations and making recommendations to prevent future security breaches.
Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SECURITY REPRESENTATIVE II - 1828

DEFINITION:

Under general supervision, to perform varied and difficult security and emergency response inspection, investigation, and educational work at the journey-level; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs security inspections of City facilities and work sites for compliance with the Department of Homeland Security's critical infrastructure protection program;
- Makes recommendations on Citywide security policies and standards and the correction of security and emergency response planning issues;
- Reports violations of emergency action and response plans and security assessment planning;
- Analyzes reports of theft, fraud, risks and vulnerabilities, and security related infractions or threats to detect trends and make recommendations to prevent asset loss or damage;
- Conducts investigations and interviews employees, supervisors, and others regarding incidents, fraud, theft, employee complaints, and/or security related damages;
- Develops and writes security and emergency planning and preparedness training materials;
- Conducts security and emergency management training sessions and courses;
- Conducts security research, special studies, and surveys;
- Administers the proper use, care, and placement of security equipment and other similar security programs;
- Tests system effectiveness and conducts surveillance system functionality checks;
- Reviews specifications for new equipment and recommends security changes and advises on security required modifications to existing equipment;
- Keeps records and prepares reports and correspondence;
- Oversees identification databases and access control programs;
- Coordinates and participates in department operations center training and activation;
- Utilizes security system platforms to conduct vulnerability security assessments;
- Reviews and interprets regulations and procedures.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Successful completion of an Associate's degree in Criminal Justice, Criminal Science, Emergency Management, Police Administration, Security, Security Administration, or a closely related field; **AND** one year of full-time professional experience in security and/or emergency management. Qualifying experience must include conducting security and/or emergency management field/facility inspections to ensure established policies and procedures are adhered to and conducting security and/or emergency management fact finding investigations and making recommendations to prevent future security breaches. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SEVEN-GANG MOWER OPERATOR - 1265

DEFINITION:

Under general supervision, to operate seven-gang hydraulic riding mowers; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates seven-gang hydraulic riding mowers and other various mowing equipment to mow golf course fairways and parks;
- Adjusts, maintains, and repairs cutting units;
- Performs routine maintenance and minor repairs on assigned equipment;
- Operates large truck-trailer combinations to haul mowers and other equipment;
- May transport equipment City-wide utilizing large truck-trailer combinations;
- May act as crew leader;
- Keeps mileage and service records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience operating and maintaining self-propelled three-reeled (triplex) ride-on mowers or higher (five or seven gang); **OR** successful completion of the City's Equipment Operation Training Program, **AND** six months of full-time experience operating and maintaining self-propelled three-reeled (triplex) ride-on mowers or higher (five or seven gang). Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SIGN PAINTER

DEFINITION:

Under general supervision, to perform skilled sign painting, design, and layout work; and to perform related work.

* EXAMPLES OF DUTIES:

- Designs, arranges, and draws sign patterns and layouts;
- Operates spray guns and uses brushes and rollers in painting street signs;
- Selects and mixes paints;
- Sands, cleans, and prepares surfaces for painting;
- Cuts film patterns from layouts;
- Stretches silk on silk screen frames;
- Processes photo sensitive silk screen stencils;
- Applies film to framed silk;
- Screens signs and decals;
- Masks signs;
- Operates scotch-lite machine in applying reflective material;
- Repairs damaged print screens;
- Hand letters and gold leaf signs, office door and window titles, banners, and City equipment;
- Leads the work of assigned personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a State-accredited two-year Sign Painter Apprenticeship Program; **OR** two years of experience as a journey-level Sign Painter; **OR** two years of experience and training which must include a minimum of one year of journey-level Sign Painter work. Satisfactory completion of one technical trade school or college course in screen printing and/or one course in hand lettering may be substituted for a maximum of one year of the required experience by allowing six months credit for each course.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SIGN SHOP SUPERVISOR - 1895

DEFINITION:

Under direction, to plan, coordinate, and supervise the work of skilled Sign Shop Technicians in the production of screened and hand lettered signs; to be responsible for the administrative and operational functions of the Sign Shop; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Schedules, plans, coordinates, and supervises a variety of traffic control and public information sign projects;
- Meets and conducts preliminary negotiations with vendors on purchase requirements of the shop;
- Selects and orders materials, supplies, and equipment;
- Interacts with City departments to determine their needs;
- Keeps records and prepares reports;
- Monitors and projects expenditures;
- Prepares budget estimates and recommendations for materials, supplies, and equipment;
- Selects, trains, and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Completion of a State accredited two-year Sign Painter Apprenticeship Program, **AND** one year of full-time journey-level experience in all phases of sign painting work, including the screen printing, computerized sign making, and hand lettering of signs; **OR** three years of full-time experience as a journey-level Sign Shop Technician.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SPECIAL EVENT TRAFFIC CONTROLLER I - 1934

DEFINITION:

Under general supervision, directs and channels vehicular and pedestrian traffic at special events; places and removes traffic control devices; may issue parking citations; and performs related work.

*** EXAMPLES OF DUTIES:**

- Directs vehicular and pedestrian traffic on City streets and parking areas at special events such as parades, sports events, concerts, and other major events which create heavy traffic flow;
- Places and removes traffic control devices such as barricades, delineators, flares, pylons, cones, and signs;
- Provides information to the public regarding events and parking and traffic conditions, and responds to questions/complaints regarding events, parking, and traffic conditions;
- Provides direct physical traffic direction to maintain proper traffic flow;
- May issue citations to illegally parked vehicles;
- Patrols parking lots during events.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Must be at least 18 years of age. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SPECIAL EVENT TRAFFIC CONTROLLER II - 1932

DEFINITION:

Under general supervision, leads and participates in the work of traffic controllers engaged in directing and channeling vehicular and pedestrian traffic at special events; may issue parking citations; and performs related work.

*** EXAMPLES OF DUTIES:**

- Arranges for the transportation of personnel to assigned events;
- Conducts line-up inspections;
- Issues and retrieves radio equipment;
- Obtains required event traffic control equipment;
- Directs and checks the set-up of predetermined traffic control patterns;
- Assigns personnel to traffic posts;
- Provides information to the public and responds to questions/complaints regarding events, parking, and traffic conditions;
- Participates in the direction of pedestrian and vehicular traffic at events;
- May issue citations to illegally parked vehicles;
- Patrols parking lots during events.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months (900 hours) experience directing vehicular and pedestrian traffic at special events as a City of San Diego Special Event Traffic Controller I. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SPECIAL EVENT TRAFFIC CONTROL SUPERVISOR - 1933

DEFINITION:

Under general supervision, to direct the work of the Special Event Traffic Control Section engaged in directing and channeling vehicular and pedestrian traffic at special events; to assist in planning special event traffic control measures; to supervise subordinate traffic controllers; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops master work schedules for events to ensure adequate staffing at events;
- Provides information and responds to complaints from the public;
- Participates in special events planning and coordination meetings;
- Develops, schedules, and/or conducts training for subordinate personnel;
- Prepares traffic control activity reports;
- Interviews and selects new employees;
- Assigns, trains, and evaluates the work performance of subordinates;
- Prepares master work schedules, cost recovery event billing statements, and various other reports;
- Reviews subordinates' timecards and other payroll-related documents;
- Orders, inventories, and maintains equipment;
- May issue citations to illegally parked vehicles;
- May direct traffic at special events.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience directing and channeling traffic at special events or enforcing parking control regulations; **OR** 1800 hours of experience as a Special Event Traffic Controller I or Special Event Traffic Controller II with the City of San Diego. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR ACCOUNT AUDIT CLERK – 1133

DEFINITION:

Under direction, in the Office of the City Auditor or Department of Finance, to supervise and/or review the work of Account Audit Clerks performing review and error correction of basic clerical accounting work of classes in other departments; to perform high-level, difficult clerical accounting work using standard accounting principles and procedures within a double entry financial accounting system and related subsidiary systems; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews reports, summaries, and reconciliations such as: Accounts Payable reports, including Payment Efficiencies, Payment Discounts Earned, and Duplicate Payments; Construction progress payments, withholding and release of retention, escrow payments, and processing stop notice claims; City-wide travel, airline billings, and Fixed Assets and Petty Cash/Change Fund reconciliations; Accounts Receivable and revenue reports, including fee accounts, Subdivision Fund, Deposit Trust Fund, property tax transaction reconciliations, and wire transfers; Out-of-Balance reports, suspense listings, grant billings, and condemnation deposits;
- Determines whether prescribed procedures have been followed;
- Traces and locates complex code and posting errors and prepares and/or reviews journal vouchers for corrections;
- Answers inquiries from the public and other City departments regarding accounting procedures;
- Answers inquiries from the public and other City operating departments requiring judgment and interpretation of applicable accounting procedures;
- Trains, schedules, assigns, and rates the work performance of Account Audit Clerks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time bookkeeping experience performing accounting clerical work using standard accounting principles and procedures within a financial accounting system and related subsidiary systems, which must include recording, reconciling, and/or verifying financial transactions, **AND** six months of full-time experience at a level equivalent to an Account Audit Clerk with the City of San Diego which involves auditing, reviewing, and

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

correcting errors in basic accounting work; **OR** two years of full-time experience at a level equivalent to an Account Audit Clerk with the City of San Diego, which involves auditing, reviewing, and correcting errors in basic accounting work.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR ACCOUNT CLERK - 1844

DEFINITION:

Under direction, to perform high-level, difficult clerical accounting work using standard accounting principles and procedures within a double entry financial accounting system and related subsidiary systems; to supervise or lead subordinate clerical personnel; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs high-level, complex accounting clerical work requiring independence of action and decision-making where supervision received is minimal and consequence of error is great;
- Reviews, reconciles, and verifies financial records and documents;
- Posts by hand, machine, on-line, or batch mode computer input to control accounts, subsidiary ledgers, and registers;
- Determines whether prescribed procedures have been followed;
- Traces and locates complex code and posting errors and makes corrections;
- Answers inquiries from the public and other City operating departments requiring judgment and interpretation of applicable accounting procedures;
- Uses adding machines, calculators, typewriters, bookkeeping machines, and computer terminals, as required;
- Trains, schedules, assigns, and rates the work performance of subordinate clerical personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time bookkeeping or accounting clerical experience, which must include recording, reconciling, or verifying financial transactions; **OR** a certificate of completion in a formalized (classroom) Accounting or a Bookkeeping Training Program, or 8 semester/12 quarter units of college-level accounting or bookkeeping course work, **AND** one year of experience as specified above. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR ACCOUNTS PAYABLE AUDIT CLERK - 1809

DEFINITION:

Under direction, in the Office of the City Auditor or Department of Finance, to perform high-level, difficult clerical bookkeeping work auditing and processing payments on complex construction contracts on a City-wide basis; to coordinate the accounts payment process on a City-wide basis with other sections and departments; to supervise subordinate clerical personnel; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Audits construction contract invoices and purchase orders in relation to contract provisions;
- Generates construction contract payments;
- Reviews mechanic liens to determine if such liens meet legal filing and time requirements, as established by construction contract law;
- Maintains mechanic lien files and notifies prime contractors;
- Initiates stop notices in accordance with construction contract law;
- Generates retention payments at the conclusion of construction projects;
- Develops and conducts City-wide training on the accounts payable process and procedures;
- Answers inquiries from contractors, vendors, and other City operating departments requiring judgment and interpretation of applicable accounts payable or construction contract accounting procedures;
- Pre-audits commercial warrants;
- Processes, audits, and reconciles manual accounts payable warrants;
- Reviews accounts payable statistical reports and investigates discrepancies and problems;
- Evaluates and makes recommendations on accounts payable procedures;
- Prioritizes, schedules, assigns, trains, and evaluates the performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience recording, reconciling, or auditing financial transactions requiring double entry bookkeeping.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATIONS

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR AIRPORT OPERATIONS ASSISTANT - 1808

DEFINITION:

Under general supervision, to plan, supervise, and participate in the work of subordinates performing a variety of airport operations functions; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, assigns, and participates in the work of subordinates performing airport operations duties;
- Assists in airport operations technical training;
- Reviews daily airport operations reports for accuracy;
- Advises public of FAA and City airport regulations, and provides airport information to the public;
- Enforces airport rules and regulations;
- Keeps records and prepares reports;
- Operates radio communications equipment;
- Makes official weather observations;
- Operates airport rescue and firefighting vehicles and other types of motorized and power equipment;
- Maintains airport facilities and safety;
- Manages airport operations in the absence of the Airport Manager;
- Coordinates maintenance services for airport vehicles, building maintenance services, and contracted maintenance services;
- Assists in the training of subordinates;
- Maintains aircraft inventory and billing data;
- Performs minor maintenance;
- Prepares a variety of memorandum, reports, and correspondence;
- Assists in the evaluation of subordinates' work performance;
- May lead subordinate workers in the performance of minor maintenance of airport facilities.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience as an Airport Operations Assistant with the City of San Diego; **OR** one year and six months of full-time experience in general aviation airport

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

operations, including airport management, airport operational maintenance, air traffic control, or a closely related field; **OR** possession of a Private or Commercial Pilot's Certificate with an Instrument Rating or Military Aviator Rating, **AND** six months of full-time experience in general aviation airport operations, including airport management, airport operational maintenance, air traffic control, or a closely related field; **OR** Associate's Degree or higher in Airport Flight Operations, Aviation Management, or a closely related field, **AND** six months of full-time experience in general aviation airport operations, including airport management, airport operational maintenance, air traffic control, or a closely related field. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR BACKFLOW AND CROSS CONNECTION SPECIALIST - 1729

DEFINITION:

Under general supervision, to perform routine inspections to examine potential cross connections between potable water systems and recycled water systems; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Identifies, locates, and tests required backflow prevention devices designed to prevent pollutants and/or contaminants from entering the City's potable water system;
- Performs field surveys and inspections of various buildings, facilities, irrigation systems, and other public and private property where potable water is serviced in order to ensure compliance with Federal, State, and City of San Diego cross connection regulations;
- Issues and follows through on citations and notices of violation as appropriate;
- Inspects and identifies potential cross connections to determine adequacy of water service protection;
- Conducts pre-construction inspections and compares project sites to submitted plans;
- Monitors the progress of contractors during system construction and inspects recycled plumbing systems upon project completion;
- Researches property profiles, construction documents, blueprints, and schematics in order to determine backflow/recycled water requirements and optimal locations;
- Coordinates and conducts shutdown tests of water supplies to verify there are no cross connections;
- Sets gauges on potable systems and records corresponding data;
- Performs online research utilizing various mainframe-based databases;
- Performs plan check services for fire service, commercial projects, and reclaimed water sites to certify backflow compliance;
- Generates a variety of memoranda and other documents utilizing personal computers;
- Maintains complete site inspection files;
- Offers technical support and meets with potential customers, contractors, and consultants;
- Performs related duties.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Associate's Degree in Backflow/Cross Connection Control, Water Treatment Plant Operator, Water Distribution Systems Operations, Wastewater Collection Systems, Wastewater Treatment Operator, Wastewater Technology Education, or Water Technology Education; **OR** Associate's Degree in any field, **AND** a Certificate of Achievement from an accredited college or university in Backflow/Cross Connection Control, Water Treatment Plant Operator, Water Distribution Systems Operations, Wastewater Collection Systems, Wastewater Treatment Operator, Wastewater Technology Education, or Water Technology Education; **OR** Certificate of Achievement from an accredited college or university in Backflow/Cross Connection Control, Water Treatment Plant Operator, Water Distribution Systems Operations, Wastewater Collection Systems, Wastewater Treatment Operator, Wastewater Technology Education, or Water Technology Education, **AND** one year of full-time experience conducting field investigations to identify, locate, and test backflow prevention devices; inspect and identify potential cross connections to determine adequacy of water service protection; and review/interpret construction documents, blueprints and schematics to perform investigation of user sites; **OR** two years of full-time experience conducting field investigations to identify, locate, and test backflow prevention devices; inspect and identify potential cross connections to determine adequacy of water service protection; and review/interpret construction documents, blueprints and schematics to perform investigation of user sites. A valid American Water Works Association (AWWA) or American Backflow Prevention Association (ABPA) Certification as a Cross Connection Control Specialist is required at the time of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR BENEFITS REPRESENTATIVE - 1257

DEFINITION:

Under direction, to supervise the work of a group of Benefits Representatives performing specialized and complex employee benefits work; to resolve the more complex and sensitive problems and issues; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the first-level supervisory class in the Benefits Representative series. Incumbents of this class typically supervise a group of clerical subordinates, including one or more Benefits Representatives II performing a variety of employee benefits functions.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and supervises subordinates performing a variety of employee benefits functions involving interpreting plan documents and IRS guidelines, interacting with employees and providers, and performing complex calculations for withdrawals, paybacks, and claims reimbursements;
- May participate in the work of the section;
- Resolves the more complex and sensitive account and public relations problems;
- Researches and corrects processing errors;
- Maintains quality control by spot-checking work performed by subordinates;
- Develops, reviews, and modifies work procedures for the unit;
- Selects, schedules, and trains subordinates and rates their work performance;
- Maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time clerical experience, including one year of experience performing a variety of benefits-related clerical work at a level of responsibility equivalent to the City of San Diego's classification of Benefits Representative I or higher.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR BUILDING MAINTENANCE SUPERVISOR - 1279

DEFINITION:

Under direction, to plan, coordinate, and manage, through subordinate supervisors, all major repair, maintenance, and improvements of City buildings and facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and coordinates the alteration, repair, and maintenance of City buildings and facilities;
- Coordinates activities between other sections, divisions, City departments, and outside contractors;
- Reviews and determines the feasibility of requests for major buildings repairs;
- Reviews the plans, sketches, and specifications of major building projects;
- Sets priorities among major building projects;
- Supervises and coordinates the preventive maintenance program for City buildings;
- Supervises the administration of maintenance contracts;
- Responds to and resolves difficult complaints or problems;
- Supervises division productivity control and monitoring function and recommends organizational and/or operational changes for improvement;
- Supervises, trains, evaluates, and rates the work performance of subordinate supervisors;
- Develops section work programs and assists in preparation and administration of the section budget.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time supervisory experience coordinating, planning, assigning, and/or designing the general repair, construction, and maintenance of buildings and facilities at a level equivalent to Building Maintenance Supervisor (a position which plans, coordinates, supervises, and evaluates, directly or through subordinate supervisors, the work of skilled trades crews engaged in the general repair, remodeling, and maintenance of City buildings and facilities). Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

sCLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR BOAT OPERATOR - 1267

DEFINITION:

Under direction, to supervise and participate in the operation and maintenance of ocean monitoring boats; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises and evaluates subordinate boat operators, and participates in piloting ocean monitoring vessels and performing routine maintenance on boat engines;
- Evaluates maintenance requirements and establishes a preventative maintenance schedule for ocean monitoring vessels;
- Participates in routine maintenance and repairs of onboard equipment including generators, winches and pumps, and various onboard hydraulic, mechanical, and electrical systems;
- Performs minor maintenance and troubleshooting of navigational equipment including a global positioning system, Loran C, fathometer, radar, VHF radio telephone, and compasses;
- Coordinates and oversees major hull or engine overhauls and other required work performed by private contractors in drydock facilities or shipboard dockside;
- Safely operates vessels in coastal waters, bays, and northern Baja California according to established rules and regulations;
- Operates navigational, communication, and computer systems;
- Maintains and monitors all required safety equipment;
- Rigs equipment such as trawl nets, buoys, and special scientific sampling equipment, as required;
- Assists the scientific crew with sampling activities on occasion;
- Maintains related logs and records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience in the maintenance and operation of a 30-foot or larger diesel-powered boat as part of an ocean monitoring program, or other scientific ocean sampling program, which must include the operation, maintenance, and repair of diesel engines, generators, winches, and pumps, and the operation and minor maintenance of navigation, communication, and computer equipment. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR CASHIER - 1840

DEFINITION:

Under direction, to supervise and participate in the work of a cashiering section; to be responsible for and perform specialized cashiering work of a difficult complex nature; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns and directs the work of subordinate cashiers;
- Reviews transactions for accuracy;
- Trains and assists cashiers with difficult problems;
- Verifies, reconciles, and balances the total daily transactions for each cashier;
- Receives daily cash receipt reports with deposit slips from revenue-producing departments;
- Prepares daily bank deposits and maintains accurate records of daily receipts, reversals of bad checks, bank withdrawals, deposits, cash transfers, and cash on hand;
- Maintains control of vault and other funds;
- Prepares written reports and correspondence;
- Processes returned checks;
- Maintains proper work flow;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time cashier experience. Qualifying experience must have been as a cashier with a municipal organization, public agency, non-profit organization, utility company, bank, savings and loan, or credit union, which must include all the following: receiving cash, checks, and other negotiable instruments from the public and issuing receipts; calculating and making correct change; and balancing monies against register tapes and various source documents using a 10-key adding machine by touch. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR CITY ATTORNEY INVESTIGATOR - 1885

NOTE: formerly SENIOR LITIGATION INVESTIGATOR

DEFINITION:

Under direction, to supervise subordinate investigative staff and perform a wide variety of difficult and complex investigations for City liability and other cases going to trial; to perform sensitive and complex special investigations and projects on various legal issues; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts a variety of investigations for the more complex and sensitive lawsuits, such as those involving civil rights, serious injury and death, shootings, and design cases, where the City may be either plaintiff or defendant;
- Performs complex accident reconstruction studies and cause analyses;
- Testifies in court as an expert witness;
- Obtains and analyzes medical and statistical records;
- Conducts surveillances;
- Locates and interviews witnesses;
- Gathers and obtains statements, documents, and other factual material relating to cases;
- Analyzes information compiled and prepares recommendations and reports;
- Prepares statistical data, special documentation, and exhibits to be presented at court;
- Drafts complex investigation reports;
- Takes photographs;
- Serves summonses and subpoenas;
- Attends trials and hearings, and assists attorneys in arranging appearance of witnesses at trials and hearings and in preparing presentation of evidence;
- Gathers data in response to interrogatories and/or demand for production of documents, and is responsible for verifying the evidence or information;
- Conducts special investigations and projects;
- Assigns, reviews, and evaluates the work performance of subordinates;
- Trains subordinate staff in investigative techniques.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** three years of full-time civil, criminal, or law enforcement investigative experience performing the full range of duties involved in the investigation of civil or criminal cases such as public liability claims, land use, constitutional claims, traffic accidents, consumer fraud, domestic violence, code enforcement, narcotics, or gang activity. Qualifying experience must include a minimum of one year of full-time experience at the level of City Attorney Investigator for the City of San Diego.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR CIVIL ENGINEER - 1855

DEFINITION:

Under direction, to plan, direct, and coordinate, through subordinate supervisors, the work of a major engineering section; to be responsible for highly complex and sensitive engineering projects or functions; and to perform related work.

*** EXAMPLES OF DUTIES:**

As a second-level supervisor:

- Plans, directs, and supervises the work of a major section of professional engineers in the development of feasibility studies, designs, specifications, and estimates for a wide variety of municipal or utility engineering projects;
- Through subordinate supervisors, coordinates the inspection of public works and utility projects for consistency to applicable engineering codes and principles;
- Coordinates work with other sections and divisions;
- Plans and directs a highly technical and specialized engineering function within a division.

As a project manager for a highly complex and sensitive engineering project:

- Plans and coordinates all aspects of project design, construction, and operation;
- Performs highly complex research or design;
- Acts as liaison and represents the City in meetings with citizen groups, architects, engineers, contractors, and governmental agencies;
- Supervises the preparation of and approves all project documents and processes, including contract bidding procedures and awards, plans and specifications, change orders, etc.;
- Estimates construction costs and time requirements;
- Monitors consultant contracts, evaluates contractor and consultant performance, negotiates scope of work, and ensures contract compliance;
- Prepares and signs various engineering reports.

Other duties:

- Reviews engineering plans and maps for subdivisions and other public improvement projects;
- Reviews conditions set by other entities to allow completion of projects;
- Plans, reviews, and provides engineering support to public works and/or utility operations and maintenance;
- Interviews, selects, evaluates, and assigns work to subordinate employees;
- Estimates budget and staffing needs for the assigned unit;
- Assists in developing Capital Improvement Project budgets.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Current registration as a professional Civil Engineer with the State of California, **AND** three years of full-time professional civil engineering experience.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR CLAIMS REPRESENTATIVE - 1937

DEFINITION:

Under direction, to perform the most difficult and responsible claims adjusting work related to the City's public liability, workers' compensation, cost recovery, or other specialized risk management programs; to lead the work of professional claims representatives; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts the most difficult, complex, and sensitive investigations of workers' compensation, bodily injury, and property loss or damage claims filed against the City;
- Performs cost recovery investigations regarding damage to City property or injury to City personnel;
- Leads the work of professionals and paraprofessionals;
- Performs special projects relating to legislative policy, department operations, or other matters of comparable difficulty and responsibility;
- Facilitates liability evaluations;
- Coordinates training programs and large projects;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys, and assists in the preparation of cases for litigation;
- Maintains monetary reserves;
- Reviews police and hospital records;
- On a scheduled or on-call basis, inspects scenes of accidents, takes photographs, and collects and preserves evidence;
- Evaluates property damage and bodily injuries to determine extent of the City's liability;
- Estimates settlement value if City liability exists;
- Negotiates with claimants in order to effect equitable settlements out of court;
- Recommends claim denials;
- Effects settlements within assigned monetary authority;
- Handles cost recovery/subrogation functions;
- Prepares comprehensive investigative reports;
- Represents the City in small claims actions, mediations, and settlement conference;
- Performs projects related to the maintenance of the City's insurance portfolio;
- Assists in the preparation of cases for litigation;
- Attends industrial leave hearings and hearings of the Workers' Compensation Appeals Board;
- Evaluates and rates disabilities;
- Performs related projects as assigned.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time professional experience in the investigation, adjustment, and settlement of general and/or automobile liability claims involving bodily injury and property damage claims, which must include at least two years of full-time experience handling claims covered by California law. Qualifying professional experience must include the authority for approval of settlements and denial of claims. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR CLERK/TYPIST – 1879

DEFINITION:

Under direction, to supervise the work of a group of clerical subordinates; to perform specialized clerical work of a difficult and complex nature; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class serves as a first-level supervisor over a group of clerical subordinates performing a variety of clerical functions. Positions without supervisory responsibilities are required to perform difficult and specialized clerical work of a responsible nature requiring considerable independent judgment in interpreting departmental rules, regulations, and policies.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and reviews the work of clerical subordinates performing a variety of clerical functions;
- Coordinates work with other sections and/or divisions;
- Performs and facilitates office management functions;
- Resolves workload problems and establishes priorities;
- Provides training to subordinates;
- May participate in the work of the section;
- Independently composes correspondence in accordance with established standards;
- Develops, reviews, and modifies work procedures for the unit;
- Selects and rates the work performance of subordinates;
- Sets-up and maintains complex and/or computerized file systems;
- Reviews a variety of reports, forms, and records for accuracy, completeness, and compliance with applicable statutes;
- Prepares special and periodic reports which involves developing format and compiling materials and data from a variety of sources, which requires an understanding of problems and terminology involved and relevant rules and regulations governing such activities;
- Provides information at a counter or via telephone where judgment and interpretation are required;
- Enters, modifies, and queries computerized files;
- Develops forms and shell documents;
- Provides clerical support to a board, commission, committee, or legislative body;
- Types correspondence, reports, and various other documents from rough drafts, tape recordings, or oral instruction.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time clerical experience where your primary job responsibilities were clerical in nature and must include a wide range of increasingly responsible duties (e.g., drafting, editing, typing correspondence, memoranda, or instructional procedures; reading, researching, analyzing correspondence, manuals, or other written materials; checking, comparing, alphabetizing, sorting, counting, calculating, verifying, recording, and/or coding data via computer or manually; providing clerical support to a board, commission, committee, or legislative body; verbally convey instructions, policies, and procedures via phone or in person); **OR** two years of full-time clerical experience as specified above, **AND** successful completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training specifically on clerical or office procedures; **OR** two years of full-time clerical experience as specified above, **AND** an Associate's Degree in Business Office Technology or a closely related field. The ability to type at a corrected speed of 30 words per minute. Some positions may require the ability to type at a minimum corrected speed of 50 words per minute.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR CODE COMPLIANCE SUPERVISOR - 1912

DEFINITION:

Under direction, to coordinate and direct, through subordinate supervisors, the work of operational units engaged in the City-wide enforcement of a variety of State, Federal, County, or municipal codes and ordinances.

*** EXAMPLES OF DUTIES:**

- Coordinates, monitors, and evaluates the work of subordinate supervisors;
- Reviews and handles the most difficult and sensitive Council requests and responses to route slips, citizen complaints, and disciplinary recommendations for consistency with department policy, procedures, and past practice;
- Reviews subordinate recommendations on mitigation of enforcement procedures;
- Coordinates the repair and maintenance of enforcement vehicles and equipment;
- Develops and coordinates training programs and manuals for subordinates;
- Serves as liaison with community organizations or private businesses to explain City enforcement policies and practices;
- Designs, develops, and oversees implementation of outreach programs to reduce illegal dumping;
- Reviews workload statistics, equipment availability, personnel costs, and revenue to evaluate staffing levels;
- Evaluates and develops alternative enforcement policies and procedures;
- Analyzes and recommends budget allocation;
- Prepares computerized spreadsheets, reports, and presentations utilizing a variety of software program and Environmental Programs and Collections Systems (EPACS).

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience supervising personnel responsible for the enforcement of a variety of federal, state, county, or municipal codes and ordinances. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR COMBINATION INSPECTOR - 1849

NOTE: formerly SENIOR BUILDING INSPECTOR

DEFINITION:

Under direction, to train and supervise a group of combination inspectors; to perform the more difficult or problem inspections; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of combination inspectors;
- Consults with and gives technical assistance to subordinates on complex problems;
- Investigates and resolves inspection issues;
- Performs the more difficult or problem inspections for compliance with applicable building codes and other regulations;
- Investigates, compiles evidence, and gives testimony in court cases;
- Confers with and provides technical information to architects, contractors, builders, engineers, designers, and the public;
- Prepares reports and correspondence;
- Utilizes computer software for training and scheduling purposes;
- Trains and evaluates the work performance of subordinates;
- Compiles and prepares statistical work performance reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time journey-level experience as a Combination Inspector II with the City of San Diego; **OR** one year of full-time journey-level experience with a public agency or a private company contracting with a governmental jurisdiction at a level equivalent to a Combination Inspector II with the City of San Diego. Possession of a valid International Code Council (ICC) Residential Combination Inspector Certification. Possession of a valid California Class C Driver's License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR COMMUNICATIONS ENGINEER – 1346

DEFINITION:

Under direction, to plan, direct, and supervise the installation and maintenance of electronic communication systems; to administer the operation of a Communications Center; to perform professional communications engineering research and studies; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, and gives general direction to electronic maintenance activity; tests equipment;
- Reviews specifications, cable TV reports, studies, and cost estimates prepared by engineering section;
- Acts as consultant on electronic and wireless communication problems;
- Performs engineering studies for transmitter and receiver sites;
- Conducts research for planning of communication systems;
- Performs on-site inspections;
- Writes and reviews equipment and system specifications;
- Establishes technical operation and maintenance standards;
- Assists in preparation and administration of divisional budget and evaluates contract bids;
- Ensures that City radio stations are maintained in accordance with federal rules and regulations;
- Selects, trains, and rates the work performance of subordinates;
- Directs and evaluates the work of technical consultants;
- Makes reports and presentations to management and City Council;
- Acts for Deputy Director in the Deputy Director's absence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree in Electronics, Electrical Engineering, Computer Engineering, or Communications/Network Engineering, **OR** certification as an Engineer-in-Training (EIT), **OR** registration as a professional Electrical, Electronics, or Communications Engineer with a state licensing board; **AND** four years of full-time professional Telecommunications engineering experience with multiple site/multiple

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

frequency radio communication systems and/or large, multiple site TCP/IP networks.
Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR COMMUNICATIONS TECHNICIAN - 1859

DEFINITION:

Under direction, to design, construct, install, test, modify, and maintain the most complex electronic communications systems; to instruct Communications Technicians in the more difficult and complex aspects of their work assignments; to lead the work of lower-level staff in the installation and repair of communication equipment; to assist staff engineers in conducting surveys and evaluations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Designs, constructs, installs, tests, adjusts, and maintains fixed RF communications, mobile and portable VHF, UHF, SCADA, and microwave radio communication transmitters and receivers, including fiber optic multiplexers, radar speedometers, digital and logic circuitry, microprocessor controlled devices, automatic receiver selectors, and remote control consoles, and develops any technical data or other documentation;
- Assists in performing surveys on radio coverage, microwave paths, co-channel interference, intermodulation probability, cable TV system performance, antennae selection and placement, and other related subjects;
- Maintains IP/data networks and develops technical data and/or documentation;
- Designs and constructs components or systems for specific projects;
- Leads and advises lower-level staff on installation and maintenance tasks and provides guidance in the more difficult tasks and repairs;
- Assists in planning and scheduling training and may conduct training in new and current procedures of maintenance;
- Periodically reviews maintenance practices and standards to improve methods;
- Operates shop test equipment including oscilloscopes, frequency counters, signal generators, wattmeters, communication system analyzers, TDR and OTDR meters, frequency and deviation monitors, electronic AC level meters, acoustic sound level meters, frequency-synthesized signal generators, and other digital microwave test equipment.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time journey-level experience as a Communications Technician with the City of San Diego. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR COMMUNICATIONS TECHNICIAN SUPERVISOR - 1425

DEFINITION:

Under direction, to plan and supervise the installation, repair, and maintenance of electronic systems and equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, organizes, and assigns work involved in the installation, operation, and maintenance of fixed and mobile radio equipment, digital microwave radio systems, intercom systems, public address equipment, PAX telephone systems, and other electronic and communications systems and equipment;
- Develops and checks specifications and blue prints for communications systems and other electronic equipment;
- Develops section work programs and budget requests;
- Checks job costs against budget estimates;
- Estimates costs;
- Inspects facilities for deficiencies and operational and maintenance problems;
- Inspects projects in progress and upon completion;
- Plans and designs special equipment;
- Oversees a network operation center;
- Utilizes a work order management software system;
- Verifies compliance with all relevant federal, state, and local regulations;
- Coordinates activities between City departments, local government agencies, and outside contractors, as required;
- Keeps records and prepares reports;
- Trains and rates work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience at the level equivalent to a Communications Technician Supervisor with the City of San Diego. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR CONTROL SYSTEMS ENGINEER - 1210

DEFINITION:

Under direction, to manage and direct distributed control system service, activities, and resources; to manage the construction of regional distribution control systems for all wastewater treatment facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Oversees and supervises the automation and process control group for wastewater treatment and disposal;
- Manages the construction of the regional distribution control systems for all wastewater treatment facilities;
- Develops, recommends, and manages plans, designs, and programs for the operation, maintenance, and optimization of a regional distributed control system;
- Evaluates the capacity and reliability of a distributed control system and related data communications/networking systems;
- Recommends system-wide modifications;
- Evaluates current and developing technologies for potential use;
- Operates and maintains the Distributed Control Systems (DCS), Department Information Network (DIN), Facility Information Network (FIN), and the Process Information Network (PIN);
- Reviews engineering designs and standardization of the control systems within and between facilities;
- Evaluates and oversees the design, development, implementation, and testing of systems;
- Develops and implements system enhancements to improve reliability and performance;
- Prepares reports and correspondence;
- Interviews, trains, evaluates, and rates subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A current registration as a Professional Control Systems Engineer from the State of California; **AND** four years of full-time professional industrial engineering project management experience which must include supervisory and managerial duties.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR CORROSION ENGINEERING AIDE - 1813

DEFINITION:

Under general supervision, to perform subprofessional corrosion engineering investigations, inspections, troubleshooting, and problem solving; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts routine field investigations and survey data analysis to ensure City objectives and design standards are met for City projects and facilities;
- Analyzes corrosion failures and solves problems;
- Performs routine pipe and soil surveys on pipelines and underground structures;
- Troubleshoots and performs minor repairs to cathodic protection systems;
- Selects methods and/or materials for projects; conducts proper material selection for new or replacement materials;
- Liaisons with City departments, contractors, vendors, and other agencies to coordinate projects and share information;
- Review and update corrosion control related City specifications and Green Book Standards;
- Determines use of material coating and paint;
- Design review of new structures, installs and inspects cathodic protection equipment;
- Computes quantities, prepares estimates, and compiles, collects, and compares data for reports;
- Enters and retrieves data using computer terminals and databases;
- Reviews and maintains records of raw field monitoring data;
- Installs and inspects cathodic protection equipment and protective coating;
- Evaluates soil corrosivity factors;
- Assists with the inspecting, installing, and testing of cathodic protection systems;
- Prepares routine reports, drawings, graphs, charts, and field tests.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Completion of a minimum of 30 semester/45 quarter college-level units in Engineering, Chemistry, or Physics, **OR** a National Association of Corrosion Engineers (NACE) certificate at any level; **AND** two years of full-time corrosion engineering experience in cathodic protection. Possession of a valid California Class C Driver License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR CORROSION SPECIALIST - 1807

DEFINITION:

Under direction, to plan, direct, and supervise the work of a major corrosion engineering design section; to plan, develop, and implement the overall corrosion mitigation program to support the operation of the City's water or wastewater facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of subordinate Corrosion Engineers and subprofessional personnel in the development of engineering designs and specifications for corrosion control systems;
- Supervises professional engineers and performs preparation of engineering designs and specifications for corrosion control systems in the City's water and wastewater facilities;
- Evaluates corrosion prevention systems and makes recommendations on improvements;
- Prepares technical corrosion engineering studies;
- Reviews all technical data and reports for accuracy;
- Oversees all plan reviews;
- Oversees design guide reviews and inspections;
- Prepares corrosion project estimates for the bid process and bid documents;
- Performs data analysis and writes reports and specifications;
- Performs in-depth corrosion studies and evaluations to determine the extent of corrosion and determines mitigation measures to address existing corrosion in treatment plant pumps and pipelines;
- Plans, develops, maintains, and implements a Citywide corrosion mitigation program for the City's water and wastewater facilities;
- Performs field investigations and inspections;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Four years of full-time professional corrosion engineering experience, which must include the design, installation, and maintenance of cathodic protection (CP) systems, development of specifications for CP systems, and development of specifications for protective coatings. One year must have been at a level equivalent to the City of San Diego's classification of Associate Engineer-Corrosion; **AND** current certification with the National Association of Corrosion Engineers (NACE) as a Cathodic Protection Specialist (CP-4), **OR** current registration as a professional Corrosion Engineer with the State of California. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR CUSTOMER SERVICES REPRESENTATIVE - 1860

DEFINITION:

Under direction, to supervise the work of a group of Customer Services Representatives performing water and sewer customer service activities in a centralized water utilities customer service section; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the first-level supervisory class in the Customer Services Representative series. Incumbents of this class typically supervise a collections, billing, or customer information unit.

