

LETTER OF UNDERSTANDING BETWEEN THE CITY OF OAKLAND ("CITY") AND
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021 ("SEIU")

FIRE PREVENTION BUREAU INSPECTORS' PROMOTIONAL PROBATIONARY PERIOD

The City of Oakland (City) and Service Employees International Union (SEIU), Local 1021 agree to the following terms regarding Fire Prevention Bureau Inspectors' (Civilian) promotional probationary period only:

1. The current Memorandum of Understanding (2019) between the City and SEIU regarding promotional probationary periods provides up to a nine (9) month probationary period. The pertinent Article reads as follows:

14.4.2 Promotional Probationary Period (Applies to SB1, SC1, and SD1 only)

The probationary period of an employee who is promoted shall not exceed six (6) months in duration. For the purpose of this section, promotion is defined as the change of an employee in the competitive civil service from a position of one (1) class to a position of another class, for which a higher maximum base rate of pay is provided in the compensation plan and which involves increased or more complex duties.

Further, an additional three (3) months may be added to the probationary period by mutual agreement between the City and the Union; provided that the employee's performance appraisals and the reason(s) for the extension request is provided to the Union and the employees.

2. Article 14.4.1 governs new employee hires' probationary period for entry level positions which provides a nine (9) month probationary period where the City can unilaterally extend the probationary period for three (3) months and an additional three (3) months with City and SEIU mutual agreement. Thus, entry level new hires may have a probationary period of up to fifteen (15) months.

3. Fire Prevention Bureau Inspectors work in the Fire Prevention Bureau, a division of the Oakland Fire Department. Their primary job responsibilities include, but are not limited to, inspections of commercial and/or industrial facilities and places of public assembly to determine compliance with the California Building Code, state, local, fire and safety codes, issue citations, follow up on uncorrected conditions, and attend public meetings. Attached is the September 16, 2019 draft of the final proposed revised classification specification. Human Resources Management (HRM) is seeking approval of the proposed revisions at the Civil Service Board meeting on October 17, 2019.

4. The current class specification for Fire Prevention Bureau Inspector requires all hired members to have an International Code Council (ICC) Certification by the end of their probationary period. As a result, new Fire Prevention Bureau Inspectors have up to fifteen

months to acquire the ICC Certification as opposed to promoted employees who only have up to nine months to acquire the same certification.

5. To address the shorter probationary period that promoted Fire Prevention Bureau Inspectors have to acquire the ICC certification (up to 9 months) versus the probationary period that new employees have to acquire the ICC certification (up to 15 months), the City and SEIU agree to extend the promotional probationary period for Fire Prevention Bureau Inspectors only.

6. Pursuant to this agreement, the promotional probationary period may be unilaterally extended by the City up to six (6) months in order to allow Fire Prevention Bureau Inspectors to obtain the ICC Certification required by their class specification. The promotional probationary extension may be extended an additional three (3) months upon mutual agreement by the City and SEIU. Thus, the total promotional probationary period for Fire Prevention Bureau Inspectors may be up to fifteen (15) months.

7. Extensions beyond the three months set forth in Article 14.4.1 pursuant to this Letter of Understanding may only be utilized by the City to allow a promotional Fire Prevention Bureau Inspector additional time to obtain the ICC certification.

8. Upon full execution, the Agreement shall expire in one (1) year. The Parties may extend this Letter of Understanding upon mutual agreement.

SO AGREED.



Felipe Cuevas, SEIU Local 1021



Allyson Cook, HRM



Julio Corral, SEIU Local 1021



Fire Chief Darin White, OFD

Date: 10/11/19



Greg Preece, HRM

Date: 10/17/19



FIRE PREVENTION BUREAU INSPECTOR, (CIVILIAN)

DRAFT
W/1021 edits
2019-09-16

Class Code: PS142 FTE Civil Service Classified

DEFINITION

Under general supervision in the Oakland Fire Department, ~~uses a full range of technical skills;~~ uses a full range of technical skills to performs inspections of residential, educational, institutional, commercial and/or industrial facilities, new construction of any encompassing structure, tenant improvements, and places of public assembly to determine compliance with the California-Fire Code, California Building Code, state, local, fire and life safety codes; implements vegetation management projects; issues notices of violation citations; and follows up on uncorrected conditions; attends public meetings; may conduct fire safety inspections in the wildland urban interface environment and enforce the District's weed abatement defensible space ordinance; conducts inspections for and issues operational work permits; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~Fire Prevention Bureau Inspector~~ This is a journey level civilian classification. This classification is distinguished from the higher level Assistant Fire Marshal in that incumbents of the latter may conduct complex investigations of fires and hazardous materials incidents. It is further distinguished from the lower level Fire Suppression District Inspector in that the latter is only involved in wildland fire protection and suppression, fuel reduction, and vegetation management projects.

The incumbent ~~Receives~~ general supervision from a Fire Inspection Supervisor or an Assistant Fire Marshal; ~~and~~ may provide training and technical direction to assigned staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to the following:*

Plan and conduct field inspections of new and existing private and public residential, educational, institutional, commercial and/or industrial structures, construction, and remodel sites tenant improvements to ensure compliance with applicable Federal, State and Local fire codes.

~~Conduct basic fire code enforcement.~~ Research, apply, and interpret fire code for various types of inspections.

~~Receive and respond to telephone inquiries and complaints~~

~~Resolve compliance problems with owners and contractors;~~ identify and explain corrective actions necessary to bring properties into compliance.

Respond to complaints regarding fire code violations and fire hazards.

Discuss violations with building/property owners and contractors and issues warnings and citations for fire code violations notices of violations, both in the field and at office review.

~~Conduct~~ follow-up inspections to ensure violations were corrected.

~~Receive and respond to telephone~~ and email inquiries and complaints

Initiate and monitor compliance prosecution activities in cases of non-compliance or negligence.

Prepare written reports, legal documents, memoranda standard forms, and letters regarding fire

inspection or prevention as required.

Participate in the inspection of hydrants, sprinkler systems, other fire extinguishing and protection suppression tool/systems to verify that such systems were installed in accordance with appropriate laws, codes, ordinances, regulations, and standards.

Maintain data and records regarding fire inspection or prevention activities; perform data entry utilizing a computer, electronic equipment, and other mobile devices.

May assist in training new employees in conducting fire inspections and in fire code enforcement. Perform data entry and use computer, electronic equipment and other electronic mobile devices. Participate in presentations to May present and explain fire prevention and safety information to the general public.

May testify in court cases involving fire prevention, inspection or enforcement proceedings.

Attend training classes to maintain current knowledge of fire inspection, prevention, and safety procedures and remain abreast of changes in the field.

Implement vegetation management projects; may conduct fire safety inspections in the wildland urban interface environment; may enforce the District's weed abatement ordinance.

Operate a vehicle in the performance of assigned duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- California Fire Code.
- California Building Code.
- California Electrical Code.
- California Mechanical Code.
- Oakland Municipal Ordinances and National Fire Protection Association's (NFPA's) standards of installation and construction. State, local, fire, and life safety codes and practices.
- Basic fire science, fire technology and fire behavior
- Policies and Procedures of fire prevention. *— Procedures of fire prevention.
- Principles and processes for providing customer service and public relations.
- Use of Relevant equipment and procedures used in fire prevention and suppression.
- Building, electrical, mechanical and fire codes.
- Materials, methods, and tools involved in the construction, remodel, and repair of buildings and other structures.
- Fire suppression techniques and equipment.
- Computer systems, mobile devices, and software applications.

Ability to:

- Effectively apply standard fire prevention techniques.
- Issue and explain citations related to violations, notices of violation.
- Actively listen and maintain composure in stressful situations.
- Communicate effectively in writing and orally with the public, City departments, and state agencies.
- Define problems, collect data, establish fact, and draw valid conclusions.
- Interpret and evaluate information to determine compliance with federal, state, and local regulations pertaining to fire code enforcement.

- Verify, Review and interpret blueprints/work plans related to inspections for compliance.
- Maintain accurate records.
- Prepare clear, concise reports.
- Analyze and interpret reports of a general or technical nature.
- ~~and u~~Use computers applications including word processing, spreadsheets, databases and other electronic mobile devices.
- Safely operate automotive vehicles in the performance of assigned duties.
- Work in confined spaces, climb ladders and scaffolding in accordance with safety standards.
- Work at a height above 8 ft.
- Operate a portable radio and mobile electronic devices.
- Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

Equivalent to the completion of the twelfth grade. An Associate ~~'s of Arts~~ Degree from an accredited college or university in Fire Science, Fire Technology or a closely related field is desired. Successful completion of ~~the following courses~~ Fire Inspector IA, IB, IC, and ID courses (effective August 1, 2013) is highly desirable.

Experience:

Two (2) years of journey-level ~~fire code enforcement~~ experience with a governmental agency or private organization, performing ~~fire safety~~ inspection and enforcement duties related to fire, safety, planning, zoning or building in the area of commercial, industrial, institutional and/or multiple dwelling units.

LICENSE OR CERTIFICATE

Must ~~be able to~~ obtain a valid Fire Inspector I certification through one of the following:

International Code Council (ICC) ~~Fire Inspector I Certification~~

OR

California Office of the State Fire Marshall (OSFM)

OR

National Fire Protection Association (NFPA)

OR

equivalent as defined by the California Office of the State Fire Marshal

by the completion of probation and maintain possession by renewing the certification on or before the upon expiration date.

Fire Prevention Officer/Fire Inspector ~~Certification-I, & II, III~~ Certifications are desirable.

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment.

OTHER REQUIREMENTS

~~Must~~ ~~May be required to~~ pass a thorough background investigation, including an employment physical examination.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 5/10/2012 CSB Resolution #: 44562 Salary Ordinance #:

Exempted: Y N Exemption Resolution #:

Revision Date: // CSB Resolution #:

Re-titled Date: // CSB Resolution #: Salary Ordinance #:

(Previous title(s):)

