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: 44
Fiscal Year: 2015/2016
Posted Date: 11/09/2015
Reposted Date: 01/04/2016

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>2119</td>
<td>Health Care Analyst</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, develops, designs, coordinates and implements a program for health care evaluation for the Department of Public Health, San Francisco General Hospital, Medical Center; works with physicians and other hospital personnel in evaluation studies; gathers, analyzes and documents data; plans remedial action; supervises and reviews the work of technical and clerical assistants engaged in such activities; and performs related duties as required.

DISTINGUISHING FEATURES

There is currently one position in this class in the Department of Public Health, assigned to the Division of Out-Patient and Community Services. The incumbent of this position is responsible for formulating a quality assurance program for out-patient services which includes preparing comprehensive reports to meet Federal requirements and coordinating a plan of remedial action based on findings.

SUPERVISION EXERCISED

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. Organizes and tabulates the data collected for evaluation studies; analyzes data and prepares narrative, and statistical reports and presentations documenting the methodology and results of the health audit studies.

2. Initiates, coordinates and attends clinic and departmental evaluation meetings to insure an on-going evaluation process in each medical department or clinic; works with department and clinic chiefs, head nurses, dentists and other provider staff; designs health audit and medical care evaluation studies, including data collection instruments and sampling procedures.

3. Trains and supervises health audit technician and other clerical staff in data retrieval throughout the hospital and trains end users to access, use and understand reports.

4. Organizes and tabulates the data collected for evaluation studies; analyzes data and prepares narrative and statistical reports documenting the methodology and results of the health audit studies.

5. Works with clinic evaluation committees to develop remedial action plans based on study results; documents all remedial action planning and monitors all implementation.

5. Serves as staff to the division’s Health Care Evaluation assigned committees;
prepares agendas, minutes; reports developments, results and problems in the audit program; prepares written reports documenting the Out-Patient Medical and Dental Quality Assurance program to meet Department of Health Education and Welfare, Joint Committee on Accreditation (JCAH) Professional Standard Reviews Organization and other requirements.

6. Reports orally and in writing to appropriate hospital committees on completed evaluation studies including resulting problems in clinics which require action from those committees; attends health audit related committees in the state and community and reports findings to appropriate committees stakeholders.

7. Reviews literature and consults with various hospital evaluation committees on their evaluation activities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: health care program evaluation methods; social research methodology; funding and accreditation agencies affecting health care providers; medical terminology; basic statistics and the handling of medical records; and quality operational/financial improvement concepts assurance programs in hospitals and ambulatory care facilities.

Ability and Skill to: evaluate study topics and prepare study criteria in connection with medical staff committees and department; deal effectively with an inter-disciplinary group of health care providers; analyze, extract and compile data; prepare clear concise narratives, statistical and graphic reports. Skill in interpersonal-relationships; planning and administration; and written and oral communication.

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 a Master’s baccalaureate degree preferably in Public Health from an accredited college or university.

Experience:

One year of professional level experience involved in health care evaluation, administrative performing analytical work requiring data collection, analysis or social science research in a large ambulatory facility, evaluation, interpretation, reporting and presentation.

License and Certification:
Title: 2119
Job Code: Health Care Analyst

Substitution:
Possession of a baccalaureate degree with major course work in a health related field plus two years of Additional qualifying experience as indicated above beyond the required may substitute for the educational requirement on a year for year basis; OR

Thirty semester units or forty-five quarter units towards a Master's degree with the completion of 4 courses in Statistics, Biostatistics, Quality Management, Performance Improvement, Organizational Development, Health/Social Policy and/or related course work may substitute for the experience requirement.

Registration as a Medical Record Librarian (RRA) plus one year of qualifying experience as indicated above; OR

Registration as an Accredited Medical Record Technician (ART) plus three years of qualifying experience as indicated above.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
From: Original Entrance Examination
To: To Be Determined

ORIGINATION DATE:

AMENDED DATE: 1/XX/16

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