NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: October 30, 2014
Re: Notice of Proposed Classification Actions –Final Notice No. 20 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 30, 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: 20
Fiscal Year: 2014/2015
Posted Date: 10/22/2014
Reposted Date:

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>2930</td>
<td>Psychiatric Social Worker</td>
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<tr>
<td>2</td>
<td>2932</td>
<td>Senior Psychiatric Social Worker</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.


cc: All Employee Organizations
    All Departmental Personnel Officers
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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, their families and others concerned, also with employees, other 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. Interviews 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.
Title: Psychiatric Social Worker  
Job Code: 2930

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.

1a. Possession of a valid Licensed Clinical Social Worker (LCSW) license issued by the California Board of Behavioral Sciences (BBS) OR
1b. Current registration as an Associate Social Worker (ASW) license issued by the California Board of Behavioral Sciences (BBS); OR
1c. Possession of a valid Marriage and Family Therapist (MFT) license issued by the California Board of Behavioral Sciences (BBS); OR
1d. Possession of a valid Marriage and Family Therapist Intern (MFTI) license issued by the California Board of Behavioral Sciences (BBS); OR
1e. Possession of a valid Professional Clinical Counselor (LPCC) license issued by the California Board of Behavioral Sciences (BBS); OR
1f. Possession of a valid Professional Clinical Counselor Intern (PCCI) license issued by the California Board of Behavioral Sciences (BBS).

LICENSE AND CERTIFICATION
Title: Psychiatric Social Worker
Job Code: 2930

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE: 10/30/2014

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
INTRODUCTION

Under direction, may supervise several psychiatric social workers and personally performs the more difficult psychiatric case work; assigns and directs work of interviewing and investigating 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, other 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 element 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 psychiatric social workers 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 some appropriate community agency; completes appropriate forms and documents relating to the intake processes.

4. Treats individual patients on a regular recurrent basis by applying difficult and intensive
Title: Senior Psychiatric Social Worker  
Job Code: 2932

casework techniques in order to reduce mental and emotional illness; observes patient's condition and reactions especially in suicidal aid 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 reestablishing 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 with administering direct treatment to patients; observes, evaluates and analyzes 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 his family.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a broad working knowledge and ability to: solve problems inherent in the duties and responsibilities 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.

1.a. Possession of a valid Licensed Clinical Social Worker (LCSW) license issued by the California Board of Behavioral Sciences (BBS) OR

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

1.c. 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 post-Master’s psychiatric Marriage, Family and Child Counselor (MFCC), Marriage, Family Therapist (MFT), Clinical Social Worker (LCSW) or Professional Clinical Counselor (LPCC) experience in a psychiatric or medical setting.
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Psychiatric Social Worker
Job Code: 2932

LICENSE AND CERTIFICATION

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE: 10/30/2014

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