



**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.)***

Item #	Class/Title
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.

Deleted: business, labor and industrial organizations, and public, private and community organizations and agencies,

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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

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

Original Entrance Examination

ORIGINATION DATE: December 18, 1972

AMENDED DATE: July 16, 2008

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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.*