

**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: 101
Fiscal Year: 2015/2016
Posted Date: 06/21/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	1167	Physician Administrator, Department of Public Health

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
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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File

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

**Title: Physician Administrator, Department of Public Health
Job Code: 1167**

INTRODUCTION

Under administrative direction, exercises primary responsibility for the efficient operation of a large medical facility; plans, implements and directs a hospital-based comprehensive community medical program providing a wide variety of inpatient, outpatient, ambulatory services, skilled nursing, and rehabilitation and geriatrics services; develops, executes and coordinates intra-and interdepartmental policies, methods and procedures; implements and promotes efficient and economical administrative techniques; represents the medical center before various groups, especially those concerned with community needs and issues; and leads rounds and sees patients.

DISTINGUISHING FEATURES

Class 1167 Physician Administrator, Department of Public Health is distinguished from 1166 Administrator, Department of Public Health in that the former provides direct medical care to patients.

SUPERVISION EXERCISED

Incumbents typically manage senior executive level medical and/or administrative managers responsible for large diverse medical or healthcare functional areas.

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. Provides the vision and leadership to effectively motivate and direct staff in developing and achieving goals and objectives that are congruous with the mission, values and strategic plan for the Department of Public Health.
2. Organizes, implements and controls all medical and non-medical activities of the medical center in order to achieve its objectives and insure compliance with the standards set by the Joint Commission on the Accreditation of Hospitals, California Department of Public Health, Centers for Medicare and Medicaid Services and/or other accreditation or regulatory agencies; appraises and evaluates all operations by maintaining systematic procedures for evaluating the quality of care received at the medical center; reviews, evaluates, interprets, and carries out policies, methods and procedures through subordinate administrators; insures that policies and objectives are clearly understood and effectively applied.
3. Develops, executes, and coordinates intra and inter departmental policies, methods, and procedures; provides the framework for planning, directing, coordinating, providing and improving care, treatment, and services to respond to community and patient needs, improve health outcomes, and meet regulatory requirements.
4. Coordinates and integrates all functional phases and activities of the medical center to achieve a multi-disciplinary approach to the delivery of health care services; supervises the medical center personnel and administrative aspects of patient admission, care and

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discharge.

5. Formulates procedures and/or programs for providing health care services that are responsive to various communities of San Francisco, the indigent and those with special health problems; meets with groups concerned with community issues, appropriate staff and others to assess present and future requirements, trends and problems.
6. Authorizes and approves release of research, news articles and other public information regarding the hospital, its function and activities; prepares periodic reports concerning various phases of the hospital's operations and financial conditions.
7. Establishes cooperative relationships with the health community, including professional associations, hospitals, clinics, medical centers, government agencies and other health organizations; serves as an ex-officio member of the medical staff Executive Committee which acts in an advisory capacity to the medical center and is a member of other standing medical or advisory committees.
8. Exercises general supervision and directs the services provided by the University of California and by other institutions serving the medical center; reviews and accounts for these functions to the Director of Health.
9. Determines that duties and responsibilities, authority, and interrelationships are clearly defined and that the organizational structure is planned to secure efficiency; recommends staffing for each department of the medical center; supervises the physical operations of the medical center buildings and grounds; and gives priorities to necessary capital improvements.
10. Supervises the fiscal administration of the hospital, such as the preparation of the budget, the accounting for all expenditures, the receipt, deposit and optimization of all revenues for inpatient and outpatient care rendered at the medical center, including reimbursement from local State and Federal agencies and private insurance programs.
11. Identifies appropriate grant funds for and coordinates grants from various funding sources to the medical center, complying with grant objectives and departmental and City requirements under the direction of the Director of Health.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: hospital administration and management, long-range strategic planning techniques, federal, state and local healthcare laws, rules and regulations, financial principles and practices related to healthcare and opportunities and challenges in the healthcare environment of an urban area.

Ability and Skill to: plan, coordinate and direct the work of subordinates; deal tactfully and effectively with government officials, representatives of community interests, the general public, and others at all levels of government or business activities; provide strong leadership skills; apply the principles and practices of public administration, financial and human resources management to a medical and healthcare environment.

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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 a Master's degree from an accredited college or university in Hospital Administration, Nursing, Public Health Administration or a closely related field.

Experience:

Requires at least five (5) years of experience as an administrator of a large general teaching hospital; five (5) years of complex health care administrative experience; or an equivalent combination of training and experience.

License and Certification:

Possession of valid license to practice medicine issued by the State Board of Medical Examiners or another advance level medical or healthcare licensure or certification.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 06/XX/16

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN