

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 28, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 31 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 March 28, 2018.

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: 31
Fiscal Year: 2017/2018
Posted Date: 03/14/2018
Reposted Date: 03/20/2018

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

Item #	Job Code	Title
1	2230	Physician Specialist
2	2232	Senior Physician Specialist
3	2233	Supervising Physician Specialist

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Physician Specialist
Job Code: 2230**

DEFINITION

Under direction, performs the duties of a specialist in a recognized medical field requiring advanced and specialized education, training and experience; may require 24-hour "on-call" availability to unit or section staff.

DISTINGUISHING FEATURES

The 2230 Physician Specialist is distinguished from the higher level 2232 Senior Physician Specialist in that the former is an entry-level specialist who may require general direction from more experienced specialists in the specialty field.

SUPERVISION EXERCISED

none

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.

1. As a family physician, internist or medical subspecialist, evaluates patient signs and symptoms, reviews laboratory and radiological data, diagnoses complex cases, and institutes treatments as appropriate. May serve as a consultant to other physicians, including specialists in other fields.
2. As a surgical specialist or subspecialist, evaluates patient signs and symptoms, reviews laboratory and radiological data, recommends, performs, and consults on specialized surgical procedures within his or her specialty field.
3. As a specialist in psychiatry, evaluates, plans and implements treatments for patients with a variety of psychiatric disorders.
4. As a pediatrician, examines, diagnoses, and treats pediatric patients; refers to other physicians, clinics, and agencies when so indicated.
5. As an obstetrician/gynecologist, provides obstetrical and gynecological care including screening, diagnosis, treatment, prenatal and obstetrical care.
6. As a specialist in occupational health, conducts pre-employment physical examinations of candidates for city service; when designated by the Civil Service Commission, assesses medical or physical competence of staff to perform assigned duties; participates in the identification and assessment of

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

**Title: Physician Specialist
Job Code: 2230**

occupational hazards and injuries; develops and implements preventive and educational strategies.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Specialized professional knowledge of a recognized medical specialty.

Ability and Skill to: make expert diagnoses, interpretations and recommendations on a consultative level.

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: Successful completion of a residency program accredited by the Accreditation Council for Graduate Medical Education or American Osteopathic Association in the appropriate medical specialty area for the assigned facility or division (i.e. Board Eligible).

License and Certification: Possession of a valid license to practice medicine issued by the Medical Board of California or the Osteopathic Medical Board of California.

Substitution:

SUPPLEMENTAL INFORMATION

Nature of duties may require sustained physical effort involving manual skill and dexterity, with exposure to some accident and health hazards and disagreeable elements inherent in the specialized field.

CLASS EXEMPT FROM CIVIL SERVICE EXAMINATION UNDER SECTION 10.104.13 OF THE CITY CHARTER.

PROMOTIVE LINES:

To: 2232 Senior Physician Specialist

ORIGINATION DATE: 01/04/1978

AMENDED DATE: 02/04/1991; 03/28/2018

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

**Title: Physician Specialist
Job Code: 2230**

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.

BUSINESS UNIT(S):

COMMN SFMTA SFCCD SFUSD

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

**Title: Senior Physician Specialist
Job Code: 2232**

DEFINITION

Under general direction, performs difficult professional medical work in a recognized medical specialty field, requiring advanced and specialized education, training and experience; may supervise a section or unit of a larger medical facility or program; may supervise other physicians and other professional personnel; may require 24-hour "on-call" availability to unit or section staff.

DISTINGUISHING FEATURES

The 2232 Senior Physician Specialist is distinguished from the higher level 2233 Supervising Physician Specialist in that the latter assumes executive and/or administrative responsibilities within health programs of the department, whereas the former functions as a highly specialized physician within the field of specialty.

The 2232 Senior Physician Specialist is distinguished from the lower level 2230 Physician Specialist in that the former may supervise the activities of Physician Specialists within the field of specialty and performs more difficult medical work. The 2232 Senior Physician Specialist may also assume a coordinating or leadership role with respect to his or her department of service and the specialty area.

