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: 54  
Fiscal Year: 2014/2015  
Posted Date: 04/03/2015  
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>2390</td>
<td>Central Processing and Distribution Technician</td>
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<tr>
<td>2</td>
<td>2392</td>
<td>Senior Central Processing and Distribution Technician</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, performs a variety of duties in the Central Processing and Distribution Department or ancillary units of a hospital or other medical service facility; prepares, processes, cleans, sterilizes, packages, maintains, dispenses and distributes equipment, supplies and materials; operates specialized processing equipment; advises hospital personnel on Central Processing and Distribution operations; and performs related duties as required.

Requires responsibility for: following established methods and procedures relating to Central Processing and Distribution duties; preventing losses through proper handling of equipment, supplies and materials; maintaining related records and files; making contacts with hospital personnel. Nature of duties requires: some physical effort and dexterity in use of fingers and hands with some exposure to abrasion, cuts or bruises and to come disagreeable elements inherent in handling hospital equipment, supplies and materials.

DISTINGUISHING FEATURES

The 2390 Central Processing and Distribution Technician is distinguished from the 2392 Senior Central Processing and Distribution Technician in that the latter functions as the first-line supervisor.

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. In accordance with the principles of aseptic technique, disassembles, inspects, prepares and decontaminates instruments, equipment, supplies and materials in the Central Processing and Distribution Department.

2. Assembles for sterilization linen and instrument packs, trays and other items used in the operating room or in other areas of the hospital; inspects them for size, weight, density and wrapping.

3. Wraps, marks, dates, labels, inspects and rotates equipment, supplies and materials; sorts, inspect, repairs and folds surgical linen and other special surgical items; wraps linen packs for sterilization.

4. Operates autoclaves, steam and gas sterilizers and other processing equipment; conducts spore tests; maintains related records and files; as necessary, arranges for repairs of equipment with 2392 Senior Central Processing and Distribution Technician.

5. Stocks shelves with items and maintains predetermined inventory levels; identifies patient-chargeable items and verifies patient-care unit conformity to charging procedures.
Title: Central Processing and Distribution Technician  
Job Code: 2390

6. Dispenses and distributes equipment, supplies and materials from the Central Processing and Distribution Department to patient-care units, clinics and services; loads, cleans and inspects distribution carts; returns used non-disposable items to Central Processing and Distribution Department for recycling.

7. Advises hospital staff on the use of equipment, supplies and materials; suggests possible substitute items in the event of supply shortages.

8. Maintains clean and orderly work areas in the Central Processing and Distribution Department including checking the cleanliness of sterilizers on both a daily and periodic basis.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires working knowledge and understanding of the methods, procedures and purposes of Central Processing and Distribution operations; the basic principles of microbiology, aseptic and sterilization techniques; methods and procedures of ordering and stocking supplies, and considerable knowledge of the uses, parts and materials of a wide variety of medical instruments and devices.

Requires ability and skill to perform duties accurately and independently; to establish priorities and determine work schedules; to exercise judgement in identifying and appropriately referring problems; and to relate well to hospital employees and staff.

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;

**Experience:**

supplemented by one year of experience in a Central Processing and Distribution service; or an equivalent combination of training and experience, successful completion of an approved training program in central processing and distribution procedures and techniques is desirable.

**License and Certification:**

Possession of a valid Central Service Certificate or a Sterile Processing and Distribution Technician Certificate issued by one of the following:

1) International Association of Healthcare Central Service Material Management (IAHCSMM) or  
2) Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)
Title: Central Processing and Distribution Technician
Job Code: 2390

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2392 Senior Central Processing and Distribution Technician

From: Entrance Examination

Abolishes: 2506 Central Supply Room Aide

ORIGINATION DATE: 1/3/1977

AMENDED DATE: 4/xx/2015

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 direction, is responsible to the 2394 Central Processing and Distribution Supervisor for immediate supervision of an entire shift or departmental unit operations and work assignments in the Central Processing and Distribution Department on one shift, or for supervision of operations and work assignments in a major Central Processing and Distribution subdivision, such as: decontamination, preparation, sterile storage and distribution; relieves the 2394 Central Processing and Distribution Supervisor as necessary; provides advice and consultation to patient care units, clinics and special services personnel regarding Central Processing and Distribution operations; and performs related duties as required.

