

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: June 22, 2015

Re: **Notice of Proposed Classification Actions –Final Notice No. 75 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 22, 2015.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

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: 75
Fiscal Year: 2014/2015
Posted Date: 06/08/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	2554	Therapy Aide
2	2555	Physical Therapist Assistant
3	2556	Physical Therapist
4	2558	Senior Physical Therapist

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.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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

**Title: Therapy Aide
Job Code: 2554**

INTRODUCTION

Under immediate supervision, assists Occupational and Physical Therapists in administering treatment as prescribed; sets up, cleans and maintains therapy equipment and treatment area; observes patients and reports any unusual condition or behavior to therapist; makes routine contacts with other employees, individual patients, nurses and physicians; prepares simple records; and performs related duties as required.

DISTINGUISHING FEATURES

As a member of the health care team, the Therapy Aide assists the Registered Occupational and/or Physical Therapists in routine and repetitive therapy activities, following established techniques, methods and procedures. Incumbents administer a variety of routine, non-professional therapeutic procedures in the care of acutely ill or rehabilitative patients.

Positions in this class are distinguished from the next higher classes of Physical Therapy Assistant, Physical Therapist and Occupational Therapist in that employees in these latter classes perform more complex and difficult therapeutic procedures with a greater latitude for independent judgment and require State licensure or certification.

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. Accompanies or transports patients to and from the therapeutic units; assists in lifting and positioning patients for treatment.
2. Assists therapists in preparing patients for treatment involving the use of therapeutic equipment such as whirlpool, baths, infra-red and ultra violet lamps and administering less difficult treatments as prescribed; and assists patients with routine therapeutic activities as directed by the therapist, including gait training, use of walkers, crutches and canes, and performance of tasks of daily living such as dressing, eating or grooming.
3. Observes patients during their treatment and reports any unusual and/or adverse changes in the patients' conditions to therapist or health care team members.
4. Cleans, disinfects, and maintains equipment and prepares treatment area for patient care; assists in assembling therapeutic devices such as splints and crutches.
5. Prepares and maintains routine records and charts of patients' treatments provided by therapy aide; monitors equipment, linen, and supply inventories.

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

**Title: Therapy Aide
Job Code: 2554**

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of proper methods of lifting and moving patients.

Ability and skill to effectively work with disabled individual patients and groups; follow oral and written instructions; comply with common hospital safety practices and procedures; and learn to administer simple therapeutic procedures under the direction of a therapist.

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:

One (1) year of experience providing direct and indirect patient/resident care equivalent to the duties described above in a licensed health agency, acute care hospital, rehabilitation unit, home health agency, outpatient clinic or long term care facility

License and Certification:

Substitution:

Current enrollment in a Physical or Occupational Therapy program or completion of at least fifteen (15) semester units of the required prerequisite courses for admission into a Physical or Occupational Therapy program may substitute for six (6) months of the required experience described above.

SUPPLEMENTAL INFORMATION

Requires the ability to lift 50 pounds (successful applicants are expected to perform this ability throughout the probationary and employment period).

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE: 1/26/1987; 6/22/2015

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

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

**Title: Physical Therapist Assistant
Job Code: 2555**

INTRODUCTION

Under supervision and as prescribed by referring physicians or registered physical therapists, administers assigned physical therapy treatments and teaches functional mobility skills to patients; adjusts assistive devices and fabricates splints; assesses and reports on patients' progress in attaining maximal function; and performs related duties as required.

DISTINGUISHING FEATURES

As a member of the health care team, the Physical Therapist Assistant performs delegated treatment procedures under the guidance of a registered Physical Therapist.

Positions in this class are distinguished from the next higher class of Physical Therapist in that positions in the latter class perform more complex and difficult therapeutic procedures with a greater latitude of independent judgment and require State licensure. This position is distinguished from the next lower class of Therapy Aide in that the latter is responsible for routine and repetitive therapy activities.

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. Administers assigned physical therapy treatment to patients including therapeutic exercise, massage, coordination, gait training, transfer training and endurance training; adjusts and fabricates assistive devices.
2. Applies treatment modalities such as ultrasound, electrical stimulation, paraffin, traction, hot/cold packs and whirlpools to patients.
3. Trains patients in functional activities, such as wheelchair mobility and various transfer techniques; instructs patients and their families in the proper procedures and techniques included in the home program.
4. Monitors patient progress and administers appropriate treatment accordingly; reports to supervising physical therapists any significant changes.
5. Schedules patients for treatments; maintains accurate records of physical therapy treatments performed.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Good working knowledge of: current physical therapy treatment methods including a wide range of therapeutic exercises; indications and contra-indications of treatment; various types of walkers, canes, and crutches; basic knowledge of pathology, anatomy and kinesiology.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Physical Therapist Assistant
Job Code: 2555**

