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: 23
Fiscal Year: 2015/2016
Posted Date: 09/08/2015
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>2922</td>
<td>Senior Medical Social Worker</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 direction, may supervise several Medical Social Workers and auxiliary personnel; provides consultation and/or personally performs the more difficult medical social work duties; acts as an advocate for clients; interprets, implements, and enforces existing legal provisions, policies, rules, regulations, and procedures; conducts mandatory reporting activities; works jointly with team members in assessing patient medical needs, treatment, and the social, emotional, and psychological consequences of illness; performs individual therapy and group therapy; may assign and direct the work of interviewing and investigating applicants and recipients; reviews cases processed by staff workers; and performs related duties as required.

DISTINGUISHING FEATURES

Class 2922 Senior Medical Social Worker is distinguished from class 2920 Medical Social Worker, which is the journey level classification in the series, in that class 2922 Senior Medical Social Worker may provide clinical supervision over class 2920 Medical Social Workers, performs the more complex and difficult cases and requires licensure as a Clinical Social Worker (LCSW). Class 2922 Senior Medical Social Worker is distinguished from class 2924 Medical Social Work Supervisor in that the class 2924 Medical Social Work Supervisor provides clinical supervision to a group that may include class 2922 Senior Medical Social Workers and class 2920 Medical Social Workers and ancillary staff.

SUPERVISION EXERCISED

May supervise Medical Social Workers and other ancillary staff.

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. May supervise several Medical Social Workers and auxiliary personnel; plans and develops medical social services and assigns staff.

2. Responsible for the more difficult medical social work cases; reviews casework and related records of subordinate Medical Social Workers and ancillary staff; makes corrections and adjustments where indicated.

3. Consults with members of an interdisciplinary teams and collaborates with medical professionals and consultants on various social work case problems and referrals.
4. Carries out, interprets, and enforces existing regulations, legal provisions, medical policies and procedures to Medical Social Workers, and medical vendors and other concerned agents, organizations, and individuals; conducts interviews with Medical Social Workers relative to medical care and treatment of individual cases.

5. Decides Determines and utilizes which community resources should be utilized to benefit medical care patients; monitors planning of convalescent care of clients, patients upon discharge.

6. As part of an interdisciplinary team, participates in the preparation and maintenance of individual medical social work case records; prepares or supervises the preparation of periodic performance reports and related statistics.

7. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Social work theories, principles and techniques; Federal, State and local laws, administrative codes, rules and regulations; contemporary medical and psychosocial issues and health trends.

Ability and Skill to: Apply social work methodology; develop and maintain professional working relationships; provide consultation in handling the special and more difficult medical social work cases; perform evaluation and research; written communication skills; oral communication skills; basic computer skills; leadership skills; train, evaluate, and supervise others; be sensitive to cultural diversity.

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:
Title: Senior Medical Social Worker  
Job Code: 2922

Experience:
Two years post-Master Medical Social Worker experience in a licensed healthcare setting.

License and Certification:
Requires possession of current Clinical Social Worker licensure as a Clinical Social Worker (LCSW) issued by the State of California Board of Behavioral Sciences as required under Title 22, California Administrative Code, Section 70055.

SUPPLEMENTAL INFORMATION
Licensed healthcare setting refers to a licensed hospital, community health center or facility, licensed home health agency, licensed mental health agency, licensed community and ambulatory center, and clinics meeting federal, state, and local regulations.

PROMOTIVE LINES
FROM: 2920 Medical Social Worker  
TO: 2924 Medical Social Work Supervisor

ORIGINATION DATE: 1961

AMENDED DATE: 11/21/02, 09/XX/XX15

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