



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: January 12, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 44 FY 15/16 (copy attached).**

Pursuant to completion of discussion with IFPTE Local 21 regarding this classification action, the classification action contained in the above referenced notice became effective January 12, 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:** 44  
**Fiscal Year:** 2015/2016  
**Posted Date:** 11/09/2015  
**Reposted Date:** 01/04/2016

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

Item #	Job Code	Title
1	2119	Health Care Analyst

**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](mailto: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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at [Rich.David@sfgov.org](mailto:Rich.David@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: 2119**

**Job Code: Health Care Analyst**

**INTRODUCTION**

Under general direction, develops, designs, coordinates and implements a program for health care evaluation for the Department of Public Health, San Francisco General Hospital, Medical Center; works with physicians and other personnel in evaluation studies; gathers, analyzes and documents data; plans remedial action; supervises and reviews the work of technical and clerical assistants engaged in such activities; and performs related duties as required.

**DISTINGUISHING FEATURES**

**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. Organizes and tabulates the data collected for evaluation studies; analyzes data and prepares narrative, statistical reports and presentations documenting the methodology and results of the health audit studies.
2. Initiates, coordinates and attends clinic and departmental evaluation meetings to insure an on-going evaluation process in each department or clinic; works with department and clinic chiefs, head nurses, dentists and other staff; designs audit and evaluation studies, including data collection instruments and sampling procedures.
3. Trains and supervises other staff in data retrieval and trains end users to access, use and understand reports.
4. Works with evaluation committees to develop remedial action plans based on study results; documents all remedial action planning and monitors all implementation.
5. Serves as staff to assigned committees; prepares agendas, minutes; reports developments, results and problems in the program; prepares written reports.
6. Reports orally and in writing to appropriate committees on completed evaluation studies including resulting problems which require action from those committees; attends audit related committees in the state and community and reports findings to appropriate stakeholders.
7. Reviews literature and consults with various evaluation committees on their evaluation activities.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

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

**Title: 2119**

**Job Code: Health Care Analyst**

Knowledge of: program evaluation methods; medical terminology; basic statistics; and quality/operational/financial improvement concepts.

Ability and Skill to: evaluate study topics and prepare study criteria in connection with medical staff committees and department; deal effectively with an inter-disciplinary group of health care providers; analyze, extract and compile data; prepare clear concise narratives, statistical and graphic reports. Skill in interpersonal-relationships; planning and administration: and written and oral communication.

**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:

Requires a baccalaureate degree from an accredited college or university.

Experience:

One year of professional level experience performing analytical work requiring data collection, analysis, evaluation, interpretation, reporting and presentation.

License and Certification:

Substitution:

Additional qualifying experience as indicated above beyond the required may substitute for the educational requirement on a year for year basis; OR

Thirty semester units or forty-five quarter units towards a Master's degree with the completion of 4 courses in Statistics, Biostatistics, Quality Management, Performance Improvement, Organizational Development, Health/Social Policy and/or related course work may substitute for the experience requirement.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:**

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

**Title: 2119  
Job Code: Health Care Analyst**

**AMENDED DATE:** 1/12/16

**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