

**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: 28
Fiscal Year: 2016/2017
Posted Date: 1/4/2017
Reposted Date: N/A

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

| Item # | Job Code | Title |
|--------|----------|-------------------------------|
| 1 | 2430 | Medical Evaluations Assistant |

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

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

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>.

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
E-File

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

**Title: Medical Evaluations Assistant
Job Code: 2430**

DEFINITION

Under immediate supervision, assists physicians, nurse practitioners, and physicians' assistants in administering a variety of medical tests, ~~in an employee examination facility; performs clerical work in connection with the preparation and maintenance of employee health records; prepares and sets up medical equipment, instruments and supplies; and performs related duties as required.~~

DISTINGUISHING FEATURES

The 2430 Medical Evaluations Assistant is distinguished from ~~2302 Orderly~~ **2303 Patient Care Assistant** and 2312 Licensed Vocational Nurse in that the ~~2430 Medical Evaluations Assistant~~ **latter classifications are clinically licensed** assists medical personnel with medical employment examinations. Such duties include the administration and interpretation of routine medical tests for city and county employees and pre-employees. In contrast, the ~~2302 Orderly and 2312 Licensed Vocational Nurse,~~ **and**, as members of the health care team, ~~and under the direction of Registered Nurses,~~ perform a wider range of health care duties involved in providing direct patient care.

SUPERVISION EXERCISED

May be assigned supervisory duties over other employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

1. Under the direction of physicians, nurse practitioners, and physicians' assistants, administers and evaluates routine medical tests such as, electrocardio-graph, visual acuity, color vision, hearing, blood pressure, urinalysis and temperature.
2. Examines medical history forms for completeness; prepares medical records and forms for examinees; explains medical examination procedures.
3. Posts a variety of information and data in connection with the maintenance of medical records; files medical records and correspondence.
4. Sterilizes needles, syringes and medical instruments; cleans equipment and performs simple maintenance on same; operates a centrifuge and autoclave.
5. Maintains inventories of materials, supplies and equipment.
6. ~~May be assigned supervisory duties over other employees.~~

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

**Title: Medical Evaluations Assistant
Job Code: 2430**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: medical terminology.

Ability and Skill to: keep routine records concerning medical examinations; summarize data in report form; operating routine medical examination equipment such as stethoscopes, audiometers, spirometers, electrocardiograph equipment, and color vision and visual acuity charts.

MINIMUM QUALIFICATIONS

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

Education:

Possession of a recognized Medical Assistant Degree or Certificate.

Experience:

License and Certification:

Possession of a valid Certified Phlebotomy Technician I Certificate, issued by the State of California, Department of Health Services

Substitution:

Any of the following may substitute for the required education:

- Completion of an EMT-P (Emergency Medical Technician/Paramedic) Training Program;
- Completion of a U.S. Military Corpsman Training Program; or
- Completion of an EMT Training Program AND two (2) years of verifiable medical assisting work experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

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

**Title: Medical Evaluations Assistant
Job Code: 2430**

ORIGINATION DATE: 10/31/1966

AMENDED DATE: 9/9/1983; 7/10/2015; 10/27/2015; **01/XX/17**

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

BUSINESS UNIT(S): COMMN SFCCD