

**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:** 79  
**Fiscal Year:** 2014/2015  
**Posted Date:** 06/12/2015  
**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](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 Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at [Megan.Siems@sfgov.org](mailto:Megan.Siems@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 Support Services  
Micki Callahan, DHR  
Michael Brown, 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  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, Controller/ Budget Division  
E-File

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

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

**INTRODUCTION**

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 and 2312 Licensed Vocational Nurse in that the 2430 Medical Evaluations Assistant 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, 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**

**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. Under the direction of physicians, nurse practitioners, and physicians' assistants, administers and evaluates routine medical tests such as, electrocardiograph, 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.

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

Requires a good working knowledge of medical terminology.

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

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

Ability to: keep routine records concerning medical examinations; summarize data in report form.

Skill in: 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; OR

Completion of an EMT-P (Emergency Technician/Paramedic) Training Program; OR

Completion of a U.S. Military Corpsman Training Program.

Experience:

~~Requires one year of experience performing the duties of a Medical Evaluations Assistant as described above.~~

License and Certification:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 10/31/66

**AMENDED DATE:** 9/9/1983; 6/xx/2015

**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, SFCCD