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: 20
Fiscal Year: 2015/2016
Posted Date: 08/24/2015
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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<tr>
<td>1</td>
<td>2305</td>
<td>Psychiatric Technician</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.


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
INTRODUCTION
Under the direction of a licensed physician, or registered nurse, or clinical supervisor, provides a basic level of general and psychiatric nursing care to patients, performs responsible nursing and therapeutic procedures in the care and treatment of mentally ill, emotionally disturbed, or mentally retarded patients; observes and recognizes symptoms and reactions of such patients and accurately records these; carries out treatments and medications as prescribed by a licensed physician; and performs related duties as required.

DISTINGUISHING FEATURES
Class 2305 Psychiatric Technician is distinguished from class 2314 Behavioral Health Team Leader in that the former is a journeyman level classification and the latter provides first line supervisory responsibility to a group that may include class 2305 Psychiatric Technicians in which employees are expected to provide a basic level of general and psychiatric nursing care to patients, and are expected through their attitude, knowledge, and performance to facilitate the rehabilitation of the patient. The Psychiatric Technician normally receives direction from a registered nurse or licensed physician.

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. Gives a basic level of general and psychiatric nursing care to mentally ill, emotionally disturbed, and mentally retarded patients; works with an other disciplines as part of the interdisciplinary treatment team to provide an overall treatment program for the patient.

2. Under supervision, may perform nursing procedures such as administering medications and treatments, including oral medications, hypodermic injections, catheterizations and enemas, taking and charting vital signstemperature, pulse and respiration; observes patients’ condition and behavior; reports significant changes to supervisor or physician and records documents care and/or treatments in nursing progress notes on patients; prepares patients and cares for them during treatment; gives first aid as needed.

3. Helps to create a safe and therapeutic environment for patients and recognizes early symptoms/signs
of escalation and at risk behavior; uses appropriate interventions including crisis intervention, verbal de-
escalation, and alerting other team members, applies mental hygiene principles in all relationships with
patients; motivates patients to develop self-reliance in daily living.

4. Implements therapeutic activities and documents patient participation; Develops, encourages
participation in, and supervises unit group and individual program activities for patients; assists
rehabilitation therapists in occupational and, recreational, and industrial therapies for patients.

5. Motivates patients to develop independence in performing activities of daily living. Assists patients
with feeding, clothing, toileting, activities of daily living habit training, and maintaining a well-groomed
appearance; keeps patients and their beds, clothing, and living areas clean; ensure patients follows safe
practices that; protects patients and others from personal injury.

6. Receives visitors and encourages their interest in the patients' well being and treatment planwelfare;
escorts patients on the facility premises and to and from the community; orders supplies as needed;
keeps records; participates in orientation and in-service training programs.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires a general knowledge of: nursing care, general and psychiatric
procedures; patient behavior, basic physio-psychopathology and mental hygiene principles and
techniques-treatment modalities involved in the care and treatment of individual or groups of mentally
ill patients, emotionally disturbed, or mentally retarded patients; legal requirements; administrative and
clerical procedures; current first-aid methods; medical terminology; pharmacology.

Requires an Ability and Skill to: Learn and apply general and psychiatric knowledge, skills and attitudes;
perform basic nursing procedures; establish effective therapeutic relationships with patients; carry out
occupational and, recreational and industrial therapy programs for patients; follow directions; keep
appropriate records; analyze situations accurately and take effective action; to control or restrain violent
patients, with continuous exposure to conditions which may result in accidents, injuries or other
disagreeable situations.

Requires aptitude for the interest in working with mentally ill, emotionally disturbed, or mentally
retarded patients; understanding of the behavior of patients; emotional stability; willingness to comply
with policies; patience, tact, alertness; pleasing personality; neat personal appearance,
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.

Training and Experience: Must meet the current education and experience requirements specified by the Board of Vocational Nurse and Psychiatric Technician Examiners of the State of California for licensure as a Psychiatric Technician.

Education:

Experience:

License and Certification:

License: Requires possession of a current valid Psychiatric Technician's license issued by the California Board of Vocational Nursing and Psychiatric Technicians Examiners of the State of California.

Possession of a valid driver license at the time of appointment. (California driver license must be maintained current during employment). Possession of a valid CPR certificate prior to appointment.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2314 Behavioral Health Team Leader

From: 2304 Psychiatric Orderly

Original entrance
Title: PSYCHIATRIC TECHNICIAN
Job Code: 2305

examination

ORIGINATION DATE:

AMENDED DATE: 11-1-76, 08-XX-15

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 SFCCD SFUSD