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: ________________
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.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
<th>Salary</th>
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<td>Post M.D. 9</td>
<td>$87,591.96</td>
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</table>

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

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<tr>
<th>Item #</th>
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<th>Title</th>
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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.


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

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/01/17

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

BUSINESS UNIT(S): COMMN
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.
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.
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
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.
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.
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
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
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