SUPERVISION EXERCISED

May supervise the activities of Physician Specialists and other professional personnel within the field of specialty.

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.

1. Serves as an experienced specialist representative/consultant of the specialty program or service including, but not limited to interactions with *other programs or outside agencies*; assists in the development and implementation of policies, methods, and procedures within the specialty area; including but not limited to Quality Assurance activities; prepares or reviews detailed and complex medical and technical records and reports.

2. As a senior family physician, internist or medical subspecialist, evaluates patient signs and symptoms, reviews laboratory and radiological data, diagnoses complex cases, and institutes treatments as appropriate; serves as a consultant to physician specialists on difficult and complex cases.

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

**Title: Senior Physician Specialist
Job Code: 2232**

3. As a senior surgical specialist or subspecialist, evaluates patient signs and symptoms, reviews laboratory and radiological data, recommends, performs, supervises and consults with other physicians and surgeons on specialized, difficult or complex surgical procedures related to his or her specialty field.

4. As a senior specialist in psychiatry, evaluates, plans and implements treatments, and supervises other psychiatrists or psychiatry trainees in evaluation, planning, and treatment of patients with a variety of psychiatric disorders; actively consults with other psychiatrists and physician specialists; provides expert advice on diagnosis and treatment of particularly difficult or complex cases.

5. As a senior specialist in forensic pathology, performs medicolegal autopsies at the Medical Examiner's office; consults with the district attorney, public defender, police, and others on medicolegal matters; examines victims or suspects for medicolegal purposes; testifies in court and judicial hearings on medicolegal issues.

6. As a senior pediatrician, examines, diagnoses, and treats pediatric patients; supervises and consults with other pediatricians, clinics and agencies on difficult and complex cases.

7. As a senior obstetrician/gynecologist, examines, diagnoses and treats women who are pregnant, who require screening, or who have gynecologic complaints; consults with other obstetrician/gynecologist on difficult and complex cases.

8. As a senior specialist in occupational health, conducts pre-employment physical examinations of candidates for city service; when designated by the Civil Service Commission, assesses medical or physical competence of staff to perform assigned duties; participates in the identification and assessment of occupational hazards and injuries; develops and implements prevention and education strategies; consults with other occupational health specialists, including physicians and other practitioners on difficult and complex cases or health issues.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Highly specialized professional knowledge of a recognized specialty in the field of medicine.

Ability and Skill to: Make expert diagnoses, interpretations and recommendations on a consultative basis; effectively communicate verbally and in writing; interact effectively with the

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

**Title: Senior Physician Specialist
Job Code: 2232**

medical and administrative staff, patients and family members, government officials, community representatives and the general public.

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:

Psychiatric Specialty Only:

Successful completion of a residency program accredited by the Accreditation Council for Graduate Medical Education or American Osteopathic Association in a Psychiatric medical specialty area (i.e. Board Eligible).

License and Certification: Possession of a valid license to practice medicine issued by the Medical Board of California or the Osteopathic Medical Board of California; AND

Non-psychiatric specialties only: Possession of valid Board Certification in the appropriate medical specialty area for the assigned facility or division.

Substitution:

SUPPLEMENTAL INFORMATION

Nature of duties may require sustained physical effort involving manual skill and dexterity, with exposure to some accident and health hazards and disagreeable elements inherent in the specialized field.

CLASS EXEMPT FROM CIVIL SERVICE EXAMINATION UNDER SECTION 10.104.13 OF THE CITY CHARTER.

PROMOTIVE LINES

From: 2230 Physician Specialist

To: 2233 Supervising Physician Specialist

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

**Title: Senior Physician Specialist
Job Code: 2232**

ORIGINATION DATE: 01/04/1978

AMENDED DATE: 04/18/1988; 02/04/1991; 09/26/2014; 03/28/2018

REASON FOR AMENDMENT

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

BUSINESS UNIT(S):

COMMN SFMTA SFCCD SFUSD

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

**Title: Supervising Physician Specialist
Job Code: 2233**

DEFINITION

Under general administrative direction, plans, organizes, directs and is responsible for the operation of a specialty clinic, center program, or other patient care site; may personally diagnose difficult cases and prescribe medical care; may require 24-hour "on-call" availability to unit or section staff.