Ability to: exercise judgment in the use of therapeutic exercise suitable to individual patient; recognize unusual conditions or behaviors of individual patients and report same to registered physical therapist; lift and transfer patients; stand for prolonged periods; plan and organize work; communicate 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:

License and Certification:

Requires possession of a valid Physical Therapist Assistant license issued by the Physical Therapy Board of California (PTB); OR

Acceptance by the Physical Therapy Board of California Examining Committee for the next State examination.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 5/18/87

AMENDED DATE: 6/22/2015

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

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

**Title: Physical Therapist
Job Code: 2556**

INTRODUCTION

Under supervision, and as prescribed by referring physicians, administers tests and treatments to patients by using physical agents, such as light, heat, water, electricity, massage and therapeutic exercises; and performs related duties as required.

DISTINGUISHING FEATURES

This is the journey level classification in the physical therapist series. Employees utilize physical modalities in order to relieve pain, develop or restore function, prevent disability and maintain patients' maximum performance. Although the basic duties and responsibilities of all physical therapists are similar, the emphasis of the treatment program may differ according to the nature of the patients' disabilities, disorders or injuries. Positions are distinguished from the next higher level of Senior Physical Therapist in that the latter direct therapists in administering treatments and function as program administrators.

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. Administers physical therapy treatments to patients by using physical means such as light, heat, water and electricity, massage and exercises, including gait training; utilizes standardized and specialized equipment in order to develop the patient's maximum performance.
2. Evaluates condition of the individual patients and plans and implements an appropriate treatment program accordingly.
3. Explains treatment objectives and methods to patients and their families, including instructing them in the use of prosthetic and orthotic devices and other special equipment and in procedures to be continued at home.
4. Instructs students-in-training and auxiliary personnel in elementary physical therapy procedures and techniques; coordinates patient rehabilitation with physicians, nurses, teachers, occupational therapists and personnel in other departments.
5. Evaluates and records treatments given and patient's response and progress; reports patient's progress to physician.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires good working knowledge of: current physical therapy treatment methods, including exercises, manual muscle testing, range of motion, electrotherapy, hydrotherapy and sterile technique; indications and contraindications for treatment; pathology, anatomy and kinesiology; various types of walkers, canes and crutches. Knowledge of child growth and development is

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**Title: Physical Therapist
Job Code: 2556**

desirable in specified positions requiring work with children.

Requires ability to: evaluate the condition of the individual patient and plan and implement an appropriate treatment plan accordingly; communicate orally and in writing; plan appropriate use of time. Ability to work with children is desirable in specified positions requiring work with children.

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 registration as a Physical Therapist licensed by the Physical Therapy Board of California; OR

Possession of an acceptance letter from the Physical Therapy Board of California (PTB) for the next licensing examination.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2558 Senior Physical Therapist

ORINATION DATE:

AMENDED DATE: 4/20/1981; 6/22/2015

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

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

**Title: Senior Physical Therapist
Job Code: 2558**

INTRODUCTION

Under general supervision, directs, plans, coordinates and participates in administering physical therapy treatments as prescribed by referring physicians; instructs therapists, student-in-training and non-professional personnel in elementary physical therapy rehabilitation techniques; may function as the department head; and performs related duties as required.

DISTINGUISHING FEATURES

The Senior Physical Therapist is distinguished from the Physical Therapist classification in that positions at this level function in supervisory and administrative capacities, direct the work of employees in the latter classification and supervise the development and implementation of new physical therapy programs as needed.

SUPERVISION EXERCISED

Supervises subordinate physical therapists.

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. Directs therapists and students-in-training in administering therapy treatments as prescribed by referring physicians.
2. Instructs students-in-training and non-professional personnel in elementary physical and therapy rehabilitation, procedures and techniques.
3. Supervises Physical Therapists in developing and implementing physical therapy treatment plans; plans and administers physical therapy treatments to patients; coordinates with other personnel in order to achieve the maximum rehabilitation of patients; schedules patients for consultation with physician specialists.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires thorough working knowledge of: current physical therapy treatment methods, including exercises, manual muscle testing, range of motion, electrotherapy, hydrotherapy and sterile techniques; indications and contraindications for treatment; pathology, anatomy and kinesiology; various types of walkers and crutches.

Requires ability to: instruct, train and supervise subordinates.

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.

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**Title: Senior Physical Therapist
Job Code: 2558**

Education:

Experience:

Requires three (3) years of experience in applying physical therapy rehabilitation techniques. Experience in applying specialized pediatric techniques is desirable in specified positions requiring work with children.

License and Certification:

Requires registration as a Physical Therapist licensed by the Physical Therapy Board of California.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 2556 Physical Therapist

ORIGINATION DATE:

AMENDED DATE:

4/20/1981; 6/22/2015

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