* **EXAMPLES OF DUTIES:**

- Plans, directs, and supervises subordinates performing customer service activities involving water service information, collections of utilities accounts, and the verification, adjustment, and processing of residential, government, and commercial water bills;
- Interprets and enforces provisions of the Municipal Code and City and departmental rules and regulations related to the section's work activities;
- Answers public inquiries and initiates field investigations;
- Develops and updates procedures for the work unit;
- Troubleshoots work unit problems and provides technical guidance, expertise, and training;
- Resolves the more complex and sensitive account and public relations problems;
- Researches and corrects processing errors;
- Compiles workload statistics for the work unit;
- Maintains quality control by spot checking work performed by subordinates;
- Selects, schedules, trains, counsels, and rates the work performance of subordinates;
- Maintains records and prepares reports;
- May participate in the work of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Three years of full-time clerical experience, including one year of experience performing one the following: working in a call center making inbound and outbound calls; performing at least two of the following customer service functions as primary job duties: providing utility information to the public regarding services offered; researching, reconciling, and resolving billing inquiries; performing initial delinquent accounts collection work; processing applications for service; troubleshooting technical issues for customer accounts; or responding to inquiries and complaint from the public; or processing remittance payments in a centralized billing system. Ability to type at a corrected speed of 30 net words per minute.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR DEPARTMENT HUMAN RESOURCES ANALYST - 1365

DEFINITION:

Under direction, to perform the more difficult and responsible professional human resources work in one or more departments; to act as lead analyst, coordinating the activities of other analysts and subprofessional personnel; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey class in the Department Human Resources Analyst series. This class is distinguished from the Associate Department Human Resources Analyst, the journey-level class, in that Senior Department Human Resources Analysts perform the more difficult and complex professional human resources work and lead the work of other professional staff.

*** EXAMPLES OF DUTIES:**

- Provides guidance, training, and assistance to department management and employees on human resources issues;
- Gives guidance and assistance to, and may lead the work of, one or more analysts or subprofessional personnel;
- Conducts and reviews the more sensitive departmental equal employment opportunity (EEO) and/or disciplinary fact-finding investigations;
- Develops discipline packages for all levels of discipline up to and including terminations;
- Develops interview packets and participates in the more complex Appointing Authority interview processes;
- In conjunction with Human Resources, develops complex department programs and conducts training related to EEO, Sexual Harassment Prevention, Threat Management, and the Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA)/Pregnancy Disability Act (PDA);
- Counsels department employees and researches and interprets various City policies and procedures such as Civil Service Rules, Personnel Manual, Administrative Regulations, Memoranda of Understanding (MOUs), Department Instructions, and Federal and State laws and legal guidelines;
- Manages metric analysis for the reporting of various human resources related statistics to the management team;
- Serves as a department liaison to the Personnel, Risk Management, and Human Resources departments and labor organizations;
- Assists in the development of position classification requests for submission to the Personnel Department;
- Conducts special studies and investigations;
- Prepares reports and correspondence.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: The minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units), **AND** three years of full-time professional-level human resources experience. A minimum of one year of qualifying experience must have been performed at a government agency. Qualifying professional human resources experience must include responsibility for conducting professional-level studies to identify problems and/or formulate recommendations in at least one of the following areas: 1) labor relations/negotiations; 2) reviewing, developing, and conducting selection/interview processes; 3) interpretation of administrative or personnel regulations to the public, management, and/or employees; 4) organizational effectiveness and productivity studies; 5) administration of human resources programs related to employee benefits, medical placement, light duty, workers' compensation, rehabilitation, or retirement; 6) misconduct/equal employment opportunity fact-finding or similar investigations; and/or 7) employee relations and development.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR DISPOSAL SITE REPRESENTATIVE – 1864

DEFINITION:

Under direction, to supervise and participate in the work of Disposal Fee Collectors at a City-operated refuse disposal site; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Schedules personnel to ensure adequate staffing and coverage;
- Makes daily work assignments;
- Balances cash receipts and deposits cash on a daily basis;
- Explains disposal site policies and fee schedules to the public;
- Enforces rules and regulations;
- Stops vehicles entering the landfill to check registration and inspect loads;
- Determines applicable fees;
- Directs vehicles with unacceptable loads to proper landfills;
- Operates and maintains computerized scale and register system;
- Maintains a variety of records;
- Collects fees;
- Assists in licensing commercial vehicles;
- Participates in the hiring of new employees;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience calculating and collecting user fees, balancing receipts, and explaining and enforcing policies, rules, and regulations at a refuse disposal site or at a similar environment (e.g., toll booth, recycling facility, outdoor parking facility, other outdoor facility). Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR DISPOSAL SITE SUPERVISOR - 1866

DEFINITION:

Under direction, to plan, supervise, coordinate, and review, through subordinate supervisors, the work of crews engaged in construction, maintenance, and equipment operation work at sanitary landfills; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns and supervises, through subordinate supervisors, the work of crews engaged in the day-to-day operations of sanitary landfills;
- Inspects disposal sites for proper maintenance and conformance to State standards and City specifications;
- Coordinates with other agencies refuse disposal activities such as constructing and maintaining landfill sites, arranging fuel resupply, and relocating heavy equipment;
- Plans and researches future disposal sites within the landfill;
- Coordinates repair operations of leased and City-owned landfill equipment;
- Evaluates workload and plans work;
- Schedules personnel and equipment as needed to ensure completion of daily work programs;
- Evaluates and recommends specifications for new equipment;
- Explains landfill rules and regulations to the public;
- Handles on-site emergencies, and authorizes the opening, closing, and/or restriction of landfill activities as a result of inclement weather or unsafe conditions;
- Assists engineers in laying out proper cut and fill grades and drainage systems;
- Plans and supervises employee training;
- Investigates accidents and equipment failures;
- Selects, trains, and rates the work performance of subordinates;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience operating heavy mobile construction equipment, including one year at a large sanitary landfill or in large-scale earth moving or excavation operations such as new highway construction, earthen dam construction, or large subdivision grading, **AND** one year as a supervisor directing a crew of heavy mobile construction equipment operators in a large sanitary landfill.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR DRAFTING AIDE

DEFINITION:

Under general supervision, to perform complex and varied drafting work; to supervise routine drafting work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Senior Drafting Aide is the second-level in the drafting series. Assignments are of varying difficulty and are under general technical supervision. Subordinate personnel performing routine drafting may be supervised and trained by Senior Drafting Aides. Positions classified at this level may be underfilled with Engineering Trainee and Drafting Aide, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Prepares and/or digitizes a variety of complex engineering drawings, reduces field notes, computes grades, and prepares cross-sections, profiles, visual displays, maps, and charts;
- Utilizes Computer Aided Drafting and Design (CADD) or Geographic Information System (GIS) applications to create designs, maps, drawings, and reduce field notes;
- Prepares cross-sections, profiles, specifications, visual displays, maps, and charts;
- Prepares cost estimates and computes quantities;
- Prepares and drafts precise maps for land use, master plans, rights-of-way, and final zoning;
- Combines maps on one scale;
- Makes architectural and structural drawings;
- Prepares, checks, and interprets legal descriptions;
- Performs research and investigations and delineates ownerships and boundary lines;
- Constructs architectural and topographic models;
- Prepares artwork for photography;
- Interprets rules and regulations to subdividers, builders, and the public;
- May train and evaluate subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Two years of full-time experience preparing and/or digitizing engineering plans and/or maps to scale using manual or electronic drafting. Qualifying experience must include assisting professional staff (Architect, Engineer, Surveyor, GIS, or Information Systems personnel) responsible for plan and/or map development. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR ELECTRICAL ENGINEER - 1863

DEFINITION:

Under direction, to plan, direct, and supervise the work of a major electrical engineering design section; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and directs the work of subordinate engineers and subprofessional personnel in the development of electrical designs and specifications, and in electrical construction inspection;
- Supervises and participates in the work of subordinates engaged in the review of proposed building designs to ensure compliance with local, state, and national electrical ordinances, codes, and regulations;
- Coordinates electrical engineering projects with other City departments and with other agencies;
- Researches and determines the acceptability of new materials and methods of construction;
- Prepares informational bulletins;
- Develops and writes applicable codes;
- Represents the City in matters relating to electrical engineering and attends meetings and makes presentations;
- Prepares project estimates and special reports, correspondence, and studies.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time professional electrical engineering experience; **AND** current registration as a professional Electrical Engineer with the State of California. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR ELECTRICAL INSPECTOR - 1163

DEFINITION:

Under direction, to train and supervise a group of electrical building inspectors; to perform the more difficult or problem electrical inspections; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of electrical inspectors;
- Consults and gives technical assistance to subordinates on complex problems;
- Investigates and reviews inspection complaints;
- Performs the most difficult or problem inspections for compliance with applicable electrical codes and regulations;
- Checks electrical plans for compliance with electrical codes, newsletters, department interpretations, and policies;
- Resolves inspection complaints and provides technical information to contractors, builders, engineers, and the public;
- Prepares reports and correspondence;
- Evaluates work of subordinates and prepares performance reports;
- Recommends discipline in cases of employee misconduct or poor performance;
- Interviews and recommends selection of building inspection employees;
- Trains subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time journey-level experience as an electrical inspector with a municipality at a level equivalent to the City of San Diego's classification of Electrical Inspector II. Possession of a valid International Code Council (ICC) Certificate as an Electrical Inspector issued within the last three years is required at the time of hire. Possession of a valid California Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR ELECTRICAL SUPERVISOR – 1430

DEFINITION:

Under direction, to plan and coordinate, through subordinate supervisors, the installation, repair, and maintenance of electrical systems and equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Through subordinate supervisors, plans, organizes, and assigns the work of electrical inspectors involved in the installation, operation, and maintenance of street lighting, traffic signal control and lighting systems, and parking meter repair and collection;
- Reviews blueprints for traffic control, lighting, and other electrical systems;
- Develops section work programs and budget requests;
- Checks job costs against budget estimates;
- Estimates costs;
- Develops job material lists and orders materials;
- Inspects projects in progress and upon completion;
- Keeps records and prepares reports;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State accredited four or five-year Electrician Apprentice Program, **AND** three years of full-time experience in all phases of work as a journey-level Electrician, including one year in a supervisory capacity. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR ENGINEER-FIRE PROTECTION - 1457

DEFINITION:

Under direction, to act as the department's expert on fire protection systems; to perform difficult and complex plan review of development projects; to review and develop recommendations on proposed fire protection code equivalencies; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews plans and specifications related to complex development projects such as high-rise buildings, large industrial complexes, and large public assembly facilities to ensure conformance with life safety requirements of the California Building Code, the California Fire Code, local and state fire codes and ordinances, and applicable National Fire Protection Association standards;
- Reviews and evaluates requests for alternate materials and methods of construction;
- Recommends changes in design, materials, or equipment such as structural component protection, fire protection equipment, life safety equipment, and alarm systems;
- Advises field inspectors of difficult fire and life safety problems; reviews codes, ordinances, and fire protection standards from other jurisdictions for possible local application;
- Recommends and develops new or revised fire protection codes, ordinances, and related fire protection standards;
- Provides technical enforcement advise to building contractors, architects, and other officials;
- Inspects fire protection systems and researches fire record data, and develops information on fire performance of building and safety of occupants in a fire;
- Coordinates between the Fire-Rescue, Development Services, Economic Development, Engineering and Capital Projects, and Public Utilities departments on fire protection issues;
- Develops and presents recommendations to the Board of Appeals on fire protection code equivalencies for specific building projects;
- Authors and edits policies, procedures, and information bulletins, and prepares responses to technical reports on codes and standards and related topics of life safety;
- May supervise subordinate professional and technical staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Fire Protection Engineering, Fire Protection and Safety Engineering Technology, or closely related field, **OR** Engineer-in-Training (EIT) Certificate issued from a state licensing board, **OR** registration as a professional Fire Protection Engineer with the State of California; **AND** four years of full-time professional-level experience in fire protection engineering. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR ENGINEERING AIDE - 1861

DEFINITION:

Under general supervision, to perform nonprofessional engineering work of average difficulty in the field or office; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Checks subdivision plans and maps for easements, street names, and compliance with ordinances, rules, and regulations;
- Utilizes Geographic Information Systems (GIS) software to collect, maintain, and map engineering-related inventories;
- Determines legal time limits for completion of subdivision maps;
- Conducts traffic counts;
- Locates traffic signs and street markers;
- Prepares accident location studies;
- Prepares detailed drawings of roads, drainage structures, or sewer systems;
- Makes simple inspections of engineering survey work;
- Collects, reviews, interprets, analyzes, and reduces data from a variety of field equipment;
- Prepares data collected in the field for reports or presentation;
- Collects, transports, and tests material samples for conformance with specified Caltrans or American Society for Testing and materials (ASTM) test methods;
- Inspects material producing plants;
- Prepares hydrographic statistics;
- Monitors and evaluates soil corrosivity factors and mass grading activities;
- Installs and inspects cathodic protection equipment;
- Issues building permits;
- Monitors geotechnical engineered product installations;
- Reviews simple building plans of residential dwellings, garages, patios, retaining walls, and other residential additions to ensure compliance with building code requirements, and gives information to the public concerning the building code, building permits, and zoning regulations;
- Schedules and performs traffic speed surveys and operates radar speed detection equipment;
- Maintains and updates an automated street inventory system;
- Performs on-site inspections of food establishments, prepares inspection summaries, and enforces ordinances;
- Provides support to water/wastewater facility maintenance;
- Configures, calibrates, and deploys a variety of flow, pressure, and level data logging equipment;
- Drafts letters and prepares reports, simple drawings, graphs, and charts.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Architecture, Civil or Structural Engineering, or a closely related field; **OR** certification as an Engineer-in-Training (EIT) issued from a state licensing board; **OR** two years of full-time experience as a Junior Engineering Aide with the City of San Diego; **OR** two years of full-time subprofessional engineering, drafting, or Geographic Information Systems (GIS) map preparation experience; **OR** Land Surveyor-in-Training (LSIT) Certificate issued from a state licensing board. Possession of valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR ENGINEERING GEOLOGIST – 1806

DEFINITION:

Under direction, to plan, direct, and perform the review of building and land development permit applications for compliance with geological hazard requirements; to resolve geological hazard compliance disputes; to provide a centralized source of information on geological hazards; may supervise professional and subprofessional staff; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews building and land development permit applications, and Capital Improvement Projects for compliance with state and local geological hazard requirements;
- Reviews submitted geological reconnaissance and investigative reports;
- Evaluates proposed geologic hazard mitigation measures;
- Resolves geological and geotechnical hazard compliance disputes;
- Reviews building and land development plans to ensure designs include the proposed measures necessary to mitigate geologic hazards;
- Conducts site visits and investigates geological events affecting public property and/or facilities;
- Advises engineering geologists, engineers, architects, contractors, and property owners of the City's geologic hazard requirements;
- Performs emergency safety evaluation of geologic hazards;
- Updates geologic hazard maps;
- Prepares reports;
- Attends and reports to public boards and commissions about geologic issues and provides information on geological hazards;
- Maintains records of geological reports, studies, and data;
- May select, assign, and rate the work performance of subordinate professional and subprofessional staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Certification as an Engineering Geologist with the California Board of Professional Engineers, Land Surveyors, and Geologists. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR ENVIRONMENTAL SCIENTIST – 1065

DEFINITION:

Under direction, to plan, coordinate, and direct, through subordinate supervisors, the activities of a State-certified laboratory or for a scientific or regulatory program; to supervise professional and technical personnel; to serve as a liaison with regulatory and other agencies and management regarding issues; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Manages laboratories and environmental programs including, but not limited to chemistry, microbiology, toxicology, ocean monitoring, reservoir studies, air quality, permits and compliance, data management and quality systems;
- Reviews and evaluates compliance with regulations and permit requirements and provides summaries and recommendations to management;
- Advises management on technical issues relating to regulatory requirements associated with source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water, stormwater, ocean water, ocean sediments, and additional marine and freshwater environments;
- Participates in interdivisional and division section meetings to coordinate the implementation of department priorities and program objectives;
- Determines long range plans;
- Plans, directs, designs, and coordinates special studies;
- Coordinates laboratory/program activities with other agencies or divisions on solutions to common problems and to improve testing parameters and procedures and interagency consistency relating to microbiology, toxicology, molecular biology, limnology, watershed management, bio-assessment, marine biology, and/or ocean monitoring;
- Reviews and optimizes quality assurance and/or safety program data;
- Coordinates and oversees lab permits and certifications;
- Develops service level agreements and reviews and approves invoices for services;
- Assesses lab cost and workload efficiencies; develops and conducts efficiency programs;
- Prepares preliminary budget requests and justifications and monitors the section/laboratory budget, reviews invoices for services and purchasing records;
- Oversees the Laboratory Information Management System (LIMS) and the Quality Management System as required by accreditation standards;
- Establishes testing parameters and procedures;
- Develops and supervises experiments or other research designed to provide solutions to problems associated with source water, drinking (potable) water, domestic and industrial wastewater, biosolids, recycled water, purified water,

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- stormwater, ocean water, ocean sediments, and additional marine and freshwater environments;
- Evaluates quality assurance programs to ensure that procedures and analysis performed are in compliance with mandatory rules and regulations and laboratory certifications;
 - Plans and directs air quality compliance strategies;
 - Provides day-to-day support on regulatory compliance activities;
 - Represents the City at regulatory hearings or on scientific advisory panels and committees;
 - Selects, assigns, trains, and evaluates the work performance of professional and technical personnel;
 - Reviews and recommends program staffing and equipment needs;
 - Directs sampling and laboratory preparation activities;
 - Serves as a subject matter expert and regulatory liaison to other departments, laboratories, and agencies;
 - Prepares, reviews, and edits technical reports required by regulatory agencies;
 - Provides oversight and management of external publications and contract agreements with other agencies and consultants;
 - Prepares detailed written and oral communications, and gives technical and general presentations to various stakeholder groups, regulatory agencies, and City management on laboratory activities, projects, and experiments;
 - Coordinates, plans, and directs the daily activities of a State Environmental Laboratory Accreditation Program (ELAP) certified laboratory engaged in chemical, physical, bacteriological, microbiological, biological, molecular, bioaccumulation, and toxicological analyses;
 - Evaluates laboratory data results for compliance with quality and reporting requirements;
 - Consults with contractors concerning laboratory modifications and repairs and/or with vendors concerning equipment bids and purchases of high cost or specialized laboratory items or monitoring services;
 - Evaluates and establishes work standards, procedures, and analyses to ensure compliance with State and Federal requirements;
 - Responds to inquiries and requests for information;
 - Participates in various conferences, seminars, and trainings to present and obtain information related to State and Federal monitoring;
 - Establishes work programs and schedules for field and laboratory personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's Degree in Analytical Chemistry, Biology, Chemistry, Environmental Studies, Marine Biology, Microbiology, Molecular Biology, Oceanography, Physical Chemistry, Zoology, or a closely related biological, chemical, or physical science, **AND** three years of full-time professional level experience in a scientific field including, but not limited to, laboratory work, regulatory compliance assessments, quality control, or field work, which must include one year of

supervising the work of professional staff. Possession of a valid California Class C Driver's License is required.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR HOUSING INSPECTOR - 1166

DEFINITION:

Under direction, to train and supervise a group of housing inspectors; to perform the more difficult or problem housing inspections; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of housing inspectors;
- Consults and gives technical assistance to subordinates on complex problems;
- Investigates and reviews inspection complaints;
- Performs the most difficult or problem inspections for compliance with applicable building codes and regulations;
- Confers with and gives information to architects, contractors, builders, and the general public;
- Prepares reports and correspondence;
- Evaluates work of subordinates and prepares performance reports;
- Recommends discipline in cases of employee misconduct or poor performance;
- Interviews and recommends selection of building inspection employees;
- Trains subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time journey-level experience as a combination building inspector with a public agency at a level equivalent to the City of San Diego's classification of Housing Inspector II.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR HVACR TECHNICIAN - 1913

NOTE: formerly Senior Refrigeration Mechanic

DEFINITION:

Under direction, to control the operation of refrigeration, heating, and combined heating, ventilating and air-conditioning (HVACR) systems on a computerized energy management system (EMS); to design, modify and make programming and software improvements on the EMS systems; to perform or serve as technical resource on the more difficult refrigeration, heating, ventilating and air-conditioning work; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Operates refrigeration, heating, and combined heating, ventilating, and air-conditioning (HVAC) systems on a building automation system or facility management system;
- Troubleshoots remote control units, sensors, and controllers;
- Designs, modifies, and tests logic instruction sequences in the form of set points, routines, messages, and other computer programs which direct the remote control units to monitor and control refrigeration, heating, ventilating, air-conditioning and other energy management processes;
- Designs, modifies, and makes programming and software improvements on the systems;
- Performs or serves as a technical resource on the more difficult refrigeration and HVAC work;
- Schedules and conducts preventative maintenance on computer and associated equipment;
- Analyzes operating data to determine impact on the implementation of energy management techniques and serve as bases for program modification;
- Maintains logs and records;
- May lead and instruct subordinate staff in inspecting, disassembling, diagnosing, repairing, and maintaining refrigeration, heating, ventilating and air-conditioning systems and equipment;
- Works with vendors, energy management and software specialists and engineering personnel in determining process parameters, technical specifications for new and existing installations, and other matters.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Successful completion of a State-accredited four-year Refrigeration Apprenticeship Training Program, **AND** one year of full-time experience in all phases of work as a journey-level HVACR Technician. Qualifying experience must include BOTH of the following: installing, maintaining, and repairing air-conditioning systems with capacities of ten tons and over and HVAC systems in multi-story buildings; AND maintaining, adjusting, and operating a computerized building automation system or facility management system; **OR** five years of full-time experience in all phases of work as a journey-level HVACR Technician. Qualifying experience must include BOTH of the following: installing, maintaining, and repairing air-conditioning systems with capacities of ten tons and over and HVAC systems in multi-story buildings; AND maintaining, adjusting, and operating a computerized building automation system or facility management system. Possession of a valid U.S. Environmental Protection Agency Program approved Chlorofluorocarbon (CFC) Certificate. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR LAND SURVEYOR - 1935

DEFINITION:

Under direction, to plan, direct, and coordinate the work of the Survey Section through subordinate supervisors; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and directs the work of subordinate survey supervisors, surveyors, and subprofessional survey staff in the performance of design, construction, control, and miscellaneous property surveys;
- Supervises related survey support procedures;
- Reviews, approves, and signs land survey documents performed for the City;
- Directs the preparation and recording of City survey documents and records of surveys;
- Coordinates the work of the Survey Section with other sections, departments, and agencies;
- Consults with private contractors, engineers, and other agencies to resolve problems;
- Develops and studies new survey techniques and equipment;
- Studies technical advances and advises on the use of new equipment;
- Performs studies, writes reports, and makes recommendations;
- Trains and evaluates chief subordinates;
- Prepares Survey Section budget recommendations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Current registration as a Professional Land Surveyor in the State of California; **AND** three years of full-time journey-level experience as survey party chief or supervisor of survey crews at a level equivalent to the City of San Diego's classification of Land Surveying Assistant or higher, **OR** three years of full-time professional civil engineering experience, **OR** three years of full-time journey-level experience preparing and processing various types of maps such as subdivision maps, parcel maps, or records of survey, which includes performing calculations, **OR** any combination of the experience as specified above equaling three years. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR LEGAL SECRETARY - 1820

DEFINITION:

Under direction, to train, supervise, and review the work of subordinate Legal Secretaries and other clerical personnel within a work unit; to perform the full range of duties of a Legal Secretary; to act as liaison between the City Attorney's Office and court personnel; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and conducts on-going training programs to keep subordinates apprised of changes in court procedures, legal forms, office policies, legal filing, and procedures and requirements;
- Reviews and revises work procedures;
- Reviews the work of subordinates for timeliness and conformance to prescribed legal requirements;
- Coordinates and resolves workload problems;
- Participates in the selection of new employees;
- Evaluates the work performance of subordinates and initiates disciplinary action as required;
- Takes and transcribes legal dictation from dictating equipment or shorthand notes;
- Prepares and processes a wide variety of complex legal documents such as complaints, points and authorities, interrogatories, briefs, writs, orders, demurrers, decisions, opinions, resolutions, ordinances, contracts, agreements, and memoranda of law;
- Updates databases, ensuring accuracy and completeness of documents ready for permanent storage;
- Serves as a resource regarding the Case Management System (Prolaw) used by the division;
- Compiles supporting information and substantiating documents as directed;
- Compares legal references with reference books, governmental codes, and state reporters to ensure citations are accurate;
- Evaluates and revises work procedures to adhere to legal requirements and department policy;
- Sets-up and maintains files, records, and indexes;
- Maintains control files of matters in progress to monitor/expedite their timely processing and completion;
- Composes correspondence;
- Operates word processing equipment to produce legal documents;
- Trains new subordinates;
- Acts as liaison with court personnel to resolve problems.

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MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Legal Secretary II with the City of San Diego.

CLASS SPECIFICATION

SAN DIEGO CITY SERVICE COMMISSION

SENIOR LEGISLATIVE RECORDER – 1857

DEFINITION:

Under direction, to supervise and participate in specialized and complex work of subordinate Legislative Recorders responsible for recording the official actions taken by boards and commissions and the City Council at public meetings; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Schedules and coordinates the work of subordinate Legislative Recorders;
- Develops and revises work procedures as required;
- Develops logistical, procedural, and administrative coordination of public meetings;
- Monitors the initiation of City Council directives for timeliness, consistency, and appropriate distribution;
- Reviews meeting minutes for clarity and accuracy;
- Selects, trains, and evaluates the performance of subordinates;
- Takes minutes of meetings of the City Council or other City boards or commissions ranging in topics and complexity;
- Independently drafts meeting minutes;
- Ensures the accuracy of agenda content and format;
- Distributes official meeting notices;
- Composes directives, referrals, memoranda, and responses for special transcription requests;
- Records pertinent City legislative body actions and disseminates information to appropriate agencies and/or persons;
- Researches and maintains complex manual and computerized files, logs, and records;
- Officially certifies agreements;
- Sets-up acquisitions and resolutions;
- Responds to inquiries relative to City legislative body actions and/or procedures;
- Independently composes and types correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Legislative Recorder II for the City of San Diego.
Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR LIBRARY TECHNICIAN - 1759

DEFINITION:

Under direction, to supervise and participate in complex copy cataloging in the centralized Cataloging Section of the Library Department; and to perform related duties.

* **EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of subordinates in the Cataloging Section of the Library Department;
- Assists subordinates in performing preliminary cataloging searches using the automated library database system;
- Creates and maintains online public access catalog by using the automated library system database;
- Supervises copy cataloging of library materials;
- Assists subordinates in the search and evaluation of bibliographic records for new and gift library materials following local, national, and international rules and regulations;
- Prepares, reviews, extracts, and compiles reports;
- Recommends the implementation and utilization of system upgrades;
- Prepares training manuals for the implementation of new programs and modules on the automated library system;
- Manages and oversees the addition and maintenance of item level holdings information in the automated library system database;
- Provides hardware and software assistance and troubleshooting to the staff of the Library and other City departments;
- Determines database clean-up/maintenance jobs.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of clerical experience, which must include one year of experience performing automated data logging and bibliographic duties in the City of San Diego Library; **OR** three years of clerical experience, which must include one and a half years of experience working for a City, County, State, or School/College/University library performing automated cataloging and bibliographic duties. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR LIFE SAFETY INSPECTOR - 1113

DEFINITION:

Under direction, to train and supervise a group of life safety building inspectors; to perform the most difficult or problematic inspections on new structures and repair or renovation work for compliance with applicable life safety codes, standards, and regulations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of life safety inspectors;
- Performs the most difficult or problematic inspections for compliance with applicable life safety/fire sprinkler system codes and regulations and national standards for mechanical, fire sprinkler, accessibility, and fire and life safety requirements;
- Discusses violations with property owners, tenants, and contractors and issues correction notices, warnings, and/or citations;
- Confers with and provides information to design professionals, contractors, builders, and the general public;
- Consults and provides technical assistance to subordinates on complex problems;
- Investigates and reviews inspection complaints;
- Prepares reports and correspondence;
- Trains and evaluates work of subordinates;
- Acts as a resource or speaker to inform others on building inspection matters.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of full-time journey-level experience as a life safety/fire sprinkler inspector at a level equivalent to a Life Safety Inspector II with the City of San Diego; **OR** one year of full-time experience as a Life Safety Inspector II with the City of San Diego. Possession of a valid International Code Council (ICC) Fire Sprinkler Inspector certificate **OR** a National Institute for Certification in Engineering Technologies (NICET) certification in water based systems (layout and/or inspection and testing) will be required within one year from date of hire. Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR LOCKSMITH - 1802

DEFINITION:

Under direction, to lead and participate in the work of journey-level locksmiths engaged in the installation, repair, replacement, and maintenance of a wide variety of locks, keys, and other related security devices and equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, schedules, leads, and participates in the work of locksmiths and others in performing skilled locksmith work such as installing, maintaining, adjusting, servicing, repairing, and rebuilding all types of manual and automated locking devices, equipment, and systems;
- Reviews and recommends revisions to work policies and procedures;
- Inspects work in progress and upon completion;
- Reviews and recommends revisions to plans and specifications;
- Prepares cost estimates;
- Orders supplies and equipment;
- Enforces safety regulations;
- Keeps computerized and manual records;
- Participates in the selection and training of new locksmiths;
- Monitors the work performance of subordinates and assists the supervisor in preparing performance evaluations;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited three-year Locksmith Apprenticeship Program, **AND** one year offull-time journey-level experience in the repair, maintenance, and installation of locks, keys, and related building hardware; **OR** four years of full-time journey-level experience in the repair, maintenance, and installation of locks, keys, and related building hardware; **OR** a combination of journey-level locksmith experience and apprenticeship training which equals four years. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR MECHANICAL ENGINEER - 1830

DEFINITION:

Under general supervision, to plan, direct, and supervise a mechanical engineering section responsible for managing consultant contracts for the design and construction of buildings and facilities; to serve as the department expert in matters relating to mechanical engineering; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and directs the work of professional level engineers responsible for managing consultant contracts for the design and construction of public buildings and facilities;
- Serves as the department mechanical engineering expert in the preparation of proposals, cost estimates, and design of heating, ventilation, and air conditioning (HVAC), plumbing, hydraulic, and other mechanical and electrical system plans of residential, commercial, industrial buildings, and/or other City facilities (such as water, water reclamation, wastewater treatment plants and landfills, and other mechanical systems and for compliance with applicable City, State, and Federal health, safety, and energy conservation regulations, and sustainable building systems);
- Coordinates work of the section with other engineering sections and divisions;
- Prepares and reviews Capital Improvement Program proposals;
- Prepares and negotiates contracts with consultants;
- Reviews design plans for mechanical systems;
- Resolves design and construction problems;
- Conducts cost/benefit analyses of mechanical systems;
- Researches and determines acceptability of new systems and methods of construction;
- Researches questions relating to mechanical, plumbing, and energy conservation codes and ordinances as well as alternative energy sources;
- Develops and writes applicable codes;
- Performs acoustical reviews;
- Writes reports and makes presentations to the Mayor's Office, Council Committees, and/or City Council regarding the status of projects;
- Trains, evaluates, and rates the work of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

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recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Current registration as a Professional Mechanical Engineer with the State of California, **AND** four years of full-time professional-level mechanical engineering experience. Qualifying professional-level experience must include checking building plans for compliance with mechanical and plumbing codes and standards; calculating, reviewing, and verifying mechanical adequacy; and providing information to engineers, architects, and contractors regarding plan modification, building regulations, and mechanical/plumbing design issues.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR MECHANICAL INSPECTOR - 1173

DEFINITION:

Under direction, to train and supervise a group of mechanical building inspectors; to perform the more difficult or problem plumbing/mechanical inspections; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of mechanical inspectors who inspect commercial and residential structures for compliance with California Plumbing Codes, California Mechanical Codes, and San Diego Municipal Codes;
- Consults and gives technical assistance to subordinates on complex problems;
- Investigates, reviews, and resolves inspection complaints;
- Performs the most difficult or problem inspections for compliance with applicable mechanical codes and regulations;
- Provides technical information to architects, contractors, builders, and the public;
- Prepares reports and correspondence;
- Develops policies and procedures;
- Interprets codes and regulations;
- Evaluates work performance of subordinates;
- Recommends discipline in cases of employee misconduct or poor performance;
- Interviews and recommends selection of building inspection employees;
- Trains subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Mechanical Inspector II or a Combination Inspector II with the City of San Diego; **OR** one year of full-time journey-level experience as a mechanical or plumbing inspector with a public agency at a level equivalent to a Mechanical Inspector II or a Combination Inspector II with the City of San Diego. A valid International Code Council (ICC) Mechanical, Plumbing, or Fire Sprinkler Inspector certification or equivalent certificate will be required within one year from date of hire.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR MANAGEMENT ANALYST - 1106

DEFINITION:

Under direction, to perform the most difficult and responsible budgetary, fiscal, organizational, crime analysis, and administrative studies and assignments; to lead and/or supervise the work of other professional, subprofessional, and/or clerical staff; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs a variety of complex budgetary/fiscal and administrative/organizational analyses, long-range financial planning, feasibility studies, and specialized management research;
- Directs, coordinates, and/or performs management research projects including, but not limited to the following: review budget requests, cost-benefit and revenue studies, and other budgetary/fiscal factors pertaining to assignments;
- Make financial projections and forecast revenues;
- Estimates expenditures, performs complex revenue analyses, and makes forecasts;
- Evaluates City programs and identifies/recommends cost-saving work methods;
- Determines appropriate work volumes and staffing levels to increase effectiveness and economy of work systems, procedures, and processes;
- Develops and authors detailed research reports and presents findings to management, City Council, committees, and other interested individuals/groups describing data analyses, findings, recommendations, and implementation strategies;
- May perform special assignments or projects relating to legislative policy, community relations programs, or other matters of comparable scope and difficulty;
- May lead professionals, subprofessionals, and clerical employees;
- May conduct difficult and complex crime pattern analyses and evaluate crime suppression techniques.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter), **AND** three years of full-time professional experience performing budgetary, administrative, personnel, or organizational analysis work. Qualifying experience must include performing the full range of professional-level duties in budgetary/fiscal analysis or administrative/organizational analysis. Additional qualifying professional budgetary/fiscal and/or administrative/organizational analysis experience may be substituted for education lacked on a year-for-year basis.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR OFFSET PRESS OPERATOR - 1868

DEFINITION:

Under general supervision, to operate and maintain the most difficult and complex offset printing equipment; to produce close register, color process, and line-to-line multicolor printing; may lead offset press and bindery staff; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates a 10 x 15 or larger dual cylinder offset press or equivalent;
- Sets-up close register color process and line-to-line multicolor assignments;
- Adds chemical additives such as reducers, extenders, dryers, and varnishes to inks to ensure appropriate print quality;
- Adjusts temperature and pH of fountain solution;
- Reproduces a wide variety of forms, reports, charts, and special publications containing typed material, photographs, half-tones, solids, and multicolor work;
- Handles and prepares a wide variety of stock including coated stock;
- Calculates packing;
- Utilizes direct photo plates and metal plates;
- Assists in training and may lead the work of offset press and bindery staff;
- Makes repairs and adjustments to presses;
- May operate smaller, single cylinder offset presses;
- Programs and operates numbering head attachments;
- Acts in the absence of and assists the platemaker.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience operating a 10" X 15" or larger offset printing press to reproduce jobs that include halftones and/or multicolor work.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR PARALEGAL - 1822

NOTE: formerly SENIOR LEGAL ASSISTANT

DEFINITION:

Under direction, to train, supervise, and review the work of subordinate Paralegals within a work unit; to perform the more difficult, complex, and sensitive paralegal duties; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Assigns, monitors, and evaluates the work of subordinates;
- Develops and conducts on-going training programs to keep subordinates apprised of changes in office policy and legal procedures;
- Participates in recruitment and selection of new employees;
- Recommends and administers performance management systems;
- Performs paralegal duties involving the more difficult, sensitive, and/or high profile criminal and civil cases;
- Monitors cases where restitution has been ordered by the court and when restitution is not made, and drafts recommendations to the court for revocation of probation;
- Drafts a variety of legal documents including interrogatories, complaints, defense pleadings, motions to compel discovery, responses to discovery motions, pretrial statements, requests for admissions, notices to produce, and responses to notices to produce;
- Prepares cased digests and summaries and drafts legal memoranda;
- Reviews case files and recommends documents to be obtained and witnesses to be interviewed;
- Locates and produces witnesses and interviews witnesses to obtain information;
- Coordinates with local, state, and federal agencies to obtain witnesses and defendants from jail or prison and to return individuals after court appearances;
- Fingerprints witnesses, defendants, and others;
- Responds to calls from attorneys in court during trial to provide information;
- Investigates complaints to determine if charges should be filed and makes recommendations to attorneys;
- Reviews legislative initiatives and makes recommendations to attorneys regarding the effects of proposed legislation;
- Drafts new and revised City ordinance language to be reviewed by attorneys;
- Reviews and revises contract language to be reviewed by attorneys;
- Acts as a liaison to City departments to provide answers to routine legal questions and to research the more complex questions, and provide research information to attorneys;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Assists deputy city attorneys with administrative/court hearings and/or City Council meetings;
- Identifies, requests, and examines various public records;
- Arranges for subpoenas duces tecum and depositions;
- Prepares drafts of deposition questions and summarizes depositions;
- Conducts legal and statistical research and performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Paralegal with the City of San Diego. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR PARKING ENFORCEMENT SUPERVISOR - 1148

DEFINITION:

Under direction, to supervise the work of subordinate Parking Enforcement Supervisors engaged in supervising the patrol of assigned geographic areas; to investigate and resolve complaints; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares work schedules to ensure adequate coverage for routine and emergency situations;
- Selects, assigns, and rates the work performance of Parking Enforcement Supervisors;
- Investigates citizen complaints and recommends appropriate action;
- Prepares and reviews written responses to route slips, citizen complaints, and disciplinary recommendations for consistency with department policy, procedures, and past practices;
- Prepares, interprets, and analyzes legislative changes to parking enforcement regulations;
- Reviews citation dismissal recommendations for appropriateness;
- Trains subordinate supervisors on the more complex parking enforcement codes and public contact issues;
- Reviews and makes recommendations on vehicle impound procedures and reports;
- Checks citations written by Parking Enforcement Officers;
- Answers questions and gives information to the public and community groups;
- Serves as liaison with community organizations, private businesses, and other City departments to explain City enforcement policies and practices;
- Inspects uniforms and scooters;
- Reviews workload statistics and enforcement statistics;
- Utilizes and coordinates use of a variety of computer and communication equipment involved with every day parking enforcement duties;
- Prepares daily reports;
- Completes special projects and studies as assigned;
- May testify in court.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Three years of full-time experience as a City of San Diego Parking Enforcement Officer I, **AND** one year of full-time supervisory experience; **OR** two years of full-time experience as a City of San Diego Parking Enforcement Officer II, **AND** one year of full-time supervisory experience; **OR** two years of full-time experience as a Parking Enforcement Supervisor with the City of San Diego. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR PARKING METER TECHNICIAN – 1803

DEFINITION:

Under general supervision, to lead and participate in the work of subordinates engaged in the repair of and collection from parking meters; to monitor the issuance of parking citations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Leads, assigns, and participates in the work of subordinates engaged in the installation, removal, inspection, and repair of parking meters;
- Assists in the training of subordinates on the repair, installation, removal, and inspection of parking meters;
- Reviews the work of subordinates performed in the field to ensure compliance with proper standards and procedures;
- Reviews recommendations for citation dismissals for appropriateness;
- Coordinates and participates in the collection of parking meter revenue from subordinates in the field;
- Investigates, verifies, and repairs malfunctioning parking meters;
- Assists in the investigation of citizen complaints regarding malfunctioning parking meters;
- Review parking citations for accuracy, tracks parking citations issues, ensures parking citations are submitted to Parking Administration in a timely manner, and issues parking citations when appropriate;
- Researches citations that cannot be processed due to inaccurate or missing information;
- Assists in reviewing requests for parking citation dismissals in accordance with established standards;
- Responds to after-hours meter malfunctions, repairs, and alerts;
- Provides recommendations regarding subordinates' performance and disciplinary action.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience repairing and servicing a variety of mechanical equipment (i.e., pumps, valves, air compressors, power tools, parking meters, light meters, small

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

gasoline or diesel engines), **AND** six months of full-time experience installing, inspecting, servicing, and repairing parking meters. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR PARK RANGER - 1821

DEFINITION:

Under direction, to plan and oversee the daily operation of a resource-based, open space, or regional park; to supervise and participate in the development of interpretive programs and materials; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans and develops maintenance and/or recreation programs for a resource-based, open space, or regional park;
- Develops nature walks and other interpretive programs on the natural, cultural, and historical features of various City parks for visitors;
- Designs and directs the preparation of exhibits and publication materials;
- Plans, monitors, and implements special events;
- Serves as a park liaison to community groups, City departments, other agencies, and the public regarding park facilities, services, and improvements;
- Develops and administers park maintenance and security contracts;
- Assigns, trains, and evaluates the work of City, contractual, and volunteer park staff;
- Inspects the park to determine maintenance and repair work required;
- Monitors park usage by the public and provides emergency assistance;
- Plans, coordinates, and supervises habitat restoration/revegetation enhancement projects, including non-native plant removals;
- Answers questions and explains/enforces park policies and regulations, and issues misdemeanor citations;
- Provides emergency assistance and assists with search and rescue;
- Maintains records of park activities and prepares reports;
- Prepares and monitors an annual park budget.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** two years of full-time experience assisting in administrative, professional, technical, or investigative work in one of the following: resource management, protection, and habitat restoration at a resource-based, open space, or regional parks; writing, presenting, or conducting natural, historical, cultural, or other similar

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

educational/interpretive programs; or enforcement of laws, rules, or regulations. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR PERSONNEL ANALYST - 1650

DEFINITION:

Under direction, to perform the more difficult and responsible professional personnel work in a central personnel agency; to act as a lead analyst and coordinate the activities of other analysts and subprofessional personnel; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs large scale or the more difficult position classification, compensation, or employee relations studies;
- Conducts difficult recruiting and examining for sensitive or high-level positions;
- Gives guidance and assistance to and may lead the work of one or more analysts or subprofessional personnel;
- Conducts comprehensive pre/post employment background investigations regarding medial and/or conviction histories;
- Plans and carries out major recruitment campaigns; constructs complex or unusually difficult written tests, analyzes test results, determines passing points, and conducts interviews;
- Investigates complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, sexual harassment/orientation, etc.;
- Collects and analyzes job data to validate appropriate employment standards and screening criteria;
- Verifies employment/education/training records;
- Prepares class specifications and creates new classifications;
- Consults with department heads and other administrators to assist them in the solution of sensitive personnel problems;
- Interprets Civil Service rules, policy, and procedures in more sensitive and complex problems and enforces personnel rule and regulations;
- Provides liaison with other governmental and private agencies on major projects of mutual concern;
- Promotes Civil Service career opportunities and performs job counseling/recruitment outreach at job fairs and community meetings/events;
- Plans, organizes, and directs or participates in complex and sensitive special projects, investigations, and studies;
- Prepares and reviews reports and correspondence.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** three years of full-time experience performing professional-level personnel work as a primary duty. Experience must include performing the full range of professional-level personnel duties in at least one of the following functional areas as a primary duty: **BACKGROUND/EQUAL EMPLOYMENT OPPORTUNITY INVESTIGATIONS:** Conduct comprehensive pre/post-employment background investigations regarding medical and/or conviction histories; verify employment/education/training records; investigate complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, sexual harassment/orientation, etc.; **CLASSIFICATION AND SALARY/COMPENSATION:** Conduct studies to allocate positions to appropriate classifications; create new classifications and corresponding compensation schedules; **EXAM MANAGEMENT:** Collect and analyze job data to validate appropriate employment standards and screening criteria; develop job-related selection instruments; review employment applications for required qualifications; **LIAISON/OUTSTATION:** Provide official staff support to employees, assigned departments and unions regarding personnel-related issues, regulations, policies, and programs; provide consultation, guidance and training; interpret and enforce personnel rules and regulations; **RECRUITING:** Develop/implement comprehensive recruitment programs; promote civil service career opportunities and perform job counseling/recruitment outreach at job fairs and community meetings/events; **ORGANIZATIONAL MANAGEMENT/PERSONNEL ADMINISTRATION:** Develop, review, analyze, approve and implement personnel reports and change requests; utilize computer systems to maintain organizational units, job and position infotypes to facilitate the accurate and consistent application of Civil Service rules and policies; provide consultation, guidance, troubleshooting, interpretation and enforcement of personnel rules and regulations.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR PLANNER - 1872

DEFINITION:

Under direction, to supervise, coordinate, and participate in a variety of urban and community planning, environmental review and assessment, zoning and subdivision administration, and related activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, and participates in general transportation, environmental and community planning, environmental research and assessment, zoning and subdivision administration, special permit issuance, and data analysis functions;
- Reviews projects to ensure compliance with city, state, and federal regulations;
- Assists in developing standards, objectives, and work schedules for planning and environmental assessment functions and projects;
- Reviews technical analyses prepared for environmental documents and prepares documents;
- Administers resource management programs and reviews development projects for urban design related issues and develops policies and ordinances related to urban design;
- Reviews and analyzes historic preservation and transportation projects;
- Performs the more difficult planning and environmental impact research and analysis projects;
- Reviews reports, and studies completed by subordinate staff;
- Serves as an advisor and provides staff support to citizen planning committees, official boards, and other groups;
- Presents proposals and serves as a technical consultant to the City Planning Commission, City Council, and Mayor's Office on planning and environmental quality matters during public hearings;
- Explains planning, zoning, and environmental review regulations and requirements to the public and interested groups;
- Reviews and analyzes technical drawings, specifications and reports;
- Researches, reviews, and prepares ordinances and policies;
- Deals with difficult public relations problems referred by subordinates;
- Evaluates the work performance of subordinates;
- Coordinates the preparation of reports and graphic materials;
- Coordinates work with other sections of the Planning Department and with other City departments and outside agencies and staffs design review boards.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** three years of full-time professional-level planning experience. Qualifying professional-level experience must be in at least one of the following areas: prehistoric or historic archeology; historical preservation; environmental review or analysis; resource management; landscape planning or landscape architecture; environmental, general, and community planning; transportation planning; design, redevelopment, and capital improvement projects; zoning administration and enforcement; architecture and urban design; site planning; or discretionary permit review and processing.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR PLANT TECHNICIAN SUPERVISOR - 1671

DEFINITION:

Under direction, to plan and direct, through subordinate supervisors, the repair and maintenance of a broad range of complex mechanical equipment at a sewage or potable water treatment plant or major pump station; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This classification acts as a second-level supervisor responsible for planning and directing the repair and maintenance of complex plant equipment in a system setting.

*** EXAMPLES OF DUTIES:**

- Prioritizes and schedules equipment installation, maintenance, and repair at a large sewage or potable water treatment plant or large pumping stations;
- Supervises the maintenance of digesters, sedimentation tanks, filters, chemical feeders, chemical conveyers, and pumps;
- Periodically inspects plant machinery and equipment to determine the need for repair or maintenance;
- Plans, designs, directs, and implements administrative and record keeping systems in support of a comprehensive maintenance planning, scheduling, and control function;
- Checks complex rigging to move heavy mechanical equipment and parts;
- Ensures compliance with preventive maintenance schedules for plant equipment;
- Develops training programs for subordinates;
- Coordinates and oversees the work of vendors;
- Reviews work in progress and upon completion;
- Lays out and supervises the fabrication of special equipment;
- Maintains stock of repair parts or equipment in plants;
- Enforces safety regulations with special emphasis on confined spaces, toxic chemicals, and combustible gases;
- Conducts safety meetings;
- Keeps records and prepares activity reports;
- Selects, assigns, and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

One year of full-time experience with the City of San Diego in one of the following positions: Plant Process Control Supervisor, Plant Maintenance Coordinator, Plant Technician Supervisor, Power Plant Supervisor, and/or Instrumentation and Control Supervisor; **OR** five years of full-time experience in a water, wastewater, pump station, or other industrial processing facility employing similar technologies, which must include one year of full-time City of San Diego supervisory experience performing the full range of supervisory duties which includes employee selection, reviewing/approving timecards, writing and giving performance evaluations, training, disciplining employees, and recommending commendations. Possession of a valid California Class C Driver's License.

July 1, 2017
(Revised)

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR POLICE PROPERTY AND EVIDENCE SUPERVISOR - 1904

NOTE: formerly Senior Property and Evidence Supervisor

DEFINITION:

Under direction, to plan, organize and direct the property and evidence operations of the Police Department, and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, directs, and supervises, directly and through subordinate supervisors, the receipt, storage, safekeeping and disposition of all found property and evidence;
- Coordinates the development and maintenance of manual and computer records;
- Determines disposition of evidentiary and found property and surplus materials;
- Arranges and conducts auctions;
- Inspects and reviews the activities of several storage facilities;
- Testifies in court regarding chain of custody on evidentiary items;
- Prepares budget estimates for supplies, equipment and staff;
- Writes reports, policies and procedures;
- Provides information to the media;
- Confers with, and provides assistance and advice to, department management and other law enforcement agency representatives on police property and evidence issues;
- Selects, trains and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Four years of experience receiving, securing, storing, and releasing property and evidence in the property room of a law enforcement agency or department, which must include one year of qualifying supervisory experience. Possession of a valid California Class C Driver License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR POLICE RECORDS CLERK – 1853

DEFINITION:

Under direction, to supervise and participate in the work of a group of Police Records Clerks processing, researching, and releasing law enforcement records in a centralized police records center; to research and compile subpoenaed Police Department records and testify in court in reference to said records; to respond to the more difficult and complex inquiries and problems of the work unit; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and supervises the technical processing, searching, and release of police records;
- Interprets and enforces Police Department and Department of Justice guidelines regarding the release of police records;
- Provides technical guidance, expertise, and training in dealing with police records;
- Searches and releases issues and problems in accordance with established policies and procedures and Department of Justice guidelines;
- Answers public inquiries and provides various police documents;
- Conducts record searches;
- Testifies in judicial proceedings;
- Supervises, evaluates, and rates the work performance of subordinates;
- Prioritizes, plans, and assigns the work of subordinates;
- Maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time clerical experience, which must include at least one year of lead/supervisory clerical experience.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR POLICE RECORDS DATA SPECIALIST - 1865

NOTE: formerly SENIOR DATA ENTRY OPERATOR

DEFINITION:

Under general supervision, to lead, train, and participate in the work of Police Records Data Specialists engaged in entering and updating data from a variety of source documents using online terminals in a production-oriented police data entry section; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Police Records Data Specialist class in that Senior Police Records Data Specialist positions are assigned lead duties which may include the responsibility of assigning work; verifying data entered; and training subordinates. This class is distinguished from the Police Records Data Specialist Supervisor class in that the latter class serves as a first-level supervisor over Police Records Data Specialists and Senior Police Records Data Specialists.

*** EXAMPLES OF DUTIES:**

- Leads the work of Police Records Data Specialists and trainees;
- Codes, sorts, and batches source documents;
- Researches and responds to technical data entry questions;
- Trains and assists in evaluating the performance of Police Records Data Specialists;
- Enters, updates, and verifies data using online data entry terminals;
- Prepares tracking and productivity reports;
- Performs related data entry work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time production experience entering alpha/numeric data utilizing a reverse 10-key data entry keyboard and/or a data entry programmed keyboard.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR POWER PLANT SUPERVISOR – 1915

DEFINITION:

Under direction, to plan and direct, through subordinate supervisors, the operation, maintenance, and repair of the City's Energy Production Section; to coordinate activities and serve as liaison with public utility and regulatory agencies; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and supervises the operation and maintenance of the City's energy production at Point Loma Wastewater Treatment Plant, North City Water Reclamation Plant, Pump Station #2, and other outlying facilities;
- Develops preventive/corrective maintenance schedules for plant equipment;
- Prioritizes and assigns maintenance and repair work to a shift;
- Develops operating and procedures manuals;
- Develops and maintains training and safety programs;
- Maintains records and prepares statistical and operating reports on plant operation and safety programs;
- Determines equipment and personnel needs for budgetary purposes and manages the section's budget and contracts;
- Researches and prepares specifications for the purchase of materials, supplies, and equipment;
- Develops, maintains, and prepares statistics and operating reports on plants' safety programs, operations, and training;
- Prepares power production data to be reported to government regulatory agencies;
- Performs special studies, develops and upgrades power plant equipment, manuals, drawings, and operating procedures for new technology;
- Coordinates activities and serves as a liaison with other City departments, regulatory agencies, and public utility companies;
- Prepares and presents progress reports to management and/or to oversight committees and City Council as needed;
- Selects, assigns, trains, and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time supervisory experience troubleshooting, repairing, and maintaining large engines (600 horsepower or higher), high voltage electrical systems (440 volts or higher), or steam or hot water boilers (250 horsepower or higher). Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR PROCUREMENT CONTRACTING OFFICER - 1743

DEFINITION:

Under direction, to perform the more difficult and responsible procurement and contracting of goods and services for use by operating departments; to administer and manage contracts; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey class within the Procurement Contracting Officer series and is distinguished from the journey-level class, Associate Procurement Contracting Officer, in that Senior Procurement Contracting Officers perform the more difficult and complex procurement and contracting work.

*** EXAMPLES OF DUTIES:**

- Plans and performs high-level work in the purchasing and contracting of a variety of commodities and services for use by City departments;
- Performs procurement planning, solicitation, and evaluation of proposals using the City's procurement processing systems;
- Prepares requisitions, quotations, and cost analysis for an assigned group of commodities;
- Administers contracts and performs tasks associated with contract management to ensure compliance of contractual requirements;
- Participates in contract negotiation terms and conditions;
- Negotiates with vendors on behalf of client departments;
- Represents the City during business reviews with contractors, vendors, and suppliers;
- Obtains quotations, bids, and specifications for major purchases and contracts;
- Assists and guides customer departments through the solicitation process;
- Conducts public bid openings;
- Conducts training classes for customer departments in purchasing and contracting policies and procedures;
- Recommends contract awards based on the formal or informal solicitation process;
- Keeps records and makes reports in accordance with City standards and guidelines;
- Processes solicitation related correspondence and reports;
- May perform functions of the lower-level classes in the series;
- May lead or supervise subordinate staff;
- Performs other projects and duties as assigned.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description or updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** three years of full-time professional-level experience in purchasing and/or contracting a wide variety of governmental, industrial, and/or business equipment, materials, and/or services. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR PUBLIC INFORMATION OFFICER - 1871

DEFINITION:

Under direction, to develop and plan a complex and sensitive public information and public relations program; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is assigned to departments where a public relations program has critical and sensitive Citywide impact, and the consequence of error is great; while a Public Information Officer performs tasks where the scope of the work is limited, and the basic requirements and demands are minimal such as the actual composition, writing, and editing of copy. On the other hand, a Supervising Public Information Officer has responsibility for developing and implementing the most complex and extremely sensitive programs involving highly controversial issues. The higher-level class regularly supervises a professional staff.

*** EXAMPLES OF DUTIES:**

- Develops, coordinates, and disseminates information to the media and public;
- Plans, coordinates, and produces the more complex audio, visual, and written public information programs;
- Researches, writes, develops, edits, produces, and disseminates reports, newsletters, web pages, brochures, pamphlets, and news releases for traditional and social media;
- Ensures proper, timely, and regular information dissemination to the Mayor, Council, department management, community groups, and business owners regarding any planned or emergency activities or projects;
- Makes informational presentations to business and citizen groups;
- Advises department management on complex public information issues and assists in departmental strategic planning efforts;
- Plans, prepares, and produces television and slide show presentations;
- Schedules, coordinates, and participates in public outreach efforts such as community meetings and targeted educational outreach programs;
- Develops and implements public relations training programs for department personnel;
- Coordinates the participation of other department staff before public audiences;
- Writes, edits, and delivers speeches;
- Acts as a liaison with print, audio, and visual media and community groups;
- Investigates citizen complaints and assists in their resolution;
- May supervise subordinates.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** three years of full-time professional-level experience in at least one of the following areas: public relations, media relations, journalism, marketing, community relations, or social media. Qualifying professional-level experience must include at least one of the following: planning and coordinating the production and dissemination of public relations or public information programs involving audit, visual, print, or social media; or writing, editing, and producing public relations or public information materials.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR PUBLISHING SPECIALIST - 1263

DEFINITION:

Under general supervision, to perform complex printing, copying, scanning, and plotting work in all phases of the printing process; to lead the work of other Publishing Services staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey/lead classification in the Publishing Specialist series. This class is distinguished from Publishing Specialist II in that the Senior Publishing Specialist performs the most complex Publishing Specialist duties and leads the work of other Publishing Services staff.

*** EXAMPLES OF DUTIES:**

- Leads and trains subordinates in Publishing Services and participates in the operation of a variety of bindery and photocopying equipment;
- Performs the most complex printing, bindery, copying, scanning, and plotting work;
- Troubleshoots and performs minor and preventative maintenance on all equipment used;
- Performs minor repair, maintenance, and servicing of bindery equipment;
- Prepares specifications, printing, and reproduction requirements for Publishing Services and outside vendors;
- Confers with other departments regarding project needs;
- Performs basic document formatting and non-creative printing design work;
- Receives, determines format and processing procedures, and produces photographic material for use in Publishing Services;
- Produces plates using digital plate making equipment;
- Trains Publishing Services staff in the operation of new equipment and assists them in setting-up the more difficult printing, bindery, copying, scanning, and plotting jobs;
- Provides technical specifications of Publishing Services equipment and maintains service records;
- Updates the computerized work management system;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience operating printing, copying, scanning, and plotting equipment at a level equivalent to the City's Publishing Specialist II. Possession of a valid California Class C Driver's license.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR PURE WATER PLANT OPERATOR - 1033

DEFINITION:

Under general supervision, to (1) lead/direct the work of a crew responsible for the operation of Pure Water (advanced water) treatment plant or pump station facility; or (2) to perform the more difficult and complex Pure Water (advanced water) treatment and ancillary operation tasks requiring a significant degree of skill, knowledge, and independent judgement; and to perform related work.

*** EXAMPLES OF DUTIES:**

- At a Pure Water treatment plant or pump station, operates and checks the operation of equipment used for advanced water treatment processes;
- Assumes responsibility for the performance of a treatment process or facility, as assigned;
- Leads/directs the work of others in performing a variety of operational tasks at an advanced water treatment plant or pump station;
- Operates, monitors, and adjusts all treatment processes within a facility;
- Performs the more difficult and complex process troubleshooting analyses, and provides evaluation of cost and performance factors;
- Performs various facility inspections for the purpose of safety evaluation and compliance with various permit/regulatory conditions;
- Conducts special sampling protocols;
- Develops and provides technical training on specific, assigned aspects of facility operation;
- Maintains equipment, operation, and employee work records;
- Prepares and keeps required records and reports to include regulatory compliance reports;
- Identifies maintenance needs for plant operation and coordinates and prioritizes related maintenance activities.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience at a level equivalent to a Wastewater Plant Operator or Water Plant Operator with the City of San Diego, **OR** one year of full-time experience as an operator in a wastewater or water treatment plant. Possession of a valid Grade III Wastewater Treatment Plant Operator's Certificate issued by the California State Water

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Resources Control Board, **OR** a valid Grade T3 Water Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board. A valid California Class C Driver License is required. Possession of a valid Advance Water Treatment Operator Certificate (AWT3) issued from the California-Nevada Section of the American Water Works Association (CA-NV AWWA)/California Water Environment Association (CWEA) will be required within two years from date of hire.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR PURE WATER PLANT OPERATIONS SUPERVISOR - 1035

DEFINITION:

Under direction, as a second-level supervisor, to plan, manage, and supervise all operations-related activities in a Pure Water (advanced water) treatment plant or pump station facility; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises subordinates in the operation of Pure Water (advanced water) treatment plants and pump stations;
- Manages all operations-related activities in a treatment plant or pump station;
- Ensures treatment standards and regulatory compliance parameters are met;
- Performs operational studies of Pure Water processes;
- Coordinates major repair and construction activities with maintenance and engineering staff;
- Develops plant processes and procedures unique to an advanced water treatment facility;
- Analyzes and recommends operational procedures and the use of equipment and materials;
- Ensures compliance with regulatory requirements for water quality, health, and safety-related issues;
- Supervises the moving of heavy equipment and other parts;
- Trains subordinates in the operation of plant equipment;
- Reviews work in progress and upon completion;
- Maintains stock and requisitions materials;
- Monitors budgets, near-term planning, and staff development;
- Enforces safety regulations;
- Maintains equipment, operation, and employee work records;
- Prepares required reports and regulatory compliance reporting;
- Evaluates and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience supervising the operations of a wastewater or water treatment plant; **AND** a valid Grade IV Wastewater Treatment Plant Operator's Certificate issued from the California State Water Resources Control Board, **OR** a valid Grade T4 Water

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Treatment Operator's Certificate issued from the California State Water Resources Control Board. A valid California Class C Driver License is required. Possession of a valid Advance Water Treatment Operator Certificate (AWT4) issued from the California-Nevada Section of the American Water Works Association (CA-NV AWWA)/California Water Environment Association (CWEA) will be required within two years from date of hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR STABLE ATTENDANT - 1909

DEFINITION:

Under general supervision, to lead and participate in the care of horses at the San Diego Police Department's Mounted Enforcement Unit; to perform stable maintenance work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Regularly leads and participates in the work of Stable Attendants;
- Assists with the horse selection process;
- Feeds horses and monitors consumption according to specific instructions;
- Performs horse grooming duties such as washing, brushing, trimming, and applying coat conditioners;
- Inspects and observes horses for physical and behavioral signs of illness or injury;
- Rides and exercises horses;
- Mixes and administers medications and performs minor first aid to horses according to specific instructions;
- Coordinates and inspects maintenance work performed by other City departments or contractual employees;
- Maintains inventories and performs routine maintenance and minor repair work on horse stable facilities such as cleaning stalls, repairing tack, painting, and minor carpentry work;
- Participates in all mounted officer academies and weekly trainings;
- Performs a variety of routine grounds maintenance work;
- Orders supplies;
- Conducts tours of the stable;
- Maintains records;
- Transports horses in trucks and trailers;
- Determines work methods and assigns work;
- Trains subordinate staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience caring for horses and performing semi-skilled stable maintenance work. Possession of a California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR STRUCTURAL INSPECTOR - 1179

DEFINITION:

Under direction, to train and supervise a group of structural building inspectors; to perform the more difficult or problem structural inspections; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of structural inspectors who inspect commercial and residential structures for compliance with building, land development, and stormwater codes and regulations;
- Consults and gives technical assistance to subordinates on complex problems;
- Investigates, reviews, and resolves inspection complaints;
- Performs the most difficult or problem inspections for compliance with applicable structural codes and regulations;
- Confers with and gives information to architects, contractors, builders, engineers, and the public;
- Prepares reports and correspondence;
- Evaluates work of subordinates and prepares performance reports;
- Recommends discipline in cases of employee misconduct or poor performance;
- Interviews and recommends selection of building inspection employees;
- Trains subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time journey-level experience as a Building Inspector for a governmental jurisdiction at a level equivalent to the City of San Diego's classification of Structural Inspector II or Combination Inspector II; **AND** a valid International Code Council (ICC) Certificate as a Building Inspector will be required within one year from date of hire. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR SURVEY AIDE – 1881

DEFINITION:

Under general supervision, to make precise engineering measurements of elevation and distance in a survey crew; to serve as relief instrument operator; and to perform related work.

*** EXAMPLES OF DUTIES:**

- As directed, maintains accuracy of survey by making precise distance and elevation measurements in accordance with proper surveying techniques;
- Takes offset measurements of significant topographical features, holds total station rod/target, and operates a hand-held radio to communicate with survey party members and City communications;
- Keeps field notes including distance stations, elevations, and offsets;
- Performs minor calculations of slope, grade, cuts, and fills;
- Performs coordinate geometry (COGO) computations;
- Uses various methods and survey equipment to locate topographic features;
- Calibrates measuring tapes and sets and marks survey stakes;
- Locates and identifies survey points and monuments;
- Serves as relief or substitute for Principal Survey Aide as needed;
- Assists in the training of junior aides;
- Marks stakes with needed information;
- Signals Principal Survey Aide to advance instrument;
- Maintains accuracy of survey chains;
- Drives survey vehicles;
- Maintains equipment.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience on a land survey crew; **OR** Registration as a Professional Land Surveyor with a state licensing board; **OR** Land Surveyor-in-Training (LSIT) Certificate issued from a state licensing board. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR SYSTEMS ANALYST – 1877

DEFINITION:

Under direction, as a project leader, to provide technical supervision over a group of systems analysts or to perform the more difficult and complex tasks in the design, development, implementation, and maintenance of major computer systems in a database-oriented management information systems environment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of analysts assigned to major computer systems projects, and maintains technical control of such projects;
- Reviews the overall technical quality of staff work including systems design, program listings, and other systems documentation;
- Independently performs difficult and sensitive computer systems development, implementation, and modification projects;
- Develops detailed systems specifications;
- Participates in the development of departmental programming and documentation standards;
- Develops test data and procedures to ensure thorough testing of new applications and modifications;
- Develops database specifications;
- Provides assistance to staff in debugging programs and resolving problems;
- Coordinates activities with other functions;
- Maintains liaison with computer systems users;
- Provides training to staff;
- Provides input on employee performance reviews.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree, with major work in Data Processing, Information Science, Public or Business Administration, Industrial Engineering, Accounting, or a closely related field; **AND** four years of full-time experience in applications systems analysis, design, and programming, including a minimum of two years in an ANS COBOL, JCL, OS/VS environment.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR TEST ADMINISTRATION SPECIALIST - 1852

DEFINITION:

Under direction, to plan, direct, and supervise staff who perform specialized and complex clerical duties, and to participate in those duties, in a centralized personnel testing center; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Trains, checks, and corrects the work of subordinate staff, both in the office and in the field;
- Schedules proctoring personnel to ensure adequate staffing levels at exam sites;
- Supervises proctoring staff;
- Supervises and participates in the fingerprinting of employees, volunteers, and new hires;
- Plans clerical operations to maintain proper workflow;
- Maintains a pool of part-time proctoring staff;
- Enters, modifies, and reviews exam and applicant data in a computerized applicant and exam information database;
- Checks forms for completeness and readiness for machine scanning;
- Scores test papers by hand and computerized scanning machine;
- Prepares and organizes exam materials and supplies;
- Proctors Civil Service exams at various locations by organizing, planning, and developing procedures, providing directions and instructions, distributing and accounting for exam materials, and responding to questions from candidates;
- Develops proctoring instructions, applicant notification forms, and other test related materials;
- Via computer, generates and checks rosters and/or notices for application rejections, exam dates, and final exam results;
- Assists the public, in person or by telephone, by providing detailed information regarding application procedures, eligibility requirements, exam processes, and other employment related information for the City of San Diego;
- Provides input to Exam analysts regarding recruiting and test administration;
- Reviews employment applications and attached documentation to determine applicant eligibility;
- Types exam related materials and documents;
- Reviews reports and records for accuracy and completeness;
- Files exam related documents, including employment applications, test papers, and eligibility lists;
- Schedules exams and prepares contract agreements for exam facility rentals;
- Coordinates the printing of test booklets;
- Compiles statistical and other historical exam information as requested;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Assists in recruiting efforts by attending job fairs, making presentations to police recruiters, and making presentations to City employees and the general public;
- Selects, assigns, trains, and rates the work performance of subordinates;
- Follows established procedures for entering information and fingerprinting employees, volunteers, and new hires;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications; <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time clerical experience, including one year of full-time experience performing the full range of test administration/proctoring duties in a centralized government personnel agency. The ability to type at a corrected speed of 30 words per minute. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR TRAFFIC ENGINEER - 1878

DEFINITION:

Under direction, to serve as a second-level supervisor over a major traffic engineering or transportation planning section; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the design and checking of plans and specifications for traffic signals, traffic channelization, street and safety lighting, detours, parking facilities, and other methods of controlling traffic flow and providing for traffic safety;
- Orders and inspects the installation of a variety of traffic control devices;
- Supervises the collection of data and the preparation of reports;
- Develops or supervises the development of standards for auto, truck, and transit facilities and services, and the determination of current and future requirements for movement of persons and goods;
- Develops economic studies and recommends priorities for street improvements;
- Conducts traffic engineer and transportation planning studies, traffic safety analysis, traffic operations, and bike program;
- Coordinates transportation planning and traffic engineering programs with other departments and public agencies;
- Independently performs difficult research projects;
- Utilizes various software to manage transportation improvement projects;
- Prepares budget estimates and manages funding received for transportation projects;
- Makes recommendations and prepares reports and correspondence;
- Acts as liaison with local, State, and Federal agencies;
- Meets with citizen and community groups on traffic safety and traffic movement matters;
- Makes presentations before the City Council, commissions, and citizen planning groups;
- Trains and evaluates the work performance of subordinate professional engineering and technical personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Current registration as a professional Traffic or Civil Engineer with the State of California;
AND four years of full-time professional traffic engineering or transportation planning
experience.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR UTILITY SUPERVISOR - 1975

DEFINITION:

Under general supervision, to plan, assign, and supervise the work of several crews of a major unit or of a division engaged in the construction and maintenance of streets, beaches, and other public works facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, assigns, and supervises the work of several construction and maintenance crews of a major unit engaged in public works construction and maintenance tasks, the size and duties of the unit being such that the primary functions are supervisory;
- Develops long-range work schedules;
- Receives work requests, assigns work to subordinates, and inspects work in progress and upon completion to determine effectiveness;
- Estimates the cost and amount of labor, supplies, materials, and equipment required for projects;
- Prepares stock requisitions, work reports, and maintains timecards and records;
- Receives, investigates, and resolves employee problems and public complaints;
- Instructs subordinates in and enforces safety regulations;
- Ensures the proper use, care, and maintenance of tools, supplies, materials, and equipment;
- Selects, trains, and rates the work performance of subordinates;
- Monitors work schedules, budgeted staff hours, and use of equipment.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience in the construction, maintenance, or repair of street, park, water, sewer, beach, public works facilities, or other City property, including one year of supervisory or crew leading experience. Crew leading experience must include providing direction and guidance to other workers in a crew or on a project at the level of Utility Worker II, Water Utility Worker, Motor Sweeper Operator, or higher with the City of San Diego. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR WASTEWATER OPERATIONS SUPERVISOR - 1888

DEFINITION:

Under direction, to plan and supervise the operation of wastewater treatment plant and pump station equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises subordinates in the operation of various City wastewater treatment/water reclamation plants;
- Ensures treatment standards are met;
- Performs operational studies of wastewater processes;
- Analyzes and recommends operational procedures and the use of equipment and materials;
- Supervises the moving of heavy equipment and other parts;
- Represents the facility during regulatory inspections and conducts plant tours and informational sessions;
- Trains subordinates in the operation of plant equipment;
- Reviews work in progress and upon completion;
- Maintains stock and requisitions materials;
- Enforces safety regulations;
- Maintains records and prepares reports;
- Evaluates and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Valid Grade IV or higher Wastewater Treatment Plant Operator Certificate issued from the California State Water Resources Control Board.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR WASTEWATER PLANT OPERATOR – 1134

DEFINITION:

Under general supervision, to (1) lead/direct the work of a crew responsible for the operation of wastewater treatment equipment; or (2) to perform the more difficult and complex wastewater treatment and ancillary operation tasks requiring a significant degree of skill, knowledge, and independent judgement; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Leads/directs the work of a crew responsible for the operation and maintenance of wastewater treatment or pump station facilities;
- Performs the more difficult and complex process troubleshooting analyses, and provides evaluation of cost and performance factors;
- Adjusts chemical feed rates for effective wastewater treatment;
- Interacts with regulatory inspectors;
- Assumes responsibility for the performance of a treatment process or facility as assigned;
- Performs various facility inspections for the purpose of safety evaluation and compliance with various permit/regulatory conditions;
- Develops and provides technical training on specific assigned aspects of facility operation;
- At a wastewater treatment plant, operates and checks the operation of equipment such as pumps, valves, and electric motors;
- Maintains equipment and operating logs;
- Conducts tours of facilities;
- Prepares and keeps records and reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Possession of a valid Grade III or higher Wastewater Treatment Plant Operator Certificate issued by the State of California Water Resources Control Board. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR WATER DISTRIBUTION OPERATIONS SUPERVISOR – 1380

DEFINITION:

Under direction, to plan and supervise the daily operation, monitoring, and maintenance of a large water distribution system (potable and recycled); and to perform related work.

* EXAMPLES OF DUTIES:

- Plans, assigns, and supervises the work of employees in the operation and monitoring of a large water distribution system;
- Directs subordinate supervisors in overseeing the operation of regulating valves, large valves, pump stations, distribution reservoirs, relief valve stations, and pressure zones;
- Ensures the proper distribution of water according to established standards;
- Oversees the inspection of distribution reservoirs, control valves, pump stations, and equipment to determine the need for repair or maintenance;
- Coordinates operational requirements of the water distribution system with maintenance requirements;
- Maintains stock and requisition materials;
- Enforces safety regulations;
- Maintains records and prepares reports;
- Evaluates the work performance of subordinates;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Possession of a valid Grade D5 Water Distribution Operator Certificate issued by the State Water Resources Control Board (SWRCB); **OR** official notification issued by the State Water Resources Control Board (SWRCB) stating successful passing of the examination for Grade D5 Water Distribution Operator Certificate. Possession of a valid California Class C Driver License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR WATER OPERATIONS SUPERVISOR - 1987

DEFINITION:

Under direction, to plan and supervise the daily operation and maintenance of a potable water treatment plant; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises employees in the operation and maintenance of large potable water treatment plants;
- Oversees the operation of filters, chemical feeders, chlorinators, chemical conveyors, and pumps;
- Ensures the proper treatment of water according to established standards;
- Periodically inspects plant machinery and equipment to determine the need for repair or maintenance;
- Coordinates the moving of heavy equipment and other parts with maintenance and operations staff;
- Ensures compliance with schedules for inspecting, servicing, lubricating, and maintaining plant equipment;
- Reviews work in progress;
- Maintains stock and requisitions material, spare parts, and tools;
- Enforces safety regulations;
- Keeps records and prepares reports;
- Rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Possession of a valid Grade 5 Water Treatment Operator Certificate issued by the California State Water Resources Control Board; **OR** possession of a letter issued by the California State Water Resources Control Board stating successful passing of the examination for a Grade 5 Water Treatment Operator Certification; **OR** an official notification from the California State Water Resources Control Board stating filed to take the examination for a Grade 5 Water Treatment Operator Certification. Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR WATER UTILITY SUPERVISOR - 1870

DEFINITION:

Under general supervision, to plan, assign, and supervise the work of crews or a major section engaged in the construction and maintenance of water and/or sewer system installations and equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, assigns, and supervises the work of a section engaged in the construction, maintenance, and repair of water and/or sewer systems or facilities;
- Develops, assigns, and oversees work schedules and procedural guidelines;
- Inspects work in progress and upon completion to determine effectiveness;
- Assigns, trains, and rates the work performance of subordinates;
- Enforces departmental regulations and safety procedures;
- Plans work schedules, estimates costs, and monitors the use of budgeted staff hours;
- Prepares stock requisitions, work reports, and equipment reports;
- Operates various computer systems including the Computerized Maintenance Management System (CMMS);
- Maintains records, keeps logs, and prepares other water utilities related special reports;
- Receives, investigates, and resolves employee problems and public complaints;
- Provides information to the public;
- Ensures the proper use and care of tools, materials, and equipment;
- Acts for other supervisory personnel in their absence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience in the construction, maintenance, or repair of water, sewer, streets, parks, or other public works facilities, which must include two years of full-time experience in a water or sewer system or facility. Qualifying experience must include one year of supervisory experience at a level equivalent to a Water Utility Supervisor with the City of San Diego. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR WORKERS' COMPENSATION CLAIMS REPRESENTATIVE – 1949

DEFINITION:

Under direction, to perform the most difficult, complex, varied, and sensitive claims adjusting work related to the City's Workers' Compensation Risk Management programs; to lead the work of professional Workers' Compensation Claims Representatives; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Conducts, adjusts, and administers the most difficult, complex, and sensitive investigations of workers' compensation claims filed against the City;
- Investigates, adjusts, administers, and settles the most difficult, complex, varied, and sensitive workers' compensation claims;
- Evaluates and rates disabilities and applies fee schedules;
- Assists in the preparation of cases for litigation and interprets case law;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Reviews medical records and medical guidelines;
- Creates evidenced based formulary;
- Evaluates claims to determine extent of the City's liability;
- Recommends claim denials;
- Effects settlements within assigned monetary authority;
- Prepares comprehensive investigative reports;
- Assists in the preparation of cases for litigation;
- Attends and testifies at industrial leave hearings and hearings of the Workers' Compensation Appeals Board;
- Leads the work of professional and paraprofessional staff;
- Conducts and coordinates training programs and performs special projects;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time professional experience investigating, adjusting, and settling workers' compensation claims covered by California law, **AND** designation as a Claims

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Adjuster or Experienced Claims Adjuster in accordance with the California Code of Regulations. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR ZONING INVESTIGATOR – 1880

DEFINITION:

Under direction, to supervise subordinates and participate in field and office investigative work in the enforcement of various codes and ordinances including zoning, land use, development, building code, and related regulations; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the first-level supervisor over a unit of Zoning Investigators.

*** EXAMPLES OF DUTIES:**

- Supervises and participates in investigations of complaints of code violations received from the City Council Offices and the public;
- Prepares and conducts comprehensive training programs for new employees;
- Assigns work to subordinates and conducts the more sensitive and complex investigations;
- Discusses case with complainants, violators, and others;
- Reviews reports, notices, and correspondence prepared by subordinates;
- Conducts field investigations of properties to determine whether code violations have occurred or if requests for conditional use permits, variance, and other discretionary permits should be approved or denied;
- Enforces limited portions of the Uniform Building Code;
- Interprets and administers San Diego Municipal Codes, the Land Development Code, and the California Building Code;
- Enforces historical and environmental regulations;
- Reviews and approves coastal permits;
- Reads grading maps and determines if conditional use permits and other regulations have been violated;
- Performs proactive inspections;
- Documents findings of site visits in case files;
- Researches various records to obtain a variety of data such as property ownership, legal property descriptions, deed information, and annexation dates;
- Contacts other City departments to determine engineering data, licensing, and permit history;
- Explains regulations to property owners and attempts to obtain voluntary compliance;
- Sets-up and follows through on abatements schedules;
- Refers cases to other enforcement units as appropriate;
- Issues violation notices, notices of civil penalties, notices of abatement administrative citation, misdemeanor citations, civil penalties, and recommends stop work orders;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Coordinates abatement efforts with other departments;
- Collects and prepares evidence for and serves as a witness in administrative hearings and court cases;
- Completes forms and prepares reports documenting findings and actions;
- Provides code information at a public counter, in the field, and in other City departments;
- Checks building plans, plot plans, topographical maps, and elevation plans;
- Enforces billboard and other sign codes and reviews and approves permit requests;
- Updates database with inspection and compliance information;
- Attends community meetings and events to provide information on code enforcement issues;
- Maintains and updates zoning maps;
- Uses measuring devices and makes mathematical calculations to determine measurements;
- Prepares route slip responses and other correspondence;
- Selects, trains, and rates the performance of subordinates;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Associate's Degree or equivalent education (i.e., minimum completed units = 60 semester/90 quarter); **AND** three years of full-time experience conducting field and office investigative work in the enforcement and administration of zoning and land use regulations, which must include two years of full-time experience at a level equivalent to a Zoning Investigator I or one year of full-time experience at a level equivalent to a Zoning Investigator II with the City of San Diego (position that provides information to the public and other City departments on various codes, ordinances, and compliance requirements with City regulations; performs limited plan development permit review and plan checks; inspects areas within the City for zoning, land use, development, building code, and related regulations; and issues violation notices, citations, and/or serves as a court witness). Possession of a California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STABLE ATTENDANT - 1908

DEFINITION:

Under general supervision, to perform semi-skilled horse care and stable maintenance work at the Police stables; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Feeds horses and monitors consumption according to specific instructions; cleans stalls and performs a variety of routine grounds maintenance work;
- Performs horse grooming duties such as washing, brushing, trimming, and applying coat conditioners;
- Inspects and observes horses for physical and behavioral signs of illness or injury;
- Rides and exercises horses using proper hand, leg, body, and voice aides;
- Cleans and repairs tack;
- Uses a variety of hand tools to perform minor carpentry, painting, plumbing, and other repairs;
- Mixes and administers medications and performs minor first aid to horses according to specific instructions;
- Assists in tours of the stable;
- Maintains feeding, healthcare, and supply records;
- Drives a truck and horse trailer combination vehicle.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience caring for horses and performing semi-skilled stable maintenance work, and demonstration of competency in riding and handling horses.
Possession of a California Class A Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STOCK CLERK - 1899

DEFINITION:

Under general supervision, to receive, store, and issue supplies and equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Receives supplies and equipment, and checks receipts against purchase orders to ensure that correct quantity and quality of items have been supplied;
- Places stock received in proper storage areas;
- Issues and delivers supplies and equipment from stock room;
- Maintains manual and computer records of stock received and issued;
- Takes physical inventory of stock on hand;
- Prepares supplies for mailing and delivery;
- Checks, prices, fills, and files requisitions;
- Reports low stock;
- Moves stock by hand or by use of truck or fork lift;
- Sweeps and dusts stock and storeroom.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STOREKEEPER I - 1902

DEFINITION:

Under direction, to supervise the activities of a small or medium sized storeroom or related storage facility; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Storekeeper II in that incumbents of the latter class supervise the activities of a large storeroom or several smaller storage facilities.

*** EXAMPLES OF DUTIES:**

- Supervises and participates in the work of subordinates engaged in receiving, inspecting, and issuing materials, supplies, and equipment and maintaining manual and computer records documenting these activities;
- Generates status reports indicating items to be purchased, researches current purchase prices, and forwards purchase orders to Purchasing, or uses confirming purchase orders to obtain three vendor quotes for critical items up to \$5,000;
- Acts as liaison with vendor to resolve problems with purchase orders, quality of service or items received, and/or problems with vendor payments;
- Supervises the receiving, storage, and shipping of surplus and salvage equipment and materials;
- Assists in the preparation and execution of sales by auction, sealed bid, and counter sales;
- Performs inventory control and assists in the development and maintenance of a computerized inventory system;
- Assists in keeping stores' costs allocations and preparing budget estimates of supplies needed;
- Provides price and available supply information to using departments;
- Arranges layout of storeroom;
- Supervises adherence to safety rules and regulations pertaining to storeroom procedures, equipment, and handling of hazardous materials;
- Conducts site inspections for contaminants;
- Prepares periodic and special reports;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time inventory control experience, in which your primary responsibility was receiving, storing, and issuing or releasing equipment, materials, records, and supplies from a stockroom and/or warehouse facility. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STOREKEEPER II - 1903

DEFINITION:

Under direction, to supervise the activities of a large storeroom or several smaller storage facilities; and to perform related work.

CLASS CHARACTERISTICS:

This class is distinguished from the next higher class, Storekeeper III, in that the latter is responsible for supervising the activities of a large central storeroom and several City storage facilities.

*** EXAMPLES OF DUTIES:**

- Supervises subordinates in receiving, storing, and issuing a wide variety of supplies, equipment, and/or evidence, and in maintaining manual and computer records documenting these activities;
- Supervises the receiving, storing, and shipping of surplus and salvage equipment and materials;
- Assists in preparation and execution of sales by auction, sealed bid, and counter sales;
- Provides supply and price information to using departments;
- Inspects goods and/or evidence received for proper quantity and quality;
- Directs the maintenance of adequate stock levels;
- Resolves stock discrepancies and inquires by contacted vendors and/or other City department personnel;
- Plans the layout of storage and office areas at several storage facilities;
- Supervises adherence to safety rules and regulations pertaining to storeroom procedures, equipment, and handling of hazardous materials;
- Assists in selecting and trains and evaluates the work of subordinates;
- Assists in preparing budget estimates of supplies and equipment needed;
- Contacts vendors and using departments to coordinate deliveries and correct errors;
- May operate forklifts, pallet jacks, and hand trucks;
- Prepares special and periodic reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience as a Storekeeper I or Police Property and Evidence Specialist with the City of San Diego; **OR** two years of full-time experience performing storeroom/warehouse operations as a primary responsibility, including the storage, maintenance, and ordering of materials, supplies, and equipment. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STOREKEEPER III – 1901

DEFINITION:

Under general direction, to supervise the activities of a large central storeroom and several remote storage facilities; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Stores Operations Supervisor, the next higher class in the series, in that the latter is responsible for supervising the storekeeping functions of the City's Purchasing and Contracting Department.

*** EXAMPLES OF DUTIES:**

- Supervises subordinates in receiving, storing, and issuing a wide variety of supplies and equipment in several storage facilities, and maintains manual and computer records documenting these activities;
- Directs the maintenance of adequate stock levels;
- Plans storage layouts in several areas;
- Prepares budget estimates of supplies and equipment;
- Contacts vendors and using departments to coordinate deliveries and correct errors;
- Provides price, supply, and catalogue information to using departments;
- Reviews past usage of supplies and establishes usage rates and reorder points;
- Determines obsolete stocks and works with using departments to determine disposition of surplus and salvage materials;
- Reviews adherence to safety rules, regulations, and requirements related to storeroom procedures and the handling of hazardous materials;
- Arranges and conducts auctions;
- Prepares reports;
- Selects, trains, and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year full-time experience as a Storekeeper II with the City of San Diego; **OR** two years of full-time experience performing storeroom or warehouse operations including the storage, maintenance, and ordering of materials, supplies, and equipment. Qualifying experience

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

must include computerized inventory control and one year experience supervising personnel engaged in receiving, storing, and issuing materials, supplies, and equipment. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STORES OPERATIONS SUPERVISOR - 1533

DEFINITION:

Under direction, to administer and supervise the City's Central Storeroom Operations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, monitors, and coordinates the City's storerooms and the inventory control program;
- Supervises, through subordinate supervisor, trains, and rates the work performance of subordinates;
- Performs the administrative and operational functions for Central Stores;
- Participates in developing detailed specifications for new and existing contract agreements;
- Administers the annual budget, determining what City property to be declared surplus and arranging for its disposition by auction, bidding, or as scrap;
- Establishes economic order quantities and minimum reorder points for stock items;
- Maintains records and prepares special and periodic reports;
- Acts for a supervisor in the individual's absence;
- Maintains contact with other City departments, suppliers, and other persons.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Storekeeper III with the City of San Diego; **OR** three years of full-time experience performing storeroom/warehouse operations including the storage, maintenance, and ordering of materials, supplies, and equipment. Qualifying experience must include one year of full-time experience supervising personnel engaged in receiving, storing, and issuing materials, supplies, and equipment. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STORM WATER INSPECTOR I - 1127

DEFINITION:

Under supervision and in a training capacity, to perform the less complex storm water inspection, permitting, investigation, enforcement, or other regulatory management activities; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class in the Storm Water Inspector series. Most positions are classified at the Storm Water Inspector II level, which is the fully experienced or journey level class. In a training capacity, positions may be underfilled with Storm Water Inspector I in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class in that Storm Water Inspectors I inspect, permit, investigate and enforce the less complex assignments and receive more direction and guidance.

*** EXAMPLES OF DUTIES:**

- Inspects, investigates, and regulates industrial and commercial businesses and residences for proper compliance, operation, maintenance, and enforcement of structural control best management practices (BMP), and applicable City Municipal Code;
- Initiates enforcement action to secure permit compliance and issues administrative citations;
- Observes work flow processes to understand structural control BMP;
- Draws schematics of field sites and processes;
- Determines appropriateness of storm water systems;
- Identifies existing or potential storm water process and industry operational problems that may lead to problems;
- Recommends chemical and other constituents to be tested and helps determine appropriate sampling protocols;
- Explains discharge regulations to the industry;
- Conducts review of storm water samples laboratory test data;
- Conducts research to gather information regarding compliance and laboratory analysis history.
- Writes and prepares technical reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Chemical Engineering, Environmental Engineering, Chemistry, Biology, Environmental Science, or Water Resources, **OR** a Bachelor's degree in a closely related field which **MUST** include the completion of at least 16 semester/24 quarter college-level units of both lecture and laboratory course work in construction management, geology, chemistry, physics, biology, and/or environmental science for the purpose of demonstrating an understanding of fundamental physical, chemical, and biological processes, employing mathematics and computational tools as they relate to storm water pollution prevention; **AND** one year of full-time professional experience in one of the following: industrial or commercial inspection applying federal or state storm water regulations at industrial/commercial facilities; chemical engineering, environmental engineering, construction engineering, or sanitary engineering experience, which **MUST** include the design, operation, and/or inspection of structural Best Management Practices; storm water management experience for compliance with storm water pollution prevention plans and compliance with the State of California General Permits (MS4, IGP, Construction), and/or specific NPDES Permits (experience **MUST** include design, operation, inspection, and/or maintenance of storm water erosion and sediment control, using Best Management Practices); storm water sampling in the field or laboratory experience in an industrial program which **MUST** include the sampling and analysis of toxic pollutants as it relates to compliance with federal, state, and local storm water and/or wastewater regulations; environmental regulatory experience conducting site evaluations and determining compliance with environmental regulations, such as Municipal Codes and Permits, State General Permits, and other pertinent environmental regulations, which could include researching and developing alternative technologies and waste minimization strategies to reduce amounts of commercial/industrial waste. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STORM WATER INSPECTOR II - 1126

DEFINITION:

Under general supervision, to perform journey-level storm water inspections and investigations and enforcement of storm water regulations and permitting; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the Storm Water Inspector series. Positions are assigned the full range of inspection, permitting, investigation and enforcement duties, with only occasional instruction and assistance as new or unusual situations arise. Positions classified at this level may be underfilled with a Hazardous Materials/Pretreatment Trainee or a Storm Water Inspector I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Inspects, investigates, and regulates industrial and commercial businesses and residences for proper compliance, operation, maintenance, and enforcement of structural control best management practices (BMP), and applicable City Municipal Code;
- Investigates, determines, and mitigates storm water pollutant sources;
- Educates and performs outreach to business owners and citizens regarding storm water pollution prevention, BMP implementation, and storm water regulations;
- Gathers samples, conducts field tests, and analyzes test results;
- Determines appropriateness of storm water systems;
- Explains discharge regulations to the industry;
- Recommends chemical and other constituents to be tested and helps determine appropriate sampling protocols;
- Drafts discharge permits;
- Conducts research to gather information regarding compliance and laboratory analysis history, property ownership, legal property description, deed information, permits, and drainage history;
- Utilizes databases and spreadsheets for report generation and data storage/retrieval;
- Assists in the development of enforcement procedures and actions;
- Initiates enforcement action to secure permit compliance and issues administrative citations;
- Utilizes databases and spreadsheets for report generation and data storage/retrieval;
- Determines source of pollutants;
- Makes recommendations to business owners for best practice operations to ensure compliance;
- Conducts field tests for suspected illegal discharges and collects samples.
- Writes and prepares technical reports.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Chemical Engineering, Environmental Engineering, Chemistry, Biology, Environmental Science, or Water Resources, **OR** a Bachelor's degree in a closely related field which **MUST** include the completion of at least 16 semester/24 quarter college-level units of both lecture and laboratory course work in construction management, geology, chemistry, physics, biology, and/or environmental science for the purpose of demonstrating an understanding of fundamental physical, chemical, and biological processes, employing mathematics and computational tools as they relate to storm water pollution prevention; **AND** two years of full-time professional experience in one of the following: industrial or commercial inspection applying federal or state storm water regulations at industrial/commercial facilities; chemical engineering, environmental engineering, construction engineering, or sanitary engineering experience, which **MUST** include the design, operation, and/or inspection of structural Best Management Practices; storm water management experience for compliance with storm water pollution prevention plans and compliance with the State of California General Permits (MS4, IGP, Construction), and/or specific NPDES Permits (experience **MUST** include design, operation, inspection, and/or maintenance of storm water erosion and sediment control, using Best Management Practices); storm water sampling in the field or laboratory experience in an industrial program which **MUST** include the sampling and analysis of toxic pollutants as it relates to compliance with federal, state, and local storm water and/or wastewater regulations; environmental regulatory experience conducting site evaluations and determining compliance with environmental regulations, such as Municipal Codes and Permits, State General Permits, and other pertinent environmental regulations, which could include researching and developing alternative technologies and waste minimization strategies to reduce amounts of commercial/industrial waste. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STORM WATER INSPECTOR III - 1125

DEFINITION:

Under direction, to lead the work of a professional staff engaged in storm water inspection, permitting, investigation, enforcement or other regulatory management activities; to perform the more difficult regulatory management activities; to perform the more difficult technical work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey/lead classification in the Storm Water Inspector series. Incumbents of this class are responsible for performing the most complex and responsible inspection, permitting, investigation and enforcement work, and/or for leading the activities of professional storm water inspection staff.

*** EXAMPLES OF DUTIES:**

- Coordinates and leads the work of professional storm water inspection staff performing industrial and commercial storm water permit inspection, evaluation, compliance, or enforcement;
- Makes recommendations to business owners for best practice operations to ensure compliance;
- Leads office related functions necessary for running the inspection program to include performing GIS database management and assisting in the development of the annual inspections inventory and the prioritization processes;
- Assists City staff, professional contract staff, and non-profit organizations with storm water compliance and/or enforcement inspections;
- Determines appropriateness of storm water systems;
- Identifies existing or potential storm water process and industry operational problems that may lead to problems;
- Performs investigations and mitigation of storm water pollutants sources;
- Explains discharge regulations to the industry;
- Conducts and leads the most complex industrial, commercial, and municipal facility inspections for proper operation and maintenance of structural treatment control best management practices;
- Reviews and coordinates special investigations;
- Reviews maintenance records and engineering plans for compliance;
- Recommends chemical and other constituents to be tested and helps determine appropriate sampling protocols;
- Drafts discharge permits and writes and prepares technical reports;
- Assists in developing and implementing mandated programs and sub-programs;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Conducts research to gather information regarding compliance and laboratory analysis history, property ownership, legal property description, deed information, permits, and drainage history and utilizes databases and spreadsheets for report generation and data storage/retrieval;
- Conducts field tests for suspected illegal discharges and collect samples;
- Initiates enforcement actions and issues administrative citations;
- Assists in the development of enforcement procedures and actions;
- Assists in the evaluation of quality control and assurance of compliance data for regulatory requirements;
- Interacts with enforcement agencies on cases that involve multiple jurisdictions and/or agencies;
- Assists in the training of professional inspector and non-inspector staff;
- Provides information to the public.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Chemical Engineering, Environmental Engineering, Chemistry, Biology, Environmental Science, or Water Resources, **OR** a Bachelor's degree in a closely related field which **MUST** include the completion of at least 16 semester/24 quarter college-level units of both lecture and laboratory course work in construction management, geology, chemistry, physics, biology, and/or environmental science for the purpose of demonstrating an understanding of fundamental physical, chemical, and biological processes, employing mathematics and computational tools as they relate to storm water pollution prevention; **AND** three years of full-time professional experience in one of the following: industrial or commercial inspection applying federal or state storm water regulations at industrial/commercial facilities; chemical engineering, environmental engineering, construction engineering, or sanitary engineering experience, which **MUST** include the design, operation, and/or inspection of structural Best Management Practices; storm water management experience for compliance with storm water pollution prevention plans and compliance with the State of California General Permits (MS4, IGP, Construction), and/or specific NPDES Permits (experience **MUST** include design, operation, inspection, and/or maintenance of storm water erosion and sediment control, using Best Management Practices); storm water sampling in the field or laboratory experience in an industrial program which **MUST** include the sampling and analysis of toxic pollutants as it relates to compliance with federal, state, and local storm water and/or wastewater regulations; environmental regulatory experience conducting site evaluations and determining compliance with environmental regulations, such as Municipal Codes and Permits, State General Permits, and other pertinent environmental regulations, which could include researching and developing alternative technologies and waste minimization strategies to reduce amounts of commercial/industrial waste. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STORM WATER COMPLIANCE MANAGER - 1123

DEFINITION:

Under direction, to plan and direct through subordinate supervisors, a Citywide municipal storm water permit compliance program, including watershed-based storm water quality improvement plans; to direct, plan, and supervise storm water industrial, commercial, and Best Management Practice (BPM) inspection, code compliance, and monitoring projects and programs for compliance with storm water requirements and annual inspections; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and implements environmental regulations under the Clean Water Act, such as total maximum daily loads and municipal storm water permits;
- Administers storm water code compliance programs;
- Develops program policies, objectives, standards, and procedures for conducting inspections and monitoring programs;
- Develops enforcement guidelines, procedures, and actions to ensure program compliance;
- Directs and coordinates the work of City, professional contract staff, and non-profit organizations to ensure storm water compliance and/or enforcement inspections;
- Represents the City on committees, boards, and task forces;
- Advises departments and outside agencies on litigation and technical items for compliance, permit rules, programs, and policies;
- Determines schedules and priorities for inspections and enforcement to comply with the municipal permit and other enforcement orders;
- Determines scope of work and budget for 'as-needed' consultant services;
- Manages and administers consultant contracts;
- Reviews and approves applications for special event permits;
- Directs and initiates special investigations, projects, or studies;
- Evaluates program performance and initiates changes to policies and procedures;
- Meets with facility representatives and the public to discuss compliance measures and, when necessary, acts as hearing officer to clarify and resolve violations;
- Reviews California Environmental Quality Act (CEQA) documents, proposed regulations, and other technical reports and information provided by subordinates and consultants and prepares responses;
- Creates projects, programs, and activities to meet regulatory requirements;
- Negotiates with regulatory agencies and other municipalities on new projects and/or programs to be developed and regulatory requirements and policies to be enforced by the City;
- Leads program audits related to environmental monitoring contracts;
- Develops, manages, and monitors program budgets;
- Selects, rates, and trains subordinate staff.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Chemical Engineering, Environmental Engineering, Chemistry, Biology, Environmental Science, or Water Resources, **OR** a Bachelor's degree in a closely related field which **MUST** include the completion of at least 16 semester/24 quarter college-level units of both lecture and laboratory course work in construction management, geology, chemistry, physics, biology, and/or environmental science for the purpose of demonstrating an understanding of fundamental physical, chemical, and biological processes, employing mathematics and computational tools as they relate to storm water pollution prevention; **AND** four years of full-time professional experience in one of the following, one year of which **MUST** be at a lead or supervisory level over professional storm water planning, storm water engineering, or storm water inspection/enforcement staff: industrial and commercial inspection experience applying federal or state categorical storm water standards at industrial/commercial facilities; design, operation, and inspection of storm water systems; design, implementation, and/or administration of Storm Water Best Management Practices and/or Storm Water Prevention Plans; environmental regulatory experience conducting site evaluations and determining compliance with environmental regulations; water quality sampling and analysis techniques, including experience with water quality standards and investigations of water quality violations; developing and implementing long range and comprehensive environmental compliance programs, such as watershed-based storm water quality improvement plans; developing and implementing environmental regulations under the US Clean Water Act, such as total maximum daily loads and municipal storm water permits. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STORM WATER ENVIRONMENTAL SPECIALIST I - 1038

DEFINITION:

Under immediate supervision, and in a training capacity, to perform professional storm water and urban runoff monitoring, and enforcement, education, and mitigation projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Provides support and oversight of the City's storm drain system maintenance activities;
- Assists in conducting investigations related to environmental resource management, monitoring, and mitigation;
- Assists in implementing sampling and survey procedures and analytical protocols for field monitoring;
- Performs chemical analysis on water samples;
- Researches, compiles, and analyzes field data to comply with regulatory requirements;
- Prepares technical reports and technical guidance documents;
- Reviews environmental reports, legislation, and regulations for impact on City operations;
- Assists with interfacing with regulatory agencies and interagency committees concerning storm water monitoring program elements and reporting procedures;
- Participates in cooperative monitoring, special studies, mitigation, and clean-up projects with other governmental and non-governmental agencies;
- Collects storm water quality samples from the MS4 system, ocean, receiving waters, and illicit discharge;
- Calibrates and maintains field sampling equipment;
- Analyzes water quality data;
- Participates in special committees and task forces;
- Participates in watershed and other water quality survey programs;
- Testifies in court;
- Uses Geographic Information System (GIS) and/or ArcGIS software to display, upload, and edit GIS data;
- Records data and maintains equipment records and logs.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Bachelor's Degree in Biology, Chemistry, Ecology, Environmental Planning, Environmental Science, or a closely related field. A valid California Class C Driver License is required at the time of hire.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STORM WATER ENVIRONMENTAL SPECIALIST II - 1039

DEFINITION:

Under general supervision, to perform journey-level professional storm water and urban runoff monitoring and enforcement, education, and mitigation projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Provides support and oversight of the City's storm drain system maintenance activities;
- Conducts investigations related to environmental resource management, monitoring, and mitigation;
- Implements sampling and survey procedures and analytical protocols for field monitoring;
- Assists in the design and performance of sampling procedures and analytical protocols;
- Performs chemical analysis on water samples;
- Researches, compiles, and analyzes field data to comply with regulatory requirements;
- Prepares complex technical reports and technical guidance documents;
- Reviews development plans and other reports to determine impact on storm water pollution;
- Manages environmental and laboratory contracts for environmental sampling and analysis;
- Reviews environmental legislation and regulations for impact on City operations;
- Analyzes water quality data;
- Interfaces with regulatory agencies and interagency committees concerning storm water monitoring program elements and reporting procedures;
- Participates in cooperative monitoring, special studies, mitigation, and clean-up projects with other governmental and non-governmental agencies;
- Calibrates and maintains field sampling equipment;
- Collects storm water quality samples from the MS4 system, ocean, receiving water, and illicit discharges;
- Participates in special committees and task forces;
- Prepares and reviews illicit discharge reports;
- Participates in watershed and other water quality survey programs;
- Testifies in court;
- Uses Geographic Information System (GIS) and/or ArcGIS software to display, upload, and edit GIS data;
- Records data and maintains equipment records and logs;
- Performs research and special studies.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Bachelor's Degree in Biology, Chemistry, Ecology, Environmental Planning, Environmental Science, or a closely related field, **AND** one year of full-time professional-level experience in storm water monitoring, environmental planning, and biological impact analysis which must include at least one of the following: researching, analyzing, and preparing biological studies and/or environmental impact reports pertaining to storm water or related issues; evaluating environmental impact reports or biology studies pertaining to storm water or related issues for content, completeness, and accuracy; or performing storm water quality monitoring for National Pollutant Discharge Elimination System (NPDES) permit compliance and special studies. A valid California Class C Driver License is required at the time of hire.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STORM WATER ENVIRONMENTAL SPECIALIST III - 1621

NOTE: formerly Storm Water Environmental Specialist

DEFINITION:

Under direction, to plan, implement, and supervise storm water and urban runoff monitoring and enforcement, education, and mitigation projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Provides support and oversight of the City's storm drain system maintenance activities;
- Conducts investigations related to environmental resource management, monitoring, and mitigation;
- Implements sampling and survey procedures and analytical protocols for field monitoring and special studies;
- Researches, compiles, and analyzes field data to comply with regulatory requirements;
- Prepares complex technical reports and technical guidance documents;
- Manages environmental and laboratory contracts for environmental sampling and analysis as it impacts storm water programs;
- Reviews environmental legislation and regulations for impact on City operations;
- Analyzes water quality data, sediment quality, and other environmental data and evaluates reports determining impact on storm water pollution;
- Supervises professional staff in the environmental analysis of pollutants in samples;
- Reviews development plans and other reports to determine impact on storm water pollution;
- Designs sampling procedures and analytical protocols for research or special studies;
- Supervises, selects, assigns, trains and rates the work performance of subordinate professional and technical staff;
- Sets priorities and schedules work to be performed by the section;
- Interfaces with regulatory agencies and interagency committees concerning environmental monitoring program elements and reporting procedures pertaining to storm water programs;
- Participates in cooperative monitoring, special studies, mitigation, and clean-up projects with other governmental and non-governmental agencies;
- Provides technical guidance and training to a variety of audiences including City staff and the public;
- Participates in special committees and task forces;
- Recommends Best Management Practices to address pollutants of concern;
- Makes budget recommendations on section personnel or capital outlay needs;
- Monitors work to ensure compliance with regulatory guidelines;
- Participates in watershed and other water quality survey programs;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Bachelor's Degree in Biology, Chemistry, Ecology, Environmental Planning, Environmental Science, or a closely related field, **AND** two years of full-time professional-level experience in storm water monitoring, environmental planning, and biological impact analysis, which must include at least one of the following: researching, analyzing, and preparing biological studies and/or environmental impact reports pertaining to storm water or related issues; evaluating environmental impact reports or biology studies pertaining to storm water or related issues for content, completeness, and accuracy; or performing storm water quality monitoring for National Pollutant Discharge Elimination System (NPDES) permit compliance and special studies. A valid California Class C Driver License may be required at the time of hire.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STREET LIGHTING ELECTRICIAN - 1497

DEFINITION:

Under general supervision, to install, modify, service, maintain, and repair street lighting systems, electrical wiring, and equipment; to participate in the construction and repair of street lighting systems; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The classification is distinguished from the Electrician classification in the level of skill associated with working with medium and high voltage electrical wires/cables related to street lights. Street Lighting Electricians are responsible for working in underground spaces and considerable heights while operating aerial lift equipment and vehicles.

