

City and County of San Francisco



Department of Human Resources

Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

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

Date July 30, 2008

Re: **Notice of Proposed Classification Actions – Final Notice No. 5 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 July 23, 2008.

Micki Callahan  
Human Resources Director

by:

A handwritten signature in black ink, appearing to read "Kerry Ko", written over a horizontal line.

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

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Health Program Coordinator III**  
**Job Code: 2593**

**INTRODUCTION**

Under direction, performs difficult and complex administrative tasks associated with one or more health programs.

Requires responsibility for: program planning and evaluation; supervision and training of staff; developing and monitoring the program budget; providing technical assistance on grant and contract development; providing consultation to community groups; providing liaison between the assigned program(s), outside agencies and other departments/programs; and assisting in the development of protocols, policies, procedures and other assignments related to the development and coordination of community health programs. Performs other duties as required.

**DISTINGUISHING FEATURES**

The 2593 Health Program Coordinator III is distinguished from the Class 2591 Health Program Coordinator II by a higher level of program responsibility (scope or budget), greater independence, more complexity, and/or a wider range of administrative tasks. It is distinguished from classes in the Health Educator series because Health Program Coordinator classes focus on the coordination, administration, evaluation and operation of health programs whereas Health Educator classes are primarily responsible for the educational content and promotion of health programs in either a specialized program area or in a public health district center. It is distinguished from classes in the Health Program Planner series which primarily identify and analyze community and health needs, develop health programs and conduct policy analysis, but do not coordinate and administer the planning, execution and evaluation of the work of health care providers, facilities, agencies or community groups.

**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. Coordinates the development of various health services and programs and the planning, execution and evaluation of the work of the facilities, agencies or community groups with which they work.
2. Initiates plans and assignments, and reviews the regular and special work of assigned staff; trains, instructs and evaluates members of this staff as necessary.
3. Coordinates activities, develops and implements systems to be used, initiates policy and plans overall operations; assesses and determines goals and priorities.
4. Maintains liaison with outside agencies and their departments/programs to render advice on program policies, seek improvement in facilities and activities, and performs other important liaison functions.
5. May serve as Director of a specialized service of the facility; responsible for the planning, organizing, staffing, directing, and controlling the particular service.

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6. May conduct a program to develop effective training techniques related to the various phases of community health activities; plans course of study, implements it and evaluates its effectiveness.

7. May represent the administration at high level meetings, conferences, and seminars; performs related work as required

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of laws and regulations governing public health programs; policies governing contract formulation and management; program planning and evaluation techniques; budget and grant preparation and administration; supervisory ability; both written and oral communication skills; establishing and maintaining a variety of working relationships; computer/computer system usage; and the ability to perform and prioritize multiple tasks.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

Possession of a baccalaureate degree from an accredited college or university, supplemented by three (3) years of administrative or management experience with primary responsibility for overseeing, monitoring or coordinating a program providing health care services; or additional experience as required may be substituted for the educational requirement on a year-for-year basis.

**LICENSE AND CERTIFICATION**

None

**PROMOTIVE LINES**

To: 2246 Assistant Director of

Clinical Services I From: Health

Program Coordinator II

Original Entrance Examination

**ORIGINATION DATE:** December 18, 1972

**AMENDED DATE:** July 16, 2008

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title:** Health Program Coordinator III  
**Job Code:** 2593

**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.*



**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:** 5  
**Fiscal Year:** 2008/2009  
**Posted Date:** July 23, 2008

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

<b>Item #</b>	<b>Class/Title</b>
1	2593 Health Program Coordinator III

**For additional information regarding the preceding proposed actions, please contact, Cathy Abela at 557-4933**

Requests to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, 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, 1st floor, 44 Gough Street.

**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  
File

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Health Program Coordinator III  
Job Code: 2593

**INTRODUCTION**

Under direction, performs difficult and complex administrative tasks associated with one or more health programs.

**Deleted:** relative to program planning and evaluation, management, community development and action, consultation, training, and other assignments related to the development and coordination of community health programs. ¶

Requires responsibility for: program planning and evaluation; supervision and training of staff; developing and monitoring the program budget; providing technical assistance on grant and contract development; providing consultation to community groups; providing liaison between the assigned program(s), outside agencies and other departments/programs; and assisting in the development of protocols, policies, procedures and other assignments related to the development and coordination of community health programs. Performs other duties as required.

**Deleted:** planning, developing, and coordinating the activities of one or more units of a community health facility; supervising and training professional and para-professional staff in planning, execution, and evaluation of program needs and projects of the assigned unit(s); maintaining liaison between the assigned unit(s) and a wide variety of business, labor, and industrial organizations, and public, private, and community organizations and agencies

**DISTINGUISHING FEATURES**

The 2593 Health Program Coordinator III is distinguished from the Class 2591 Health Program Coordinator II by a higher level of program responsibility (scope or budget), greater independence, more complexity, and/or a wider range of administrative tasks. It is distinguished from classes in the Health Educator series because Health Program Coordinator classes focus on the coordination, administration, evaluation and operation of health programs whereas Health Educator classes are primarily responsible for the educational content and promotion of health programs in either a specialized program area or in a public health district center. It is distinguished from classes in the Health Program Planner series which primarily identify and analyze community and health needs, develop health programs and conduct policy analysis, but do not coordinate and administer the planning, execution and evaluation of the work of health care providers, facilities, agencies or community groups.

**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. Coordinates the development of various health services and programs and the planning, execution and evaluation of the work of the facilities, agencies or community groups with which they work.
2. Initiates plans and assignments, and reviews the regular and special work of assigned staff; trains, instructs and evaluates members of this staff as necessary.
3. Coordinates activities, develops and implements systems to be used, initiates policy and plans overall operations; assesses and determines goals and priorities.
4. Maintains liaison with outside agencies and their departments/programs to render advice on program policies, seek improvement in facilities and activities, and performs other important liaison functions.
5. May serve as Director of a specialized service of the facility; responsible for the planning, organizing, staffing, directing, and controlling the particular service.

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7. May represent the [administration](#) at high level meetings, conferences, and seminars; performs related work as required

**Deleted:** Clinical Director

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

[Knowledge of laws and regulations governing public health programs; policies governing contract formulation and management; program planning and evaluation techniques; budget and grant preparation and administration; supervisory ability; both written and oral communication skills; establishing and maintaining a variety of working relationships; computer/computer system usage; and the ability to perform and prioritize multiple tasks.](#)

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

[Possession of a baccalaureate degree from an accredited college or university, supplemented by three \(3\) years of administrative or management experience with primary responsibility for overseeing, monitoring or coordinating a program providing health care services; or additional experience as required may be substituted for the educational requirement on a year-for-year basis.](#)

**Deleted:** Requires completion of a four-year college or university with a

**Deleted:** five years of experience in a community health program including two years in a supervisory or administrative capacity; or two years of experience as a Health Program Coordinator II; or an equivalent combination of training and experience.

**LICENSE AND CERTIFICATION**

[None](#)

**PROMOTIVE LINES**

To: 2246 Assistant Director of  
Clinical Services I From: Health  
Program Coordinator II

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