

**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:** 83  
**Fiscal Year:** 2015/2016  
**Posted Date:** 04/06/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	2924	Medical Social Work Supervisor

**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 Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
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: Medical Social Work Supervisor  
Job Code: 2924**

**INTRODUCTION**

Under general direction, the Medical Social Work Supervisor recruits, orients, trains, supervises and evaluates staff; prepares work schedules and individual assignments for social work staff; provides consultation concerning the most difficult cases; performs individual therapy and group therapy; coordinates a medical social services program; performs administrative duties; participates in hospital committees and community and professional organizations; prepares data and statistics; and performs related duties as required.

**DISTINGUISHING FEATURES**

Class 2924 Medical Social Work Supervisor is distinguished from class 2922 Senior Medical Social Worker, in that class 2924 Medical Social Work Supervisor provides clinical supervision for a group that may include class 2922 Senior Medical Social Workers and class 2920 Medical Social Workers and ancillary staff; provides consultation and/or works on the most difficult and complex medical social work cases; requires licensure as a Clinical Social Worker (LCSW). Class 2924 Medical Social Work Supervisor is distinguished from class 2920 Medical Social Worker in that the class 2920 Medical Social Worker works under general supervision and is the entry level classification in the Medical Social Work series and does not require an LCSW.

**SUPERVISION EXERCISED**

May supervise class 2922 Senior Medical Social Worker and class 2920 Medical Social Workers and other ancillary staff.

**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 assigned personnel which may include class 2922 Senior Medical Social Workers and class 2920 Medical Social Workers and other ancillary staff; provides consultation concerning the most difficult cases.
2. Prepares work schedule and assignments for medical social work staff; confers with individual staff members on specific duties; reviews important and difficult cases to check eligibility; reviews other cases for specific reasons.
3. Gives advice and makes administrative decisions to Medical Social Workers.
4. Coordinates Medical Social Services Program; acts as liaison between medical social service staff and various hospital departments, personnel and community agencies.

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

**Title: Medical Social Work Supervisor**

**Job Code: 2924**

5. As part of an interdisciplinary team, participates in the preparation and maintenance of individual case records; prepares or supervises the preparation of periodic performance reports and related statistics.
6. Interprets medical policies and procedures to Social Workers and medical vendors.
7. Performs as the departmental representative and takes a leadership role at conferences, workshops, seminars, regional committees and related meetings.
8. Performs related duties and responsibilities as assigned.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of:

Social work theories, principles and techniques; Federal, State and local laws, administrative codes, rules and regulations; contemporary medical issues and health trends.

Ability and Skill to:

Apply social work methodology; develop and maintain professional working relationships; ability to prepare work schedules and assignments to Medical Social Workers and auxiliary staff; make decisions; problem solve; prioritize activities; use initiative and act independently; written communication skills; oral communication skills; train and supervise others; be sensitive to cultural diversity.

**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~~ **Four (4)** years of post-Master's Medical Social Worker experience in a ~~licensed~~ health care agency setting.

License and Certification:

Current licensure as a Clinical Social Worker (LCSW) issued by the State of California Board of

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Medical Social Work Supervisor  
Job Code: 2924

Behavioral Sciences as required under Title 22, California Administrative Code, Section 70055.

Substitution:

Two (2) years of post-Master's Medical Social Worker experience supervising medical social workers in a medical social service program of a health care setting (such as a licensed hospital, licensed home health agency or licensed healthcare community and ambulatory center) meeting the regulatory requirements of the State of California may be substituted for up to two (2) years of the post-Master's Medical Social Worker experience as described above.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 11/21/02; 04/XX/16

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD