NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: September 26, 2014

Re: Notice of Proposed Classification Actions – Final Notice No. 14 FY 14/15 (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 September 26, 2014.

Micki Callahan
Human Resources Director

by:

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
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: 14
Fiscal Year: 2013/2014
Posted Date: 09/18/2014
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2232</td>
<td>Senior Physician Specialist</td>
</tr>
<tr>
<td>2</td>
<td>2233</td>
<td>Supervising Physician Specialist</td>
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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 Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


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    E-File
INTRODUCTION
Under general direction, performs difficult professional medical work in a recognized medical specialty field, requiring advanced and specialized education, training and experience; may supervise a section or unit of a larger medical facility or program; may supervise other physicians and other professional personnel; may require 24-hour “on-call” availability to unit or section staff; performs related duties as required.

Nature of duties may require sustained physical effort involving manual skill and dexterity, with exposure to some accident and health hazards and disagreeable elements inherent in the specialized field.

DISTINGUISHING FEATURES
The 2232 Senior Physician Specialist is distinguished from the higher level 2233 Supervising Physician Specialist in that the Supervising Physician Specialist assumes executive and/or administrative responsibilities within health programs of the department, whereas the Senior Physician Specialist functions as a highly specialized physician within the field of specialty.

The 2232 Senior Physician Specialist is distinguished from the lower level 2230 Physician Specialist in that the Senior Physician Specialist may supervise the activities of Physician Specialists within the field of specialty and performs more difficult medical work. The 2232 Senior Physician Specialist may also assume a coordinating or leadership role with respect to his or her department of service and the specialty area.

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. As an experienced specialist and active consultant in a recognized medical specialty field, may serve as representative of the specialty program or service; as a senior specialist, may assist in the development and implementation of policies, methods, and procedures within the specialty area; may coordinate the activities of an interdisciplinary team, may proctor and/or supervise the activities of physician specialists, nurses, and ancillary personnel; may play a leadership role in committees, may develop and implement Quality Assurance activities in the specialty area, may prepare or review detailed and complex medical and technical records and reports, and may serve as liaison between the specialty program and other department programs or outside agencies.

2. As a senior family physician, internist or medical subspecialist, evaluates patient signs and
Title: SENIOR PHYSICIAN SPECIALIST
Job Code: 2232

symptoms, reviews laboratory and radiological data, diagnoses complex cases, and institutes treatments as appropriate; serves as a consultant to physician specialists on difficult and complex cases.

3. As a senior surgical specialist or subspecialist, evaluates patient signs and symptoms, reviews laboratory and radiological data, recommends, performs, supervises and consults with other physicians and surgeons on specialized, difficult or complex surgical procedures related to his or her specialty field.

4. As a senior specialist in psychiatry, evaluates, plans and implements treatments, and supervises other psychiatrists or psychiatry trainees in evaluation, planning, and treatment of patients with a variety of psychiatric disorders; actively consults with other psychiatrists and physician specialists; provides expert advice on diagnosis and treatment of particularly difficult or complex cases.

5. As a senior specialist in forensic pathology, performs medicolegal autopsies at the Medical Examiner's office; consults with the district attorney, public defender, police, and others on medicolegal matters; examines victims or suspects for medicolegal purposes; testifies in court and judicial hearings on medicolegal issues.

6. As a senior pediatrician, examines, diagnoses, and treats pediatric patients; supervises and consults with other pediatricians, clinics and agencies on difficult and complex cases.

7. As a senior obstetrician/gynecologist, examines, diagnoses and treats women who are pregnant, who require screening, or who have gynecologic complaints; consults with other obstetrician/gynecologist on difficult and complex cases.

8. As a senior specialist in occupational health, conducts pre-employment physical examinations of candidates for city service; when designated by the Civil Service Commission, assesses medical or physical competence of staff to perform assigned duties; participates in the identification and assessment of occupational hazards and injuries; develops and implements prevention and education strategies; consults with other occupational health specialists, including physicians and other practitioners on difficult and complex cases or health issues.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Highly specialized professional knowledge of a recognized specialty in the field of medicine.

Ability to: make expert diagnoses, interpretations and recommendations on a consultive basis; effectively communicate verbally and in writing; interact effectively with the medical and administrative staff, patients and family members, government officials, community representatives and the general public.

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.
Title: SENIOR PHYSICIAN SPECIALIST  
Job Code: 2232  

Training and Experience:  
Graduation from an approved medical school, possession of an M.D. or D.O. degree, completion of a recognized residency program, and Board certification or eligibility in a specialty area; AND  

Non-Psychiatric Specialties:  
If Board Certified: Two (2) years post-residency experience practicing as a specialist in the respective specialty area; OR  
If Board Eligible: Four (4) years post-residency experience practicing as a specialist in the respective specialty area.  

Psychiatric Specialty:  
Fellowship in a Child Psychiatry program only if working with children and youth.  

LICENSE AND CERTIFICATION  
Possession of a license to practice medicine issued by the California Medical Board and possession of a Board Certificate or Board Eligibility in the respective specialty.  

SUPPLEMENTAL INFORMATION  

PROMOTIVE LINES  

ORIGINATION DATE: 1/4/1978  
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
INTRODUCTION

Under general administrative direction, plans, organizes, directs and is responsible for the operation of a specialty clinic, center program, or other patient care site; may personally diagnose difficult cases and prescribe medical care; may require 24-hour "on-call" availability to unit or section staff; performs related duties as required.

Nature of duties may require sustained physical effort involving manual skill and dexterity, with exposure to some accident and health hazards and disagreeable elements inherent in the specialized field.

DISTINGUISHING FEATURES

The 2233 Supervising Physician Specialist is distinguished from the lower level 2232 Senior Physician Specialist in that the Supervising Physician Specialist assumes major responsibility for a service, program, or clinical unit, including the development and execution of policies for the particular unit or program, supervision and coordination of professional staff development and in-service training programs, achievement of economies by enforcing regulations concerning the proper use and handling of specialized equipment, materials and supplies, maintenance of contacts with specialists and department heads in other fields to obtain their expert advice in difficult medical and related matters, and preparation, review, and approval of medical and technical diagnosis, decisions, records and reports.

The 2233 Supervising Physician Specialist is distinguished from the higher level Medical Director in that positions in the Medical Director class report directly to the Director of Health or Deputy Director of Health and assume ultimate authority for the clinical activities of the medical and support staff within a major bureau or division within the department, whereas the Supervising Physician Specialist typically functions under the direction of a medical director and manages the medical activities performed within a discrete program or unit.

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. Directs and has overall responsibility for the functioning of a specialty clinic, center, program, or other patient care site, including the assignment and supervision of physician specialists, other health professionals, and other staff members.

2. Plans and directs medical staff development and in-service training activities at the facility, division, or program; conducts staff meetings and conferences.

3. Conducts meetings with agency heads and representatives; consults with other agencies on problems and programs pertaining to the specialty; evaluates community needs for specialized
services and plans accordingly.

4. Provides medical treatment in particularly difficult and complicated cases; evaluates facility, division, or program operations and efficiency.

5. May develop and manage a budget for a clinic or program.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Highly specialized professional knowledge of the modern practices and procedures in the field of the appropriate medical specialty; knowledge of supervisory, administrative, and budgetary principles and practices.

Exceptional skill and ability to: make expert diagnoses, interpretations and recommendations on a consultative basis and to organize, direct and coordinate the activities of personnel engaged in clinical treatment and services.

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.

Training and Experience:

Graduation from an accredited medical school and possession of an M.D. degree or D.O. degree, completion of a recognized residency program, and Board certification or eligibility in a specialty area; AND

If Board Certified: Three (3) years of professional experience in a recognized medical specialty appropriate to the assigned facility or division, including two years of supervisory experience with administrative experience preferred; OR

If Board Eligible: Five (5) years of professional experience in a recognized medical specialty appropriate to the assigned facility or division, including two years of supervisory experience with administrative experience preferred; or an equivalent combination of training and experience.

LICENSE AND CERTIFICATION

Possession of a license to practice medicine issued by the California Medical Board and Board Eligibility or Certification in the appropriate medical specialty area.

SUPPLEMENTAL INFORMATION
Title: SUPERVISING PHYSICIAN SPECIALIST
Job Code: 2233

PROMOTIVE LINES

ORIGINATION DATE: 4/10/1972
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