

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: August 1, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 02 FY 17/18 (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 August 1, 2017.

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 Director
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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, 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: 02
Fiscal Year: 2017/2018
Posted Date: 07/12/2017
Reposted Date: N/A

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

Item #	Job Code	Title	Salary
1	2285	Post M.D. 7	\$81,281.96
2	2287	Post M.D. 8	\$84,922.96
3	2289	Post M.D. 9	\$87,591.96

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

Item #	Job Code	Title	Salary
1	2273	Post M.D. 1	\$67,665.96
2	2275	Post M.D. 2	\$69,507.96
3	2277	Post M.D. 3	\$71,762.96
4	2279	Post M.D. 4	\$74,117.96
5	2281	Post M.D. 5	\$76,655.96
6	2283	Post M.D. 6	\$79,054.96

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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@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

Maria Newport, SFERS

Theresa Kao, Controller/ Budget Division

E-File

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

**Title: Post M.D. 7
Job Code: 2285**

DEFINITION

Under the general direction of the medical staff, acquires top level supervised advanced training in a medical specialty; exercises responsibility for the direction of the activities of an assigned group of interns and Assistant Residents of all grades engaged in providing specialized medical and/or surgical care.

DISTINGUISHING FEATURES

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to:

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 the degree of Doctor of Medicine or a D.O. (Doctor of Osteopathy) degree from a recognized school of medicine.

Experience:

License and Certification:

Appointees in this classification are required to possess, or to be eligible for, a valid license to practice medicine in the State of California.

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

**Title: Post M.D. 7
Job Code: 2285**

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/01/17

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN

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

**Title: Post M.D. 8
Job Code: 2287**

DEFINITION

Under the general direction of the medical staff, acquires top level supervised advanced training in a medical specialty; exercises responsibility for the direction of the activities of an assigned group of interns and Assistant Residents of all grades engaged in providing specialized medical and/or surgical care.

DISTINGUISHING FEATURES

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to:

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 the degree of Doctor of Medicine or a D.O. (Doctor of Osteopathy) degree from a recognized school of medicine.

Experience:

License and Certification:

Appointees in this classification are required to possess, or to be eligible for, a valid license to practice medicine in the State of California.

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

**Title: Post M.D. 8
Job Code: 2287**

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/01/17

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN

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

**Title: Post M.D. 9
Job Code: 2289**

DEFINITION

Under the general direction of the medical staff, acquires top level supervised advanced training in a medical specialty; exercises responsibility for the direction of the activities of an assigned group of interns and Assistant Residents of all grades engaged in providing specialized medical and/or surgical care.

DISTINGUISHING FEATURES

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to:

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 the degree of Doctor of Medicine or a D.O. (Doctor of Osteopathy) degree from a recognized school of medicine.

Experience:

License and Certification:

Appointees in this classification are required to possess, or to be eligible for, a valid license to practice medicine in the State of California.

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

**Title: Post M.D. 9
Job Code: 2289**

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/01/17

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN

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

**Title: Post M.D. 1
Job Code: 2273**

DEFINITION

Under the supervision of the medical staff, acquires beginning level supervised professional experience in a medical specialty; renders on special assignment medical and/or surgical care by examining, diagnosing, and treating patients.

DISTINGUISHING FEATURES

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to:

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 the degree of Doctor of Medicine or a D.O. (Doctor of Osteopathy) degree from a recognized school of medicine.

Experience:

License and Certification:

Appointees in this classification are required to possess, or to be eligible for, a valid license to practice medicine in the State of California, and USLME STEP III / COMPLEX STEP III.

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

**Title: Post M.D. 1
Job Code: 2273**

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/01/17

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN

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

**Title: Post M.D. 2
Job Code: 2275**

DEFINITION

Under the supervision of the medical staff, acquires beginning level supervised professional experience in a medical specialty; renders on special assignment medical and/or surgical care by examining, diagnosing and treating patients; and supervises the work of assigned interns.

