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:** 49

**Fiscal Year:** 2014/2015

**Posted Date:** 12/21/2012

**Reposted Date:** N/A

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

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>2324</td>
<td>Nursing Supervisor</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
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
INTRODUCTION

Under general supervision, directs the professional nursing and auxiliary staff of a number of patient-care units; plans and directs activities to provide maximum care within the limits of budgetary provisions; participates in guidance, educational and in-service training; directs procurement of supplies and equipment; coordinates services with those of other departments; engages in research activities to improve nursing services and patient care; and performs related duties as required.

Requires responsibility for: carrying out, interpreting, coordinating and enforcing existing policies, methods and procedures pertaining to hospital nursing services; achieving considerable economies and preventing considerable losses through enforcement of proper use and handling of hospital equipment, materials and supplies; making regular contacts with professional nursing and auxiliary personnel, physicians and persons in other departments concerning general nursing matters, and with relatives and visitors of hospital patients; checking and reviewing detailed reports and medical records of patients in assigned wards/units/departments/divisions. Nature of duties requires sustained physical effort with occasional exposure to minor accident or health hazards or several disagreeable elements inherent in general hospital ward services and patient care.

DISTINGUISHING FEATURES

This class is responsible for directing 2322 Nurse Managers, 2320 Registered Nurses, and ancillary staff within a broader range of patient care responsibility in a unit, department and/or division. They are distinguished from the higher level 1165 Manager, Department of Public Health in that the latter is the highest level of healthcare, clinical and medical management and assume primary responsibility for diverse and complex functions at the Department of Public Health. Class 2324 Nursing Supervisor is distinguished from class 2322 Nurse Manager in that the latter is responsible for highly specialized functions requiring clinic expertise or administrative responsibilities for the clinical management of a program or group of assigned staff.

SUPERVISION EXERCISED

Incumbents direct the professional nursing and administrative activities of Nurse Managers, Registered Nurses, and ancillary staff in an assigned area.

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 supervises the professional nursing staff and auxiliary personnel engaged in rendering patient care in various assigned wards/units/departments/divisions; prepares work schedules, makes assignments and supervises activities and evaluates work performance.

2. Coordinates services rendered with those of other departments; checks each ward unit/department/division to assure compliance with instructions.

3. Checks Supervises assigned personnel in wards/units/departments/divisions supervised;
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Nursing Supervisor
Job Code: 2324

prepares and reviews related time and work performance reports and makes changes in personnel assignments as required or as directed by superior.

4. Personally makes periodic routine ward/department/division visits; confers with head nurse managers and general duty staff nurses concerning all new patients; makes bedside visits to all seriously and critically ill patients; discusses specific problems with assigned nurses or physicians.

5. Investigates complaints of patients and staff members; resolves difficulties or refers same to superior executive leadership; utilizes and makes interpretations of existing policies as related to nursing care in specific departments; reports unusual occurrences to superior; strives to establish and maintain good relations and good morale among all assigned personnel.

6. Participates in planning and cooperating-coordinating with other hospital department personnel in order to promote and provide maximum patient care; maintains high quality of in-service training and adequacy of training materials in order to insure continuous best performances.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires advanced working knowledge of: the field of general nursing theory and practice and its application and understanding to achieve best patient care; the principles, methods and procedures involved in planning, organizing and directing a staff of professional nurses and auxiliary personnel; nursing and health care management theory to set goals, objectives and priorities.

Requires exceptional ability to: and skill in the organization and direction of all hospital activities in the assigned area and in carrying out and enforcing the established policies, regulations and procedures; identify and analyze problems, gather relevant data, implement appropriate action and evaluate the effectiveness of decisions; maintain accurate records; serve on committees to assist in planning, formulating, and executing policies, procedures, and programs; participate in budgetary and quality assurance processes.

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:

Requires completion of high school supplemented by graduation from Possession of a baccalaureate degree in Nursing from an accredited school of nursing college or university.

Experience:

Requires at least three Two (2) years of experience, within the last five (5) years, in a designated nursing supervisory (e.g. nurse manager or charge nurse) or administrative leadership/support role in the appropriate specialty.
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as a registered nurse, including at least one year as a head nurse or an equivalent combination of training and experience.

License and Certification:

Possession of a valid certificate as a registered nurse issued by the California State Board of Registered Nursing examiners.

Substitution:

Three (3) years (equivalent to 6,000 hours) of additional nursing supervisory experience beyond the required may substitute for the education requirement.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: Assistant Director of Nursing
From: Head Nurse Manager

ORIGINATION DATE:

AMENDED DATE:

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