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: 22
Fiscal Year: 2015/2016
Posted Date: 08/26/2015
Reposted Date: N/A

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

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>2575</td>
<td>Research Psychologist</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 general direction plans, directs and coordinates a psychological research program; serves as staff consultant on research methodology; designs and conducts psychological research; and performs related duties as required. Requires responsibility for: Collaboration in the development and execution of a psychological research program; supervising research staff and reviewing methods and procedures; providing consultation to staff psychologists on research matters.

DISTINGUISHING FEATURES

The 2575 Research Psychologist is distinguished from the 2574 Clinical Psychologist in that Research Psychologists plan, direct, and coordinate psychological research programs and do not have clinical responsibility for patients. It is distinguished from the 2576 Supervising Clinical Psychologist in that Supervising Clinical Psychologists supervise the development and implementation of clinical psychology and/or neuropsychology programs and supervise the work of Clinical Psychologists and subordinate staff.

SUPERVISION EXERCISED

Directs and supervises personnel assigned to the research unit

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. Designs and conducts psychological research with special emphasis on operations research to assess program effectiveness.

2. Directs and supervises personnel assigned to the research unit.

3. Assists and advises superiors in planning, organizing, directing, coordinating, and evaluating studies investigating the causes, frequency and treatment of mental illness and mental retardation.

4. Develops, monitors, and evaluates data collection systems; establishes, analyzes and evaluates large-scale data utilizing electronic data and computer processing analysis systems.

5. Directs and assists in preparation, maintenance, and publication of current information research regarding programs; keeps all staff units informed of current research.

6. Serves as consultant on experimental and research methodology to research staff and others.

7. Establishes and maintains liaison with university departments of psychology and other behavioral sciences, with professional associates, and with psychologists, and other behavioral scientists in regard to research studies, developments, and techniques.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires good working knowledge of: The principles, procedures, and devices used in research, especially as applies to psychological research and
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: RESEARCH PSYCHOLOGIST
Job Code: 2575

research in closely related fields, including research design and experimental methods; sources, uses, administration, and interpretation of psychological measurements; statistics as applied to tests and measurements and to the development of data-gathering and data processing techniques for research studies; the use of electronic data processing and computer methods; the problems involved in bibliographies survey of previous related research, in planning research designs, and in mechanizing compilation and analysis of data; various medical and therapeutic activities in the treatment of mental illness and mental retardation; the principles and practices of behavioral health research and evaluation, including research and evaluation design and the use of experimental and quasi-experimental methods; social science statistical methods, including available statistical software programs; mental health and/or substance abuse treatment.

Requires Ability and Skill to: Apply research principles, methods, and psychological measurements to research problems in mental illness and mental retardation; evaluate the adequacy of proposed research designs and techniques; prepare and evaluate research reports; establish and maintain effective working relationships with other staff members and with university and private research organization officials; carry out research projects; teach research principles and methods to other staff members; effectively utilize various methods for electronic data extraction, manipulation, analysis, and reporting; work independently to design research and evaluation plans; work collaboratively with other agency staff, staff from other city departments and with state and federal agency personnel, as necessary; written communication ability; and oral communication ability.

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 possession of a Ph.D. degree in psychology from an approved accredited university or college, with graduate courses in research methods and advanced statistics.

Experience:

Requires two (2) years, within the last five (5) years, of full-time post-doctorate experience in designing and/or leading research projects in psychology, in the field of mental health, or in public health or other social sciences; or an equivalent combination of training and experience.

License and Certification:

SUPPLEMENTAL INFORMATION
Title: RESEARCH PSYCHOLOGIST  
Job Code: 2575

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE: 8/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 SFMTA SFCCD SFUSD