NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: June 4, 2015
Re: Notice of Proposed Classification Actions –Final Notice No. 68 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 June 4, 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: 68
Fiscal Year: 2014/2015
Posted Date: 05/21/2015
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>2594</td>
<td>Employee Assistance Counselor</td>
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<tr>
<td>2</td>
<td>2595</td>
<td>Senior Employee Assistance Counselor</td>
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</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.


cc: All Employee Organizations
    All Departmental Personnel Officers
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    Alex Koskinen, Controller/ Budget Division
    E-File
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Employee Assistance Counselor
Job Code: 2594

INTRODUCTION
Under general supervision, provides clinical assessment, short term counseling and referral of City and County employees experiencing difficulties related to personal or work-related problems, such as stress, depression, anxiety, substance abuse, emotional concerns or relationship issues; conducts seminars, trainings, and consultations on issues related to personal and organizational wellness; prepares records and reports; and performs related duties as required.

DISTINGUISHING FEATURES
The 2594 Employee Assistance Counselor is distinguished from the higher level 2595 Senior Employee Assistance Counselor in that the former provides direct services to clients and organizational wellness services under the supervision and direction of the Senior Employee Assistance Counselor,

SUPERVISION EXERCISED
None

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. Provides clinical assessment, short-term counseling and referral services to employees of the City and County who are experiencing difficulties related to personal or work-related problems, such as stress, depression, anxiety, substance abuse, emotional concerns or relationship issues; provides counseling of family members and significant others as appropriate

2. Consults with supervisors, managers, human resource professionals, clinical specialists, and union representatives regarding employee issues in conformance with program and confidentiality policies; recommends specific methods or techniques to resolve performance problems including appropriate supervisory interventions

3. Facilitates seminars and trainings for employees and management on personal, interpersonal and organizational issues such as the effective management of stress, anger and emotions, workplace negativity and dealing with difficult people.

4. Assists in evaluation efforts to determine the effectiveness of services provided.

5. Educates employees, supervisors and managers regarding EAP service offerings, how to access services, early identification of personal and workplace problems, and referrals to the program.

6. Provides trauma response, crisis intervention and mediation/conflict resolution services as requested.
Title: Employee Assistance Counselor  
Job Code: 2594

7. Collects client and program data for tracking, conducts analysis, and prepares related records and reports as requested.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Drug-Free Workplace provisions; FMLA, EEO and ADA provisions, principles of behavioral health, substance abuse, mental health and dual diagnosis.

Ability to: assess scope of problems related to performance difficulties and plan an appropriate course of action; facilitate seminars and trainings on issues related to personal and organizational wellness, prepare clear and concise reports; and communicate effectively both verbally 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:

Three (3) years of clinical experience post-licensure

License and Certification:

Possession of a current unrestricted Behavioral Health license in the State of California (LPC, LCSW, MFT, PsyD, PhD)

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2595 Senior Employee Assistance Counselor

ORIGINATION DATE: 1/8/1987

AMENDED DATE: 6/4/2015

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, SFMTA
Title: Senior Employee Assistance Counselor  
Job Code: 2595

INTRODUCTION

Under direction the Senior EAP Counselor provides direction and supervision to a team of counselors providing organizational wellness services and engaged in direct client counseling; provides clinical assessments, short-term counseling, and referral of City and County employees experiencing difficulties related to personal or work-related problems; conducts seminars, trainings, and consultations on issues related to personal and organizational wellness; prepares records and reports; and performs related duties as required.

DISTINGUISHING FEATURES

The 2595 Senior Employee Assistance Counselor is distinguished from the lower level 2594 Employee Assistance Counselor in that the former provides professional direction and supervision to a team of journey level Employee Assistance Counselors and handles more complex organizational and clinical issues.

SUPERVISION EXERCISED

Supervises 2594 Employee Assistance Counselors.

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. Participates in the selection of, trains and evaluates a team of journey level counselors

2. Provides clinical assessment, short-term counseling, and referral of City and County employees experiencing difficulties related to personal or work-related problems, such as stress, depression, anxiety, substance abuse, emotional concerns or relationship issues; provides counseling to family members and significant others as appropriate.

3. Educates employees, managers, supervisors, and union personnel regarding employee assistance program service offerings, how to access services, early identification of personal and workplace problems, and referrals to the program; directs the development of programs, resources, and EAP initiatives.

4. Provides consultation to managers, supervisors, union personnel, human resources professionals, clinical specialists, and family members regarding specific issues of individual employees in conformance with program and confidentiality policies; recommends specific methods or techniques for resolving performance problems, including appropriate managerial and supervisory interventions.

5. Directs development of, creates, and facilitates seminars and trainings to employees and management on personal, interpersonal and organizational issues such as the effective management of stress, anger and emotions, workplace negativity and dealing with difficult
Title: Senior Employee Assistance Counselor  
Job Code: 2595

6. Provides crisis intervention, trauma response, and mediation/conflict resolution services as necessary. 7. Leads evaluation efforts to determine the effectiveness of the overall program and specific services provided and prepares the reports.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires comprehensive knowledge of: Drug-Free Workplace provisions; FMLA, EEO and ADA provisions, principles of behavioral health, substance abuse, mental health and dual diagnosis; EAP

Requires the ability to: assess scope of problems related to performance difficulties and plan an appropriate course of action; facilitate seminars and trainings on issues related to personal and organizational wellness; supervise journey level EAP counselors; prepare clear and concise reports; and communicate effectively, both verbally 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:

Five (5) years of clinical experience post-licensure, three (3) of which must have been in or for an employee assistance program.

License and Certification:

Possession of a current unrestricted Behavioral Health license in the State of California (LPC, LCSW, MFT, PsyD, PhD)

Certification as a Certified Employee Assistance Professional (CEAP)

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
Title: Senior Employee Assistance Counselor
Job Code: 2595

ORIGINATION DATE: 1/8/1987
AMENDED DATE: 6/4/2015

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, SFMTA