DISTINGUISHING FEATURES

The 2233 Supervising Physician Specialist is distinguished from the lower level 2232 Senior Physician Specialist in that the former assumes major responsibility for a service, program, or clinical unit, including the development and execution of policies for the particular unit or program, supervision and coordination of professional staff development and in-service training programs, achievement of economies by enforcing regulations concerning the proper use and handling of specialized equipment, materials and supplies, maintenance of contacts with specialists and department heads in other fields to obtain their expert advice in difficult medical and related matters, and preparation, review, and approval of medical and technical diagnosis, decisions, records and reports.

The 2233 Supervising Physician Specialist is distinguished from the higher level Medical Director in that positions in that the latter reports directly to the Director of Health or Deputy Director of Health and assumes ultimate authority for the clinical activities of the medical and support staff within a major bureau or division within the department, whereas the former typically functions under the direction of a medical director and manages the medical activities performed within a discrete program or unit.

SUPERVISION EXERCISED

Supervises the activities of Physician Specialists and other health professionals and staff.

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.

1. Directs and has overall responsibility for the functioning of a specialty clinic, center, program, or other patient care site, including the assignment and supervision of physician specialists, other health professionals, and other staff members.
2. Plans and directs medical staff development and in-service training activities at the facility, division, or program; conducts staff meetings and conferences.

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

**Title: Supervising Physician Specialist
Job Code: 2233**

3. Conducts meetings with agency heads and representatives; consults with other agencies on problems and programs pertaining to the specialty; evaluates community needs for specialized services and plans accordingly.
4. Provides medical treatment in particularly difficult and complicated cases; evaluates facility, division, or program operations and efficiency.
5. Develops and manages a budget for a clinic or program.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Highly specialized professional knowledge of the modern practices and procedures in the field of the appropriate medical specialty; knowledge of supervisory, administrative, and budgetary principles and practices.

Ability and Skill to: make expert diagnoses, interpretations and recommendations on a consultative basis and to organize, direct and coordinate the activities of personnel engaged in clinical treatment and services.

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: Non-psychiatric specialties only: Three (3) years of post-residency experience as a practicing physician in the respective medical specialty area.

Psychiatric specialty only:

Successful completion of a residency program accredited by the Accreditation Council for Graduate Medical Education or American Osteopathic Association in a Psychiatric medical specialty area (i.e. Board Eligible); AND

Five (5) years of post-residency experience as a practicing Psychiatrist.

License and Certification:

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

**Title: Supervising Physician Specialist
Job Code: 2233**

Possession of a valid license to practice medicine issued by the Medical Board of California or the Osteopathic Medical Board of California; AND

Non-psychiatric specialties only: Possession of valid Board Certification in the appropriate medical specialty area for the assigned facility or division.

Substitution: Psychiatric specialty only: Possession of valid Board Certification in a Psychiatric medical specialty area can substitute for two (2) years of the required post-residency experience as a practicing Psychiatrist.

SUPPLEMENTAL INFORMATION

Nature of duties may require sustained physical effort involving manual skill and dexterity, with exposure to some accident and health hazards and disagreeable elements inherent in the specialized field.

CLASS EXEMPT FROM CIVIL SERVICE EXAMINATION UNDER SECTION 10.104.13 OF THE CITY CHARTER.

PROMOTIVE LINES

From: 2232 Senior Physician Specialist

ORIGINATION DATE: 04/01/1972

AMENDED DATE: 01/04/1978, 02/04/1991, 09/26/2014, 03/28/2018

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.

BUSINESS UNIT(S):

COMMN SFMTA SFCCD SFUSD