DISTINGUISHING FEATURES

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to:

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 the degree of Doctor of Medicine or a D.O. (Doctor of Osteopathy) degree from a recognized school of medicine.

Experience:

Completion of an internship of one (1) year at a hospital approved for the training of interns by the American Hospital Association.

License and Certification:

Appointees in this classification are required to possess, or to be eligible for, a valid license to practice medicine in the State of California.

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

**Title: Post M.D. 2
Job Code: 2275**

Substitution:

An equivalent combination of training or experience deemed comparable by the Director of Public Health.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/01/17

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN

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

**Title: Post M.D. 3
Job Code: 2277**

DEFINITION

Under the general supervision of the medical staff, acquires second-year supervised professional experience in a medical specialty; renders specialized medical and/or surgical care; and supervises the activities of interns and Assistant Residents.

DISTINGUISHING FEATURES

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to:

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 the degree of Doctor of Medicine or a D.O. (Doctor of Osteopathy) degree from a recognized school of medicine.

Experience:

Completion of one (1) year as a Resident Physician at a hospital approved for such training by the American Hospital Association.

License and Certification:

Appointees in this classification are required to possess, or to be eligible for, a valid license to practice medicine in the State of California.

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

**Title: Post M.D. 3
Job Code: 2277**

Substitution:

An equivalent combination of training or experience deemed comparable by the Director of Public Health.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/01/17

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN

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

**Title: Post M.D. 4
Job Code: 2279**

DEFINITION

Under the general supervision of the medical staff, acquires advanced third-year professional experience in a medical specialty; renders specialized medical and/or surgical care on an advanced level; and supervises the activities of interns and subordinate Assistant Residents.

DISTINGUISHING FEATURES

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to:

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 the degree of Doctor of Medicine or a D.O. (Doctor of Osteopathy) degree from a recognized school of medicine.

Experience:

Completion of two (2) years as a Resident Physician at a hospital approved for such training by the American Hospital Association.

License and Certification:

Appointees in this classification are required to possess, or to be eligible for, a valid license to practice medicine in the State of California.

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

**Title: Post M.D. 4
Job Code: 2279**

Substitution:

An equivalent combination of training or experience deemed comparable by the Director of Public Health.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/01/17

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN

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

**Title: Post M.D. 5
Job Code: 2281**

DEFINITION

Under the general supervision of the medical staff, acquires advanced third-year professional experience in a medical specialty; renders specialized medical and/or surgical care on an advanced level; and supervises the activities of interns and subordinate Assistant Residents.

DISTINGUISHING FEATURES

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to:

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 the degree of Doctor of Medicine or a D.O. (Doctor of Osteopathy) degree from a recognized school of medicine.

Experience:

Completion of two (2) years as a Resident Physician at a hospital approved for such training by the American Hospital Association.

License and Certification:

Appointees in this classification are required to possess, or to be eligible for, a valid license to practice medicine in the State of California.

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

**Title: Post M.D. 5
Job Code: 2281**

Substitution:

An equivalent combination of training or experience deemed comparable by the Director of Public Health.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/01/17

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN

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

**Title: Post M.D. 6
Job Code: 2283**

DEFINITION

Under the general direction of the medical staff, acquires top level supervised advanced training in a medical specialty; exercises responsibility for the direction of the activities of an assigned group of interns and Assistant Residents of all grades engaged in providing specialized medical and/or surgical care.

DISTINGUISHING FEATURES

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to:

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 the degree of Doctor of Medicine or a D.O. (Doctor of Osteopathy) degree from a recognized school of medicine.

Experience:

Enrollment as an Assistant Resident Physician in the final year of the medical service to which appointment is made.

License and Certification:

Appointees in this classification are required to possess, or to be eligible for, a valid license to

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

**Title: Post M.D. 6
Job Code: 2283**

practice medicine in the State of California.

Substitution:

An equivalent combination of training or experience deemed comparable by the Director of Public Health.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/01/17

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN