

**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:** 14  
**Fiscal Year:** 2015/2016  
**Posted Date:** 08/11/2015  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	2330	Nurse Anesthetist

**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](mailto: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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at [Rich.David@sfgov.org](mailto:Rich.David@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: Nurse Anesthetist  
Job Code: 2330**

**INTRODUCTION**

Under general supervision, administers various types of anesthesia to render patients insensitive to pain during operations, deliveries and other therapeutic and diagnostic measures; observes anesthetized patients for adverse reactions and takes remedial action; maintains records of anesthesia administered and condition of patient prior to and throughout anesthesia; and performs related duties as required.

Requires responsibility for: carrying out established methods and procedures in administering anesthetics; achieving moderate economies and/or preventing moderate losses through efficient handling of equipment, materials and supplies; making responsible contacts with physicians, surgeons and nursing staff on specialized matters; preparing detailed medical and technical records relative to anesthetics administered and patients' reactions. Nature of work involves sustained physical effort and manual dexterity with some exposure to health and accident hazards and disagreeable elements.

**DISTINGUISHING FEATURES**

**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. Administers various types of anesthetics by inhalation, intravenous injection, epidural, spinal and block methods.
2. Checks anesthesia machines to assure proper working order; checks resuscitation equipment ~~and orders replacements when necessary.~~
3. Orders, assembles and sterilizes all special equipment used in connection with administration of anesthetics for special types of surgery; orders all drugs used in anesthesia procedures; checks all narcotics used in surgery by surgical staff.
4. Directs the preparation of all spinal and epidural sets for sterilization.
5. When patient arrives in surgery: checks patient; evaluates pre-operative condition; makes entries in anesthesia record ~~book; remains with patient through entire surgical procedure;~~ administers various drugs with oxygen, as necessary for each particular operation; gives blood transfusion to replace loss due to operating procedures; checks blood pressure, pulse and respiration frequency; discontinues anesthesia at conclusion of operation.
6. Accompanies patient to recovery room and reports condition to recovery room nurse,

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Nurse Anesthetist  
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**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

~~Requires thorough~~ Knowledge of: surgical nursing principles and procedures, including various types and methods of administering anesthesia; standard operating room methods, equipment and procedures; anesthesia equipment, instruments and drugs used in various types of surgery.

~~Requires~~ Ability and Skill to: detect unfavorable patient reactions and apply prompt remedial measures.

**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:

~~Requires completion of high school, supplemented by graduation from an accredited school of nursing and two years of special training in anesthesia, or an equivalent combination of training and experience.~~

Experience:

License and Certification:

~~Requires possession of a current valid license as a registered nurse issued by the state board of nursing examiners~~ Possession of a valid permanent/temporary (including interim permit) California Registered Nurse License; **AND**

Valid Certification as a Registered Nurse Anesthetist.

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:**

**AMENDED DATE:** 08/XX/2015

**REASON FOR AMENDMENT**

*To accurately reflect the current tasks, knowledge, skills and abilities*

**CITY AND COUNTY OF SAN FRANCISCO  
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*defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):**                      **COMMN**