

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: April 24, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 34 FY 13/14 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective April 24, 2014.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to read "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Jennifer Johnston, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Chris Trenchel, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 34
Fiscal Year: 2013/2014
Posted Date: 03/27/14
Reposted Date: N/A

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

Item #	Job Code	Title
1	2576	Supervising Clinical Psychologist

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Personnel Analyst, at (415) 557-4926 or by email at Cathy.Abela@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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

**Title: SUPERVISING CLINICAL PSYCHOLOGIST
Job Code: 2576**

INTRODUCTION

Under general direction, plans, organizes, directs, and assumes responsibility for the clinical psychology service of a clinic, hospital, rehabilitation center, or other unit; assigns, maintains standards for, and supervises the work of clinical psychologists in the psychological assessment and treatment of emotionally disturbed, mentally ill, chemically dependent, developmentally delayed children and adults and in the preparation of psychological reports; designs and conducts psychological research; conducts psychological examinations and psychotherapy of difficult cases; when assigned as supervising neuropsychologist, assumes responsibility for the neuropsychology and/or clinical psychology service of a facility, coordinates, directs, and conducts evaluations, treatment planning, and consultations concerning children and adults with neurologic impairment; supervises neuropsychologists and/or clinical psychologists; and performs related duties as required.

DISTINGUISHING FEATURES

The 2576 Supervising Clinical Psychologist is distinguished from the journey-level 2574 Clinical Psychologist in that positions at the supervising clinical psychologist level supervise the development and implementation of clinical psychology and/or neuropsychology programs and supervise the work of clinical psychologists and subordinate staff. It is distinguished from the research psychologist in that research psychologists plan, direct and coordinate psychological research programs and do not have clinical responsibility for patients.

SUPERVISION EXERCISED

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plans, directs and supervises psychological services in a clinic or institution; collaborates with staff in carrying out administrative functions of the unit in directing the flow of work, maintenance of records, collection of statistical data for routine evaluative and research purposes, and coordination of psychological services.
2. Supervises clinical psychologists and psychology interns; conducts staff training programs both within the clinic or unit and for line agency personnel; confers with psychiatrists and other professional staff members regarding cases under diagnosis and treatment; conducts psychological research.
3. Reviews and evaluates social agency, school and court records; secures and assesses psychological, psychiatric, and/or neuropsychological data and case material; consults with social workers, public health nurses, teachers, probation officers, judges, physicians, rehabilitative staff and other professionals in both individual and group conferences.
4. Selects, administers, scores and interprets appropriate psychological tests of intelligence, personality, aptitude, achievement, interest and other specialized areas and conducts diagnostic clinical interviews;

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conducts both individual and group psychotherapy with difficult cases; prepares psychological and/or neuropsychological reports, presenting clinical evaluations, diagnostic test findings, and recommendations for the treatment and rehabilitation of patients.

5. Participates in community programs, serves on committees and advises on topics relating to the activities of the clinic or unit including culturally relevant clinical approaches.

6. When assigned as a supervising neuropsychologist, initiates, plans, and directs neuropsychological services; supervises neuropsychologists and/or clinical psychologists in matters within the scope of their clinical practice and experience; performs the more difficult neuropsychological evaluations; designs and implements behavioral strategies for neurologically impaired individuals; may direct predoctoral and postdoctoral training programs in neuropsychology.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

"The examination announcement shall provide the qualifications ... and other particulars ... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Requires thorough knowledge of: the principles and practices of clinical psychology and psychometry, personality and interpersonal relation dynamics, child and adult psychology; psychotherapeutic methods applicable to emotionally disturbed, mentally ill and chemically dependent children and adults; statistical procedures and research design and methodology; principles of supervision, consultation and collaboration; and program development. When assigned as a supervising neuropsychologist: requires thorough knowledge of the principles of neuropsychological, therapeutic, and rehabilitative methods applicable to neurologically impaired individuals, family members and caregivers.

Ability to: supervise subordinates and programs; diagnose, prevent and treat the more complex psychological problems and mental disorders of individuals and groups; prepare professional case reports, findings and recommendations; design and manage training programs; provide culturally sensitive services. When assigned as supervising neuropsychologist: ability to plan, organize and direct the neuropsychology and/or clinical psychology service of a facility; consult with a multidisciplinary team regarding neuropsychological issues.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Possession of a valid Psychologist license issued by the California Board of Psychology as defined in Chapter 6.6 of the Business and Professions Code, Psychology Licensing Law, Sections 2900-2903, 2914. **AND**

Three (3) Years of experience as a practicing Clinical Psychologist

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LICENSE AND CERTIFICATION

PROMOTIVE LINES

From: 2574 Clinical Psychologist

ORIGINATION DATE:

AMENDED DATE: 8/16/93, 4/22/14

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

BUSINESS UNIT(S): COMMN, SFMTA