NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: November 4, 2015
Re: Notice of Proposed Classification Actions –Final Notice No. 35 FY 15/16 (copy attached).

Pursuant to completion of discussion with SEIU L1021 regarding this classification action, the classification action contained in the above referenced notice became effective November 4, 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: 35
Fiscal Year: 2015/2016
Posted Date: 10/14/2015
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>2622</td>
<td>Dietetic Technician</td>
</tr>
<tr>
<td>2</td>
<td>2624</td>
<td>Dietitian</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 supervision of the Chief Dietitian, the Dietetic Technician performs specialized paraprofessional clinical duties in a hospital nutrition program. The essential functions of the job include: assisting the Dietitian with clinical nutrition care for patients/residents and their families; collecting basic nutritionally relevant data to identify patients/residents preliminary nutritional risk level and appropriate triage of nutrition information; assisting Dietitian in providing nutrition education and counseling for patients/residents and their families; collecting pertinent clinical data from patient/resident medical records; collecting and implementing food and nutrition preferences; retrieving and assessing patient/resident nutritional information from hospital computer.

DISTINGUISHING FEATURES

The Dietetic Technician provides paraprofessional clinical assistance to the 2624 Dietitian. It is distinguished from the 2624 Dietitian, in that the latter, as a health care professional, registered with the American Dietetic Association as a Registered Dietitian, assesses patient/resident nutritional status, and plans and implements nutritional care plans and interventions. It is distinguished from the 2606 Senior Food Service Worker, in that the latter performs the more difficult food service worker duties relative to the distribution and preparation of food such as acting as Team Leader to a group of class 2604 Food Service Workers or acting as Diet Clerk and performing specialized clerical diet office duties related to patient/resident diets. It is distinguished from the class 2618 Food Service Supervisor, in that the latter supervises incumbents in classes 2606 Senior Food Service Worker and 2604 Food Service Worker.

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. Assists Dietitian in collecting basic nutritionally relevant patient/resident data to perform nutritional screening and preliminary nutritional risk evaluation; interviews patients/residents to obtain food preferences, diet history, and related information; discusses patient/resident needs with the health care team; in an acute care setting, determines whether the patient/resident may require a nutritional assessment which is performed by a Registered Dietitian; in a skilled nursing setting, determines the immediacy/urgency of a nutritional assessment, care plan, and intervention that is performed by a Registered Dietitian.

2. Assists Dietitian in providing nutritional education for patient/resident and their families involving principles of special therapeutic diets; reviews current dietary practices of patient/resident and their families; evaluates patient/resident understanding and expected level
Title: DIETETIC TECHNICIAN  
Job Code: 2622

of compliance; makes recommendations for follow up education.

3. Collects pertinent clinical data from patient/resident medical records in order to accurately identify current nutrition problems; utilizes approved, institution specific documentation standards to chart pertinent nutritional information into patient/resident medical record.

4. Assists Dietitian in performing nutritional analysis; calculates and analyzes patient/resident food and fluid intake, weight records, menu patterns, and enteral nutrition formula orders.

5. Assists Dietitian in implementing patient/resident nutritional preferences and monitor care plans; retrieves clinical information; generates reports and performs other duties utilizing computerized systems.

6. Performs other related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: basic principles of nutrition, therapeutic diets, food safety and sanitation; operations of an institutional food service; record keeping; interviewing and counseling techniques; nutritional needs of all ages; state and federal regulations related to nutritional care in a health care institution; medical terminology; clinical nutrition terminology; nutrient composition; principles of patient/resident confidentiality; relevant computer systems; applied clinical nutrition with respect to medical/chronic conditions including, hypertension, obesity, diabetes, and the aging process.

Ability and Skill to: communicate and interact effectively with patients/residents, family and staff; incorporate knowledge of nutrition and metabolism into individualized nutrition care; perform accurate mathematical calculations; utilize a computer and generate reports.

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:
Title: DIETETIC TECHNICIAN
Job Code: 2622

Possession of a credential as a Registered Dietetic Technician approved by the American Dietetic Association.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

2624 : DIETICIAN

ORIGINATION DATE: 11/22/99
AMENDED DATE: 11/04/15

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
INTRODUCTION

Under general supervision, develops and plans special diets for patients; assists in determining quality and quantity of food required and in formulation of menus; confers with physicians and nursing staff regarding nutritional diets; calculates amounts of various food items; directs preparation of special diets and nourishments; prepares related reports on dietary activities and statistics; and performs related duties as required.

Requires responsibility for: carrying out existing methods and procedures pertaining to special diets; achieving economies and/or preventing losses through enforcement of proper use and handling of materials, supplies and equipment; making contacts with patients, physicians, nursing staff, chief dietitian and others for the purpose of discussing specialized dietary matters; preparing routine records and reports pertaining to patients' special diets and related statistics, Nature of work involves sustained physical effort and continuous light work with some exposure to accident and health hazards and disagreeable elements.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

Dietetic Technician and related support 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. Confers with attending physicians, nurses and the chief dietitian on individual therapeutic diet orders for patients; contacts patients regarding diet changes, new diet orders and special requests or questions; reviews patients, charts for case history, laboratory findings and other pertinent matters.

2. Supervises food service to bed patients requiring special diets; supervises food handling, sanitation and cleaning procedures in ward kitchens; instructs auxiliary employees in rudimentary principles of nutrition and sanitation; interprets rules and regulations and hospital policies and procedures.

3. Writes therapeutic diets in advance; writes daily food orders and tally sheets for cooks who prepare foods for special diets; confers with chef as to availability of certain items, required changes and other related matters.

4. Supervises special diet dining room; assures that correct amounts of special diet foods are provided; gives instructions as to serving procedures.

5. Keeps records and compiles reports concerning special diet services and statistics I such as:
number of meals served, special menus, analyses of diets, food costs, supplies issued, inventory of supplies on hand and other related and miscellaneous matters.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires thorough working knowledge of: the preparation of special diets for patients, including the principles, terminology and practices of nutrition and food habits; the standard and special food requirements for the promotion of health and control of diseases the comparative costs of various foods in relation to their nutritional value.

Requires skill and ability in the application of methods and techniques used in modern therapeutic dietary practices and in the care of related equipment and facilities.

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:
Requires one year of practical experience as a dietitian in a hospital or other large public institution, within the last five (5) years.

License and Certification:
Requires possession of a current valid registration as a Registered Dietitian, with Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

2626 Chief Dietitian

ORIGINATION DATE:
Title: DIETICIAN
Job Code: 2624

AMENDED DATE: 11/04/15

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): COMM