

**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: 2016/2017
Posted Date: 11/10/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	2589	Health Program Coordinator I
2	2591	Health Program Coordinator II
3	2593	Health Program Coordinator III

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
E-File

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

**Title: Health Program Coordinator I
Job Code: 2589**

DEFINITION

Under supervision of a health team leader, supervises, coordinates and instructs in any phase of the community services of a public health or community mental health program, such as program planning, evaluation, community relations, etc.; ~~and performs related duties as required.~~

~~Requires responsibility for: supervising the activities of professional and para-professional workers in a community health program; establishing and maintaining liaison between a community health facility and a wide variety of public and private agencies and community groups and representatives; providing information to interested parties regarding the range of available community health programs; training professional and para-professional staff.~~

DISTINGUISHING FEATURES

The 2589 Health Program Coordinator I is the entry level class of the series engaged in planning and evaluating a community health program, and may work under the supervision of a health team leader. It is distinguished from classes in the Health Educator series because Health Program Coordinator classes focus on the coordination, administration, evaluation and operation of health programs whereas Health Educator classes are primarily responsible for the educational content and promotion of health programs in either a specialized program area or in a public health district center. It is distinguished from classes in the Health Program Planner series which primarily identify and analyze community and health needs, develop health programs and conduct policy analysis, but do not coordinate and administer the planning, execution and evaluation of the work of health care providers, facilities, agencies or community groups.

SUPERVISION EXERCISED

May supervise professional and para-professional staff.

EXAMPLES OF 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 activities of professional and para-professional workers in assigned programs; may assist Health Program Coordinator II in training and evaluating Health Workers.
2. Arranges meetings with local community groups, such as churches, schools, and business organizations to inform them of the range of health programs, provide technical assistance, and interpret and understand program goals and activities.
3. Coordinates activities of Drop-In Centers and supervises the establishment of new units; meets with executive level representatives of the local community and professional and social agencies to inform them of the various health programs and coordinates efforts of such

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agencies as they relate to existing health programs.

4. Assists in planning and execution of routine programs and operations including preparation of objectives and means to achieve program proposals, research preparation and other regular reports as required; may administer and coordinate contracts, grants and other funding to support assigned programs.
5. Establishes and maintains liaison with federal, state, and local agencies, community based organizations, and other City departments.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Laws and regulations governing public health programs; policies governing contract formulation and management; program planning and evaluation techniques; budget and grant preparation and administration.

Ability and Skill to:

Supervise; communicate effectively orally and in writing; establish and maintain a variety of working relationships; use computers/computer systems; perform and prioritize multiple tasks.

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 baccalaureate degree from an accredited college or university.

Experience:

One (1) year of **professional level** administrative or management experience with primary responsibility for overseeing, monitoring, **and/or** coordinating a program providing health and/or human services.

License and Certification:

Substitution:

Additional experience as described above may be substituted for the required degree on a year-for-year basis. Thirty (30) semester or forty-five (45) quarter units equal one year.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

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

**Title: Health Program Coordinator I
Job Code: 2589**

To: 2591 Health Program Coordinator II

From: 2588 Health Worker IV

Original Entrance Examination

ORIGINATION DATE: 12/18/1972

AMENDED DATE: 04/06/2015; 04/24/2015; **XX/XX/2016**

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

BUSINESS UNIT(S): COMMN SFMTA

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

**Title: Health Program Coordinator II
Job Code: 2591**

DEFINITION

Under general supervision, performs highly complex tasks relative to the operation of community health programs including administrative, personnel and management functions in an area of assigned responsibility; supervises the activities of a staff of health professionals and para-professionals in area of assigned responsibility, ~~and performs related duties as required.~~

~~Requires responsibility for: planning, developing, and coordinating the activities of one or more units of a community health facility; supervising and training professional and para-professional staff in planning, execution, and evaluation of program needs and projects of the assigned unit; maintaining liaison between the assigned unit and a wide variety of business, labor and industrial organizations, and public, private, and community organizations and agencies.~~

DISTINGUISHING FEATURES

The 2591 Health Program Coordinator II is distinguished from Class 2593 Health Program Coordinator III in that the latter has a higher level of program responsibility (scope or budget), greater independence, more complexity, and/or a wider range of administrative tasks. Class 2591 Health Program Coordinator II is distinguished from Class 2589 Health Program Coordinator I in that the latter is an entry level class with a lower level of program responsibility (scope or budget). It is distinguished from classes in the Health Educator series because Health Program Coordinator classes focus on the coordination, administration, evaluation and operation of health programs whereas Health Educator classes are primarily responsible for the educational content and promotion of health programs in either a specialized program area or in a public health district center. It is distinguished from classes in the Health Program Planner series which primarily identify and analyze community and health needs, develop health programs and conduct policy analysis, but do not coordinate and administer the planning, execution and evaluation of the work of health care providers, facilities, agencies or community groups.

SUPERVISION EXERCISED

Supervises professional and para-professional staff.

EXAMPLES OF 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. Plans, develops and coordinates the activities of one or more facilities of a community health facility, such as day care programs residential treatment facilities, or store front drop-in centers.
2. Supervises professionals and para-professionals who are engaged in planning, execution and evaluation of the needs and projects within the community, agency or group; initiates plans and assignments and reviews the regular and special work of staff; as necessary, trains and

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**Title: Health Program Coordinator II
Job Code: 2591**

instructs members of this staff.

