

**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: 10
Fiscal Year: 2015/2016
Posted Date: 07/24/2015
Reposted Date: N/A

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

Item #	Job Code	Former Title	New Title
1	2496	Radiologic Technologist Supervisor	Imaging Supervisor

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>.

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
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

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: ~~Radiologic Technologist~~Imaging Supervisor
Job Code: 2496

INTRODUCTION

Under direction manages a large staff of ~~radiologic technologists~~imaging technologists and ancillary personnel within an assigned shift in a large radiology department or the ~~entire~~ staff of a ~~small~~unit within the radiology department; performs highly specialized radiographic studies; ensures adherence to quality control standards; and performs other duties as required.

DISTINGUISHING FEATURES

This is the full supervisory level in the ~~Radiologic Technologist~~Imaging series. It is distinguished from the lower level ~~Senior Radiologic Diagnostic Imaging Technologist in~~Technologist III in that the latter is utilized as a lead technologist for staff assigned to a specialized area, while the former assumes responsibility for ~~supervising~~managing a ~~unit~~small within the radiology department or for supervising all staff ~~on~~within an assigned shift. It is distinguished from the higher level Director, Radiology, in that the Director assumes broad responsibility for all technical and administrative activities of a large, technically complex hospital radiology department.

SUPERVISION EXERCISED

This position is responsible for supervising Diagnostic Imaging Technologists and overseeing one or more Imaging modalities.

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. Recruits, hires and assigns technical and non-technical personnel; reviews and evaluates staff performance; counsels staff as necessary to improve performance.
2. Performs difficult and very specialized radiographic examinations.
3. Directs and participates in in-service training in new procedures and in the use of new equipment; participates in the formulation and direction of the student internship program.
4. Establishes, applies and maintains quality assurance policies and procedures to provide quality technical radiographic services such as maintaining the integrity of ~~film image~~quality ~~and chemicals~~ in accordance with departmental, hospital and regulatory agency standards; participates in quality ~~assurance~~assurance (QA) and Performance Improvement (PI) research, data collection and report writing; makes recommendations as appropriate.
5. Researches equipment and service needs with vendors for selection of new products and/or equipment; recommends and/or participates in the selection of new medical and non-medical equipment for the department; assists with site preparation and installation of new equipment; maintains stock levels of all materials and supplies used in Radiology; assists with computer system maintenance including trouble-shooting to minimize computer down-time; updates current system as

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necessary.

6. Prepares a variety of reports, documents, payroll records, and statistical surveys; participates in budget development and maintenance.

7. May represent the department regarding technical aspects of the department's operation at administrative conferences; studies and evaluates technical and administrative systems and makes recommendations for improvements.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Comprehensive theoretical and working knowledge ~~of the techniques of radiographs~~ and skill in use of radiology equipment, image production and related procedures; the organization and operation of a large, technically complex hospital radiology department; instruction and training techniques.

Ability and skill to effectively issue and carry out oral and written ~~i~~nstructions and radiographic procedures; plan, organize, assign, supervise and inspect the work of subordinates; organize, conduct and evaluate educational and in-service programs.

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:

Possession of an Associate's Degree from an accredited college or university.

Experience:

Five years of verifiable experience in a hospital performing imaging procedures of which two (2) years must be as a lead technologist

License and Certification:

Current and valid permanent-license issued by the State of California, Department of Health as a Certified Radiologic Technologist; **AND**

Current registration with the American Registry of Radiologic Technologists; **AND**

Possession of a valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association

Substitution:

Additional verifiable professional work experience performing Imaging Technologist duties may

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substitute for the required education on a year-for-year basis. Thirty (30) semester or forty-five (45) quarter units equal one (1) year.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 2469 Diagnostic Imaging Technologist III; 2470 Diagnostic Imaging Technologist IV

ORIGINATION DATE: 5/1/1989

AMENDED DATE: 7/xx/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