

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: May 19, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 71 FY 15/16 (copy attached).**

Pursuant to completion of discussion with SEIU regarding this classification action, the classification action contained in the above referenced notice became effective May 19, 2016.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Director
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
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: 71
Fiscal Year: 2015/2016
Posted Date: 03/03/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	2520	Morgue Attendant
2	2522	Senior Morgue Attendant

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 Victor H Vallejo, Clerk, at (415) 557-4894 or by email at Victor.h.Vallejo@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

cc: All Employee Organizations
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Morgue Attendant
Job Code: 2520**

INTRODUCTION

Under supervision, transfers remains of deceased persons and surgical specimens to autopsy room and prepares bodies for post-mortem examinations and assists with autopsy procedures; prepares and releases bodies to morticians; keeps morgue and autopsy room and equipment in clean and orderly condition; and performs related duties as required. Nature of work involves considerable physical effort and manual dexterity with considerable exposure to disagreeable working conditions.

DISTINGUISHING FEATURES

This is the journey-level position in the Morgue Attendant series. It is distinguished from the 2522 Senior Morgue Attendant in that it has no supervisory responsibilities, and incumbents perform work that is less difficult than that performed by incumbents in the 2522 position.

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. Brings bodies of deceased persons from ward to morgue; wraps bodies in sheets and places in refrigerated compartment; checks storage box for proper temperature and anatomical position and proper identification of body.
2. Prepares bodies for post-mortem examination and pathological study by cleaning and washing, using necessary solutions; sets up instruments and containers for autopsy; places bodies on autopsy tables.
3. Prepares bodies for release to mortician after post-mortem examination by sewing up cavities, aspirating fluids and cleaning bodies.
4. Picks up tissue specimens from surgery and other clinics and performs specimen grossing, and specimen disposal or releases as requested.
5. Receives animal specimens and prepares them for examination, performs specimen dissection, and prepares tissue for testing at a reference laboratory.
6. Cleans autopsy room and sterilizes instruments and equipment; delivers soiled linen to laundry, returns clean linen to morgue and storage room, and performs disposal of chemical and biological waste.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Morgue Attendant
Job Code: 2520**

Knowledge of: The techniques involved in the handling and preparation of bodies of deceased persons for post-mortem examinations or burial; hospital methods and procedures; the care of surgical instruments and equipment.

Ability and Skill to: Follow written and oral instructions; prepare simple records; deal tactfully and courteously with morticians and members of the family, of deceased persons; handle remains of deceased persons.

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:

Possession of an associate's degree (AA) or equivalent courses with concentration in Biological Sciences and Anatomy from an accredited college or university.

Experience:

Six (6) months of experience conducting autopsies or surgical grossing in a hospital or medical examiner setting.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

TO: 2522 Senior Morgue Attendant
FROM: Original Examination

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 8/14/12; 05/19/16

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 SFMTA SFCCD SFUSD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Morgue Attendant
Job Code: 2520**

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Morgue Attendant
Job Code: 2522**

INTRODUCTION

Under general supervision, performs or supervises morgue attendants in the handling and preparation of bodies of deceased persons for post-mortem examination and burial; assists a physician in performing autopsies; performs specimen grossing on select tissue types and performs related duties as required. Nature of work involves considerable physical effort and manual dexterity with considerable exposure to disagreeable working conditions.

DISTINGUISHING FEATURES

This is the senior-level position in the Morgue Attendant series. It is distinguished from the 2520 Morgue Attendant in that it has supervisory responsibilities, and incumbents perform work that is more difficult than that performed by incumbents in the 2520 position.

SUPERVISION EXERCISED

Supervises subordinates in the Morgue.

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. Supervises several morgue attendants in the preparation of bodies of deceased persons for post-mortem examinations and burial.
2. Prepares for post-mortem examination by setting up necessary equipment, instruments and solutions; assists a physician in all aspects of autopsy such as removing plaster casts and bandages, opening bodies, obtaining blood samples and other fluids from bodies for toxicological examinations.
3. Transports specimens from the operating room and other hospital clinics and performs specimen grossing as requested on select tissue types.
4. Checks morgue and other work spaces for cleanliness and adequacy of service supplies; checks for proper ventilation and assures that all equipment is functioning properly.
5. Correlates all information to be furnished to proper authorities; transmits all required information to personnel assigned to subsequent shifts; prepares daily reports for death registry office.
6. Performs the duties of a morgue attendant in cleaning and maintaining morgue and autopsy room, cleaning and sterilizing equipment, dispose of tissue and chemical waste, preparing bodies for examination and burial and preparers all required documentation associate with these tasks.
7. Receives animal specimens and prepares them for examination, performs specimen dissection, and prepares tissue for testing at a reference laboratory.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Morgue Attendant
Job Code: 2522**

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: The procedures involved in assisting a physician in post-mortem examinations; - techniques involved in handling and preparation of bodies for post-mortem examination or burial; hospital methods and procedures; and the care of surgical instruments and equipment.

Ability and Skill to: Use post-mortem techniques and procedures as necessary; supervise and check the work of subordinates.

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:

Possession of an associate's degree (AA) or equivalent courses with a concentration in Biological Sciences and Anatomy from an accredited college or university.

Experience:

One (1) year of experience conducting autopsies or surgical grossing in a hospital or medical examiner setting.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

TO: No normal lines of promotion

FROM: 2520 Morgue Attendant

ORIGINATION DATE: 01/12/1961

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Morgue Attendant
Job Code: 2522**

AMENDED DATE: 8/14/2012; 05/19/2016

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