*** EXAMPLES OF DUTIES:**

- Installs, tests, repairs, and replaces conduits, ducts, transformers, electrical and electronic circuits, 2400 volt series circuits, wires, high and low voltage cables, and communication cables;
- Installs and maintains varied electronic equipment such as building and street lighting systems, motors, heating and ventilating wiring systems, panel boards, programmable logic controllers, airport lighting, primary electrical systems, fire alarms, traffic signals, street lighting, underground electrical systems, light poles, variable frequency drives, and general flood lighting;
- Clears debris from damaged high voltage street lighting outside circuits and traffic signals and effects all repairs necessary to restore normal service;
- Reads blueprints and plans of electrical installations;
- Salvages materials and parts from used equipment;
- Builds special electrical equipment and apparatus;
- Locates underground utilities;
- Constructs and repairs decorative lighting;
- Splices cable;
- Makes estimates and keeps records of costs;
- Requisitions materials;
- Assists in training and leading the work of apprentices and other assigned personnel;
- Drives assigned vehicles to include operating bucket trucks and aerial lifts;
- Coordinates with various utility agencies and electrical companies;
- Conducts work within the public right-of-way and sets-up traffic control patterns for projects;
- Responds to inquiries from residents and the public regarding field work activities.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State accredited four-year or five-year Electrician Apprenticeship Program; **OR** five years of full-time experience in all phases of work as a journey-level Electrician which must include one year of experience maintaining and replacing street lighting systems. Qualifying experience must include one of the following: commercial or industrial wiring, installation, and repair of electrical conduit systems within the public right-of-way, or commissioning newly constructed street lighting systems. A Crane Operator Certification issued by the National Commission for the Certification of Crane Operators (NCCCO) or equivalent organization recognized by OSHA (Occupational Safety and Health Administration) and accredited by the National Commission for Certifying Agencies (NCCA) or the American National Standards Institute (ANSI) is required. A valid California Class B Driver License, AND a valid California Department of Motor Vehicles (DMV) medical certificate are required.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STRUCTURAL ENGINEERING ASSOCIATE – 1231

DEFINITION:

Under direction, to perform difficult checking of building plans of complex structures for compliance with building regulations and for structural design adequacies; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Provides technical assistance on building construction problems;
- Reviews building designs or building remodeling designs involving complex statically indeterminate loading, complex or unusual foundations, unusual building materials and structural members, and unusual construction methods;
- Reviews building plans for compliance with building code regulations, ordinances, and the Municipal Code for compliance with fire resistance, life safety, disabled access, and for structural design provisions;
- Prepares data for structural items in specifications;
- Studies reports of soil analyses to aid in proper checking of foundation designs;
- Checks effect of seismic forces and wind loading on structures;
- Consults with architects, engineers, contractors, and private builders regarding plan modifications, building regulations, and structural problems;
- Coordinates and consults with other departments on structural engineering matters;
- Makes field inspections of building sites when unusual structural problems exist;
- Performs structural damage assessments and feasibility studies related to the effects of earthquakes on City facilities;
- Performs research into unusual structural engineering problems;
- Writes complex and detailed reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Structural, Civil, or Architectural Engineering, **OR** certification as an Engineer-in-Training (EIT) issued from a state licensing board, **OR** registration as a Professional Structural or Civil Engineer with the State of California; **AND** three years of full-time professional structural engineering experience in structural design or public agency structural plan checking, which must include one year of full-time professional journey-level experience equivalent to the City of San Diego's classification of Structural Engineering

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Assistant. Possession of a valid International Code Council (ICC) Certificate as a Building Plans Examiner required within two years of date of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STRUCTURAL ENGINEERING ASSISTANT - 1208

DEFINITION:

Under general supervision, to check building plans of moderately complicated structures for compliance with building regulations for structural design adequacies; to advise the public on building code requirements; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Examines and checks building plans and specifications to assure compliance with the Uniform Building Code and other State laws relating to structural adequacy, accessibility for the handicapped, proper ventilation, and location and number of emergency exits;
- Reviews building plans for compliance with building code regulations, ordinances, and the Municipal Code, and for compliance with fire resistance, life safety, disabled access, and structural design provisions;
- Performs and checks calculations for vertical and horizontal loads for compliance with wind and earthquake regulations;
- Studies reports of soil analyses to aid in proper checking of foundation designs;
- Consults with engineers, architects, contractors, and the public regarding plan modifications, building regulations, and structural problems;
- Makes field inspections of building sites when unusual structural problems exist;
- Performs structural damage assessments and feasibility studies related to the effects of earthquakes on City facilities;
- Provides technical assistance and advice on building construction problems;
- Writes reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Structural, Civil, or Architectural Engineering, **OR** certification as an Engineer-in-Training (EIT) issued from a state licensing board, **OR** registration as a professional Structural or Civil Engineer with the State of California; **AND** two years of full-time professional structural engineering experience in structural design or public agency structural plan checking. A valid International Code Council (ICC) Certificate as a Building Plans Examiner will be required within two years from date of hire. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STRUCTURAL ENGINEERING SENIOR - 1875

DEFINITION:

Under direction, to plan and supervise professional engineers engaged in the structural design and checking of plans; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and directs the work of engineers engaged in the design and preparation of plans, specifications, and estimates for the construction of public buildings, walks, bridges, and other structures, and the plan checking of designs for compliance with sound engineering practices and adherence to all applicable codes and regulations;
- Directs and participates in the architectural and structural plan checking of design drawings, specifications, and computations submitted in connection with applications for building permits for new structures or alterations of structures for conformance with building regulations, structural safety, fire hazards, exits, and other matters governed by applicable laws and ordinances;
- Consults with contractors, architects, and engineers regarding proposed building projects;
- Takes charge of difficult and complex structural plan checking or design projects;
- Performs structural damage assessments and feasibility studies related to the effects of earthquakes on City facilities;
- Trains and rates the work performance of subordinates;
- Researches and determines the acceptability of new materials and methods of construction;
- Makes presentations;
- Prepares information bulletins;
- Develops and writes applicable codes;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Registration as a professional Civil or Structural Engineer with the State of California; **AND** four years of full-time professional structural engineering experience in structural design or public agency structural plan checking, which must include one year of full-time

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

professional journey-level experience at a level equivalent to a Structural Engineering Associate with the City of San Diego. A valid International Code Council (ICC) Certificate as a Building Plans Examiner will be required within two years from date of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STRUCTURAL INSPECTOR I - 1177

DEFINITION:

Under general supervision, to perform structural inspection work on new structures, repair, or renovation work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Inspects multi-family residential, commercial, and industrial structures for compliance to local, State, and Federal structural codes and regulations;
- Checks and enforces field conformance to approved plans and specifications;
- Investigates complaints of code violations;
- Prepares reports;
- Maintains records;
- Prepares correction notices to property owners, tenants, and contractors;
- Meets with property owners, tenants, and contractors to discuss or explain specific corrections.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing carpentry and concrete construction work, **AND** a Bachelor's Degree in Architecture, Architectural, Civil Engineering, or Structural Engineering; **OR** two years of full-time experience as an Inspector or Licensee of a regulating agency performing structural inspections of multi-family residential and commercial structures to require compliance to the International Model Codes; **OR** one year of full-time experience as an Inspector or Licensee of a regulating agency performing structural inspections of multi-family residential and commercial structures to require compliance to the International Model Codes, **AND** an Associate's Degree or Community College Certificate in Construction Inspection or Building Construction Technology; **OR** three years of full-time experience reviewing or designing building plans for conformance to building codes and zoning regulations with a regulating agency, which must include having the legal authority to enforce and require compliance to the International Model Codes; **OR** one year of full-time experience reviewing or designing building plans for conformance to building codes and zoning regulations with a regulating agency, which must include having the legal authority to enforce and require compliance with the International Model Codes, **AND** a Bachelor's Degree in Architecture, Architectural, Civil Engineering, or Structural Engineering; **OR** four

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

years of full-time experience performing all phases of work as a journey-level carpenter, which must include structural framing and structural concrete form work; **OR** one year of full-time experience performing all phases of work as a journey-level carpenter, which must include structural framing and structural concrete form work, **AND** completion of a state-accredited four or five-year Carpentry, Electrical, Plumbing/Mechanical, or Air Conditioning Apprenticeship Program; **OR** two years of full-time experience performing all phases of work as a journey-level carpenter, which must include structural framing and structural concrete form work, **AND** a Bachelor's Degree in Architecture, Architectural, Civil Engineering, or Structural Engineering. A valid International Code Council (ICC) Certificate as a Building Plans Examiner will be required within two years from date of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STRUCTURAL INSPECTOR II - 1178

DEFINITION:

Under general supervision, to perform skilled and difficult structural inspection work on new structures, repair, or renovation work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Structural Inspector series. Employees in this class are expected to perform the full range of duties with only occasional instruction or assistance as new or unusual situations occur. Positions classified at this level may be underfilled with Structural Inspectors I, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Inspects multi-family residential, commercial, and industrial structures for compliance to local, State, and Federal structural codes and regulations;
- Checks and enforces field conformance to approved plans and specifications;
- Investigates complaints of code violations;
- Prepares reports;
- Maintains records;
- Prepares correction notices to property owners, tenants, and contractors;
- Meets with property owners, tenants, and contractors to discuss or explain specific corrections;
- Reviews construction, repair, replacement, installation, and repair plans;
- Inspects sites for practicability of plans.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing structural inspections as an Inspector or Licensee of a regulatory agency at a level equivalent to Structural Inspector I with the City of San Diego; **AND** one year of full-time experience performing carpentry and concrete construction work, and a Bachelor's Degree in Architecture, Architectural, Civil Engineering, or Structural Engineering, **OR** two years of full-time experience as an Inspector or Licensee of a regulating agency performing structural inspections of multi-family residential and

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

commercial structures to require compliance with the Uniform Model Codes, **OR** one year of full-time experience as an Inspector or Licensee of a regulating agency performing structural inspections of multi-family residential and commercial structures to require compliance with the Uniform Model Codes, and an Associate's Degree or Community College Certificate in Construction Inspection or Building Construction Technology, **OR** three years of full-time experience reviewing or designing building plans for conformance to building codes and zoning regulations with a regulating agency, which must include having the legal authority to enforce and require compliance with the Uniform Model Codes, **OR** one year of full-time experience reviewing or designing building plans for conformance to building codes and zoning regulations with a regulating agency, which must include having the legal authority to enforce and require compliance with the Uniform Model Codes, and a Bachelor's Degree in Architecture, Architectural, Civil Engineering, or Structural Engineering, **OR** four years of full-time experience performing all phases of work as a journey-level carpenter, which must include structural framing and structural concrete form work, **OR** one year of full-time experience performing all phases of work as a journey-level carpenter, which must include structural framing and structural concrete form work, and completion of a state-accredited four or five-year Carpentry, Electrical, Plumbing/Mechanical, or Air Conditioning Apprenticeship Program, **OR** two years of full-time experience performing all phases of work as a journey-level carpenter, which must include structural framing and structural concrete form work, and a Bachelor's Degree in Architecture, Architectural, Civil Engineering, or Structural Engineering. Possession of a valid International Code Council (ICC) Certificate as a Building Inspector will be required within two year from the date of hire. Possession of a valid California Class C Driver's License.

January 1, 2018
(Revised)

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STUDENT ENGINEER - 1910

DEFINITION:

Under immediate supervision, to perform simple drafting, compilation of statistics, field work, and other subprofessional engineering duties; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists engineering personnel with surveying and inspecting, traffic safety analysis, data compilation, data analysis using a computer, and construction materials testing;
- Performs drafting of maps and plats;
- Files maps and related records;
- Prepares maps and plats for field personnel;
- Assists in collecting and compiling statistics;
- Assists in traffic survey work;
- Assists with engineering permit processing;
- Computes and records field data;
- Inserts data and operates engineering computer;
- Indexes engineering records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Current and continuing college enrollment in an engineering program (e.g., civil, structural, mechanical, electrical, or a closely related field) leading toward a Bachelor's degree, **AND** successful completion of a minimum of 30 semester units or 45 quarter units, including general education subjects. At least half of these units must be in mathematics, chemistry, physics, or other engineering core subjects. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STUDENT WORKER - 1914

DEFINITION:

Under immediate supervision, to perform a variety of routine clerical, non-professional engineering, or general laboring tasks; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs routine library tasks such as issuing, sorting, shelving, and straightening books;
- Collects overdue book fees from the public;
- Does simple book mending, bindery work, and lettering;
- Prepares magazines and pamphlets for library use;
- Does general office clerical work including typing, filing, and operating simple office machines;
- Microfilms documents;
- Runs errands and picks-up supplies;
- Picks-up, sorts, and delivers mail and other light materials to various office locations;
- Maintains office supplies;
- Occasionally delivers money, pay checks, and documents to proper destinations;
- Sorts and discards obsolete material;
- Records and tabulates simple survey information;
- Answers telephones and provides routine information to the public;
- May assist skilled workers in technical occupations;
- Performs unskilled labor such as cleaning areas of debris and litter;
- Sets-up chairs, tables, and equipment;
- Assists in moving furniture;
- Does simple cleaning work such as sweeping and mopping floors;
- Guides or gives general information to the public.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent City of San Diego Internship and Work Readiness Opportunities: <https://www.sandiego.gov/volunteer-program/youth>.

Current enrollment in high school or college. Possession of a valid California Class C Driver's License is required for some positions.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING ACADEMY INSTRUCTOR - 1941

DEFINITION:

Under direction, to plan, direct, and participate in the Police Department's FIT program, which provides a personalized fitness program for officers in the Police Department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and participates in the Police Department's FIT program;
- Serves as the program coordinator/core instructor for the POST-certified First Aid/CPR classes conducted for the Police Department and the County Sheriff's Department;
- Administers fitness tests and interprets and evaluates health profile test data;
- Provides functional supervision over part-time instructors;
- Develops and administers contracts for treadmill testing and weight training equipment;
- Evaluates program effectiveness and makes revisions to procedures and curricula content as needed;
- Serves on study groups to develop new training programs for the department;
- Provides counseling, monitoring, and injury rehabilitation guidance to sworn officers and recruits;
- Monitors program expenditures and prepares budget estimates;
- Maintains records on fitness statistics.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Master's Degree in Exercise Physiology, **AND** two years of full-time professional experience evaluating and prescribing a total fitness program for individuals or groups; **OR** college graduation with a Bachelor's Degree in Physical Education, Physical Therapy, Exercise Science, or Athletic training, **AND** three years of full-time experience as described above.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING CAL-ID TECHNICIAN - 1930

DEFINITION:

Under direction, to supervise and coordinate the work of a group of Cal-ID Technicians; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and updates procedures for the work unit;
- Troubleshoots work unit problems or complaints;
- Assists subordinates in performing the more complex fingerprint identification work;
- Maintains quality control by spot checking subordinates' work;
- Selects, prioritizes, assigns, schedules, trains, counsels, and rates the work performance of subordinates;
- Compiles workload statistics for the work unit;
- Inventories and orders supplies for the work unit.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time clerical experience, which must include one year of full-time experience in a records division of a law enforcement agency. Ability to type at a corrected speed of 30 words per minute.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING CLAIMS REPRESENTATIVE - 1391

DEFINITION:

Under direction, to supervise a professional staff and participate in the administration of the City's public liability, claims recovery, and/or workers' compensation programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Establishes work standards and procedures;
- Ensures compliance of the City's programs with applicable legal provisions;
- Provides training to staff;
- Prioritizes and assigns work;
- Reviews and evaluates the work performance of subordinates;
- Reviews claim denials recommended by subordinates;
- Establishes monetary reserves for cases;
- May personally manage and adjust the most complex and sensitive cases.

In the public liability claims adjustment and claims recovery areas:

- Reviews loss or damage claims filed against the City, determines the degree of liability or negligence on the part of the City, negotiates settlements with claimants and their attorneys and insurance carriers or recommends settlements in conjunction with the City Attorney's Office;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys.

In the workers' compensation area:

- Reviews accident reports, and manages and controls the medical aspects of cases;
- Authorizes payment of benefits and expenses;
- Negotiates settlements with employees and their attorneys;
- Evaluates and rates disabilities;
- Attends hearings of the Workers' Compensation Appeals Board and industrial leave hearings;
- Conducts investigations of claims;
- Assists in preparing cases for litigation;
- Assists in the preparation and review of contracts and legal documents;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

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recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time professional experience investigating, adjusting, and settling workers' compensation claims covered by California law, **AND** a valid designation as a Claims Adjuster or Experienced Claims Adjuster in accordance with the California Code of Regulations.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING CRIME SCENE SPECIALIST – 1018

DEFINITION:

Under direction, to supervise, oversee, and perform the most complex collection, photography, preservation, and documentation of evidence at crimes scenes for police investigations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and coordinates the work of subordinates engaged in photography, collection, development, and preservation of crime scene evidence for police investigations, including identifying and marking items of evidence, dusting for latent prints, and developing casts of foot and tire impressions;
- Ensures that proper procedures are followed in collecting, preserving, and photographing evidence;
- Oversees and processes items of evidence in order to develop latent prints;
- Reviews the quality of latent fingerprints for potential entry into the Automated Latent Fingerprint System (AFIS);
- Ensures that the integrity of evidence has been maintained;
- Supervises and participates in the processing of victims and suspects to obtain DNA evidence;
- Oversees and attends autopsies in order to photograph proceedings and collect DNA evidence;
- Reviews case reports, evidence lists, and field investigations to ensure that evidence is properly recorded and described;
- Writes complex and technical reports;
- Prioritizes and schedules work assignments;
- Provides technical direction and trains subordinates;
- Oversees staff providing testimony and serves as a subject matter expert in court on all phases of evidence collection and handling;
- Maintains an inventory of supplies and equipment;
- Researches new product development;
- Prepares budget estimates;
- Reviews and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Three years of full-time experience in a law enforcement agency processing crime scenes. Qualifying experience must include photography and the collection, development, and preservation of physical evidence (e.g., fingerprints, body fluids, firearms, trace evidence). Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING CRIMINALIST - 1856

DEFINITION:

Under direction, to supervise and coordinate the physical and chemical analysis and evaluation of evidence in a Police Crime Laboratory; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, and may participate in, the evaluation and analysis of evidence for police investigations;
- May perform the more difficult physical examinations and comparisons of firearms, bullets, shoe/tire impressions, and narcotics;
- May prepare evidence for presentation in court and testify as an expert witness;
- May survey and search complex crime scenes to discover evidential material;
- Assists in developing, defining, and creating criminalistic procedures and techniques;
- Trains subordinate personnel in analytical techniques and the use of new equipment;
- May perform the analysis of various evidential material and technical reports on the more serious cases, such as homicides and burglaries;
- Provides administrative review of all analytical reports;
- Prepares budget estimates;
- Evaluates the performance of subordinates;
- Determines work schedules;
- Performs laboratory audits;
- Conducts safety inspections;
- Maintains laboratory procedures manuals;
- Liaises with prosecuting agencies and other units of the Police Department;
- Performs other duties related to management and administration of the Quality and Safety Program, and criminalistics work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Criminalistics, Forensic Science, Biochemistry, Chemistry, Biology, Microbiology, Digital Forensics, Computer Forensics, Computer Science, or a closely related physical or biological science; **AND** four years of full-time professional criminalistics experience performing at least one of the following areas: firearms identification, forensic biology, crime scene reconstruction, narcotic analysis, blood alcohol analysis, toxicological analysis, digital forensics, trace evidence analysis, or computer forensics.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING CUSTODIAN - 1919

DEFINITION:

Under direction, to supervise, plan, and inspect the work of skilled custodians engaged in the cleaning of City buildings or assigned facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, schedules, and coordinates a variety of custodial cleaning services;
- Directs and evaluates the quality of cleaning, dusting, and polishing operations;
- Makes inspections of work in process and upon completion;
- Trains new employees in proper use of custodial methods, cleaning supplies, and equipment;
- Demonstrates job safety methods;
- Reports malfunctioning of utilities and electrical fixtures;
- Maintains inventory of supplies;
- Requisitions supplies and equipment;
- Directs the moving of office furniture, equipment, and microphone systems for social events;
- Secures buildings for fire safety and burglary prevention;
- Provides public information at various City locations and facilities;
- Prepares and maintains productivity, labor cost accounting, and attendance records;
- Reports lost or damaged articles and equipment;
- Writes monthly reports on the status of equipment and furnishings available;
- Determines whether the need for personal services may be performed when requested;
- Drives to and from job sites;
- Evaluates the work performance of subordinates;
- Acts in the supervisor's absence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience performing a variety of janitorial, custodial, or domestic maintenance work, which must include a minimum of one year of supervisory or crew leading experience. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING DEPARTMENT HUMAN RESOURCES ANALYST - 1366

DEFINITION:

Under direction, to supervise a professional human resources staff in one or more departments; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Confers with department management and others to determine the department's human resources needs;
- Provides guidance, training, and assistance to department management and employees on human resources issues with emphasis on modified duty programs, employee relations, discipline, and investigations;
- Coordinates, assigns, trains, and evaluates the work of professional human resources staff;
- Reviews and evaluates the work performance of professional human resources staff;
- Serves as a department liaison to Personnel, Risk Management, Human Resources, and labor organizations;
- In conjunction with Human Resources, develops complex department programs and conducts training related to equal employment opportunity (EEO), Sexual Harassment Prevention, Threat Management, and the Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA)/Pregnancy Disability Act (PDA);
- Counsels department employees and researches and interprets various City policies and procedures such as Civil Service Rules, Personnel Manual, Administrative Regulations, Memoranda of Understanding (MOUs), Department Instructions, and Federal and State laws and legal guidelines;
- Assists in the development of position classification requests for submission to the Personnel Department;
- Conducts special studies and investigations;
- Conducts interviews;
- Prepares difficult disciplinary documents;
- Conducts fact findings;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: The minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units), **AND** four years of full-time professional human resources experience. Qualifying experience must include responsibility for conducting professional-level studies to identify problems and/or formulate recommendations in at least one of the following functional areas: labor relations/negotiations; reviewing, developing, and conducting selection/interview processes; interpretation of administrative or personnel regulations to the public, management, and/or employees; organizational effectiveness and productivity studies; administration of human resources programs related to employee benefits, medical placement, light duty, workers' compensation, rehabilitation, or retirement; and/or misconduct/equal employment opportunity fact finding or similar investigations.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING DEVELOPMENT PROJECT MANAGER - 1180

DEFINITION:

Under general direction, to supervise the work of professional staff responsible for performing development project management work; oversee, review, and participate in the implementation and administration of complex professional development project management work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the second-level supervisor classification in the Development Project Manager classification series. Incumbents in this classification supervise Development Project Managers and other specialized classifications who perform complex development project management work. Typical projects involve City policy and State law changes and updates.

*** EXAMPLES OF DUTIES:**

- Supervises and reviews the work of professional development project management staff and multi-disciplinary project teams;
- Meets with City staff and development customers to provide critical project oversight;
- Manages the most complex land use development initiatives and programs;
- Oversees and approves project review timetables, schedules, budgets, and discretionary permit deposit account balances;
- Oversees project diaries and official records of discretionary permits;
- Makes presentations to community groups and department management;
- Prepares reports for City Council, Commissions, Council Committees, and the public;
- Performs other project management duties, as needed;
- Plans, assigns, and supervises the work of professional staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A combination of full-time professional experience as specified below that equals five years. Qualifying experience **MUST** include a minimum of three years of experience as specified in Option 2 or Option 3.

1. Review of mixed-use, residential, commercial, or capital improvement projects for compliance with codes and regulations covered by the California Code of Regulations

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

and/or municipal codes including zoning, engineering, water, sewer, landscape, and other land development requirements.

2. Experience in engineering or planning in the application (e.g., review, analysis, and/or interpretation) of municipal codes, governing agency policies and engineering standards, or community and general plans in land development or construction.
3. Project management experience in mixed-use, commercial, industrial, governmental, or large-scale residential development.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING DISPOSAL SITE REPRESENTATIVE – 1920

DEFINITION:

Under direction, to coordinate and direct fee collection activity at the City's landfill; and to perform related work.

*** EXAMPLES OF DUTIES:**

As a second-level supervisor over a fee collection unit:

- Schedules and coordinates the work of fee collectors to ensure adequate staffing;
- Develops, recommends changes in, and provides training on new and/or revised work procedures, fee schedules, and policies;
- Responds to Council route slips and citizen complaints;
- Reviews statistical reports for completion and accuracy;
- Conducts inspection of commercial refuse vehicles;
- Prepares operational reports;
- Serves as liaison with cash register, data processing, and vehicle scale vendors;
- Evaluates changes in fee tracking and accounting software;
- Recommends changes in fee booth layouts;
- Directly supervises Senior Disposal Site Representatives;
- May serve as a first-level supervisor over fee collection personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a fee collection supervisor at a landfill or similar work environment (e.g., toll booth, recycling facility, outdoor parking facility, other outdoor facility). Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING ECONOMIST - 1923

DEFINITION:

Under administrative direction, to supervise a professional staff performing a wide variety of complex analyses in determining the economic impact of urban growth; to supervise and develop short and long-range econometric revenue projections on a City-wide basis; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises professional staff performing special studies of the economic impact of urban growth and making short and long-range economic revenue projections;
- Coordinates and participates in the development and implementation of the financial forecast for the City;
- Plans and supervises the development of econometric models to measure and forecast revenues;
- Determines analytical and statistical tools and techniques used to measure economic variables, revenue, and expenditures;
- Reviews and evaluates analysis and projection of the effects of external economic conditions on the City's financial condition;
- Reviews and analyzes fiscal-related state legislation for impact on the City's revenue;
- Supervises the research and analysis of existing and alternative tax forms to determine equity, impact, incidence, elasticity, cost administration, and yield;
- Reviews and evaluates cost benefit analysis of capital improvements projects;
- Supervises and reviews the preparation of reports and recommendations for the Mayor, City Council, and Planning Commission;
- Confers with department heads and the Mayor's staff in determining the economic effects of the City's fiscal and development decisions;
- Supervises the administration of grant funding;
- Trains and evaluates subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Economics, Business, Finance, or a closely related field; **AND** four years of full-time professional experience developing, applying, and implementing economic

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

or financial analysis techniques, including econometric, statistical, and/or financial modeling; and performing economic forecasting of public or private sector budgets, including short and long range revenue projections.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING FIELD REPRESENTATIVE - 1921

DEFINITION:

Under direction, to supervise field representatives engaged in enforcing and securing compliance with applicable codes and regulations, or investigating and resolving complaints and inquiries regarding City services; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and supervises field investigative activities involving consumer complaints;
- Performs enforcement of City codes and ordinances, and performs community liaison;
- Plans and coordinates the daily work of staff;
- Receives complaints from citizens;
- Answers public inquiries and schedules necessary field investigations;
- Resolves the more difficult and complicated cases;
- Maintains records of field and office activities;
- Arranges follow-up investigations as required;
- Conducts residential and multi-family surveys;
- Prepares correspondence and reports;
- Establishes work priorities;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Field Representative with the City of San Diego; **OR** two years of full-time public contact work, which must include the enforcement of codes and/or regulations, and the investigation and resolution of citizen inquiries and complaints related to service fees, codes, and/or ordinances or other service related issues in a government agency or public or private utility company (e.g., water, sewer, gas, electric, telephone, or cable television services). One year of supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING HAZARDOUS MATERIALS INSPECTOR - 1896

DEFINITION:

Under direction, to supervise the work of a professional staff engaged in hazardous materials inspection, investigation, enforcement, or other regulatory management activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, organizes, and directs the work of staff performing hazardous materials compliance or enforcement inspections;
- Makes work assignments and establishes priorities for assigned staff;
- Determines appropriate hazardous materials disposal and waste sampling protocols and procedures;
- Meets with City department representatives to discuss reasons for noncompliance and recommend compliance measures;
- Maintains liaison with City departments on hazardous materials use, storage, and disposal issues;
- May conduct the inspection of the most complex City operations;
- Reviews and coordinates special investigations;
- Prepares reports and correspondence;
- Develops and implements mandated programs and sub-programs;
- Develops enforcement guidelines, procedures, and actions;
- Selects, rates, and trains subordinate inspectors;
- Initiates and documents enforcement actions against contractors, landfill or household hazardous waste facility users, and City departments to secure compliance with hazardous materials regulations;
- Clarifies and resolves outstanding hazardous materials violations with City departments in noncompliance;
- Issues notices of violation;
- Oversees hazardous waste identification and packaging activities to ensure compliance with regulations;
- Assists in the development of hazardous waste related contractual agreements;
- Attends various committee and board meetings;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

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recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree in Chemistry, Industrial Hygiene, Chemical Engineering, Environmental Engineering, Sanitary Engineering, Environmental Health, Biology, or a closely related field, **AND** four years of full-time professional level experience in at least one of the following: investigative/inspection experience of hazardous materials and waste management; management of household hazardous waste experience; or environmental control experience.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING LATENT PRINT EXAMINER - 1019

DEFINITION:

Under direction, to supervise, oversee and perform the most complex latent print analyses for police investigations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns and coordinates the work of subordinates engaged in the identification of latent prints for police investigations;
- Directs the development and preservation of latent prints;
- Supervises and performs varied, difficult and complex examinations of latent prints to determine quality and identity;
- Reviews the comparison of known prints of suspects with latent prints to confirm positive identifications;
- Supervises the complex recovery of friction skin exemplars in death investigations;
- Supervises the preparation and entry of latent prints into the Automated Fingerprint Identification System (AFIS) and AFIX Tracker;
- Supervises digital imaging for latent print comparison and identification;
- Ensures that proper procedures are followed in identifying latent prints;
- Provides technical direction and trains subordinates;
- Supervises and consults with prosecutors on various methods of presenting evidence;
- Prioritizes and schedules work assignments and ensures the work unit meets court deadlines;
- Supervises the preparation of photographs and other material for demonstration of evidence in court;
- Supervises staff providing testimony and serves as a subject matter expert in court on all phases of latent print identification;
- Assists in developing policy and procedures;
- Writes complex and technical reports;
- Researches new product development;
- Maintains inventory of supplies and equipment;
- Prepares budget estimates;
- Reviews and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of full-time crime scene experience classifying, evaluating, comparing and identifying latent prints related to police investigations. An Associate's Degree or certificate in Forensic Technology may be substituted for one year of the required experience. Possession of a valid California Class C Driver License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING LIBRARIAN - 1922

DEFINITION:

Under direction, to plan, coordinate, and supervise a branch region of the City library system or several sections or special collections of the central library; to supervise and coordinate special library programs and services on a system-wide basis; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, and reviews the work of subordinate staff assigned to branches, central library sections, or specialty programs;
- Establishes work schedules and priorities;
- Evaluates the quality of book collections in branch libraries or central library sections and establishes guidelines for new book selection, replacement, and discarding;
- Reads professional journals and critical reviews for the purpose of building and maintaining book collections;
- Reviews new book order requests;
- Interprets and explains library policies and procedures to subordinates;
- Visits branch libraries to review operating programs for conformance to established standards;
- Coordinates supervised programs with other activities of the library system and maintains liaison with outside bodies as necessary;
- Develops plans for future staff, equipment, facility, and book needs;
- Participates in establishing general library policies;
- Serves as a representative of the library to outside agencies, community organizations, and other bodies;
- Assists subordinates with difficult public relations problems;
- Provides training for subordinates and evaluates their work performance;
- Develops budgets for branches based on analyst projections;
- Reviews new technologies for use in branch and central libraries.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) Degree, **AND** four years of full-time experience as a professional Librarian; **OR** Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter),

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

which must include completion of at least 9 semester/14 quarter units of postgraduate or undergraduate library science course work, **AND** five and a half years of full-time experience as a professional Librarian.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING METER READER - 1925

DEFINITION:

Under direction, to supervise the work of the water meter reading section; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, schedules, and evaluates work of the water meter reading section;
- Through subordinate supervisors ensures that water meter reading routes are properly structured;
- Establishes proper procedures for reading meters and determining route assignments;
- Ensures proper adherence to all safety regulations;
- Supervises the development of training programs;
- Conducts safety meetings for all meter readers;
- Supervises the investigation of particularly sensitive billing complaints and meter issues;
- Interviews and selects new employees;
- Directs public relations and customer contact situations;
- Orders and issues supplies and equipment;
- Processes injury reports;
- Maintains and prepares statistical reports;
- Supervises, trains, and evaluates subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualification: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Field Representative with the City of San Diego; **OR** two years of full-time field contact experience which must include investigating and resolving utility service complaints, **AND** one year of full-time supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline, **OR** achieving a passing score on any City of San Diego Test of Supervisory Ability (TSA). Possession of a valid California Class C Driver's License

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING MANAGEMENT ANALYST - 1917

DEFINITION:

Under direction, to supervise a professional staff in budgetary, administrative, crime analysis, and productivity studies; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of a professional staff in budget preparation and control, in the study of administrative organization and procedures, or in long-range financial planning, productivity improvement studies, or crime analysis;
- Performs variety of complex budgetary/fiscal and administrative/organizational analyses, long-range financial planning, feasibility studies, and specialized management research;
- Reviews findings and recommendations;
- Confers with supervisors, departmental officials, and others in the solution of administrative, fiscal, organizational, productivity or criminal analysis problems;
- Trains and evaluates the performance of subordinates;
- Evaluates the current utilization and feasibility of further acquisitions of equipment, capital assets, and staff;
- Recommends establishment and revision of management information systems;
- Directs the compilation of data for work load, revenue, and activity reports to management;
- Prepares correspondence and reports and presets to management, City Council, committees, and other interested groups.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** four years of full-time professional-level experience in budgetary, fiscal, and/or administrative/organizational analysis work.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING PERSONNEL ANALYST - 1927

DEFINITION:

Under direction, to supervise a professional staff in the administration of testing and recruitment, position classification and compensation, and/or employee relations programs; and to perform related work.

*** TYPICAL TASKS:**

- Confers with the Assistant Personnel Director, operating officials, and others to determine personnel needs;
- Schedules and directs the preparation, administration, and scoring of examinations;
- Conducts comprehensive pre/post employment background investigations;
- Verifies employment, education, and training records;
- Investigates complaints and charges of discrimination;
- Reviews and evaluates recruiting and testing results;
- Collects and analyzes job data to validate appropriate employment standards and screening criteria;
- Reviews position classification and salary recommendations;
- Reviews and recommends policies concerning employee relations;
- Assigns, trains, and rates the work performance of analysts;
- Participates in conferences to solve major personnel problems, and to develop new policy, procedures, or organizations to meet program needs;
- Promotes Civil Service career opportunities and performs job counseling/recruitment outreach at job fairs and community meetings/events;
- Interprets and enforces personnel rules and regulations;
- Conducts special studies and investigations;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's degree (i.e., minimum completed units of 120 semester/180 quarter), **AND** four years of full-time professional personnel experience. A minimum of two years of the qualifying experience must have been performed in a government agency (e.g., federal, state, count, and/or city).

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING PLAN REVIEW SPECIALIST - 1928

DEFINITION:

Under direction, to supervise the work of Plan Review Specialists in reviewing building plans for compliance with applicable building, zoning, Title 24, engineering, water, and sewer regulations at a public plan check counter; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class serves as the first-level supervisor over a unit of Plan Review Specialists at the plan check counter.

*** EXAMPLES OF DUTIES:**

- Plans, directs and supervises subordinates engaged in the review of building plans for compliance with applicable codes and regulations and issuance of engineering, water and sewer, and building permits;
- Develops plan review and permit issuance policies and procedures;
- Interprets, reviews, and evaluates plan review and permit issuance policies and procedures in response to changes in building codes and local ordinances;
- Provides technical guidance and direction to subordinates;
- Reviews and evaluates plans for completeness, determines the appropriate review and approval process, assesses fees, sets-up projects for review, and acts as point of contact during the review, approval, and inspection process;
- Prioritizes and plans the work of the section;
- Trains and evaluates the work of subordinates;
- Prepares reports and correspondence;
- Assists subordinates with the more complex plan checks;
- Responds to questions from the public, developers, and others regarding building regulations and permit requirements.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience performing plan review using the policies and regulations of the California Residential Code of Regulations, Green Building Code, Title 24 Energy Conservation, Electrical, Mechanical, Plumbing, and/or Land Development Codes (zoning regulations) at a level equivalent to a Plan Review Specialist IV with the City of San Diego; **OR** two years of full-time experience performing plan review using the policies and regulations of the California Residential Code of Regulations, Green Building Code, Title 24 Energy Conservation, Electrical, Mechanical, Plumbing, and/or Land Development Codes (zoning regulations) at a level equivalent to a Plan Review Specialist III with the City of San Diego. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING PROCUREMENT CONTRACTING OFFICER - 1744

DEFINITION:

Under direction, to supervise a professional staff in the procurement and contracting of goods and services; to be responsible for the purchasing and contracting operations of the City's Purchasing and Contracting Department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, and participates in the work of subordinate staff in the procurement and contracting of a variety of commodities and services for use by City departments;
- Reviews and approves complex requisitions, quotations, and cost analysis for an assigned group of commodities;
- Oversees and administers contracts and performs contract management to ensure compliance of contractual requirements;
- Manages the procurement planning, solicitation, and evaluation of proposals using the City's procurement processing systems;
- Negotiates contract terms and conditions;
- Conducts and reads public bid openings;
- Reviews bid recommendations of subordinates;
- Leads a negotiation team comprised of legal and technical participants;
- Confers with and may make presentations to department management, City Council, or Council Committees regarding purchasing and contracting issues;
- Reviews and revises various City-wide purchasing and contracting policies, procedures, documents, and forms;
- Represents the City in business reviews with contractors, vendors, and suppliers;
- Evaluates vendor performance and works to remediate issues as required;
- Selects, trains, and evaluates the work of subordinates;
- Other projects and duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** four years of full-time professional experience in purchasing and/or contracting a wide variety of governmental, industrial, and/or business equipment, materials, and/or services. One year of the qualifying experience must have been as a supervisor of procurement or contracting professionals, as lead on procurement or contracting projects, or at a level equivalent to an Associate Procurement Contracting Officer with the City of San Diego. A minimum of two years of qualifying experience must have been performed at a government agency (e.g., federal, state, county, and/or city). Possession of a valid California Class C Driver's License may be required.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING PROPERTY AGENT - 1929

DEFINITION:

Under direction, to supervise a major Department of Real Estate and Airport Management section involved in real estate operations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises a major section of the department and establishes and coordinates plans and programs to meet established goals;
- Develops section policies and procedures consistent with departmental policy;
- Makes presentations on section projects to decision-making legislative bodies and administrative officers;
- Develops revenue projections and works with management to maximize revenue;
- Performs or directs major negotiations and approvals of contracts and leases, special projects, and studies;
- Assists with budget preparation;
- Prepares correspondence and reports;
- Serves as a liaison with other government agencies and attends community meetings;
- Assigns and reviews work of subordinates for completeness, accuracy, and legality;
- Trains and evaluates subordinate professional staff members.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** four years of full-time professional commercial real estate property experience in at least one of the following areas: Appraisal/Valuation, Acquisitions and Dispositions, Relocation and Right-Of-Way, Property Management and/or Asset Management, Commercial Marketing and Sales/Leasing, or Commercial Real Estate Brokerage.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING PUBLIC INFORMATION OFFICER - 1940

DEFINITION:

Under direction, to plan and direct the most complex, sensitive, and high profile public information programs in the City; to supervise the work of a professional staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This classification is reserved for those positions in departments having the most complex and extremely high profile public information programs. Responsibilities include supervising a professional public information staff. On the other hand, other Public Information Officer classes have responsibility for less complex and sensitive programs and need not supervise a professional staff.

*** EXAMPLES OF DUTIES:**

- Plans and directs the implementation of the City's largest and most sensitive public information programs;
- Supervises a professional staff engaged in developing specific programs for state and national forums and media;
- Develops, coordinates, and disseminates information to the media and the public;
- Develops and implements communication plans, strategies, and campaigns for client departments and specific projects and programs;
- Represents the City before state and national forums;
- Acts as liaison with state and national media;
- Schedules, coordinates, and participates in public outreach efforts such as community meetings and educational outreach programs;
- Writes speaking points and video scripts;
- Responds to the most difficult and sensitive inquiries and complaints from the public;
- Coordinates and manages the work of outside consultants or contractors;
- Assigns, trains, and evaluates the work of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** four years of full-time professional-level experience in public relations, media relations, journalism, marketing, community relations, or social media experience. Qualifying professional-level experience must include at least one of the following: planning and coordinating the production and dissemination of public relations or public information programs involving audio, visual, print, or social media; or writing, editing, and producing public relations or public information materials.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING RECREATION SPECIALIST - 1931

DEFINITION:

Under direction, to supervise one or more specialized, City-wide recreation programs through subordinate Recreation Specialists; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Coordinates the work of, and provides overall supervision to, subordinate staff engaged in planning, developing, and administering City-wide specialized recreation programs and activities;
- Determines priorities and establishes policies, standards, and operating procedures for specialized programs;
- Reviews program submittals, evaluations, and other reports of subordinates;
- Serves as a staff representative to official boards, committees, and other bodies and coordinates their activities as appropriate;
- Meets with a variety of recreation associations, clubs, and special interest groups to provide advice and assistance, to receive input and suggestions, and to explain City policies and regulations;
- Plans, organizes, evaluates, and supervises community events, special concerts, performances, contests, tournaments, and other activities;
- Publicizes programs and activities;
- Assists with raising funds;
- Provides information to the public;
- Prepares annual budgetary estimates and recommendations, and monitors budget expenditures;
- Assigns, trains, and evaluates subordinates;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Bachelor's Degree in Recreation or a closely related field, **AND** two years of full-time professional-level recreation experience which must include planning, directing, and implementing recreation programs and supervising subordinates at a recreation facility, community center, swimming pool, and/or any other recreation service program. Qualifying supervisory experience must include the full range of supervisory duties which includes scheduling assignments and reviewing work performed, employee selection, reviewing/approving time cards, writing and giving performance evaluations, training, disciplining employees, and recommending commendations; **OR** Bachelor's Degree in any other field or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** three years of full-time professional-level recreation experience which must include planning, directing, and implementing recreation programs and supervising subordinates at a recreation facility, community center, swimming pool, and/or any other recreation service program. Qualifying supervisory experience must include the full range of supervisory duties which includes scheduling assignments and reviewing work performed, employee selection, reviewing/approving time cards, writing and giving performance evaluations, training, disciplining employees, and recommending commendations.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING RECYCLING SPECIALIST - 1557

DEFINITION:

Under direction, to supervise a professional staff involved in the development and implementation of City-wide recycling work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the work of a professional staff engaged in a variety of solid waste recycling projects;
- Plans, assigns, coordinates, and reviews the work of subordinates;
- Develops and oversees budget;
- Prepares grant proposals and monitors grant funds;
- Monitors the development of new equipment and techniques;
- Serves as a resource for recycling information for management, City officials, and community groups;
- Provides training to subordinate staff;
- Prepares reports and attends conferences;
- Supervises, trains, and evaluates subordinate staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** four years of full-time professional-level experience in planning, developing, administering, and/or implementing public or private recycling, waste reduction, and diversion programs and/or non-burn resource recovery programs, including supervision and training of recycling staff. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING STORM WATER INSPECTOR - 1124

DEFINITION:

Under direction, to supervise the work of professional staff engaged in storm water inspection, permitting, investigation, enforcement, or other regulatory management activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and implements the storm water industrial, commercial, and best management practice (BMP) inspection program;
- Supervises City and professional contract staff performing storm water compliance and/or enforcement inspections;
- Develops guidelines and procedures for conducting inspections and compliance enforcement;
- Evaluates program performance;
- Acts as a technical expert for the development, implementation, and management of the industrial, commercial, and best management practice (BMP) program;
- Manages the most complex consultant and inspection services contracts;
- Acts as a hearing officer to determine appropriateness of storm water pollution prevention plans;
- Prepares reports;
- Conducts inspections of the most complex facilities;
- Clarifies and resolves outstanding violations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Chemical Engineering, Environmental Engineering, Chemistry, Biology, Environmental Science, or Water Resources, **OR** a Bachelor's degree in a closely related field which **MUST** include the completion of at least 16 semester/24 quarter college-level units of both lecture and laboratory course work in construction management, geology, chemistry, physics, biology, and/or environmental science for the purpose of demonstrating an understanding of fundamental physical, chemical, and biological processes, employing mathematics and computational tools as they relate to storm water pollution prevention; **AND** four years of full-time professional experience in one of the following: industrial or commercial inspection applying federal or state storm water regulations at industrial/commercial facilities; chemical engineering, environmental engineering,

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

construction engineering, or sanitary engineering experience, which MUST include the design, operation, and/or inspection of structural Best Management Practices; storm water management experience for compliance with storm water pollution prevention plans and compliance with the State of California General Permits (MS4, IGP, Construction), and/or specific NPDES Permits (experience MUST include design, operation, inspection, and/or maintenance of storm water erosion and sediment control, using Best Management Practices); storm water sampling in the field or laboratory experience in an industrial program which MUST include the sampling and analysis of toxic pollutants as it relates to compliance with federal, state, and local storm water and/or wastewater regulations; environmental regulatory experience conducting site evaluations and determining compliance with environmental regulations, such as Municipal Codes and Permits, State General Permits, and other pertinent environmental regulations, which could include researching and developing alternative technologies and waste minimization strategies to reduce amounts of commercial/industrial waste. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING THERAPEUTIC RECREATION SPECIALIST - 1187

DEFINITION:

Under direction, to supervise and oversee one or more specialized, Citywide recreation programs and activities designed to meet the recreation, leisure, and sporting needs of persons with disabilities through subordinate Therapeutic Recreation Specialists; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Coordinates the work of, and provides overall supervision and instruction to, subordinate staff engaged in planning, developing, and administering Citywide specialized therapeutic recreation programs and activities;
- Develops therapeutic goals and objectives for programs; develops and conducts assessments of participants to include determining placement in programs and keeping assessment tools updated, accurate, and appropriate for disability populations;
- Develops goals and activities for disability groups and monitors and evaluates programs;
- Determines priorities and establishes policies, standards and operating procedures for programs;
- Reviews program submittals, evaluations, recommendations, and other reports of subordinates;
- Provides inclusion services for recreation activities to meet the needs of persons with disabilities;
- Serves as a liaison to official boards, committees, and other bodies to facilitate inclusion of persons with disabilities into recreation programs throughout the City; provides consultation and training on ADA issues;
- Meets with a variety of recreation associations, clubs, and special interest groups to provide advice and assistance, to receive input and suggestions, to explain City policies and regulations, and to determine the needs of the community;
- Plans, organizes, supervises and co-sponsors events, special concerts, performances, contests, tournaments, and other activities; solicits donations/grants; coordinates the securing of permits;
- Publicizes programs and activities;
- Provides information to the public and responds to difficult and sensitive matters and determines resolution;
- Makes presentations to community groups, service clubs, schools, and other organizations; represents the department at public relations events;
- Prepares annual budgetary estimates and recommendations, and monitors budget expenditures and inventory/supply;
- Solicits vendor quotes; submits requisitions to create purchase orders and approve invoices; tracks procurement purchases;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Supervises, trains, and evaluates subordinate staff to include interns and volunteers; trains staff on how to work with persons with disabilities;
- Provides services to all patrons who attend any recreational activity at the City's recreation centers;
- Prepares reports and program documentation.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's Degree in Recreation, Therapeutic Recreation, or a closely related field such as Special Education, Psychology, Adaptive Physical Education, Physical Education, Medical/Nursing, or Rehabilitation which includes course work in Recreation and/or Therapeutic Recreation, **AND** two years of full-time recreation experience leading a variety of recreation activities for persons with disabilities including physical and developmental disabilities, **AND** one year of supervisory experience; **OR** college graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units=120 semester/180 quarter) in any other major, **AND** three years of full-time experience in recreation administration which includes two years of full-time experience leading a variety of recreation activities for persons with disabilities including physical and developmental disabilities, **AND** one year of supervisory experience. Possession of a valid California Class C Driver License may be required.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING WASTEWATER PRETREATMENT INSPECTOR - 1378

DEFINITION:

Under direction, to supervise the work of a professional staff engaged in wastewater pretreatment inspection, permitting, investigation, enforcement, or other regulatory management activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, organizes, and directs the work of a staff performing industrial and commercial wastewater pretreatment permit, compliance, or enforcement inspections,
- Makes work assignments and establishes priorities for assigned staff;
- Determines appropriateness of wastewater pretreatment systems;
- Determines discharge limitations, and monitoring schedules and time frames for compliance;
- Meets with industry representatives to discuss reasons for noncompliance and recommend compliance measures;
- Acts as hearing officer to clarify and resolve outstanding violations;
- Maintains liaison with the wastewater laboratory and other divisions;
- May conduct the inspection of the most complex industries;
- Researches waste minimization and alternative disposal technology options;
- Reviews and coordinates special investigations;
- Drafts and reviews drafts prepared by subordinates of discharge permits;
- Develops and directs permit modifications necessary to implement changes in pretreatment standards or local limits;
- Prepares reports and correspondence and conducts surveillance;
- Testifies in court;
- Develops and implements mandated programs and sub-programs;
- Develops enforcement guidelines, procedures, and actions;
- Selects, rates, and trains subordinate inspectors;
- Initiates and documents enforcement actions against industries to secure permit compliance;
- Issues notices of violation;
- Attends various committee and board meetings;
- Assists in developing computerized tracking systems;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Chemical Engineering, Environmental Engineering, Chemistry, Biology, or a closely related field; **AND** two years of full-time professional-level industrial waste inspection experience, which must include conducting site evaluations and inspections, and applying federal pretreatment standards to a variety of categorically regulated industries generating waste discharged into the sewer system, and performing one of the following options: an additional one year of full-time industrial waste inspection experience which must include conducting site evaluations and inspections, and applying federal pretreatment standards in a variety of categories of industries generating waste which is discharged into the sewer system, **OR** one year of full-time chemical, environmental, or sanitary engineering experience which includes the design or operation of wet industrial processes or sanitary/industrial wastewater treatment processes, **OR** one year of full-time chemical wastewater laboratory experience in an industrial waste program which includes the sampling and analysis of toxic pollutants. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING WORKERS' COMPENSATION CLAIMS REPRESENTATIVE - 1952

DEFINITION:

Under direction, to direct and supervise professional staff and participate in the administration of the City's workers' compensation programs; to manage a complex and/or sensitive caseload including determining and administering workers' compensation benefits; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Oversees, directs, trains, and evaluates claims handling subordinate staff and provides direction when needed;
- Reviews claim denials recommended by subordinates;
- Assists in the creation and review of contracts and other legal documents, and participates in requests for proposal processes when contracts are needed;
- Reviews new case law and trends emerging in the workers' compensation community;
- Ensures compliance of the City's workers' compensation programs with applicable legal provisions;
- Manages vocational rehabilitation;
- Establishes monetary reserves for cases;
- May personally manage and adjust the most complex and sensitive workers' compensation cases;
- Reviews accident reports, and manages and controls the medical aspects of cases;
- Authorizes payment of benefits and expenses;
- Negotiates settlements with employees and their attorneys;
- Evaluates and rates disabilities;
- Attends and testifies at hearings of the Workers' Compensation Appeals Board and industrial leave hearings;
- Conducts investigations of claims;
- Assists in preparing cases for litigation;
- Assists in the preparation and review of contracts and legal documents;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time professional experience investigating, adjusting, and settling workers' compensation claims covered by California law, **AND** a valid designation as a Claims Adjuster or Experienced Claims Adjuster in accordance with the California Code of Regulations. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SWIMMING POOL MANAGER I - 1905

DEFINITION:

Under general supervision, to supervise and participate in the overall operation and maintenance of a portable swimming pool, or to assist in the management of a permanent community pool facility; and to perform related work.

*** EXAMPLES OF DUTIES:**

At a portable swimming pool:

- Plans, schedules, supervises, and conducts swimming lessons;
- Leads the set-up and removal of necessary equipment;
- Operates and regulates filtration, chlorination, and related mechanical equipment;
- Evaluates the work performance of subordinates;
- Maintains training records and copies of staff certifications.

At a permanent community pool:

- Assists in planning and scheduling aquatic programs;
- Assists in evaluating the work performance of subordinates;
- Accounts for cash received and prepares financial records;
- Provides information to the public about pool and facility regulations;
- Performs facilities maintenance.

At both types of facilities:

- Trains and supervises subordinates in conducting various aquatic programs, emergency procedures, and pool facility maintenance;
- Ensures the safety of pool users and enforcement of regulations;
- Ensures that the pool and surrounding areas are maintained in a sanitary and safe condition;
- Receives and resolves complaints from the public;
- Administers first aid and Cardiopulmonary Resuscitation (CPR), as needed;
- Directs emergency procedures;
- Maintains various records and logs, and prepares reports;
- Makes hourly tests and maintains records of chemical levels in pool;
- Reports technical operational problems to a supervisor and aquatic maintenance personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Minimum age 18 years. Six months of full-time experience as a Swimming Instructor, Assistant Manager, or Manager of a swimming pool which provides an organized aquatic instruction program. Possession of the following valid cards and certificates: American Red Cross Lifeguarding/First Aide Certificate; American Red Cross Emergency Medical Response Certificate; American Red Cross CPR/Automated External Defibrillator (AED) for Lifeguard Certificate or American Red Cross CPR for the Professional Rescuer/AED Essentials Certificate; and American Red Cross Water Safety Instructor (WSI) Certificate.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SWIMMING POOL MANAGER II - 1906

DEFINITION:

Under general supervision, to supervise the overall operation and maintenance of a permanent community pool facility, usually not a year-round facility; to develop publicity programs to generate revenue; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Trains and supervises subordinates in conducting various aquatic programs, emergency procedures, and pool facility maintenance;
- Schedules and evaluates subordinates;
- Ensures the safety of pool users and enforcement of regulations;
- Ensures that the pool and surrounding areas are maintained in a sanitary and safe condition;
- Schedules the use of the facility by various groups, and provides information on programs;
- Develops and publicizes aquatic programs and fundraising;
- Receives and resolves complaints from the public;
- Directs emergency procedures;
- Administers first aid and Cardiopulmonary Resuscitation (CPR), as needed;
- Provides information to the public about pool and facility regulations, policies, and procedures;
- Maintains training records and copies of staff certifications;
- Inventories and orders supplies;
- Maintains various records and logs, and prepares reports;
- Accounts for cash received and prepares financial records;
- Makes hourly tests and maintains records of chemical levels in pool;
- Performs varied maintenance functions;
- Serves on aquatics district committees; conducts Citywide, staff, and community trainings;
- Inspects the facility daily, and requests improvements and repairs when needed;
- Reports technical operational problems to a supervisor and aquatic maintenance personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Minimum age 18 years. Six months of full-time experience as an Assistant Manager or Manager of a swimming pool which provides an organized aquatic instruction program. Possession of the following valid cards and certificates: American Red Cross Lifeguarding/First Aid Certificate; American Red Cross Emergency Medical Response Certificate; American Red Cross CPR/Automated External Defibrillator (AED) for Lifeguard Certificate or American Red Cross CPR for the Professional Rescuer/AED Essentials Certificate; and American Red Cross Water Safety Instructor (WSI) Certificate.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SWIMMING POOL MANAGER III - 1907

DEFINITION:

Under direction, to supervise and participate in the operation and maintenance of a year-round community pool facility; to supervise a full staff; to develop publicity programs to generate revenue; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Swimming Pool Manager II in that this class is assigned to year-round facilities only.

*** EXAMPLES OF DUTIES:**

- Plans and directs the overall operation, maintenance, safety, and security of a year-round facility;
- Trains and supervises subordinates in conducting various aquatic programs, emergency procedures, and pool facility maintenance;
- Schedules and evaluates subordinates;
- Ensures the safety of pool users and enforcement of regulations;
- Ensures that the pool and surrounding areas are maintained in a sanitary and safe condition;
- Administers first aid and Cardiopulmonary Resuscitation (CPR), as needed;
- Schedules use of the facility by various groups and provides information on programs;
- Develops aquatic programs and publicity measures to increase use of the facility in order to generate revenue for a year-round operation, and to foster community awareness of available facilities;
- Provides information to the public about pool and facility regulations, policies, and procedures;
- Receives and resolves complaints from the public;
- Directs emergency procedures;
- Maintains training records and copies of staff certifications;
- Inventories and orders supplies;
- Maintains various records and logs, and prepares reports;
- Accounts for cash received and prepares financial records;
- Makes hourly tests and maintains records of chemical levels in pool;
- Performs varied maintenance functions;
- Serves on aquatics district committees, and conducts Citywide, staff, and community trainings;
- Inspects the facility daily, and requests improvements and repairs when needed;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Reports technical operational programs to a supervisor and aquatic maintenance personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Minimum age 18 years. One year of full-time experience as an Assistant Manager or Manager of a swimming pool which provides an organized aquatic instruction program. Possession of the following valid cards and certificates: American Red Cross Lifeguarding/First Aide Certificate; American Red Cross Emergency Response Certificate; American Red Cross CPR/Automated External Defibrillator (AED) for Lifeguard Certificate or American Red Cross CPR for the Professional Rescuer/AED Essentials Certificate; and American Red Cross Water Safety Instructor (WSI) Certificate.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SYSTEMS ADMINISTRATOR I - 1026

DEFINITION:

Under general supervision, to provide basic technical systems administration support for City-wide integrated, enterprise system databases and system infrastructure applications and their individual hardware and software components, to include the planning, installation, technical administration, coordination, maintenance, modification, upgrading, and organization of system applications; to serve as a focal point for systems development and hardware and software acquisition; to resolve technical system issues; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class in the Systems Administrator series. This class is distinguished from the next higher class, Systems Administrator II, in that incumbents in Systems Administrator I positions perform basic technical duties in the support and maintenance of an enterprise system. The Systems Administrator II classification performs the full range of system and application administration duties to include systems analysis and design. Incumbents in the Systems Administrator classification series will be required to have an in-depth knowledge of distributed computing technologies in order to configure and integrate the SAP system with shared information.

*** EXAMPLES OF DUTIES:**

- Performs SAP application configuration, installation, upgrading, security, corrections and transports, and client implementation;
- Works with and coordinates activities with Business Systems Analysts, end-users, and outside agencies to plan, install, coordinate, maintain, administer, support, and upgrade the SAP system, to include the NetWeaver platform used for the integration of business processes across various systems, databases, and sources;
- Assists in the installation, technical administration, performance tuning, configuration, and monitoring of enterprise software and database to ensure smooth operation of SAP system architecture;
- Analyzes and troubleshoots basic data, authorization, portal, server, database, and/or hardware issues and documents and implements solutions;
- Performs security administration and portal administration to include user management, content management, and configuration;
- Performs pre and post-upgrades and post-installation activities;
- Assists with defining and clarifying system specifications;
- Imports new software such as support packages and add-ons, system upgrades, and modification adjustments;
- Configures, operates, and supports the SAP system using system tools;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Performs project implementation activities, tests system settings, creates and edits status information and project documentation, and transports system settings;
- Assists with system diagnostics, disaster recovery, configuration, system maintenance, and database archiving;
- Supports the following SAP or system processes: back-up and recovery, network management, batch scheduling, disaster recovery, security, file transfer, service levels, hardware maintenance, storage management, and software maintenance;
- Provides assistance during and after conversions, implementation, or the installation of new hardware, software, and applications;
- Resolves technical issues for the SAP system;
- Performs administrative duties and assigned tasks including report writing, time keeping, and documentation.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** two years of full-time experience providing technical support for complex infrastructure and operation environments including SAP basis support; database and user administration; operating systems and networking analysis; application server performance; and system administration in a multi-platform environment.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SYSTEMS ADMINISTRATOR II - 1025

DEFINITION:

Under general supervision, to provide high-level technical systems administration support for City-wide integrated, enterprise system databases and system infrastructure applications and their individual hardware and software components, to include the planning, installation, technical administration, coordination, maintenance, modification, upgrading, and organization of system applications; to serve as a focal point for systems development and hardware and software acquisition; to resolve technical system issues; may lead and/or supervise the work of subordinate staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Systems Administrator series. Employees in this class are expected to perform the full range of system and application administration duties and are fully aware of applicable operating procedures and policies.

* **EXAMPLES OF DUTIES:**

- Performs SAP application configuration, installation, upgrading, security, corrections and transports, and client implementation;
- Works with and coordinates activities with Business Systems Analysts, end-users, and outside agencies to plan, install, coordinate, maintain, administer, support, and upgrade the SAP system, to include the NetWeaver platform used for the integration of business processes across various systems, databases, and sources;
- Performs the installation, technical administration, performance tuning, configuration, and monitoring of enterprise software and database to ensure smooth operation of SAP system architecture;
- Analyzes and troubleshoots complex SAP data, authorization, portal, server, database, and/or hardware issues and recommends, documents, and implements solutions;
- Performs security administration and portal administration to include user management, content management, and configuration;
- Plans, organizes, and installs hardware and software and performs pre and post-upgrades and post-installation activities;
- Defines and clarifies system specifications;
- Imports new software such as support packages and add-ons, system upgrades, and modification adjustments;
- Analyzes, edits, and imports transport request, approves transports, and monitors transports;
- Conducts feasibility studies and develops hardware and software specifications and cost requirements;
- Configures, operates, and supports the SAP system using system tools;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Serves as a project team member to include performing project implementation activities, testing system settings, creating and editing status information and project documentation, and transporting system settings;
- Recommends and initiates change requests as needed to support business rule changes and enhance system functionality;
- Performs system diagnostics, disaster recovery, configuration, system maintenance, and database archiving;
- Supports the following SAP or system processes: back-up and recovery, network management, batch scheduling, disaster recovery, security, file transfer, service levels, hardware maintenance, storage management, and software maintenance;
- Provides assistance during and after conversions, implementation, or the installation of new hardware, software, and applications;
- Resolves technical issues for the SAP system;
- Assists in providing training and technical work direction to subordinates;
- Performs administrative duties and assigned tasks including report writing, time keeping, and documentation.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** three years of professional basis administration experience, including experience in SAP system monitoring, job scheduling, configuration, authorizations, and transports; database and user administration; operating systems and networking analysis; application server performance; and system administration in a multi-platform environment.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SYSTEMS ADMINISTRATOR III - 1024

DEFINITION:

Under direction, to plan, organize, administer, install, and monitor City-wide integrated, enterprise system databases and system infrastructure applications and their individual hardware and software components; to oversee systems development and hardware and software acquisition and technology projects; to resolve technical system issues; to serve as a supervisor over professional personnel; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Determines optimal system software configuration, hardware/software compatibility, and enhancements for the SAP system and applications;
- Works with and coordinates activities with Business Systems Analysts, end-users, and outside agencies to plan, install, coordinate, maintain, administer, support, and upgrade the SAP system, to include the NetWeaver platform used for the integration of business processes across various systems, databases, and sources;
- Ensures the security and the smooth operation of the SAP system;
- Organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work;
- Conducts feasibility studies and develops hardware and software specifications and cost requirements;
- Plans, organizes, and installs hardware and software;
- Instructs staff in using hardware and software applications for the SAP system;
- Manages technology projects to include determining project scope, assigning tasks, assigning resources of projects, and monitoring project progress;
- Performs system diagnostics, disaster recovery, configuration, and system maintenance;
- Recommends, plans, and implements system solutions;
- Establishes security guidelines and procedures;
- Provides project management and works with vendors, customers, and other information technology staff on system installs and updates;
- Troubleshoots and diagnoses problems with databases and system software using system tools and analyzes solutions and coordinates repairs to successful resolution;
- Develops operating system documentation, instructions, and support plans and procedures, as well as system test, change management, and release processes;
- Configures, operates, and maintains databases for the SAP system;
- Performs program, data, and system backups and restoration activities;
- Resolves technical issues for the SAP system;
- Prepares summary of change control and status reports;
- Provides training and technical work direction to subordinate staff assisting with system efforts.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** five years of professional basis administration experience, including experience in SAP system monitoring, job scheduling, configuration, authorizations, and transports; database and user administration; operating systems and networking analysis; application server performance; system administration in a multi-platform environment; and serving as a project leader on enterprise wide technology and managing implementations in SAP.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TANK SERVICE TECHNICIAN I – 1946

DEFINITION:

Under supervision, to perform semi-skilled maintenance and repair of elevated water storage tanks and standpipes; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares surface of tanks and standpipes for painting;
- Uses pneumatic and electric power tools, hand brushes, rollers, and spray paint equipment;
- Paints and spot-paints and performs minor repairs to tank shells, standpipes, targets, ventilators, ladders, fences, and other equipment;
- Washes tanks and standpipes with high pressure hoses;
- Assists in draining and cleaning ground reservoirs;
- Maintains and repairs corrosion prevention devices;
- Drives a truck;
- Operates a compressor and mechanized stage;
- Assists in the location and repair of water main breaks and leaks;
- Assists in repair of meters and valves;
- Tightens rivets;
- Packs bases of tanks with concrete or asphalt;
- Operates chlorination equipment to sterilize tanks, reservoirs, and standpipes;
- Inspects interior coating for corrosion, and removes debris, slime, algae, and worms from the interior of water storage facilities;
- Utilizes rappelling techniques to reach elevated sections while maintaining tank and standpipe exteriors.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience performing construction, maintenance, and repair work, such as carpentry, concrete, painting, plumbing, or ship repair at heights requiring the use of a bosun's chair, ropes and stirrups, electric scaffolding, or swing support equipment; **OR** successful completion of the City's Public Service Career (PSC) Equipment Technician Trainee Program, which must include completion of elective training in inspection and repair using an elevated platform. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TANK SERVICE TECHNICIAN II - 1947

DEFINITION:

Under general supervision, to lead and participate in the maintenance and repair of elevated water storage tanks and standpipes; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Leads the work of a crew engaged in painting, washing, and repairing water tanks and standpipes;
- Repairs tank shells, ladders, and ventilators;
- Prepares rigging and safety lines;
- Operates chlorination equipment to sterilize tanks, reservoirs, and standpipes;
- Paints and repairs fences around tanks and standpipes;
- Prepares surface of tanks and standpipes for painting;
- Uses pneumatic and electric power tools, hand tools, brushes, rollers, and spray paint equipment;
- Assists in draining and cleaning ground reservoirs;
- Tightens rivets;
- Packs base of tanks with concrete or asphalt;
- Drives a truck;
- Operates a compressor and mechanized stage;
- Locates and repairs water main breaks and leaks;
- Repairs meters and valves;
- Inspects interior coatings for corrosion, and removes debris, slime, algae, and worms from the interior of water storage facilities;
- Utilizes rappelling techniques to reach elevated sections while maintaining tank and standpipe exteriors;
- Keeps records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing construction, maintenance, and repair work, such as carpentry, concrete, painting, plumbing, or ship repair at heights requiring the use of a bosun's chair, ropes and stirrups, electric scaffolding, or swing support equipment; **OR** successful completion of the City's Public Service Career Equipment Technician Trainee

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Program, which must include completion of elective training in inspection and repair using an elevated platform, **AND** six months of full-time experience as described above.
Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

TEST MONITOR I - 1540

DEFINITION:

Under immediate supervision, to provide clerical assistance in administering Civil Service examinations; to provide information to the public regarding application and testing procedures; to process applications and test materials; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the Test Monitor series. Instructions for completing work assignments are specific and work is closely reviewed. This class differs from the next higher level, Test Monitor II, in that the latter performs a wide variety of journey-level clerical tasks under general supervision. This position may be used to underfill Test Monitor II, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Assists the public in person or by telephone by providing information regarding application procedures, eligibility requirements, and test processes;
- Processes applications and test papers;
- Provides test directions;
- Distributes and collects test materials;
- Responds to questions from candidates;
- Enters, modifies, and queries computerized files;
- Sorts and files applications, test materials, and other documents;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

18 years of age or older, except for high school graduates (or persons with GED equivalency) who are 17. No specific education or experience is required. Possession of a valid California Class C Driver's License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

TEST MONITOR II - 1541

DEFINITION:

Under general supervision, to provide journey-level clerical assistance in the administration of Civil Service examinations, including providing information to the public regarding application and testing procedures, and processing applications and test materials; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced class in the Test Monitor series. Incumbents of this class are expected to perform their duties under general supervision and are fully aware of the procedures and policies of the Personnel Department Testing Section. Positions classified at this level may be underfilled with Test Monitor I, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Assists the public in person or by telephone by providing information regarding application procedures, eligibility requirements, and test processes;
- Processes applications and test materials;
- Provides test directions;
- Distributes and collects test materials;
- Responds to questions from candidates;
- Enters, modifies, and queries computerized files;
- Sorts and files applications, test materials, and other documents;
- Maintains files where discretion is involved;
- May assist in the training of new employees, and review the work of lower level or less experienced clerical employees;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

18 years of age or older, except for high school graduates (or persons with GED equivalency) who are 17. Associate's Degree or equivalent education (i.e., minimum

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

completed units = 60 semester/90 quarter), **OR** successful completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training in clerical or office procedures, **OR** one year of full-time clerical experience, which may include typing, filing, providing information to the public, and general bookkeeping as typical duties. Six months of this experience must have involved extensive public contact as the primary job responsibility, **OR** six months of full-time experience performing testing/proctoring duties for a municipal, federal, state, or other public/private agency.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TEST ADMINISTRATION SPECIALIST - 1419

DEFINITION:

Under general supervision, to perform specialized and complex clerical duties in a centralized personnel testing center; to establish Civil Service eligible lists; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Enters, modifies, and reviews exam and applicant data in a computerized applicant and exam information database;
- Checks forms for completeness and readiness for machine scanning;
- Scores test papers by hand and computerized scanning machine;
- Prepares and organizes exam at various locations by organizing, planning, and developing procedures, providing directions and instructions, distributing and accounting for exam materials, and responding to questions from candidates;
- Develops proctoring instructions, applicant notification forms, and other test related materials;
- Acts in a lead capacity by training, checking, and correcting the work of other clerical staff, both in the office and in the field;
- Via computer, generates and checks rosters and/or notices for application rejections, exam dates, and final exam results;
- Assists the public, in person or by telephone, by providing detailed information regarding application procedures, eligibility requirements, exam processes, and other employment related information for the City of San Diego;
- Provides input to Exam analysts regarding recruiting and test administration;
- Reviews employment applications and attached documentation to determine applicant eligibility;
- Types exam related materials and documents;
- Files exam related documents, including employment applications, test papers, and eligibility lists;
- Schedules exams and prepares contract agreements for exam facility rentals;
- Coordinates the printing of test booklets;
- Compiles statistical and other historical exam information, as requested;
- Assists in recruiting efforts by attending job fairs, making recruiting presentations to police recruiters, and making presentations to City employees and the general public;
- Follows established procedures for entering information and fingerprinting employees, volunteers, and new hires;
- Performs related duties.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Satisfactory completion of the Critical Tasks identified in the Personnel Department Critical Task Phase Training for career advancement to Test Administration Specialist; **OR** one year of full-time experience performing testing/proctoring/fingerprinting duties with a public or private agency. The ability to type at a corrected speed of 30 words per minute. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

THERAPEUTIC RECREATION LEADER - 1189

DEFINITION:

Under general supervision, to plan, develop, oversee, and instruct recreation and leisure activities for children, teens, and adults with disabilities, including physical activities, social activities, classes, and special events; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, organizes, conducts, and evaluates activities for children, teens, and adults with disabilities;
- Works with individual participants in their daily living/personal needs during program attendance and provides personal care needs (e.g., feeding, changing diapers, lifting);
- Leads small groups and oversees volunteers during specialized recreation activities for all ages and disabilities;
- Works with a variety of social service agencies and citizen advisory groups to develop and determine neighborhood interest and participation in the program;
- Prepares publicity materials and attends community outreach events;
- Prepares lesson plans and schedules program activities to include dates, program costs, facility sites, equipment, and description of activities;
- Keeps up with and assists in training staff on dietary restrictions associated with disabilities and medical conditions, current terminology, seizure disorder management and safety techniques, assistive devices such as communication board and mobility aids, and behavior intervention/management techniques;
- Maintains equipment, supplies, and storage areas;
- Participates in program preparation to include lifting and carrying various items and performing general maintenance tasks on equipment and facilities;
- Completes reports and paperwork related to programs and participants;
- Registers participants and collects fees;
- Evaluates the progress of participants and maintains records;
- Enforces regulations and supervises the use of facilities; opens and closes recreation centers and related facilities;
- May lead the work of subordinates;
- Assists in training staff, interns, and volunteers;
- Represents the City at public relations events;
- Answers inquiries from the public.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Minimum 18 years of age. 1800 hours of recreation leadership experience which MUST include 200 hours of experience working with persons with disabilities; **OR** completion of 30 semester units or 45 quarter units, **AND** 200 hours of experience working with persons with disabilities; **OR** any combination of experience and education totaling 1800 hours which includes 200 hours of experience working with persons with disabilities. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

THERAPEUTIC RECREATION SPECIALIST - 1188

DEFINITION:

Under direction, to plan, organize, and administer specialized therapeutic recreation programs and activities on a Citywide basis for children, teens, and adults with disabilities; to provide direct program instruction; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, develops, organizes, and implements community programs and special events such as leisure education, camps, performances, outings, contests, and tournaments for children, teens, and adults with disabilities; publicizes programs and activities;
- Plans, conducts, and evaluates specialized recreation activities for all ages and disabilities and determines how to improve programs to meet population needs;
- Maintains liaison with and provides staff support, advice, and assistance to public and private agencies, recreation associations, community groups, clubs, businesses, school districts, parents, and the general public;
- Develops therapeutic goals, plans, and objectives for programs and participants to ensure programs are safe, accessible, and purposeful and completes evaluations of program goals;
- Prepares program submittals and evaluations;
- Conducts assessments of participants and determines their placement in programs;
- Prepares budget estimates for programs and events and monitors expenditures;
- Determines the type, content, and number of instructional classes to be offered in terms of City needs, interests, and budgetary limitations;
- Works with participants to meet program goals such as socialization, recreation, participation, and physical fitness;
- Assists in fundraising and makes presentations to organizations;
- Provides direct program leadership as necessary;
- Supervises, trains, and evaluates the work of subordinates, interns, and volunteers;
- Performs a wide variety of administrative tasks related to programs such as preparing reports, supervising the collection and deposit of fees, monitoring trust funds, and maintaining records;
- Administers and monitors contractual agreements for programs and activities;
- Answers inquiries from the public;
- Writes reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

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recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's Degree in Recreation Therapy, Adaptive Physical Education, Special Education, Recreation, Physical Education, Psychology, Rehabilitation, Medical/Nursing, or a closely related field, **AND** one year of full-time experience leading a variety of recreation activities for persons with disabilities; **OR** college graduation with a Bachelor's degree, **AND** two years of full-time recreation administration experience including one year of full-time experience leading a variety of recreation activities for persons with disabilities. Qualifying recreation administration experience **MUST** include planning, directing, and implementing a variety of recreation programs and special events. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TRAFFIC SIGNAL SUPERVISOR - 1955

DEFINITION:

Under direction, to plan and supervise the work of skilled Traffic Signal Technicians and others engaged in the installation, maintenance, and repair of traffic signal systems and devices; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, trains, and supervises the work of Traffic Signal Technicians and other assigned personnel;
- Checks job requirements and requisitions necessary materials and equipment;
- Estimates job costs;
- Plans work procedures and schedules;
- Plans and administers preventative maintenance programs;
- Reviews work in progress and upon completion;
- Resolves difficult traffic signal problems, and acts as a liaison between Traffic Engineers and Traffic Signal Technicians;
- Plans and designs special equipment;
- Establishes safety procedures and enforces safety regulations;
- Performs accident investigations; prepares reports;
- Gives depositions and serves as a witness in traffic signal litigation;
- Researches and maintains traffic signal maintenance, inventories, and service request files;
- Evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State accredited four-year Electrician Apprenticeship Program, **AND** two years of full-time journey-level experience as a Traffic Signal Technician or Electrician in an industrial environment (e.g., a factory, manufacturing company, or shipyard); **OR** six years of full-time experience in all phases of work as a journey-level Traffic Signal Technician or Electrician in an industrial environment (e.g., a factory, manufacturing company, or shipyard); **OR** an Associate's Degree in Electronic Technology, **AND** four years of full-time journey-level Traffic Signal Technician or Electrician work in an industrial environment (e.g., a factory, manufacturing company, or shipyard). Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TRAFFIC SIGNAL TECHNICIAN I - 1956

DEFINITION:

In a training capacity, to install, modify, maintain, and repair traffic signal systems; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Traffic Signal Technician I serves as an entry-level training classification for the Traffic Signal Technician series. Typical tasks listed below are generally performed under immediate supervision where specific direction is provided and work is reviewed upon completion.

*** EXAMPLES OF DUTIES:**

- In a training capacity, installs, modifies, maintains, and repairs wiring in conduits, heads, controllers, vehicle detectors, solid state component, and electro-mechanical signal equipment and special illumination in connection with traffic signals;
- Assists in the design, construction, and modification of special control and test equipment for traffic signal repair;
- Conducts detailed checks of traffic signals to locate cause of failure;
- Adjusts detectors;
- Adjusts and times controllers and replaces damaged parts;
- Inspects and tests signal systems for proper functioning;
- Removes debris from damaged signals and restores to normal operation;
- Trains semi-skilled workers and apprentices;
- Requisitions needed materials;
- Drives a small pickup truck or van to work locations;
- Makes daily work reports;
- Keeps simple records;
- May testify in court and give depositions as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time experience in all phases of journey-level Electrician work which must include installing, repairing, and troubleshooting in an industrial environment (e.g., a

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factory, manufacturing company, or shipyard); **OR** college graduation with an Associate's Degree in Electronic Technology, **AND** two years of full-time journey-level Electrician experience as described above; **OR** successful completion of a State accredited four or five-year Electrician Apprenticeship Program (340 classroom hours) including or supplemented by a minimum of four college-level courses in Electronics, **AND** one year of full-time journey-level electrician experience as described above. Possession of valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TRAFFIC SIGNAL TECHNICIAN II - 1957

DEFINITION:

Under general supervision, to perform journey-level installation, modification, maintenance, and repair of all solid state traffic signal equipment; and to perform related work.

CLASS CHARACTERISTICS:

This is the fully experienced class in the Traffic Signal Technician series. Incumbents in this class are expected to independently troubleshoot and repair the full range of solid state traffic signal equipment to include digital controllers and related electronic equipment, and traffic signal interconnect systems.

*** EXAMPLES OF DUTIES:**

- Installs, modifies, maintains, and repairs wiring in conduits, heads, controllers, vehicle detectors, solid state component, and electro-mechanical signal equipment and special illumination in connection with traffic signals;
- Assists in the design, construction, and modification of special control and test equipment for traffic signal repair;
- Makes detailed checks of traffic signals to locate cause of failure;
- Overhauls and adjusts electronic controllers and pedestrian crossing times, detectors, master control units, time clocks, and other traffic signal components;
- Operates electronic measuring instruments in testing and calibrating signal controllers and related equipment;
- Leads and or supervises others in repair work and trains semi-skilled workers and apprentices;
- Operates a small pickup truck or van;
- Completes daily work reports;
- Requisitions needed materials; keeps simple records;
- May testify in court and give depositions as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Five years of full-time experience in all phases of journey-level Electrician work which must include installing, repairing, and troubleshooting in an industrial environment (e.g., a

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factory, manufacturing company, or shipyard); **OR** college graduation with an Associate's Degree in Electronic Technology, **AND** three years of full-time journey-level Electrician experience as described above; **OR** successful completion of a State accredited four or five-year Electrician Apprenticeship Program (340 classroom hours) including or supplemented by a minimum of four college-level courses in Electronics, **AND** two years of full-time journey-level electrician experience as described above. Possession of valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TRAFFIC STRIPER OPERATOR – 1626

DEFINITION:

Under general supervision, to operate, maintain, and repair a paint striping vehicle; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Operates a motor-driven paint striper vehicle;
- Performs efficient/effective traffic control;
- Operates, adjusts, cleans, maintains, and repairs a computerized paint system which includes paint guns, glass bead guns, heated paint pumps, high pressure pumps, air motors, paint filters, and spray tips;
- Operates footage counter that records amount of striping applied to street;
- Ensures that vehicle is serviced with gasoline, water, and air;
- Makes reports of streets painted;
- Directs traffic around striping operations;
- Interprets engineering standards and principles in order to complete traffic work orders;
- Reports need for major maintenance or repairs on vehicle;
- Transports a tractor on a trailer with various attachments;
- Operates a tractor for installing guardrails;
- Performs daily cleaning, maintenance, and preventative maintenance of paint filters, paint guns, tips, pumps, and paint spraying equipment;
- Communicates with City engineers, the County, municipal staff, and members of the public;
- May lead the work of subordinate personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience operating vehicles which require a California Class A or B Driver License. Possession of a valid California Class A or B Driver License, AND a valid California Department of Motor Vehicles Medical Certificate dated within the last two years. A California Class A or B Driver License with Restriction 48 or receipts for instruction permits are not acceptable.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TRAINER - 1217

DEFINITION:

Under direction, at the journey-level, to develop, instruct, present, and evaluate a variety of education, training, and staff development programs; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class within the City's Trainer series. Incumbents of this class are expected to perform their duties with only occasional instructions or assistance as new or unusual situations arise and are fully aware of all relevant operating procedures and policies. Positions classified at this level may be underfilled with an Administrative Aide II, Management Trainee, or Assistant Trainer, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Develops, evaluates, and facilitates a variety of technical training and educational courses;
- Conducts department-wide training needs assessments;
- Instructs employees on municipal codes, State and Federal regulations, and other policies and regulations related to their field;
- Consults with and counsels department employees regarding training and certification requirements and training related to career development;
- Develops standard formats for lesson plans, workbooks, and training materials;
- Conducts or directs analytical studies, prepares and analyzes reports of findings, and makes recommendations regarding training and development programs;
- Coordinates, recruits, and schedules collateral duty instructors;
- Maintains a Citywide or department-wide training database;
- Manages or assists the Training Program Manager and Training Supervisor in managing the day-to-day activities of a department training section;
- May represent the department at professional meetings;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum of 120 semester/180 quarter completed units); **AND** two years of full-time professional-level experience developing, administering, or presenting/facilitating adult education programs, adult training programs, or adult structured learning programs, **OR** three years of full-time professional-level experience in Human Resources, Parks and Recreation Operations, Customer Service, or Occupational Health and Safety functions, which must include one year of full-time professional-level experience developing, administering, or presenting/facilitating adult structured learning programs, **OR** three years of full-time professional-level experience developing multimedia presentations/materials for adult structured learning programs to include computer-based training, e-learning, or simulation applications. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

TRAINING SUPERVISOR – 1971

NOTE: formerly UTILITIES TRAINING SUPERVISOR

DEFINITION:

Under direction, to supervise a subordinate staff and collateral duty instructors in developing and implementing a department-wide training program; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of a subordinate staff engaged in designing, developing, implementing, and evaluating a department-wide training program;
- Conducts department-wide training needs assessments;
- Coordinates, recruits, and schedules collateral duty instructors and trainers;
- Consults with and counsels employees regarding training, certification requirements, and career development;
- Develops standard formats for lesson plans, workbooks, and training materials;
- Develops and updates curricula and course materials;
- Designs, facilitates, and conducts training sessions on supervisory and communications skills and other general areas of knowledge;
- Evaluates feedback on course content and presentations;
- Evaluates the suitability of commercially available training materials and outside contract instructors;
- Selects and trains subordinates and evaluates their work performance;
- Prepares correspondence and reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter); **AND** three years of full-time professional-level experience developing, administering, or presenting/facilitating adult education programs, adult training programs, and/or adult structured learning programs, **OR** four years of full-time professional-level experience in Public Utilities Field Operations, Customer Service, or Occupational Health and Safety functions, which must include two years of full-time professional-level experience developing, administering, or presenting/facilitating adult structured learning programs, **OR** four years of full-time professional-level experience developing multimedia presentations/materials such as

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computer-based/internet training, mobile learning, E-learning, or simulation applications for adult structured learning programs. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TREE MAINTENANCE CREW LEADER - 1968

DEFINITION:

Under direction, to lead a crew and operate motive equipment in the maintenance, removal, and planting of trees; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Maintains broadleaf trees and palm trees from a hydraulically actuated personnel boom using hand and power tools;
- Removes and plants trees using a winch/crane truck, auger truck, or similar equipment;
- Climbs various types of trees using ropes, slings, saddles, or climbing irons to perform tree surgery, cabling, bracing, and trimming;
- Instructs and leads crew in safe work practices;
- Assumes responsibility for tools and equipment;
- Inspects trees for damage or insect infestation;
- Inspects equipment and makes minor repairs;
- Lubricates and maintains hydraulically actuated hand saws;
- Keeps necessary records and makes reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience performing tree trimming from an aerial tower truck using hand and power equipment; **OR** one year of full-time climbing experience performing tree trimming (30 feet minimum) using ropes and climbing irons, which must include at least one month of aerial tower tree trimming and the use of hand and power equipment. Possession of a valid California Class B Driver's License.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TREE MAINTENANCE SUPERVISOR - 1970

DEFINITION:

Under direction, to plan, assign, and supervise the work of field crews engaged in tree planting, trimming, maintenance, and removal; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Makes field investigations to determine tree trimming, disease or insect control, removal, and maintenance needs;
- Receives and investigates requests or complaints on tree plantings, maintenance, damage, hazards, removals, and similar conditions;
- Supervises crews engaged in tree work, some of which may be difficult or dangerous or performed on an emergency basis;
- Trains personnel in tree maintenance procedures and in the safe and proper use of tools, materials, and equipment;
- Prepares requisitions, maintains records, and makes reports;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of skilled tree maintenance work including tree removal, trimming, and care; and must include the use of hand and power tools, ropes, climbing irons, and/or articulated personnel booms. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TREE TRIMMER - 1969

DEFINITION:

Under direction, to perform skilled broadleaf tree maintenance work requiring the use of ropes; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Maintains trees requiring the use of ladders, ropes, slings, saddles, climbing spikes, and hand and power equipment;
- Performs tree surgery, pruning, cabling, and bracing;
- Inspects trees for insect and disease infestation and performs control operations;
- Leads and trains crew personnel in the methods of tree maintenance;
- Instructs and supervises crew in safe work methods;
- Assumes responsibility for tools and equipment;
- Drives and maintains a vehicle;
- Trains and leads the work of assigned personnel;
- Keeps records and makes reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience performing tree maintenance work requiring the use of ropes, climbing spikes/irons, and hand and power equipment. Qualifying experience must include climbing trees with ropes and climbing spikes/irons to maintain trees which are 30 feet or more in height. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
UTILITY SUPERVISOR - 1974

DEFINITION:

Under general supervision, to supervise and participate in the work of crews engaged in the construction and maintenance of varied public facilities and installations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, and participates in the work of a crew or crews engaged in constructing, installing, repairing, and maintaining street, traffic, and other facilities and installations;
- Coordinates, inspects, and supervises litter, debris, and weed clean-up functions;
- Inspects work in progress and after completion, and directs or performs corrective action if necessary;
- Ensures the proper use, maintenance, and care of equipment, tools, and supplies;
- Investigates and recommends solutions to employee problems and public complaints;
- Ensures adherence to divisional procedures and safety precautions;
- Receives, reviews, and processes service requests, stock requisitions, timecards, and mileage cards;
- Prepares reports, and maintains logs of work in progress;
- Determines staff, equipment, and materials needed and estimates preliminary costs;
- Plans and carries out daily work schedules;
- Prepares "as built" sketches and reads blueprints and stakes;
- Selects, trains, and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in the construction, maintenance, or repair of streets, water, sewer, park facilities, or other public works facilities, including six months of crewleading experience. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
UTILITY WORKER I - 1978

DEFINITION:

Under immediate supervision, to perform a variety of semi-skilled maintenance, construction, and operating tasks; to assist skilled trades staff; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists skilled trades workers or repair technicians by performing the less skilled tasks in carpentry, roofing, painting, plumbing, electrical, plastering, welding, cement finishing, masonry, and tree trimming;
- Assists in performing water and sewer system construction and maintenance tasks;
- Makes minor repairs to buildings, benches, bleachers, tools, and equipment;
- Replaces rotary broom bristles;
- Assists in constructing and repairing bridges, fences, traffic signs, and playground equipment;
- Assists in painting traffic patterns and repairing, installing, and maintaining street lights, lanterns, barricades, and street signs;
- Cleans, maintains, and repairs plugged drains, channels, and catch basins;
- Hauls and loads debris;
- Independently performs weed, litter, and debris clean-up and removal;
- Operates spray equipment for weed and pest infestation;
- Assists in locating, repairing, and maintaining water and sewer line breaks and/or leaks;
- Assists in the repair and installation of meters, valves, pumps, and fire hydrants;
- Cleans sewer mains and laterals;
- Assists in locating, laying, joining, repairing, and caulking pipe;
- Operates cement mixers, air compressors, acetylene cutting equipment, gunite machines, pipe tapping machines, light trucks, pneumatic hammers, and similar equipment of comparable operational difficulty;
- Performs rough cement masonry work;
- Rakes, rolls, and irons hot asphalt materials;
- Assists in construction and maintenance of City bridges, reservoirs, floats, wharves, docks, and gang planks;
- Turns water services on and off;
- Collects samples of water and sewage and makes simple field tests;
- Cleans, repairs, and alters water meter boxes and registers;
- Prepares routine reports; provides basic information to the public;
- May lead the work of subordinate personnel.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of paid full-time manual labor experience, such as general construction repair or maintenance, groundskeeping, custodial maintenance, or the operation, maintenance, or repair of mechanical equipment; **OR** six months of full-time experience as a Laborer with the City of San Diego. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
UTILITY WORKER II - 1979

DEFINITION:

Under general supervision, to lead and assist subordinate personnel involved in a variety of maintenance, construction, and operating tasks; to perform the more difficult semi-skilled maintenance, construction, and operating tasks; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

A Utility Worker II differs from a Utility Worker I in any or all of the following aspects: (1) the tasks require a greater degree of skill, knowledge, and familiarity with departmental procedures and operations; (2) incumbents function independently and frequently exercise individual initiative, autonomous judgment, safety precautions, and independent decision-making; (3) incumbents regularly lead a crew.

*** EXAMPLES OF DUTIES:**

- Leads and participates in the work of subordinate personnel engaged in breaking out pavement for repair and maintaining buildings, streets, bridges, and traffic signs;
- Assists skilled trades workers and repair technicians in the replacement, installation, maintenance, and repair of various airports, sewer, street, public works facilities, and parks by performing the less skilled tasks in carpentry, plumbing, electrical, roofing, painting, welding, plastering, cement finishing, and masonry;
- Operates, services, and cleans air compressors, gunite machines, pneumatic hammers, saws, sandblasting and spray-painting equipment, and other equipment of comparable operational difficulty;
- Removes obsolete traffic markings and paints crosswalks, and other street patterns;
- Performs the less skilled plumbing, electrical, or carpentry tasks;
- Repairs irrigation systems and sprinklers;
- Prepares requests for repair services and additional supplies;
- Determines specific equipment to use;
- Makes routine repairs to equipment used;
- Drives trucks, forklifts, and other maintenance vehicles;
- Maintains records and prepares routine reports;
- Performs the more skilled marine construction repairs on docks, wharves, floats, and gang planks;
- Performs semi-skilled repairs and maintenance of structural parts of City bridges;
- Makes inspections and takes inventories of playground equipment and street facilities and records deficiencies;
- Provides information to the public.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of paid full-time experience in the construction, maintenance, or repair of facilities such as walkways or roadways, wood or concrete structures, or sewer and/or water systems; **OR** one year of full-time experience as a Utility Worker I or Laborer with the City of San Diego. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
VEHICLE AND FUEL CLERK - 1982

DEFINITION:

Under general supervision, to perform a variety of difficult clerical work in support of the City's centralized automated fuel systems; to process and maintain records of the vehicle fleet; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs the initial troubleshooting for the automated fuel system;
- Determines why a vehicle or employee card will not be accepted by the system;
- Reconciles fuel usage and fuel receipts, identifies discrepancies, and takes corrective action;
- Issues fuel cards;
- Processes vehicle warranties, licenses, and smog certificates;
- Enters vehicle data into an automated computer file;
- Receives and evaluates requests for assistance from inoperative vehicles in the field and determines the appropriate repair units to dispatch for emergency road service;
- Inspects new vehicles following a specific checklist;
- Coordinates vehicle recall campaigns;
- Processes documents for the disposal of used vehicles;
- Prepares statistical reports;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, including six months of experience providing initial troubleshooting of the City's centralized automated fuel system. Ability to type 30 net words per minute.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
VICTIM SERVICES COORDINATOR - 1983

DEFINITION:

Under general supervision, to provide investigative and victim support services in the City Attorney's Family Justice Center; and to perform related work.

*** EXAMPLE OF DUTIES:**

- Interviews domestic violence victims, sex crimes, elder abuse, child abuse, and stalking victims or perpetrators to obtain facts relevant to a case;
- Screens, evaluates, and identifies victims' and perpetrators' situation and needs;
- Refers victims or perpetrators to appropriate agencies for assistance;
- Explains the legal aspects and judicial process to victims as it relates to the unit's various cases;
- Updates victims and witnesses on case status;
- Acts as advocate for domestic violence victim contacts with the City Attorney, police, and courts and accompanies victims and witnesses in court;
- Testifies in court;
- Assists the Domestic Violence Unit attorneys in providing training in domestic violence to City employees, community groups, colleges, and other organizations;
- Develops and prepares training materials and informational brochures;
- Gathers evidence from victims and witnesses;
- Serves as liaison with community groups, social service agencies, and colleges in soliciting assistance and promoting volunteer programs;
- Maintains statistics and prepares reports on domestic violence cases;
- Assists attorneys in handling domestic violence, sex crimes, elder abuse, child abuse, and stalking cases in court.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing crisis intervention for individuals involved in violent, traumatic, or sensitive situations. Qualifying experience must include one of the following: screening, evaluating, identifying individual's needs, or providing appropriate assistance or referral. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WAREHOUSE MANAGER - 1269

DEFINITION:

Under general direction, to supervise and coordinate the daily warehouse activities of several City storage facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the receiving, storing, shipping, ordering, and issuing of supplies and materials in several storage facilities, and maintains manual and computer records documenting these activities;
- Supervises and oversees daily warehouse inventory counts, and the annual inventory audit process; ensures warehouse stock is hand counted, verified within the system, and any discrepancies are researched and documented;
- Creates and maintains standard operating procedures and processes to accommodate daily needs and staffing;
- Maintains adequate stock levels;
- Plans materials layouts at storage facilities;
- Prepares budget estimates of supplies and needed equipment;
- Contacts vendors and user departments to coordinate deliveries and correct errors;
- Provides price, supply, and catalogue information to user departments;
- Reviews past usage of supplies and determines usage rates, future needs, and reorder points;
- Determines obsolete stock and works with user departments to determine disposition of surplus and salvage materials, and arranges for disposal;
- Supervises adherence to safety rules, regulations, and requirements related to storeroom procedures, equipment, and the handling of hazardous materials;
- Oversees the delivery of materials to warehouses and facility locations; ensures materials are loaded on to vehicles, properly secured, delivered in a timely manner, and properly transferred in the computer system;
- Resolves stock discrepancies and inquiries by contacting vendors and/or other City department personnel;
- Arranges and conducts auctions;
- Prepares reports and correspondence;
- Maintains records and a centralized warehouse system;
- May operate forklifts, pallet jacks, and hand trucks;
- Selects, trains, and evaluates the work of warehouse staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Storekeeper II with the City of San Diego; **OR** two years of full-time experience performing storeroom or warehouse operations including the storage, maintenance, and ordering of materials, supplies, and equipment. Qualifying experience must include one year of full-time experience supervising the activities of personnel engaged in receiving, storing, and issuing materials, supplies, and equipment. Possession of a valid California Class C Driver License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WASTEWATER CHIEF PLANT OPERATOR – 1174

DEFINITION:

Under direction, to serve as the Chief Plant Operator over the City's wastewater treatment system to include the wastewater treatment plant and satellite plants; to supervise the overall operations of the City's major wastewater treatment plant, pump stations, and allied facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Provides technical, operational, and supervisory oversight of the City's entire wastewater treatment system, to include the main wastewater treatment plant, pump stations, and allied facilities;
- Supervises and evaluates the work of Wastewater Treatment Superintendents overseeing the daily operations and maintenance of individual wastewater treatment facilities;
- Develops strategies to ensure industry compliance with local, state, and federal regulations;
- Develops and monitors budgets;
- Oversees training and safety programs;
- Responds to inquiries from the public, industry, news media, and regulatory agencies;
- Ensures the entire wastewater treatment system is operating in compliance with regulations set forth by regulatory bodies;
- Serves as the single point of contact and operator on record for regulatory agencies.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Possession of a valid Grade V Wastewater Treatment Plant Operator's Certificate of Competence issued by the State of California Water Resources Control Board; **AND** three years of full-time experience supervising the operations of a wastewater treatment plant. A valid California Class C Driver License is required at the time of hire.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WASTEWATER OPERATIONS SUPERVISOR - 1887

DEFINITION:

Under direction, to supervise a crew responsible for the operation of wastewater treatment or pump station equipment on an assigned shift; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, instructs, and supervises the work of a crew of operators at a wastewater treatment plant or pump station;
- Interprets chemical tests and adjusts feeding rates for effective wastewater treatment;
- Reads or supervises the reading of meters and gauges;
- Ensures that treatment standards and regulatory compliance are met;
- Records readings and makes required reports;
- Coordinates operation schedules with major repair requirements;
- Schedules regular and special cleaning and painting of equipment and buildings;
- Maintains equipment and operating logs;
- Prepares required reports and keeps employee records;
- Ensures adherence to plant safety procedures and establishes safety procedures;
- Implements training programs for plant operations;
- Trains, evaluates, and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Senior Wastewater Plant Operator with the City of San Diego, **OR** two years of full-time experience as a Wastewater Plant Operator with the City of San Diego, **OR** two years of full-time experience as an operator in a wastewater treatment facility; **AND** possession of a valid Grade III or higher Wastewater Treatment Plant Operator Certificate issued from the State of California Water Resources Control Board. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WASTEWATER PLANT OPERATOR - 1890

DEFINITION:

Under general supervision, to operate designated wastewater treatment or pump station equipment on an assigned shift; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Wastewater Plant Operator series. Employees in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise and are fully aware of operating procedures and policies. Positions classified at this level may be underfilled with Assistant Wastewater Plant Operators or Plant Operator Trainees, in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- At a wastewater treatment plant or pump station, operates and checks the operation of equipment such as pumps, valves, filters, screens, boilers, and electric motors;
- Calibrates and maintains monitoring instrumentation;
- Routes flow of digester gas;
- Makes simple standardized tests;
- Monitors and adjusts chemical systems;
- Performs chemical and biological analyses;
- Reads meters and gauges;
- Regulates flow of raw and treated wastewater between various stages of the treatment process;
- Maintains operating logs;
- Keeps plant equipment clean, orderly, and safe;
- Reports malfunctioning equipment;
- Calls for assistance in the event of serious breakdowns;
- Trains new employees on the facility's standard operating procedures;
- Drives pick up trucks and other vehicles, and operates forklifts, utility carts, and small tractors;
- Keeps records and reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Possession of a valid Grade II or higher Wastewater Treatment Plant Operator Certificate issued by the State of California Water Resources Control Board. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WASTEWATER PRETREATMENT INSPECTOR I - 1374

DEFINITION:

Under supervision, and in a training capacity, to perform the less complex wastewater pretreatment inspection, permitting, investigation, enforcement, or other regulatory management activities; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class in the Wastewater Pretreatment Inspector series. Most positions are classified at the Wastewater Pretreatment Inspector II level, which is the fully experienced or journey-level class. In a training capacity, positions may be underfilled with Wastewater Pretreatment Inspector I, in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class in that Wastewater Pretreatment Inspectors I inspect, permit, investigate, and enforce less complex assignments, and receive more direction and guidance.

*** EXAMPLES OF DUTIES:**

- Inspects industrial and commercial processes to determine the type and amount of waste being discharged into the system;
- Observes work flow processes to understand chemical and water uses, distribution, and disposal;
- Draws schematics of field sites and industrial processes;
- Determines appropriateness of wastewater pretreatment systems;
- Identifies existing or potential wastewater pretreatment process and industry operational problems that may lead to discharge problems;
- Explains discharge regulations to the industry;
- Recommends chemical and other constituents to be tested for, as well as determines appropriate sampling protocols;
- Recommends the approval of discharge permits;
- Prepares reports;
- Conducts review of wastewater samples laboratory test data;
- Conducts research to gather information regarding water consumption and laboratory analysis history;
- Initiates enforcement action to secure permit compliance;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Chemical or Environmental Engineering, Chemistry, Biology, or a closely related field; **AND** one year of full-time professional-level industrial waste pretreatment inspection experience applying regulations at industrial facilities which must include all of the following: identifying and classifying processes subject to local regulations and/or federal pretreatment standards; determining whether pretreatment technology in place meets or exceeds model technology for the applicable category and standards; performing water use and loss audits; drafting permits that apply federal pretreatment standards and establishing monitoring requirements; developing manufacturing processes and pretreatment process flow diagrams; and calculating limits using the Combined Wastestream Formula (CWF), **OR** one year of full-time professional-level experience in one of the following options, as a primary job function: chemical, environmental, or sanitary engineering experience in the design, operation, and inspection of wastewater and/or pretreatment processes; chemical wastewater laboratory experience in an industrial waste program including the sampling and analysis of toxic pollutants; or environmental regulatory experience conducting site evaluations and determining compliance with environmental regulations. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WASTEWATER PRETREATMENT INSPECTOR II - 1375

DEFINITION:

Under general supervision, to perform journey-level wastewater pretreatment inspection, permitting, investigation, enforcement, or other regulatory management activities; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the Wastewater Pretreatment Inspector series. Positions are assigned the full range of inspection, permitting, investigation, and enforcement duties, with only occasional instruction and assistance as new or unusual situations arise. Positions classified at this level may be underfilled with a Hazardous Materials/Pretreatment Trainee or a Wastewater Pretreatment Inspector I, in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Performs industrial and commercial wastewater pretreatment permit, compliance, or enforcement inspections;
- Determines appropriateness of wastewater pretreatment systems;
- Identifies existing or potential wastewater pretreatment process and industry operational problems that may lead to discharge problems;
- Explains discharge regulations to the industry;
- Conducts and leads the inspection of the most complex categorical industries;
- Recommends chemical and other constituents to be tested for, as well as determining appropriate sampling protocols;
- Drafts discharge permits and prepares reports;
- Assists in developing and implementing mandated programs and sub-programs;
- Conducts review of wastewater samples laboratory test data;
- Conducts research to gather information regarding water consumption and laboratory analysis history;
- Assists in the development of enforcement procedures and actions;
- Initiates enforcement action to secure permit compliance;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Chemical or Environmental Engineering, Chemistry, Biology, or a closely related field; **AND** two years of full-time professional-level industrial waste pretreatment inspection experience applying regulations at industrial facilities which must include all of the following: identifying and classifying processes subject to local regulations and/or federal pretreatment standards; determining whether pretreatment technology in place meets or exceeds model technology for the applicable category and standards; performing water use and loss audits; drafting permits that apply federal pretreatment standards and establishing monitoring requirements; developing manufacturing processes and pretreatment process flow diagrams; and calculating limits using the Combined Wastestream Formula (CWF), **OR** one year of full-time professional-level experience in one of the following options, as a primary job function: chemical, environmental, or sanitary engineering experience in the design, operation, and inspection of wastewater and/or pretreatment processes; chemical wastewater laboratory experience in an industrial waste program including the sampling and analysis of toxic pollutants; or environmental regulatory experience conducting site evaluations and determining compliance with environmental regulations. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WASTEWATER PRETREATMENT INSPECTOR III - 1376

DEFINITION:

Under direction, to lead the work of a professional staff engaged in wastewater pretreatment inspection, permitting, investigation, enforcement, or other regulatory management activities; to perform the more difficult regulatory management activities; to perform the more difficult technical work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey/lead classification in the Wastewater Pretreatment Inspector series. Incumbents of this class are responsible for performing the most complex and responsible inspection, permitting, investigation, and enforcement work, and/or for leading the activities of professional wastewater pretreatment inspection staff.

*** EXAMPLES OF DUTIES:**

- Coordinates and leads the work of a staff performing industrial and commercial wastewater pretreatment permit, compliance, or enforcement inspections;
- Determines appropriateness of wastewater pretreatment systems;
- Identifies existing or potential wastewater pretreatment process and industry operational problems that may lead to discharge problems;
- Explains discharge regulations to the industry;
- Interprets and determines impact of more complex regulations;
- Conducts and leads the inspection of the most complex categorical industries;
- Reviews and coordinates special investigations;
- Reviews and coordinates the self-monitoring program;
- Reviews and approves non-categorical permits;
- Recommends chemical and other constituents to be tested for, as well as determining appropriate sampling protocols;
- Drafts permits and prepares reports;
- Assists in Oracle database administration and develops structured query language scripts to retrieve and report data;
- Assists in developing and implementing mandated programs and sub-programs;
- Conducts review of wastewater samples laboratory test data;
- Conducts research to gather information regarding water consumption and laboratory analysis history;
- Assists in the development of enforcement procedures and actions;
- Reviews and approves standard sewer quality determinations and recommendations for billing adjustments;
- Assists in the training of professional inspectors;
- Performs related duties.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Chemical or Environmental Engineering, Chemistry, Biology, or a closely related field; **AND** three years of full-time professional-level industrial waste pretreatment inspection experience applying regulations at industrial facilities which must include all of the following: identifying and classifying processes subject to local regulations and/or federal pretreatment standards; determining whether pretreatment technology in place meets or exceeds model technology for the applicable category and standards; performing water use and loss audits; drafting permits that apply federal pretreatment standards and establishing monitoring requirements; developing manufacturing processes and pretreatment process flow diagrams; and calculating limits using the Combined Wastestream Formula (CWF), **OR** two years of full-time professional-level experience in one of the following options, as a primary job function: chemical, environmental, or sanitary engineering experience in the design, operation, and inspection of wastewater and/or pretreatment processes; chemical wastewater laboratory experience in an industrial waste program including the sampling and analysis of toxic pollutants; or environmental regulatory experience conducting site evaluations and determining compliance with environmental regulations. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WASTEWATER PRETREATMENT PROGRAM MANAGER - 1528

DEFINITION:

Under direction, to plan and direct, through subordinate supervisors, the City's Wastewater Pretreatment Permit and Compliance Program; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Administers the City's Wastewater Pretreatment Program;
- Develops program policies, objectives, standards, and procedures;
- Directs a professional staff in inspecting industrial and commercial establishments which discharge waste into the City's sewer system and waterways;
- Meets with representatives of noncomplying establishments;
- Serves as hearing officer for the most sensitive and complex violations to ensure compliance;
- Develops program strategies to ensure industry compliance with local, state, and federal requirements;
- Determines appropriateness of wastewater pretreatment systems;
- Determines discharge limitations, and monitoring schedules and time frames for compliance;
- Directs and initiates special investigations;
- Approves and signs waste permits;
- Confers with officials of contract cities regarding noncomplying industries within the City limits, and to develop policies and ordinances defining the City's legal relationship with the agencies;
- Oversees production of annual and semi-annual pretreatment reports;
- Recommends fee schedules;
- Presents public awareness programs;
- Sits on various boards, committees, and task forces;
- Develops and monitors the program budget;
- Selects, rates, and trains subordinate staff;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's Degree in Chemical or Environmental Engineering, Chemistry, Biology, or a closely related field; **AND** three years of full-time professional-level industrial waste inspection experience, which includes conducting site evaluations and inspections, and applying federal pretreatment standards to a variety of categorically regulated industries generating waste discharged into the sewer system, which must include one year of full-time experience as a lead or supervisor over professional wastewater pretreatment inspection/enforcement staff, and one of the following options: 1) an additional one year of full-time industrial waste inspection experience which includes conducting site evaluations and inspections, and applying federal pretreatment standards to a variety of categorically regulated industries generating waste discharged into the sewer system. 2) one year of full-time chemical, environmental, or sanitary engineering experience which includes the design or operation of wet industrial processes or sanitary/industrial wastewater treatment processes. 3) one year of full-time chemical wastewater laboratory experience in an industrial waste program which includes the sampling and analysis of toxic pollutants. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WASTEWATER TREATMENT SUPERINTENDENT - 1883

DEFINITION:

Under direction, to provide technical and administrative supervision over a major wastewater treatment plant, water reclamation plants, biosolids handling facilities, pump stations, and allied facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and coordinates, through subordinate supervisors, the operation and maintenance of wastewater treatment facilities and equipment;
- Analyzes and recommends operational policies, procedures, and equipment;
- Prepares and administers budgets;
- Reviews cost and productivity data and conducts operational studies;
- Inspects field construction and maintenance projects;
- Reviews test data with laboratory personnel;
- Supervises training and safety programs;
- Prepares reports on plant operation and related activities;
- Coordinates activities with other City departments, agencies, and private contractors;
- Responds to inquiries from the public, industry, and news media;
- Provides information and makes presentations to City officials and the community;
- Serves as the City's representative on various boards and committees;
- Trains, supervises, and evaluates the performance of subordinate staff;
- Evaluates and rates the work of subordinate supervisors;
- May serve as the Chief Plant Operator or Designated Operator in Charge.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Possession of a Grade V or higher Wastewater Treatment Plant Operator's Certificate of Competence issued by the State of California Water Resources Control Board, **AND** two years of full-time experience supervising the operations of a wastewater treatment plant.
Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WATER DISTRIBUTION OPERATOR - 1369

DEFINITION:

Under general supervision, to monitor and serve as “duty operator” of a potable water distribution system.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Water Distribution Operator series. Employees in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise. Positions at this level may be underfilled with Assistant Water Distribution Operators or Water Distribution Operator Trainees in accordance with the City’s Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Opens and closes valves, starts and stops pumps, and otherwise monitors and regulates the flow and pressure of potable water through a distribution system, manually and via a computerized distribution control system at a centralized monitoring station and in the field;
- Operates automatic controls to ensure that water commitments, daily schedules, customer demand, and standard practice are met;
- Inspects, checks, and calibrates equipment operated in the control and distribution systems;
- Takes readings from charts;
- Replaces charts, pens and ink;
- Completes daily logs;
- Verifies unusual readings by contacting field personnel for manual verification;
- Bypasses or shuts down portions of the distribution system during emergencies or planned maintenance;
- Confers with technical and water operations staff from other divisions, departments, and agencies;
- Operates computerized distributed control systems;
- Notifies appropriate agencies and individuals of water quality problems;
- Calculates chlorine and other chemical usage and demands;
- Makes daily checks of potable water pump stations, meters, pressure, and packing gland leakage;
- Maintains, repairs, and adjusts potable water pump station equipment;
- Reports operating problems and needed repairs in accordance with standard procedures;
- Operates radio, answers telephone, and refers questions to the proper resources;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Serves as duty operator on day, night and weekend shifts, including emergency conditions;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as an Assistant Water Distribution Operator with the City of San Diego; **OR** one year of full-time experience monitoring and operating a metropolitan potable water distribution system through a Supervisory Control and Data Acquisition (SCADA) system. Possession of a valid Grade D3 or higher Water Distribution Operator certificate issued from the California State Water Resources Control Board. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WATER DISTRIBUTION OPERATOR TRAINEE - 1367

DEFINITION:

Under immediate supervision and continual instruction, to learn and perform a variety of increasingly responsible tasks associated with monitoring and operating a potable water distribution system; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Learns to manually and via a computerized control system, open and close valves, start and stop pumps, and otherwise monitor and regulate the flow and pressure of potable water through a distribution system at a centralized monitoring station, and in the field;
- Receives training in the inspection, checking, and calibration of equipment operated in the control and distribution systems;
- Takes readings from charts;
- Replaces charts, pens, and ink;
- Completes daily logs;
- Receives instruction in the routine maintenance, repair, and adjustment of potable water pump station equipment;
- Reports operating problems and needed repairs in accordance with standard procedures;
- Operates radio, answers telephone, and refers questions to the proper resources;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications. <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific experience or education is required. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WATER DISTRIBUTION OPERATIONS SUPERVISOR – 1370

DEFINITION:

Under direction, to supervise staff in the monitoring and operation of equipment necessary to regulate the flow and pressure of potable water through a distribution system; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises and directs subordinate staff in the monitoring and operation of a potable water distribution system;
- Develops and administers a comprehensive training program for subordinate operators;
- Develops standards of performance;
- Rates and evaluates work of subordinates;
- Recommends employee discipline and recognition;
- Develops work procedures and practices for assigned unit;
- Analyzes and recommends operations, maintenance, planning, safety procedures, and programs;
- Operates or supervises the operation of the computerized control system for a potable water distribution system;
- Supervises and coordinates the repair, service installation, or removal of equipment in the control and distribution systems;
- Assists in preparing the unit budget.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Water Distribution Operator with the City of San Diego; **OR** two years full-time experience operating a large metropolitan potable water distribution system. Possession of a valid Grade D4 Water Distribution Operator Certificate issued from the California State Water Resources Control Board; **OR** official notification issued from the California State Water Resources Control Board stating successful passage of the examination for Grade D4 Water Distribution Operator Certificate. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WATER OPERATIONS SUPERVISOR - 1370

DEFINITION:

Under direction, to supervise a crew responsible for the operation of a major potable water treatment plant on an assigned shift; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, instructs, and supervises the work of plant operating personnel on an assigned shift at the City's Alvarado, Miramar, and/or Otay potable water treatment plants;
- Makes chemical tests and adjusts feeding rates for effective water treatment;
- Reads or supervises the reading of meters and gauges;
- Records readings and makes required reports;
- Makes routine adjustments to operating equipment;
- Coordinates operation schedules with major repair requirements;
- Keeps equipment, operation, and employee work records;
- Ensures adherence to plant safety procedures;
- Trains and rates the work performance of subordinates;
- Operates filtration plant when operators are not available.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Possession of a Grade IV or higher Water Treatment Operator's Certificate issued by the California State Water Resources Control Board; **OR** letter issued by the California State Water Resources Control Board stating successful passing of the examination for a Grade IV Water Treatment Operator's Certification; **OR** official notification from the California State Water Resources Control Board stating filed to take the examination for a Grade IV Water Treatment Operator's Certification. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WATER PLANT OPERATOR - 1988

DEFINITION:

Under general supervision, to operate designated potable water treatment plant equipment on an assigned shift; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Water Plant Operator series. Incumbents of this class are designated as the “in charge operator” on an assigned shift and may coordinate and assign the work of Assistant Water Plant Operators and Plant Operator Trainees in specific plant operation activities on a daily basis. However, they do not have supervisory responsibilities such as rating work performance, hiring, and disciplining subordinates, and establishing overall work schedules for subordinate co-workers. Positions classified at this level may be underfilled with Assistant Water Plant Operators or Plant Operator Trainees in accordance with the City’s Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- At a potable water treatment plant, operates and checks the operation of electric service pumps, valves, backup emergency generator, and other water treatment equipment;
- Determines need and regulates flow of water through plant according to anticipated demand and water quality considerations;
- Performs tests for chlorine residual, pH, alkalinity, turbidity, taste, and odor of water; adjusts and calibrates feed machinery for a variety of chemicals such as lime, activated carbon, chlorine, $KMnO_4$, and other normal treatment chemicals to keep treatment at prescribed standards;
- Observes loss of head and rate of flow indicators on filter controls;
- Operates valves to backwash filters;
- Reads and records reservoir gauges and meters;
- Takes air and deep water temperature readings and water samples;
- Maintains operating logs; keeps plant clean and orderly; reports malfunctioning equipment;
- Calls for maintenance assistance in the event of serious breakdowns;
- Assists in training subordinates;
- Reports on the work of subordinate operators;
- Keeps records and reports including volume of water pumped from reservoirs and amount of chlorine flow per hour;
- Assists in conducting plant tours for the public;
- Checks for plant security.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Possession of a Grade T3 or higher Water Treatment Operator's Certificate issued by the State of California Department of Health Services. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WATER PRODUCTION SUPERINTENDENT - 1884

DEFINITION:

Under direction, to provide overall technical and administrative supervision over several major potable water treatment plants and allied facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, and directs, through subordinate supervisors, the overall operation and maintenance of the City's water treatment plants, facilities, and water chemistry laboratory;
- Reviews and directs the work of subordinate supervisors and rates their work performance;
- Analyzes and recommends operational procedures and equipment;
- Prepares and administers budgets;
- Reviews cost and productivity data and makes operational studies;
- Develops policies and procedures;
- Inspects construction and maintenance projects;
- Plans and reviews special projects;
- Reviews test data with laboratory personnel;
- Coordinates chemical treatment;
- Maintains training and safety programs;
- Prepares reports on plant operation and related activities;
- Coordinates activities with other City departments, agencies, utility companies, and private contractors;
- Responds to inquiries from the public, industry, and news media;
- Serves as the City's representative on various Water Quality Association Boards and serves as a water quality expert;
- Trains and rates the work of subordinate supervisors.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Biology, Chemistry, Public Health, Chemical or Civil Engineering, or a closely related degree; **AND** three years of full-time experience in treatment, quality analysis, or plant design, which must include two years of supervisory responsibilities. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL COMMISSION
WATER SYSTEMS DISTRICT MANAGER - 1016

DEFINITION:

Under direction, for both field and plant construction and maintenance operations, through subordinate supervisors, to plan, prioritize, assign, and coordinate large scale programs and operations related to the construction, repair, maintenance, and installation of various components of water storage, transmission, filtration, and distribution systems; and to perform related tasks.

