

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: March 13, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 25 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 March 13, 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:** 25  
**Fiscal Year:** 2013/2014  
**Posted Date:** 3/4/14  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	2931	Marriage, Family And Child Counselor
2	2935	Senior Marriage, Family & Child Counselor

**For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at [Cathy.Abela@sfgov.org](mailto: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](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 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>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Marriage, Family And Child Counselor  
Job Code: 2931**

**INTRODUCTION**

Under general supervision, makes investigations to determine the eligibility of applicants for psychiatric care and services; evaluates information gained through interviews and collateral sources; makes determination on one of several alternative procedures; completes appropriate forms and documents relating to intake procedures; makes pertinent determinations and recommendations; and performs related duties as required.

Requires responsibility for: carrying out and explaining established methods and procedures to applicants, recipients and others; achieving economies and/or preventing losses through careful and judicious interpretations of various legal provisions, methods and procedures in recommending assistance; making regular contacts with applicants, recipients, families, employees, city departments and outside organizations; gathering, compiling and reviewing important detailed psychiatric, financial, personal and confidential information. Nature of duties involves occasional exposure to accident hazards and disagreeable elements in dealing with mentally ill and emotionally disturbed persons.

**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. Interview applicants, recipients, parents and others concerned for the purpose of Securing information to determine eligibility for psychiatric care and services; evaluates material obtained through interviews and from other sources, including information given directly, together with such factors as appearance and manner, attitude of parents, relatives and others toward the applicant and his problems.
2. On basis of interviews and analyses, decides upon one of several alternative dispositions such as emergency therapy, referral to other staff members for further study, referral to appropriate community resources or assistance on a temporary basis; completes appropriate forms and documents relating to the intake processes.
3. Conducts interviews with parents and children to obtain supplementary information; makes tentative diagnosis to determine need for testing to supplement the diagnosis; decides on one of several alternative dispositions.

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

**Title: Marriage, Family And Child Counselor  
Job Code: 2931**

4. Confers with referring agency or other interested organizations and persons including schools, public health nurses and doctors and with supervisor or other psychiatrists on medical and psychiatric questions relating to evaluation of the patient; prepares related case reports, including all pertinent material.

5. Subsequently follows up on individual patient therapy; establishes positive relationship; assists patient with explanation of diagnosis and causes of difficulties; confers with consulting psychiatrists on treatment; prepares therapy notes on each case and incorporates in case records.

6. Maintains records of all activities relating to patients' care; prepares clinical statistics and compiles periodic reports; participates in periodic staff meetings; confers with supervisor on formulation of policies and procedures; attends conferences with other clinics and agencies.

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

Requires broad knowledge and ability to: Solve problems inherent in the duties and responsibilities of psychiatric welfare work; plan appropriate courses of action as a result of analysis and evaluation of data and other significant factors;

Requires skill and ability to: effect cooperative and effective contacts with associate staff employees and others; deal effectively with patients in the adjustment of problem situations.

**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.*

1. Possession of a valid Marriage and Family Therapist (MFT) issued by the California Board of Behavioral Sciences (BBS); OR
2. Possession of a valid Marriage and Family Therapist Intern (MFT-I) license issued by the California Board of Behavioral Sciences (BBS); OR
3. Possession of a valid Professional Clinical Counselor (LPCC) license issued by the California Board of Behavioral Sciences (BBS); OR
4. Possession of a valid Professional Clinical Counselor Intern (PCCI) license issued by the California Board of Behavioral Sciences (BBS).

**LICENSE AND CERTIFICATION**

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

**Title: Marriage, Family And Child Counselor  
Job Code: 2931**

**PROMOTIVE LINES**

**ORIGINATION DATE:** June 3, 1997

**AMENDED DATE:** March 13, 2014

**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, SFUSD, SFCCD, SFMTA

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

**Title: Senior Marriage, Family & Child Counselor  
Job Code: 2935**

**INTRODUCTION**

Under direction, may supervise several Marriage, Family and Child Counselors (MFCC), and personally performs the more difficult psychiatric case work; assigns and directs work of interviewing and investigation of applicants, patients, and others concerned; reviews psychiatric welfare cases processed by other workers; and performs related duties as required. Requires responsibility for: carrying out, interpreting and enforcing existing legal provisions, policies, methods and procedures in connection with psychiatric welfare work; achieving considerable economies and/or preventing considerable losses through enforcing careful and judicious interpretations of various legal provisions, methods and procedures in approving and recommending assistance; making regular contacts with employees, supervisors, applicants, recipients, their families, city departments, community organizations and others concerned; gathering and checking detailed psychiatric, financial, personal and confidential information. Nature of duties involves normal physical effort and manual dexterity with occasional accident and injury hazards and exposure to disagreeable elements when dealing with mentally ill or emotionally disturbed persons.

**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. Supervises several Marriage and Family Counselors and auxiliary personnel and personally participates in interviewing and diagnosing the more difficult individual cases.
2. Supervises the determining of eligibility of applicants for psychiatric services; ascertains several factors, such as reasons for referral, attitude toward personal problems and demonstrated desire for assistance; obtains history of applicant's growth and development in order to arrive at an understanding of behavioral characteristics; obtains such pertinent information as parental background, relationship between parents and other members in the family group.
3. Evaluates material obtained as a result of interviews and analyses; decides on disposition of each case, including referral to other staff members for further study and recommendations or referral to appropriate community agency; completes appropriate forms and documents relating to the intake process.
4. Treats individual patients on a regular recurrent basis by applying difficult and intensive

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

**Title: Senior Marriage, Family & Child Counselor  
Job Code: 2935**

casework techniques in order to reduce mental and emotional illness; observes patient's condition and reactions especially in suicidal and homicidal cases; determines degree of danger presented to patient and others.

5. Counsels with especially disturbed and difficult patients concerning emotional, economic and personal matters and crisis, to assist in establishing self-control and responsibility; arranges for commitment to hospital or other community agency or resource, based on appraisal of patient's needs.

6. Conducts group psychotherapy in regularly scheduled group interviews in connection 2935 SENIOR MARRIAGE, FAMILY AND CHILD COUNSELOR with administering direct treatment to patients; observes, evaluates and analyses emotional and behavioral changes; determines treatment goals at successive intervals during treatment process.

7. Records basic data pertaining to study and/or treatment of patients on appropriate forms, charts and case histories; prepares written case summaries for purposes of coordinating medical and case-work services in the best interests of the patient and family

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

Requires a broad working knowledge and ability to: solve problems of psychiatric welfare work; plan and direct appropriate courses of action as a result of analyses and evaluation of data and other significant factors; achieve cooperative and effective contacts with staff members and emotionally disturbed patients in the adjustment of problem situations; work closely with and direct several professional and auxiliary employees.

**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.*

1a. Possession of a valid Marriage and Family Therapist (MFT) .license issued by the California Board of Behavioral Sciences (BBS); OR

1.b. Possession of a valid Professional Clinical Counselor (LPCC) license issued by the California Board of Behavioral Sciences (BBS); AND

2. Two (2) years of verifiable experience performing post-Master's psychiatric Marriage, Family and Child Counselor (MFCC), Marriage, Family Therapist (MFT) or Professional Clinical Counselor (LPCC) experience in a psychiatric or medical setting.

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

**Title: Senior Marriage, Family & Child Counselor  
Job Code: 2935**

**LICENSE AND CERTIFICATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** June 3, 1997

**AMENDED DATE:** March 13, 2014

**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, SFUSD, SFCCD, SFMTA