NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: September 1, 2015
Re: Notice of Proposed Classification Actions –Final Notice No. 20 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 September 1, 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: 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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<tbody>
<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.


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INTRODUCTION
Under the direction of a licensed physician, 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 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 journey level classification and the latter provides first line supervisory responsibility to a group that may include class 2305 Psychiatric Technicians.

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 patients; works with an 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, injections, and enemas, taking and charting vital signs; observes patients' condition and behavior; reports significant changes to supervisor or physician and 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.

4. Implements therapeutic activities and documents patient participation; assists rehabilitation therapists in occupational and recreational 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; ensure patients follow safe practices that protect patients and others from personal injury.

6. Receives visitors and encourages their interest in the patients' wellbeing and treatment plan; 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 of: nursing care, general and psychiatric procedures; patient behavior, basic physio-psychopathology and treatment modalities involved in the care and treatment of individual or groups of mentally ill patients; legal requirements; administrative and clerical procedures; current first-aid methods; medical terminology; pharmacology.

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

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 Psychiatric Technicians license issued by the California Board of Vocational Nursing and Psychiatric Technicians

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2314 Behavioral Health Team Leader

From: Original entrance examination
Title: PSYCHIATRIC TECHNICIAN
Job Code: 2305

ORIGINATION DATE: 

AMENDED DATE: 11-1-76, 9-01-15

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