Nature of duties requires: some physical effort and dexterity in use of fingers and hands with some exposure to abrasion, cuts or bruises and to some disagreeable elements inherent in the inspection and handling of hospital equipment, materials, and supplies.

DISTINGUISHING FEATURES

In addition to performing highly specialized procedures, the 2392 Senior Central Processing and Distribution Technician functions as a first-line supervisor. The 2392 Senior Central Processing and Distribution Technician classification differs from that of the 2390 Central Processing and Distribution Technician in the higher level of responsibility and the independence of judgement exercised. Furthermore, the 2392 Senior Central Processing and Distribution Technician differs from the 2394 Central Processing and Distribution Supervisor that the latter classification is responsible for the overall operation of the Central Processing and Distribution System.

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. Functions as an immediate supervisor in operations, planning and supervision in a large 24-hour, seven-day Central Processing and Distribution Department or of one or more of its sub-units: acts as Central Processing and Distribution Supervisor in the Supervisor's absence. Duties and responsibilities as immediate supervisor include: assigning, inspection and reviewing the work of subordinates; supervising the keeping of records regarding time consumed, work done and inventories on hand; ensuring adequate staff coverage on a daily basis, including keeping daily time records on all personnel; and participation in consultations about and evaluations of subordinate personnel.

2. Trains all new personnel in methods, procedures and techniques of Central Processing and Distribution operations; writes or participates in the writing of procedural manuals; provides continuing on-the-job training to refresh or improve subordinates' skills or to introduce new methods, procedures and techniques of operation; serves as a resource to 2390 Central Processing and
Distribution Technicians. May assist the 2394 Central Processing and Distribution Supervisor in planning and conducting formal and informal training and/or orientation courses.

3. Solves emergency and complex problems of Central Processing and Distribution operations; advises medical, nursing and other hospital staff on the uses of equipment, supplies and materials; suggests possible substitutes in the event of supply shortage.

4. Performs highly specialized procedures, such as cardio-cath and cardiopulmonary processing; assumes special responsibilities in such areas as preparation, dispatching and recording of cultures, and tallying and recording various Central Processing and Distribution usage reports.

5. May perform any duties of the 2390 Central Processing and Distribution Technician as necessary.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires thorough understanding of the methods, procedures and processes used in Central Processing and Distribution: the principles of microbiology, aseptic technique and sterilization; principles of inventory control; the materials, parts and functions of a wide variety of complex medical instruments and devices; and principles and practices and administration and supervision.

Requires skill and ability to supervise and instruct a number of subordinate employees in detailed methods and procedures and to effectively engage in operations planning.

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

Experience:

supplemented by three–Two (2) years of verifiable experience in a hospital or medical facility stocking, sterilizing and dispensing patient care equipment, supplies and materials, in a Central Processing and Distribution Department and successful completion of an approved training course or training and Distribution Procedures and techniques and administrative and/or supervisory course work; or an equivalent combination of training and experience.

License and Certification:

Possession of a valid Central Service Certificate or a Sterile Processing and Distribution Technician Certificate issued by one of the following:

1) International Association of Healthcare Central Service Material Management (IAHCSMM) or
Title: Senior Central Processing and Distribution Technician  
Job Code: 2392

2) Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To——: To be determined

From : 2390 Central Processing and Distribution Technician

Abolishes: 2508 Central Supply Room Assistant Supervisor

ORIGINATION DATE: 1/3/1977

AMENDED DATE: 4/xx/2015

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