NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: May 21, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 64 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 May 21, 2015.

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
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
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: 64  
Fiscal Year: 2014/2015  
Posted Date: 05/14/2015  
Reposted Date: N/A

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):  
(Job specification(s) attached)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Former Title</th>
<th>New Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2413</td>
<td>Public Health Team Leader</td>
<td>Behavioral Health Team Leader</td>
</tr>
</tbody>
</table>

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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INTRODUCTION

Under general supervision, supervises employees performing a variety of patient care duties involving management and care of mentally ill patients; personally performs difficult and responsible patient care duties; and performs related duties as required.

DISTINGUISHING FEATURES

The Behavioral Health Team Leader is distinguished from Licensed Vocational Nurse, Licensed Psychiatric Technician, and Mental Health Rehabilitation Worker in that the Behavioral Health Team Leader has first line supervisory responsibility over those classes.

SUPERVISION EXERCISED

This class is a first line supervisor responsible for providing leadership on clinical standards for Mental Health Rehabilitation Workers, Licensed Vocational Nurses and Licensed Psychiatric Technicians.

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 a variety of patient care duties involving management and care of mentally ill clients; assists in evaluation of staff and program needs.
2. Participates in establishing clinical standards; inputs on unit issues.
3. Makes shift assignment and evaluates quality and completeness of work.
4. Provides direct care in accordance with established policies, procedures, and standards of care.
5. Identifies, monitors, observes, records and reports client's physical and psychological condition and behavior.
6. Establishes and maintains therapeutic relationships with clients and those persons significant to them.
7. Assists clinicians in the implementation of therapeutic and diagnostic treatment and procedures.
8. Administers medications using appropriate interventions.
9. Observes, notes, and reports the effects and side effects of medications.
10. Conducts in-service training programs.
Title: BEHAVIORAL HEALTH TEAM LEADER  
Job Code: 2314

12. Obtains and transports laboratory specimens.
13. Performs other duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: requires knowledge of the principles of supervision, basic Psychopathology, principles and legal requirements of the care of mental health patients, current therapeutic techniques and pharmacology.

Ability to: perform basic nursing procedures, work under occasional stress, and work cooperatively with others; communicate orally and in writing.

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:

Experience:

Two years’ experience as a Licensed Psychiatric Technician or a Licensed Vocational Nurse providing psychiatric nursing care in a skilled facility or psychiatric acute care setting or related mental health setting.

License and Certification:

Requires current license as a Licensed Vocational Nurse or Licensed Psychiatric Technician.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 8/5/1996

AMENDED DATE: 5/21/15

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