3. Coordinates activities, develops and implements systems to be used, initiates policy and plans overall operations within facilities in compliance with local, state and federal guidelines; assesses and determines goals and priorities of particular program.
4. Establishes and maintains liaison with federal, state and local agencies, community organizations, and other City departments, to render advice on program policies, seek improvements in facilities and activities, and to perform other related activities.
5. Prepares budget projections for new and existing programs including space needs, patient costs, administrative needs and costs; prepares grant proposals for new community health programs and services; administers and coordinates contracts, grants, and other funding to support assigned programs.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Laws and regulations governing public health programs; policies governing contract formulation and management; program planning and evaluation techniques; budget and grant preparation and administration.

Ability and Skill to:

Supervise; communicate effectively orally and in writing; establish and maintain a variety of working relationships; use computers/computer systems; perform and prioritize multiple tasks.

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 baccalaureate degree from an accredited college or university.

Experience:

Two (2) years of **professional level** administrative or management experience with primary responsibility for overseeing, monitoring, **and/or** coordinating a program providing health and/or human services.

License and Certification:

Substitution:

Additional experience as described above may be substituted for the required degree on a year-for-year basis. Thirty (30) semester or forty-five (45) quarter units equal one year.

Possession of a Master's degree in Public Health, Public Administration, Health

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Administration, Health & Human Services or closely related field may substitute for one (1) year of the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2593 Health Program Coordinator III
From: 2591 Health Program Coordinator I

ORIGINATION DATE: 12/18/1972

AMENDED DATE: 04/06/2015; 04/24/2015; 11/XX/2016

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

BUSINESS UNIT(S): COMMN SFMTA SFUSD

**CITY AND COUNTY OF SAN FRANCISCO
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**Title: Health Program Coordinator III
Job Code: 2593**

DEFINITION

Under direction, performs difficult and complex administrative tasks associated with one or more health programs.

~~Requires responsibility for: program planning and evaluation; supervision and training of staff; developing and monitoring the program budget; providing technical assistance on grant and contract development; providing consultation to community groups; providing liaison between the assigned program(s), outside agencies and other departments/programs; and assisting in the development of protocols, policies, procedures and other assignments related to the development and coordination of community health programs. Performs other duties as required.~~

DISTINGUISHING FEATURES

The 2593 Health Program Coordinator III is distinguished from the Class 2591 Health Program Coordinator II by a higher level of program responsibility (scope or budget), greater independence, more complexity, and/or a wider range of administrative tasks. It is distinguished from classes in the Health Educator series because Health Program Coordinator classes focus on the coordination, administration, evaluation and operation of health programs whereas Health Educator classes are primarily responsible for the educational content and promotion of health programs in either a specialized program area or in a public health district center. It is distinguished from classes in the Health Program Planner series which primarily identify and analyze community and health needs, develop health programs and conduct policy analysis, but do not coordinate and administer the planning, execution and evaluation of the work of health care providers, facilities, agencies or community groups.

SUPERVISION EXERCISED

Supervises professional and para-professional staff.

EXAMPLES OF 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. Coordinates the development of various health services and programs and the planning, execution and evaluation of the work of the facilities, agencies or community groups with which they work.
2. Initiates plans and assignments, and reviews the regular and special work of assigned staff; trains, instructs and evaluates members of this staff as necessary.
3. Coordinates activities, develops and implements systems to be used, initiates policy and plans overall operations; assesses and determines goals and priorities.
4. Maintains liaison with outside agencies and their departments/programs to render advice on

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Job Code: 2593**

program policies, seek improvement in facilities and activities, and performs other important liaison functions.

5. May serve as Director of a specialized service of the facility; responsible for the planning, organizing, staffing, directing, and controlling the particular service.
6. May conduct a program to develop effective training techniques related to the various phases of community health activities; plans course of study, implements it and evaluates its effectiveness.
7. May represent the administration at high level meetings, conferences, and seminars; performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Laws and regulations governing public health programs; policies governing contract formulation and management; program planning and evaluation techniques; budget and grant preparation and administration.

Ability and Skill to:

Supervise; communicate effectively orally and in writing; establish and maintain a variety of working relationships; use computers/computer systems; perform and prioritize multiple tasks.

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 baccalaureate degree from an accredited college or university.

Experience:

Three (3) years of **professional level** administrative or management experience with primary responsibility for overseeing, monitoring, **and/or** coordinating a program providing health and/or human services.

License and Certification:

Substitution:

Additional experience as described above may be substituted for the required degree on a year-for-year basis. Thirty (30) semester or forty-five (45) quarter units equal one year.

Possession of a Master's degree in Public Health, Public Administration, Health Administration, Health & Human Services or closely related field may substitute for one (1) year of the required experience.

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**Title: Health Program Coordinator III
Job Code: 2593**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2246 Assistant Director of Clinical Services I

From: Health Program Coordinator II

ORIGINATION DATE: 12/18/1972

AMENDED DATE: 04/06/2015; 04/24/2015; 11/XX/2016

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

BUSINESS UNIT(S): COMMN SFMTA SFUSD