*** EXAMPLES OF DUTIES:**

As part of a formal rotation program:

- Plans, prioritizes, oversees, assigns, and coordinates, through subordinate supervisors, in both field and plant maintenance operations, several major work units engaged in constructing, repairing, maintaining, and installing various components of water storage, transmission, filtration, and distribution systems;
- Coordinates activities and act as a liaison between sections, other divisions, various City departments, other governmental agencies, and outside contractors regarding water related construction and maintenance projects;
- Makes formal and informal presentations to Council Committees, community groups, planning groups, and others regarding operations under their management;
- Determines section goals and objectives and develops section business plans;
- Reviews efficiency of section performance;
- Supervises, trains, and rates the work of subordinate supervisors;
- Determines, develops, and implements training and work procedures, rotation schedules, operational guidelines, and other procedures for the section and division;
- Prepares annual budget estimates and recommends staffing, equipment, and project costs/needs for the section;
- Investigates and resolves major problems, complaints, and accidents either verbally or in a report or correspondence format;
- Makes decisions in the field for modification of work which cannot be performed as described in engineering plans;
- Inspects crew performance in the plant and in the field, analyzes blueprints, and checks major or complex projects;
- Conducts disciplinary procedures, including fact findings and related investigations;
- Approves material and equipment requests, overtime, leave requests, timecards, and other personnel related paperwork;
- Prepares a variety of reports;
- Maintains section work records;
- Reviews, evaluates, and completes special projects;
- Performs related tasks.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications. <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Principal Water Utility Supervisor, Water Systems Technician Supervisor, or a higher-level supervisory position in water/wastewater with the City of San Diego. Qualifying higher-level supervisory position must reflect responsibility for the full range of supervisory duties including employee selection, training, evaluation, commendations, and discipline; **OR** three years of full-time experience as a Senior Water Utility Supervisor with the City of San Diego. A valid Grade D3 Water Distribution Operator Certificate issued from the California State Water Resources Control Board. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WATER SYSTEMS TECHNICIAN I - 1011

DEFINITION:

Under immediate supervision, and continual instruction, in a field and/or plant setting, to learn and perform a variety of increasingly responsible tasks associated with constructing, repairing, maintaining, and installing various components of the water storage, transmission, filtration, and distribution systems.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the Water Systems Technician series. Positions at this level may be underfilled with Laborer in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

As part of a formal rotation and cross training program, performs a variety of the following duties:

- In a training capacity, in a field and/or plant setting, learns to recognize the components of and begins to assist in the performance of a variety of construction, repair, and maintenance duties on the water storage, transmission, filtration, and distribution systems, including the following:
- Valve and hydrant installation, repair, and maintenance;
- Pump installation, repair, and maintenance;
- Storage tank and standpipe repair and maintenance;
- Residential, commercial, and industrial meter installation, repair, and maintenance;
- Backflow prevention device testing, installation, repair, and maintenance;
- Water main, transmission line, and service pipe installation, repair, and maintenance;
- Operate pick-up, crew truck, dump truck, crew van, or other vehicles requiring a Class C or B license;
- Assist skilled Cement Finishers with cement finishing;
- Assist with hot patch and asphalt replacement and repair;
- Place barricades around work in progress to prevent accidents and pick up barricades after work has been completed;
- Assist in removing concrete, roadways, and sidewalks by the use of various types of hand tools and other equipment, including pneumatic tools such as jackhammers etc., to install various water systems facilities;
- Perform various routine, semi-skilled construction and maintenance tasks at a variety of water facilities;
- Perform related tasks.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months full-time experience constructing, repairing, and maintaining various components of water or similar types of pipeline (2" or larger), distribution, collection, storage, treatment, transmission, or related systems. Qualifying experience must include maintenance and repair work on two or more of the following areas: valves, pumps, backflow prevention devices, meters, water or sewer treatment systems, reservoir, or related facilities. A valid Grade D2 or higher Water Distribution Operator certificate issued from the State of California. A valid California Class A or B Driver's License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of application.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WATER SYSTEMS TECHNICIAN II - 1012

DEFINITION:

In a training capacity, and under the direction or supervision of a Water Systems Technician III, IV, or V, in a field and/or plant setting, to perform a variety of increasingly responsible tasks associated with constructing, repairing, maintaining, and installing various components of the water storage, transmission, filtration, and distribution systems.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey level class in the Water Systems Technician series. These positions are distinguished from the next lower class, Water Systems Technician I, in that this position will have the skills and abilities to perform some of the more routine and least complex construction and maintenance duties without detailed direction or immediate supervision. These positions are distinguished from the next higher class, Water Systems Technician III, in that Water Systems Technicians II typically assist Water Systems Technicians III or IV in the more complex journey level tasks. Positions at this level may be underfilled with Laborer or Water Systems Technicians I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

As part of a formal rotation and cross training program, performs a variety of the following duties:

- In a training capacity, in a field and/or plant setting, assist with and perform construction, repair, and maintenance duties on the water storage, metering, transmission, treatment and distribution, filtration, and distribution systems, including the following:
- Valve and hydrant repair and maintenance tasks;
- Pump repair and maintenance tasks;
- Storage tank and standpipe repair and maintenance;
- Residential, commercial, and industrial meter installation, repair, and maintenance;
- Backflow prevention device testing, installation, repair, and maintenance;
- Water main, transmission line, and service pipe installation, repair, and maintenance;
- Perform water service shut off and restoration duties for residential, commercial, and industrial water customers;
- Install 3/4" and 1" meters at residential service connections;
- Collect samples of water to be tested by the lab after a new service installation;
- Assist with and perform semi-skilled construction for various water and reservoir related facilities such as boat ramps and docks, comfort stations, sidewalks, patron facilities, etc.;
- Operate pick-up, crew truck, dump truck, crew van, or other vehicles requiring a Class C or B license;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Assist skilled Cement Finishers with cement finishing;
- Perform hot patch and asphalt replacement and repair;
- Place barricades around work in progress to prevent accidents and pick up barricades after work has been completed;
- Assist in removing concrete, roadways, and sidewalks by the use of various types of hand tools and other equipment, including pneumatic tools such as jackhammers etc., to install various water systems facilities;
- Perform related tasks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience constructing, repairing, and maintaining various components of water or similar types of pipeline (2" or larger), distribution, collection, storage, treatment, transmission, or related systems. Qualifying experience must include maintenance and repair work on two or more of the following: valves, pumps, backflow prevention devices, meters, water or sewer treatment systems, reservoir, or related facilities. A valid Grade D2 or higher Water Distribution Operator Certificate issued from the State of California. A valid California Class A or B Driver's License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of application.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WATER SYSTEMS TECHNICIAN III - 1013

DEFINITION:

Under general supervision, in a field and/or plant setting, to perform a variety and broad range of complex and dissimilar tasks associated with constructing, repairing, maintaining, and installing various components of water storage, transmission, and distribution systems and filtration plants; may lead and train subordinate level staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey level class in the Water Systems Technician series. Employees in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise. Positions at this level may be underfilled with Laborers, Water Systems Technicians I, or Water Systems Technicians II in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

As part of a formal rotation and cross training program, performs a variety of the following duties:

- Perform maintenance, installation, and repair on pressure/water regulating devices such as large and small valves, trestles, flumes, culverts, and other water transmission and ancillary devices, in the field and in the filtration plants;
- Install, maintain, and repair pumps and related piping and non-electrical/ electronic equipment in pump stations, filtration plants, and in the distribution and raw water delivery systems, excluding electrical and electronic devices;
- Repair, maintain, and install meters at commercial, industrial, and residential service connections, including ancillary devices associated with the meters;
- Install, repair, replace, and maintain water mains;
- Install, repair, replace, and maintain service pipes and connections;
- Paint piping, valves, valve covers, etc. with protective coverings to prevent corrosion and other wear;
- Relocate meters and service pipes;
- Install, repair, maintain, and test large and small backflow prevention devices and related equipment;
- Under the direction of lead or supervisory staff, perform maintenance for complex mechanical equipment in the filtration plants, including filtration/mixing equipment, filters, chemical feed equipment, odor removal systems, low pressure boilers, heat exchangers, speed reducers, etc.;
- Repair, maintain, and stock various tools and equipment as part of a toolroom operation, including pneumatic and hydraulic tools, electrical power tools, gas powered tools, and other types of tools;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Repair, maintain, and install components/facilities associated with and connected to water storage standpipes and above ground reservoirs, including cleaning, painting, repairing, washing, disinfecting, etc.;
- Install, maintain, and repair piping and piping systems;
- Repair, maintain, and install fire hydrants and related equipment/facilities;
- Collect samples of water to be tested after new service installations, etc.;
- Locate underground water, sewer, and related infrastructure in the street and in other locations, prior to digging, to prevent damage to the facilities;
- Use a variety of electronic and computerized listening/sounding equipment to locate leaks within the water distribution system and assign responsibility for repair of the leak, either to private service holder, city forces, or contractors;
- Investigate and/or inspect complaints, route slips, or incidents reported via the work order assignment/SWIM system to determine cause of complaint or problem, and to repair or resolve issue or refer problem;
- Inspect water piping and related facilities installed by non-City forces to ensure work meets established specifications;
- Operate air compressors, pneumatic hammers, power saws, cutters, pipe tapping machines, and other equipment of comparable difficulty;
- Perform water service shut off and restoration duties for residential, commercial, and industrial water customers;
- Perform semi-skilled construction of various water and reservoir related facilities such as boat ramps and docks, comfort stations, sidewalks, patron facilities, etc.;
- Operate vehicles requiring a Class C or Class B license;
- Assist skilled Cement Finishers with cement finishing; perform hot patch and asphalt replacement and repair; place barricades around work in progress;
- Remove concrete, roadways, and sidewalks by the use of various types of pneumatic equipment such as jackhammers, etc.;
- Complete all SWIM/work order related paperwork as person in charge on a crew and maintain other logs of work completed and in progress; rotate person in charge duties among peer crew members;
- Direct and train sub-journey and trainee level subordinates on crews;
- Perform related tasks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience constructing, repairing, and maintaining various components of water, other similar types of pipeline (2" or larger), distribution, collection, storage, filtration, transmission, or related systems. Qualifying experience must include maintenance and repair work on two or more of the following: valves, pumps, backflow prevention devices, meters, water or sewer mains, water storage systems, water service or sewer collection piping, reservoir, or related facilities. A valid Grade D2 or higher Water Distribution Operator Certificate issued by the State of California. A California Class A or B Driver's License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of application.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL COMMISSION

WATER SYSTEMS TECHNICIAN IV - 1014

DEFINITION:

Under general supervision, in field and/or plant settings, to perform the most technically complex tasks associated with constructing, repairing, maintaining, and installing various components of water storage, transmission, filtration, and distribution systems; to lead and participate in the work of single crews in the field or in filtration plants; and to perform related tasks.

*** EXAMPLES OF DUTIES:**

As part of a formal rotation and cross training program:

As a super-journey technician:

- Repair, maintain, and install a wide variety of the most complex mechanical equipment in the filtration plants, including filtration/mixing equipment, filters, chemical feed equipment, odor removal systems, low pressure boilers, heat exchangers, speed reducers, and other complex mechanical equipment.

As a lead over single crews:

In field and plant settings, lead and participate in the work of crews engaged in the following:

- Installation, repair, replacement, and maintenance of water mains;
- Installation, repair, replacement, and maintenance of service pipes and connections, including valves and other equipment associated with these facilities;
- Maintenance, installation, and repair of pressure/water regulating devices such as large and small valves, trestles, flumes, culverts, and other water transmission and ancillary devices;
- Repair, maintenance, and installation of various components/facilities associated with and connected to water storage standpipes and above ground reservoirs, including cleaning, painting, repairing, washing, and performing other repair and maintenance tasks to the reservoirs, standpipes, and potable water within the facilities;
- Installation, repair, maintenance, and testing of large and small backflow devices and related equipment;
- Installation, maintenance, and repair of piping and piping systems in the distribution system, raw water delivery system, and in the filtration plants;
- Routine repair and maintenance for mechanical equipment in the filtration plants, including filtration/mixing equipment, filters, chemical feed equipment, odor removal systems, low pressure boilers, heat exchangers, speed reducers, and other complex mechanical equipment;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Complete all SWIM and work order related paperwork as person in charge on a crew and maintain other logs of work completed and in progress;
- Lead, direct, and train journey, sub-journey, and trainee level subordinates on crews;
- Perform related tasks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time experience constructing, repairing, and maintaining various components of water or other similar types of pipeline (2" or larger), distribution, collection, storage, metering treatment, transmission, or related systems. Experience must also include maintenance and repair work on valves, pumps, and piping systems as well as two or more of the following: backflow prevention devices, meters, water storage systems, reservoir, or related facilities. A valid Grade D2 or higher Water Distribution Operator Certificate issued by the State of California. A California Class A or B Driver's License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required at the time of application.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL COMMISSION

WATER SYSTEMS TECHNICIAN SUPERVISOR - 1015

DEFINITION:

Under direction, in a field and/or plant setting, to supervise the work of multiple crews or units of a division engaged in constructing, repairing, maintaining, and installing various components of water storage, transmission, filtration, and distribution systems.

*** EXAMPLES OF DUTIES:**

As part of a formal rotation program:

- Plan, coordinate, assign, and supervise the work of multiple crews or a large unit of a division engaged in constructing, repairing, maintaining, and installing various components of water storage, transmission, filtration, and distribution systems, the size and duties of the units being such that the primary functions of the position are supervisory;
- Assign daily work to crews and develop long term work schedules;
- Develop work procedures and procedural guidelines;
- Review and inspect work in progress in the field;
- Investigate and recommend solutions and resolutions to employee problems and public complaints;
- Determine staff, equipment, and material needs for unit or crews;
- Estimate costs and monitor the use of budgeted staff hours;
- Prepare as built sketches and read blueprints;
- Prepare stock requisitions, work reports, and equipment reports;
- Keep records and maintain logs of work completed;
- Enforce department regulations and safety procedures;
- Train staff and develop training procedures, plans, and programs;
- Develop and assist in maintaining rotational programs;
- Evaluate staff and provide necessary discipline and rewards and recognition to encourage peak performance;
- Review timecards, and authorize leave and overtime;
- Act for other supervisory personnel in their absence;
- Perform related tasks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Five years of full-time experience constructing, repairing, and maintaining various components of water or other similar types of pipeline (2" or larger), distribution, collection, storage, transmission, or related systems. Qualifying experience must also include maintenance and repair work on three or more of the following: valves, pumps, backflow prevention devices, meters, water storage systems, reservoir, or related facilities. A valid Grade D3 or higher Water Distribution Systems Operator certification issued from the State of California. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WATER UTILITY SUPERVISOR - 1991

DEFINITION:

Under general supervision, to supervise and participate in the work of a crew or crews engaged in the construction and maintenance of water and/or sewer system installations and equipment in the Water Department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and participates in the work of a crew or crews engaged in constructing, installing, and maintaining water and/or sewer pipelines, valves, meters, connections, and other water and sewer-related appurtenances;
- Inspects work after completion and directs or performs corrective action if necessary;
- Receives and issues service requests, stock requisitions, timecards, and mileage cards;
- Ensures the proper use, maintenance, issuance, and care of equipment, tools, and supplies;
- Selects, trains, and rates the work performance of subordinates;
- Keeps records, maintains logs of work in progress, and prepares reports;
- Investigates and recommends solutions to public complaints;
- Ensures adherence to departmental regulations and safety procedures;
- Plans and carries out long-term and daily work schedules, and determines staff, equipment, and materials needed;
- Prepares “as built” sketches and reads blueprints and stakes;
- Acts for other supervisory personnel in their absence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in construction, maintenance, or repair of water, sewer, streets, parks, or other public works facilities, including one year of full-time experience in water or sewer systems work. Possession of a valid California Class C Driver’s License. A valid California Class B Driver License, AND a valid California Department of Motor Vehicles (DMV) medical certificate dated within the last two years are required within six months from date of hire.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WATER UTILITY WORKER - 1992

DEFINITION:

Under general supervision, to (1) lead and participate in the work of a crew involved in a variety of semi-skilled water and/or sewer related construction, maintenance, and operating tasks; or (2) to perform water and/or sewer related maintenance and construction tasks requiring a significant degree of skill, knowledge, and independent judgment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

A Water Utility Worker differs from a Utility Worker I in any or all of the following aspects: (1) the tasks require specialized knowledge, skills, and abilities of water utilities operations and procedures; (2) incumbents regularly lead and participate in maintenance and construction work in the Water Utilities Department; (3) incumbents often function independently and frequently exercise individual initiative, safety precautions, and independent decision-making.

* **EXAMPLES OF DUTIES:**

- Regularly leads and participates in the work of a crew engaged in breaking pavement for the installation, repair, and maintenance of water utilities services and in laying, fitting, and/or repairing pipe;
- Cleans, lubricates, services, and assists in, and acts as a relief operator for, the operation of varied construction equipment;
- Sandblasts, paints, and maintains standpipes and water tanks;
- Performs preliminary investigations of, and recommends resolutions to, water service complaints;
- Installs and maintains water meters;
- Performs hand cleaning and rodding of sewer lines;
- Reads construction water meters;
- Turns water services on and off;
- Provides water service information to consumers;
- Assists in the repair, installation, and maintenance of pressure regulating devices, valves, trestles, flumes, culverts, and similar water transmission and ancillary installations;
- Operates and services air compressors, pneumatic hammers, yarning tools, power saws, cutters, pipe tapping machines, and other equipment of comparable operational difficulty;
- Makes requests for repair services and additional supplies;
- Keeps records and maintains logs of work in process;
- Makes routine repairs to equipment used;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Leads the work of subordinate personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year as a Utility Worker I or Laborer with the City of San Diego performing construction and repair work; **OR** one year of experience in construction, maintenance, or repair of pipeline systems four inches in diameter or larger, such as water, sewer, gasoline, natural gas, or oil facilities. Possession of a valid California Class C Driver's License. Some positions require a current California Class B Driver's License and a California Department of Motor Vehicles Medical Certificate dated within the last two years may be required within six months from date of hire.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WELDER - 1985

DEFINITION:

Under general supervision, to perform skilled acetylene, electric, and semi-automatic welding; to heat, cut, shape, and braze metal; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs skilled welding in fitting and repairing automotive equipment, bridges, metal fences, piping systems, pumps, sprocket assemblies, motor drive units, and similar equipment and components;
- Lays out, marks, and fabricates metal structures, parts, and similar special installations;
- Welds light and heavy gauge metals and piping;
- Operates a cutting torch to cut and shape metal to close specifications; brazes and silver solders copper piping and fittings;
- Rivets, forms, and fixes metal parts and assemblies;
- Performs general anvil and hammer work;
- Forges, dresses, tempers, and sharpens tools;
- Prepares and grinds weld bead for desired finish;
- Constructs and repairs vehicle and equipment frames;
- Rebuilds crawler tractor rails and tracks;
- Performs shielded arc welding; welds cast iron, aluminum, and stainless steel;
- Fabricates brackets, clamps, railings, eye bolts, and support beams;
- Operates hand and power metal working tools and machines;
- Designs and reads blueprints and schematics in laying out work;
- Prepares cost estimations;
- When directed, applies productivity time guidelines and other required data to work repair forms;
- Trains and leads the work of apprentices and assigned personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time journey-level experience in all phases of work as a Welder/Fabricator. Qualifying experience must include combination welding (electric and acetylene) and the complete operation of all phases of Metal Inert Gas (MIG), Tungsten Inert

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Gas (TIG), and Oxy-Acetylene welding processes, including fabrication of parts; **OR** successful completion of a State accredited four-year Welder Apprenticeship Program in combination welding (electric and acetylene); **OR** an equivalent combination of the above experience and training equaling four years. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WILDFIRE MITIGATION SPECIALIST - 1066

DEFINITION:

Under general supervision, to conduct fire risk assessments in the enforcement of City codes and ordinances related to wildfire hazard prevention, mitigation, planning, and preparedness; to assist with developing community wildfire protection plans and public education; to determine community protection needs, community hazards, and community mitigation; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Wildfire Mitigation Specialists conduct work surrounding fire code enforcement, wildfire mitigation practices, wildfire infrastructure, and land use code standards in rural and suburban areas. Incumbents in this classification have specialized knowledge and training in wildland fire behavior, maintaining resilient landscapes, protecting lives and property, creating firewise and fire adaptive communities, and ensuring safe and effective mitigation practices to prevent wildfires. This classification focuses on community wildfire risk reduction, defensible space, and home hardening.

*** EXAMPLES OF DUTIES:**

- Identifies appropriate construction materials and techniques for fire hazard severity zones;
- Analyzes structure ignition potential;
- Determines hazards and risks for fire hazard severity zones;
- Ensures compliance with applicable fire codes;
- Issues notices of violation, citations, and/or serves as a court witness;
- Inspects properties for compliance;
- Prepares materials for hearings and legal proceedings and testifies in court;
- Serves as community outreach specialist;
- Attends and coordinates community meetings, events, and conducts presentations;
- Serves on boards to develop land use codes based on wildfire standards;
- Reviews community wildfire protection plans and legislation;
- Conducts inspections related to home ignition zones, defensible space, and home hardening;
- Attends Fire Safe Council meetings;
- Analyzes inspection data and community wildfire history;
- Reviews community wildfire protection plans for updates;
- Coordinates with property owners and participating agencies to plan, promote, review, and inspect wildfire hazard mitigation activities;
- Educates homeowners and businesses on protecting structures and property to reduce wildfire risk.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience investigating and responding to complaints related to fire prevention or related inspection work; **OR** one year of experience as a wildland firefighter; **OR** one year of experience in the enforcement of City codes and ordinances by investigating complaints related to wildfire hazard mitigation. Successful completion of a National Fire Protection Association (NFPA) Wildfire Mitigation Specialist (CWMS) certification is required within one year of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WILDFIRE MITIGATION SPECIALIST SUPERVISOR - 1067

DEFINITION:

Under direction, to supervise subordinates engaged in fire risk assessments and enforcement of City codes and ordinances related to wildfire hazard prevention, mitigation, planning, and preparedness; to develop community wildfire protection plans and public education; to determine community protection needs, community hazards, and community mitigation; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification conduct work surrounding fire code enforcement, wildfire mitigation practices, wildfire infrastructure, and land use code standards in rural and suburban areas. Incumbents in this classification have specialized knowledge and training in wildland fire behavior, maintaining resilient landscapes, protecting lives and property, creating firewise and fire adaptive communities, and ensuring safe and effective mitigation practices to prevent wildfires. This classification focuses on community wildfire risk reduction, defensible space, and home hardening.

*** EXAMPLES OF DUTIES:**

- Serves on a variety of boards related to wildfire protection;
- Assists with developing land use codes based on wildfire standards;
- Analyzes inspection data and recommends materials and techniques for fire hazard severity zones and determines specific home and community risks;
- Makes recommendations based on wildland fire behavior;
- Interprets and enforces provisions of California fire codes and fire safety laws, standards, and local ordinances;
- Develops wildfire preparedness and education presentations related to brush and vegetation mitigation;
- Issues notices of violation, citations, and/or serves as a court witness;
- Inspects properties for compliance;
- Prepares materials for hearings and legal proceedings and testifies in court;
- Explains City enforcement policies and practices to community organizations, outside agencies, private businesses, and/or the public;
- Conducts inspections related to home ignition zones, defensible space, and home hardening;
- Reviews community wildfire protection plans and legislation;
- Prepares training materials, policies, bulletins, and education materials;
- Oversees education and outreach programs.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience investigating and responding to complaints related to inspection, fire prevention, or related inspection work; **OR** two years of experience as a wildland firefighter; **OR** two years of experience in the enforcement of City codes and ordinances by investigating complaints related to wildfire hazard mitigation. Successful completion of a National Fire Protection Association (NFPA) Wildfire Mitigation Specialist (CWMS) certification is required within one year of hire. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WORK CONTROL MANAGER – 1994

DEFINITION:

Under direction, to plan and coordinate the scheduling of personnel and resources for major repair, maintenance, and improvement work on City buildings and facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, plans, establishes priorities, and coordinates the scheduling of trade crews and contractors in conjunction with all major repair, maintenance, and improvement of City buildings and facilities;
- Maintains and implements computerized work request system;
- Reviews and evaluates estimates, work performance standards, designs, plans, specifications, contracts, and other related project documentation;
- Supervises the preparation and administration of engineering and design support contracts for the maintenance, repair, and improvement of City buildings and facilities;
- Develops and supervises the training of subordinates and enforcement of safety regulations;
- Selects, trains, and evaluates the work performance of subordinates;
- Participates in the selection of consultants and contractors;
- Prepares budget estimates;
- Evaluates work control procedures and policies, and develops alternative approaches to work control management.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience in construction project management involving multiple skilled trades units. Qualifying experience must include coordination and management of construction projects involving a combination of two or more of the following skilled trade crews: carpentry, plumbing, electrical, heating, air conditioning, painting, roofing, masonry, or floor finishing, **AND** a minimum of one year of full-time experience performing all phases of contract administration, including preparing detailed estimates, developing contract specifications, reviewing construction documents, performing on-site inspections, and processing and negotiating contract modifications. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WORKERS' COMPENSATION CLAIMS AIDE - 1943

DEFINITION:

Under general supervision, to perform a variety of subprofessional workers' compensation claims assignments of average difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews, evaluates, and adjusts the less complex and serious workers' compensation claims against the City, including Medical Only claims, and other claims involving limited liability exposure and in which determination of liability is not a major issue;
- Determines whether injuries are work-related and establishes reserves for medical expenses;
- Processes and effects settlements and payments within assigned monetary authority;
- Conducts investigations and interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Prepares settlement documents;
- Conducts interviews to obtain specific information regarding injured employee's job;
- Approves or denies claims;
- Interprets the provisions of State labor code laws;
- Initiates and maintains case files and prepares case reports;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time clerical experience, which includes one year of experience providing clerical support for workers' compensation claims, researching billing and payment issues, and maintaining workers' compensation files electronically and/or hard copy; **OR** 18 months of full-time clerical experience, which includes six months of experience providing clerical support for workers' compensation claims, researching billing and payment issues, and maintaining workers' compensation files electronically and/or hard copy, **AND** successful completion of one of the following Insurance Educational Association (IEA) or equivalent agency's classes: Introduction to Workers' Compensation Claims Adjuster (WCCA) 8, WCCA 006, WCCA 10, WCCA 11, WCCA 12, WCCA 14, or WCCA 15; **OR** 18 months of full-time clerical experience, which includes six months

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

of experience providing clerical support for workers' compensation claims, researching billing and payment issues, and maintaining workers' compensation files electronically and/or hard copy, **AND** possession of a valid current designation as a Medical-Only Claims Adjuster in accordance with the California Code of Regulations. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WORKERS' COMPENSATION CLAIMS REPRESENTATIVE I - 1944

DEFINITION:

Under general supervision, to perform the less difficult claims adjusting work in connection with the City's workers' compensation risk management programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Investigates the less difficult claims for workers' compensation claims filed against the City;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Maintains monetary reserves;
- Reviews medical records and applies medical guidelines;
- On a scheduled or on-call basis, inspects scenes of accidents and injuries;
- Takes photographs and collects and preserves evidence;
- Evaluates workers' compensation claims to determine extent of the City's liability;
- Estimates settlement value of workers' compensation claims;
- Negotiates with claimants in order to effect equitable settlements out of court;
- Recommends claim denial;
- Effects settlements within assigned monetary authority;
- Prepares investigative reports;
- Represents the City in workers' compensation and industrial leave claims actions and hearings;
- Assists in the preparation of cases for litigation and interprets case law;
- Attends hearings of the Workers' Compensation Appeals Board;
- Attends industrial leave hearings;
- Evaluates and rates disabilities;
- Creates evidence-based drug formulary;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

One year of full-time professional-level experience investigating, adjusting, and settling workers' compensation claims covered by California law; **AND** a valid designation as a Claims Adjuster, Experienced Claims Adjuster, or Medical-Only Claims Adjuster in accordance with the California Code of Regulations. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WORKERS' COMPENSATION CLAIMS REPRESENTATIVE II - 1945

DEFINITION:

Under general supervision, to perform varied and difficult claims adjusting work related to the City's workers' compensation or other specialized risk management programs; and to perform related work.

* EXAMPLES OF DUTIES:

- Investigates, administers, and settles varied and difficult claims for workers' compensation claims filed against the City;
- Conducts pre-trial investigations and prepare reports;
- Represents the City at various workers' compensation and industrial leave claims actions and hearings;
- Interprets case law;
- Reviews accident and injury reports to determine and rate employee disabilities;
- Creates evidenced based drug formulary;
- Estimates settlement value of workers' compensation claims;
- Interviews or corresponds with claimants, witnesses, physicians, and attorneys;
- Reviews hospital records and applies medical guidelines;
- Recommends claim denials and effects settlements within assigned monetary authority;
- Prepares investigative reports;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time professional-level experience investigating, adjusting, and settling workers' compensation claims which must include at least one year of full-time experience handling claims covered by California law; **AND** a valid designation as a Claims Adjuster or an Experienced Claims Adjuster in accordance with the California Code of Regulations. Possession of a valid California C Driver's License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WORK SERVICE AIDE – 1995

DEFINITION:

Under immediate supervision, to perform a variety of entry-level, unskilled tasks in various City departments; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Washes trucks and cars;
- Paints playground equipment;
- Stuffs envelopes for mass mailing;
- Runs errands and picks-up supplies;
- Sorts and discards obsolete material;
- Cleans areas of debris and litter;
- Sets-up chairs, tables, and equipment;
- Sweeps and mops floors.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific education or experience is required.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ZONING INVESTIGATOR I - 1997

DEFINITION:

Under general supervision, in a training capacity, to conduct routine field and office investigative work in the enforcement of various codes and ordinances including zoning, land use, development, building code, and related regulations; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the Zoning Investigator series. In a training capacity, employees in this class are typically assigned the more routine field and office zoning enforcement duties. Instructions for completing assignments are specific and work is closely reviewed.

*** EXAMPLES OF DUTIES:**

- Investigates complaints of code violations received from the City Council offices and the public;
- Conducts field investigations of properties to determine whether code violations have occurred or if requests for conditional use permits, variance, and other discretionary permits should be approved or denied;
- Enforces limited portions of the Uniform Building Code;
- Enforces historical and environmental regulations;
- Reviews and approves coastal permits;
- Reads grading maps and determines if conditional use permits and other regulations have been violated;
- Performs proactive inspections;
- Documents findings of site visits in case files;
- Researches various records to obtain a variety of data such as property ownership, legal property descriptions, deed information, and annexation dates;
- Contacts other City departments to determine engineering data, licensing, and permit history;
- Explains regulations to property owners and attempts to obtain voluntary compliance;
- Sets-up and follows through on abatement schedules;
- Refers cases to other enforcement units as appropriate;
- Issues violation notices, notices of civil penalties, notices of abatement administrative citation, misdemeanor citations, civil penalties, and recommends stop work orders;
- Coordinates abatement efforts with other departments;
- Collects and prepares evidence for and serves as a witness in administrative hearings and court cases;
- Completes forms and prepares reports documenting findings and actions;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Provides code information at a public counter, in the field, and in other City departments;
- Checks building plans, plot plans, topographical maps, and elevation plans;
- Enforces billboard and other sign codes and reviews and approves permit requests;
- Updates database with inspection and compliance information;
- Attends community meetings and events to provide information on code enforcement issues;
- Maintains and updates zoning maps;
- Uses measuring devices and makes mathematical calculations to determine measurements;
- Drafts route slip responses and other correspondence for review by supervisor;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with an Associate or higher degree (i.e., minimum completed units = 60 semester/90 quarter), **AND** one year of full-time experience conducting field and office investigative work in the interpretation, application, or enforcement of codes and ordinances. Possession of a valid California Class C Driver's License.

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ZONING INVESTIGATOR II - 1998

DEFINITION:

Under general supervision, conducts routine field and office investigative work in the enforcement of various codes and ordinances including zoning, land use, development, building code, and related regulations; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Zoning Investigator series. Employees in this class are expected to perform the full range of duties assigned requiring only occasional instruction or assistance as new or unusual situations arise. Positions classified at this level may be underfilled with a Zoning Investigator I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Investigates complaints of code violations received from the City Council offices and the public;
- Conducts field investigations of properties to determine whether code violations have occurred or if requests for conditional use permits, variances,, and other discretionary permits should be approved or denied;
- Enforces limited portions of the Uniform Building Code;
- Enforces historical and environmental regulations;
- Reviews and approves coastal permits;
- Reads grading maps and determines if conditional use permits and other regulations have been violated;
- Performs proactive inspections;
- Documents findings of site visits in case files;
- Researches various records to obtain a variety of data such as property ownership, legal property descriptions, deed information, and annexation dates;
- Contacts other City departments to determine engineering data, licensing, and permit history;
- Explains regulations to property owners and attempts to obtain voluntary compliance;
- Sets up and follows through on abatement schedules;
- Refers cases to other enforcement units as appropriate;
- Issues violation notices, notices of civil penalties, notices of abatement administrative citation, misdemeanor citations, civil penalties, and recommends stop work orders;
- Coordinates abatement efforts with other departments;
- Collects and prepares evidence for and serves as a witness in administrative hearings and court cases;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Completes forms and prepares reports documenting findings and actions;
- Provides code information at a public counter, in the field, and in other City departments;
- Checks building plans, plot plans, topographical maps, and elevation plans;
- Enforces billboard and other sign codes and reviews and approves permit requests;
- Updates database with inspection and compliance information;
- Attends community meetings and events to provide information on code enforcement issues;
- Maintains and updates zoning maps;
- Uses measuring devices and makes mathematical calculations to determine measurements;
- Drafts route slip responses and other correspondence for review by supervisor;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with an Associate (i.e., minimum completed units = 60 semester/90 quarter) or higher degree, **AND** two years of full-time experience conducting field and office investigative work in the interpretation, application, or enforcement of codes and ordinances. Possession of a valid California Class C Driver's License.