NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: October 20, 2014
Re: Notice of Proposed Classification Actions – Final Notice No. 17 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 October 20, 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
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: 17
Fiscal Year: 2014/2015
Posted Date: 10/09/2014
Reposted Date: 

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

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<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>2574</td>
<td>Clinical Psychologist</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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    Theresa Kao, Controller/ Budget Division
    E-File
Title: Clinical Psychologist  
Job Code: 2574

INTRODUCTION

Under general supervision, conducts professional-level work in clinical psychology; carries out psychodiagnostic examinations and psychotherapy of emotionally disturbed, mentally ill, chemically dependent and developmentally delayed children and adults; prepares psychological reports; provides psychological consultation services; participates in psychological research; when assigned as a neuropsychologist, conducts professional-level work in neuropsychology; carries out neuropsychological examinations of neurologically impaired and mentally ill children and adults; prepares neuropsychological reports; provides neuropsychological consultation to a multidisciplinary team; and performs related duties as required.

DISTINGUISHING FEATURES

Class 2574 Clinical Psychologist performs journey-level professional duties and responsibilities in the field of clinical psychology and/or neuropsychology. Class 2574 Clinical Psychologist is distinguished from class 2576 Supervising Clinical Psychologist in that class 2576 supervises clinical psychological and/or neuropsychological services in a clinic or institution and supervises the work of clinical psychologists and subordinate staff. It is distinguished from class 2575 Research Psychologist in that research psychologists plan, direct and coordinate research programs and do not have clinical responsibility for patients.

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. Conducts individual and group psychotherapy with children and adults; prepares psychological reports presenting diagnostic findings, interview findings, clinical evaluations, and recommendations for the treatment and rehabilitation of children and adults.

2. Selects, administers, scores and interprets appropriate psychological tests of intelligence, personality, aptitude, achievement, interest and other specialized areas and conducts diagnostic clinical interviews with emotionally disturbed, mentally ill, chemically dependent and retarded children and adults to assess their problems and assist them in overcoming their difficulties; participates in psychological research.

3. Reviews and evaluates social agency, school and court records; secures and assesses psychological, psychiatric and/or neuropsychological data and case material; consults with social workers, public health nurses, teachers, probation officers, judges, physicians, rehabilitative staff and other professionals in individual and group conferences regarding cases under diagnosis and treatment.

4. Provides case management services to ensure coordinated care and maximize stability of
environment to maintain client in community.

5. Provides education, consultation and information to community groups on child and adult adjustment problems, mental illness, chemical dependence, culturally relevant services, and other topics.

6. Supervises psychology interns and subordinate clinical staff not including class 2574 Clinical Psychologist; conducts staff training programs both within the clinic or unit and for line agency personnel.

7. Participates in the planning, development and execution of psychological training internships, and postdoctoral traineeships under supervision of a supervising psychologist.

8. When assigned as a neuropsychologist, conducts neuropsychological test evaluations to aid in neurologic diagnosis; determines appropriate therapeutic, rehabilitative, or counseling strategies for neurologically impaired individuals; prepares written reports of results of neuropsychological test evaluations; serves as a consultant to a multidisciplinary team; works with family members and caregivers regarding management of the neurologically impaired individual; may assist in training activities to upgrade skills of other psychologists and psychology interns in performing neuropsychological duties.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of principles of clinical psychology, psychometry and personality; psychotherapeutic methods applicable to emotionally disturbed, mentally ill and chemically dependent children and adults; statistical and research methodology. When assigned as a neuropsychologist: principles of neuropsychology, therapeutic and rehabilitative methods applicable to neurologically impaired individuals, family members and caregivers.

Ability to: effectively carry out standard methods, procedures and techniques of clinical psychology including diagnosis, prevention, and treatment of psychological problems, mental disorders and chemical dependence of individuals and groups; prepare professional case reports of findings and recommendations; interact with a multidisciplinary team: provide culturally sensitive services. When assigned as a neuropsychologist: formulate and recommend rehabilitation strategies and design remedial cognitive and behavioral interventions; assess and treat neuropsychologically impaired individuals and consult with a multidisciplinary team regarding neuropsychological issues.

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.

Possession of a valid license as a Psychologist issued by the California Board of Psychology as defined in Chapter 6.6 of the Business and Professions Code; Psychologist Licensing Law, Sections 2900-2903, 2914.
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Clinical Psychologist
Job Code: 2574

LICENSE AND CERTIFICATION

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 10/5/1961
AMENDED DATE: 8/16/1993; 10/20/2014
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, SFMTA