

**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:** 16  
**Fiscal Year:** 2016/2017  
**Posted Date:** 11/7/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	1429	Nurses Staffing Assistant

**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](mailto: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](mailto: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: Nurses Staffing Assistant  
Job Code: 1429**

**DEFINITION**

Under general supervision, coordinates daily staffing levels for all nursing units on a specific shift by scheduling staff necessary to provide safe levels of nursing care; monitors licenses and certification of nursing personnel; prepares and maintains a variety of records and reports; and performs related duties as required.

**DISTINGUISHING FEATURES**

The Nurses Staffing Assistant is utilized exclusively within a hospital setting and is distinguished from other clerical classifications by the unique nature of the assignments and the consequence of error associated with the determination of staffing patterns that affect the quality and level of patient care on inpatient nursing units.

**SUPERVISION EXERCISED**

**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. Implements and coordinates, under professional nursing supervision, the daily staffing schedules of inpatient nursing units according to census, patient acuity, skill mix requirements, and availability of regular and per them nursing personnel.
2. Receives and records phone calls from nursing personnel that impact on staffing and informs the nursing supervisor and unit staff of changes in staffing.

**3. Coordinates and monitors patient flow through hospital units.**

- ~~3~~4. Maintains a variety of data regarding staff and unit characteristics to assist in the planning, implementation and coordination of daily nursing staffing levels.
- ~~4~~5. Prepares and distributes various computer reports such as unit time schedules, productivity reports, position control reports, individual attendance reports, license monitoring reports and turnover reports; maintains all records pertaining to staffing and payroll.
- ~~5~~6. Monitors license expiration for licensed personnel; monitors CPR expirations for all personnel.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Inpatient nursing staffing operations in a hospital setting; business English, spelling and arithmetic; modern office practices and procedures.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Nurses Staffing Assistant  
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Ability and Skill to: plan, organize and complete work rapidly and efficiently to meet deadlines, while working independently; maintain records with precision, accuracy and legibility; grasp and retain details; conceptualize systems and the systematic manipulation of data; approach problem solving with creativity, logic and good judgment; utilize computerized information systems; work under stressful situations; communicate effectively and tactfully both orally and in writing in a variety of situations.

**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:

**Two (2) years of highly responsible and diversified clerical experience resolving difficult operational and procedural problems, and researching, compiling and organizing data.**

License and Certification:

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 10/02/1989

**AMENDED DATE:** **11/XX/16**

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

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD