

**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: 12
Fiscal Year: 2016/2017
Posted Date: 09/30/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	3530	Chaplain

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: Chaplain
Job Code: 3530**

INTRODUCTION

Under direction, plans, prepares, and conducts religious and spiritual care services.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

May supervise employees providing religious and spiritual care services.

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. Prepares, plans, and conducts religious and spiritual care services and activities; makes arrangements for representatives of other faiths to perform religious and spiritual care services and activities.
2. Provides liaison between City and County of San Francisco departments and religious and spiritual communities as well as social organizations; speaks before such organizations concerning the work and purpose of City and County of San Francisco Departments.
3. Counsels, interviews, and offers support on moral, religious and spiritual, domestic, and personal problems; confers with families concerning domestic problems; consults with appropriate departmental staff members regarding problems.
4. Prepares Chaplain activity reports; maintains a supply of religious and spiritual care literature.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: regulations, policies, and guidelines governing the delivery of religious and spiritual care services; patient/resident rights related to the provision of religious and spiritual care; Standards of Practice for Professional Chaplains; competence, practice, ethical conduct, religious and spiritual care, and counseling skills (e.g. individual, group, family, and marital); palliative care, social determinants of health, and general nature of mental disorders; community resources; elements and methods of mental, moral, and social rehabilitation; various religious, cultural, and spiritual traditions

Ability and Skill to: serve people of all religious and spiritual traditions, as well as people who are not religious with cultural humility; educate patients/residents, their loved ones, and staff on the availability of religious and spiritual care services; ensure compliance with established regulations, policies, and guidelines governing the delivery of religious and spiritual care services while honoring patient/resident rights; oversee, coordinate, and administer religious

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

**Title: Chaplain
Job Code: 3530**

and spiritual care services and related activities; develop training programs for new and existing Chaplains; interpersonal relations including but not limited to providing emotional support, listening compassionately, and adapting to difficult/crisis situations; communicate effectively in oral and written formats.

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:

Bachelor's degree from an accredited college or university, with a minimum of twelve (12) semester units in counseling, psychology, or a related field.

Experience:

Two (2) years of Chaplain experience with primary responsibilities including providing spiritual care services and overseeing, monitoring, or coordinating a program providing spiritual care services.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 09/XX/16

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD