

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: July 15, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 23 FY 15/16 (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 July 15, 2016.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "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
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, 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: 23
Fiscal Year: 2015/2016
Posted Date: 09/08/2015
Reposted Date: N/A

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

Item #	Job Code	Title
1	2922	Senior Medical Social Worker

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 Victor Vallejo, Clerk, at (415) 557-4965 or by email at victor.h.vallejo@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>.

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

**Title: Senior Medical Social Worker
Job Code: 2922**

INTRODUCTION

Under direction, provides consultation and may perform the more difficult medical social work duties; acts as an advocate for clients; interprets, implements, and enforces existing legal provisions, policies, rules, regulations, and procedures; conducts mandatory reporting activities; works jointly with team members in assessing patient medical needs, treatment, and the social, emotional, and psychological consequences of illness; performs individual therapy and group therapy; may assign and direct the work of interviewing and investigating clients; reviews cases processed by staff workers; and performs related duties as required.

DISTINGUISHING FEATURES

Class 2922 Senior Medical Social Worker is distinguished from class 2920 Medical Social Worker, which is the journey level classification in the series, in that class 2922 Senior Medical Social Worker may provide clinical supervision over class 2920 Medical Social Workers, performs the more complex and difficult cases and requires licensure as a Clinical Social Worker (LCSW). Class 2922 Senior Medical Social Worker is distinguished from class 2924 Medical Social Work Supervisor in that the class 2924 Medical Social Work Supervisor provides clinical supervision to a group that may include class 2922 Senior Medical Social Workers and class 2920 Medical Social Workers and ancillary staff.

SUPERVISION EXERCISED

May supervise Medical Social Workers and other ancillary staff.

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. May supervise several Medical Social Workers and auxiliary personnel; plans and develops medical social services and assigns staff.
2. Responsible for the more difficult medical social work cases; reviews casework and related records of subordinate Medical Social Workers and ancillary staff; makes corrections and adjustments where indicated.
3. Functions as a member of an interdisciplinary team and collaborates with medical professionals and consultants on various social work case problems and referrals.
4. Carries out, interprets, and enforces existing regulations, legal provisions, policies and procedures to Medical Social Workers, medical vendors and other concerned agents, organizations, and individuals; conducts interviews with Medical Social Workers relative to medical care and treatment of individual cases.
5. Determines and utilizes community resources to benefit medical care patients; monitors

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planning of care of clients.

6. As part of an interdisciplinary team, participates in the preparation and maintenance of individual medical social work case records; prepares or supervises the preparation of periodic performance reports and related statistics.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Social work theories, principles and techniques; Federal, State and local laws, administrative codes, rules and regulations; contemporary medical and psychosocial issues and health trends.

Ability and Skill to: Apply social work methodology; develop and maintain professional working relationships; provide consultation in handling the special and more difficult medical social work cases; perform evaluation and research; written communication skills; oral communication skills; basic computer skills; leadership skills; train, evaluate, and supervise others; be sensitive to cultural diversity.

MINIMUM QUALIFICATIONS

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

Education:

Experience:

Two years post-Master Medical Social Worker experience in a licensed healthcare setting.

License and Certification:

Possession of current Clinical Social Worker licensure (LCSW) issued by the California Board of Behavioral Sciences as required under Title 22, California Administrative Code, Section 70055.

SUPPLEMENTAL INFORMATION

Licensed healthcare setting refers to a licensed hospital, community health center or facility, licensed home health agency, licensed mental health agency, licensed community and ambulatory

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center, and clinics meeting federal, state, and local regulations

PROMOTIVE LINES

FROM: 2920 Medical Social Worker

TO: 2924 Medical Social Work Supervisor

ORIGINATION DATE: 1961

AMENDED DATE: 11/21/02, 07/15/16

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