

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: January 15, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 59 FY 15/16 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective January 13, 2016.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder  
Classification and Compensation Manager  
Human Resources

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

**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:** 59  
**Fiscal Year:** 2015/2016  
**Posted Date:** 1/05/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	2322	Nurse Manager

**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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at [Rich.David@sfgov.org](mailto:Rich.David@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>.

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

**Title: Nurse Manager  
Job Code: 2322**

**INTRODUCTION**

Under general direction, supervises, plans, assigns, directs and monitors the clinical and administrative activities of Registered Nurses and ancillary staff in an assigned area; oversees and evaluates patient care through observations and chart review; articulates, teaches, interprets and enforces general and community health policies, protocols, procedures and services; assists in developing and managing the budget; coordinates activities with other departments, programs, community agencies, schools and civic groups; assesses the need for staff development and plans ongoing education programs; may be assigned management responsibilities in programs requiring highly specialized knowledge in areas such as Quality Improvement, Utilization Management, Nursing Systems/Operations Management, Infection Control, Epidemiology, Sterile Processing, or manages the nursing care component of a Workers' Compensation Division; and performs related duties as required.

**DISTINGUISHING FEATURES**

This is the first level in the professional nurse management series and is assigned highly specialized functions requiring clinical expertise or administrative responsibilities for the clinical management of a program or a group of Registered Nurses, Public Health Nurses and other staff in the Community Health Network (CHN) of San Francisco, or the Population Health and Prevention Division located in the Department of Public Health, or the Workers' Compensation Division located in the Department of Human Resources. This class is distinguished from the next higher classes 2324 Nursing Supervisor and 2326 Psychiatric Nursing Supervisor, in that the latter are responsible for directing the professional nursing and ancillary staff within a broader range of patient care responsibility. It is distinguished from class 2323 Clinical Nurse Specialist in that the 2323 Clinical Nurse Specialist provides specialized clinical nursing duties for an individual patient/client or select group of clients and/or provides education, training, information and consultation to Registered Nurses, Public Health Nurses and ancillary staff in an area of specialty.

**SUPERVISION EXERCISED**

May supervise the clinical and administrative activities of Registered Nurses, Public Health Nurses and ancillary staff in an assigned area.

**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, recruits, selects, assigns, orients, and evaluates professional and ancillary staff; determines staff competency and certifies staff for performing clinical procedures; assesses developmental needs of staff and provides educational opportunities; verifies validity of staff licensure; ensures compliance with body substance precautions and other infection control guidelines; counsels staff on performance expectations and discrepancies.
2. Participates in the budget process, determines need/justification for staffing levels,

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Nurse Manager  
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equipment, services and supplies; ensures the maintenance of equipment and supplies; promotes personal and environmental safety.

3. Participates in the development, implementation, and evaluation of programs and clinical services, organizational standards, and utilization measurements in collaboration with others and in accordance with regulatory requirements.
4. Reviews clinical records to ensure accuracy and comprehensiveness of documentation; analyzes data, records and reports and makes appropriate recommendations.
5. Identifies, investigates, documents, and addresses problems, unusual occurrences, and complaints; makes recommendations and/or takes corrective action.
6. Develops, implements, and evaluates specialized programs; evaluates specialized activities and supervises designated staff when assigned to a specific program; gathers, reviews, analyzes, and organizes technical, medical, operating, and statistical data/reports/records and makes recommendations.
7. Participates in committees related to aspects of patient care and organizational development/integration.

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

Knowledge of: Nursing process, principles and practices and their relation to the promotion of wellness and the prevention and treatment of illness and injury; body substance precautions and infection control practices; the designated specialty; budgeting principles; supervisory and administrative practices; clinical systems; research methods; and program planning and evaluation..

Ability and Skill to: Effectively plan, organize, assign, supervise and evaluate work of subordinates; work with interdisciplinary staff; exercise sound judgment and think logically and objectively; instruct and train assigned staff; recommend service improvements; establish an effective working relationship with employee organizations; and communicate effectively; demonstrate sensitivity to ethnically, culturally and socially diverse populations served by the CHN and the Population Health and Prevention Division of the Department of Public Health.

**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:**

A baccalaureate degree from and accredited college or university.

**Experience:**

Requires two years' experience in the designated specialty.

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License and Certification:

Possession of a valid license as a Registered Nurse issued by the California State Board of Registered Nursing. When assigned as a Nurse Manager in community-oriented primary care clinics or home health care, possession of a certificate as a Public Health Nurse issued by the State Department of Public Health is required.

**Substitution:**

Up to two years of additional experience in the designated special area 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**

**ORIGINATION DATE:**

**AMENDED DATE:** 01/13/16

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN