NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: August 19, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 14 FY 15/16 (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 August 19, 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
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: 14
Fiscal Year: 2015/2016
Posted Date: 08/11/2015
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>2330</td>
<td>Nurse Anesthetist</td>
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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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


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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.
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; 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,
Title: Nurse Anesthetist  
Job Code: 2330

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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.

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:

Experience:

License and Certification:
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: 08/19/2015

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