NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: June 12, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 72 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 12, 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: 72
Fiscal Year: 2014/2015
Posted Date: 06/04/2015
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>2542</td>
<td>Speech Therapist</td>
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</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 direction, performs diagnostic evaluation and direct individual therapy for persons with speech and/or language disorders; performs audiometric evaluations; and performs related duties as required.

DISTINGUISHING FEATURES

A Speech Therapist is distinguished from other therapy classes by the specific services provided. An employee in this classification is responsible for the direction of therapy for patients with speech and/or language deficits, including aphasics, brain-damaged, dysarthrics, laryngectomees, stutterers, and others with a disorder of speech. There is also responsibility for diagnostic audiometric evaluations and diagnosis and evaluation of speech or language deficits.

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. Diagnoses patients' speech and/or language disorders; evaluates the patients' degree of deficit; evaluates the candidates' potential for rehabilitation and prognosis for recovery.

2. Plans speech therapy programs designed for the specific type of speech or language disorders; conducts speech therapy with individual patients on an in-patient and out-patient basis; evaluates the patients' progress.

3. Confers and coordinates with doctors, nurses, social workers, occupational and physical therapists and other professionals concerned with the patients' rehabilitation in order to exchange information; prepares the patient for discharge through family consultation and referral to outside agencies.

4. Keeps medical records and prepares reports on treatments, progress, results, and related forms, requests and reports.

5. Obtains and prepares various therapy materials and supplies, as required.

6. Performs audiometric evaluations; assists in the fitting of hearing aids; provides follow-up instruction in the use of the hearing aid.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a comprehensive knowledge of: principles, methods, equipment and basic theory of speech therapy in an institutional or clinical setting; anatomy and physiology of skeletal, muscular, neural and other physical structures as they relate to speech; therapies and injuries which result in speech impairment; principles of psychology, especially as they relate to the
Title: Speech Therapist
Job Code: 2542

application of speech therapy; child growth and development of children with speech defects.
Requires ability and skill to: Plan, organize, direct and develop a speech therapy program; instruct and supervise others in speech therapy work; understand and follow physician's prescriptions and other technical instructions involved; instruct and gain confidence and cooperation from patients; install appropriate attitudes toward speech rehabilitation; instructs families and others in the care and treatment of patients with speech defects.

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:

License and Certification:
Requires possession of a Speech Pathologist license issued by the California Department of Consumer Affairs, Speech Language Pathology and Audiology Board

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
TO: No normal lines of promotion
FROM: Original entrance examination

ORIGINATION DATE: 3/1/1976
AMENDED DATE: 06/12/2015
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