



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

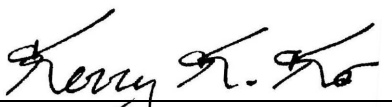
**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date April 17, 2009

Re: **Notice of Proposed Classification Actions – Final Notice No. 27 FY 2008/2009 (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 April 9, 2009.

Micki Callahan
Human Resources Director

by: 
Kerry Ko
Deputy Director
Human Resources

- cc: All Employee Organizations
- All Departmental Personnel Officers
- _____ (contact person @ dept)
- John Leon, DHR
- Linda Cosico, DHR
- Micki Callahan, DHR
- Steve Ponder, ERD
- Christina Fong, ERD
- Rich David, ERD
- Carmela Villasica, ERD
- Anita Sanchez, CSC
- Harvey Rose, Budget Analyst
- Tinhha Luong, CON
- Ron Bladow, MTA
- Johnny Zabala, CON
- RAS Team Leader(s)
- DHR Support Services
- File



**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 27
Fiscal Year: 2008/2009
Posted Date: April 01, 2009

***RETITLE AND AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)***

Item #	DEPT/ DIVISION	From	To
1	DPH	2303 Mental Health Rehabilitation Worker	2303 Patient Care Assistant

For additional information regarding the preceding proposed actions, please contact, Lillian Chow at 557-4926

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor.

cc: All Employee Organizations
All Departmental Personnel Officers
Regina Tharayil, MTA
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, ERD
Carmela Villasica, ERD
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, ERD
Steve Ponder, ERD
File

Department of Human Resources

Patient Care Assistant (#2303)

\$18.88-\$22.89 Hourly / \$3,272.00-\$3,967.00 Monthly / \$39,260.00-\$47,606.00 Yearly



[Email Me when a Job Opens for the above position\(s\)](#)

Definition

Under direct supervision of a licensed nurse, the Patient Care Assistant (PCA) performs a variety of routine duties involving care of medically or mentally ill acute or sub-acute patients; performs direct patient care; observes and reports changes in the behavior and physical status of patients; provides a clean and safe environment; and performs related duties.

Distinguishing Features

The Patient Care Assistant is distinguished from the 2305 Psychiatric Technician and 2312 Licensed Vocational Nurse in that the Psychiatric Technician and the Licensed Vocational Nurse must possess a license from the accrediting body and they perform higher level paraprofessional functions including the administration of medication within their scope of practice. The Patient Care Assistant must possess a Certified Nursing Assistant Certificate. The Patient Care Assistant is distinguished from class 2430 Medical Evaluations Assistant in that the Medical Evaluations Assistant assists medical personnel with medical employment examinations.

Supervision Exercised

None.

Examples of 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 class(es) and are not intended to be an inclusive list.

1. Under direct supervision, and as part of the treatment team, provides routine patient care in accordance with established policies, procedures and standards.
2. Establishes and maintains a therapeutic and/or medical relationship with patients.
3. As appropriate, reviews patient's admission documentation and notes pertinent facts regarding diagnoses and treatment history. Documents care according to department standards.

4. Maintains constant and continuous communication with medical providers and staff.
5. As directed by licensed staff; reviews and implements treatment plans, and provides one-to-one care when essential to treatment plans.
6. Observes, records and reports patient medical, social and psychiatric behavior and physical conditions.
7. Participates in multidisciplinary team meetings and treatment planning by reporting observations and concerns and by asking questions.
8. Attends and participates in patient groups, case conferences, staff meetings and in-service training programs.
9. As assigned, completes procedures and specimen collection including phlebotomy.
10. Adheres to health, safety, and infection control policy and resource utilization.
11. Manages work time effectively, efficiently and productively.
12. Performs other related duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: patient aide duties, principles, legal requirements of care and treatment tools for medically and mental ill acute and sub-acute patients.

Ability to: assist patients of diverse backgrounds; work under occasional stress; understand and follow written and oral instructions and procedures; and communicate with patients and staff.

Experience and Training

1. Six months of experience as a health care worker within the last five (5) years working in a health care setting; AND
2. Possession of a current Certified Nursing Assistant Certificate.

Notes:

Possession of a Certified Phlebotomy Technician 1 (CPT-1) Certificate, issued by the State of California Department of Health Services, is required for those positions that perform phlebotomy.

Possession of a valid Cardiopulmonary Resuscitation (CPR) Certificate is required for some positions.

License or Certificate

Possession of a current Certified Nursing Assistant (CNA) certificate.

Disaster Service Workers

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.