

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 26, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 32 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 26, 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: 32
Fiscal Year: 2017/2018
Posted Date: 03/15/2018
Reposted Date: N/A

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

Item #	Job Code	Former Title	New Title
1	2390	Central Processing and Distribution Technician	Sterile Processing and Distribution Technician
2	2392	Senior Central Processing and Distribution Technician	Senior Sterile Processing and Distribution Technician

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

**Title: Sterile Processing and Distribution Technician
Job Code: 2390**

DEFINITION

Under general supervision, performs cleaning and sterilization duties in the Sterile Processing and Distribution Department or ancillary units of a hospital or other medical service facility.

DISTINGUISHING FEATURES

The 2390 Sterile Processing and Distribution Technician is distinguished from the 2392 Senior Sterile Processing and Distribution Technician in that the latter functions as the first-line supervisor.

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. In accordance with the principles of aseptic technique, disassembles, inspects, prepares and decontaminates instruments, equipment, supplies and materials in the Sterile Processing and Distribution Department.
2. Assembles for sterilization linen and instrument packs, trays and other items used in the operating room or in other areas of the hospital; inspects them for size, weight, density and wrapping.
3. Wraps, marks, dates, labels, inspects and rotates equipment, supplies and materials; sorts, inspects, repairs and folds surgical linen and other special surgical items; wraps linen packs for sterilization.
4. Operates autoclaves, steam and gas sterilizers and other processing equipment; conducts spore tests; maintains related records and files; as necessary, arranges for repairs of equipment with 2392 Senior Sterile Processing and Distribution Technician.
5. Stocks shelves with items and maintains predetermined inventory levels; identifies patient chargeable items and verifies patient-care unit conformity to charging procedures.
6. Dispenses and distributes equipment, supplies and materials from the Sterile Processing and Distribution Department to patient-care units, clinics and services; loads, cleans and inspects distribution carts; returns used non-disposable items to Sterile Processing and Distribution Department for recycling.
7. Advises hospital staff on the use of equipment, supplies and materials; suggests possible substitute items in the event of supply shortages.
8. Maintains clean and orderly work areas in the Sterile Processing and Distribution Department including checking the cleanliness of sterilizers on both a daily and periodic basis.

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

**Title: Sterile Processing and Distribution Technician
Job Code: 2390**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the methods, procedures and purposes of Sterile Processing and Distribution operations; the basic principles of microbiology, aseptic and sterilization techniques; methods and procedures of ordering and stocking supplies, and considerable knowledge of the uses, parts and materials of a wide variety of medical instruments and devices.

Ability and Skill to: perform duties accurately and independently; to establish priorities and determine work schedules; to exercise judgement in identifying and appropriately referring problems; and to relate well to hospital employees and staff.

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:

License and Certification:

Possession of a valid Central Service Certificate or a Sterile Processing and Distribution Technician Certificate issued by one of the following:

- 1) International Association of Healthcare Central Service Material Management (IAHCSMM)
- or
- 2) Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)

Substitution:

SUPPLEMENTAL INFORMATION

Nature of duties requires: some physical effort and dexterity in use of fingers and hands with some exposure to abrasion, cuts or bruises and to some disagreeable elements inherent in handling hospital equipment, supplies and materials.

PROMOTIVE LINES

To: 2392 Senior Sterile Processing and Distribution Technician

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

**Title: Sterile Processing and Distribution Technician
Job Code: 2390**

ORIGINATION DATE: 1/3/1977

AMENDED DATE: 7/31/2015; 03/26/2018

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: Senior Sterile Processing and Distribution Technician
Job Code: 2392**

DEFINITION

Under general direction, is responsible for immediate supervision of an entire shift or departmental unit of the Sterile Processing and Distribution Department. The 2392 Senior Sterile Processing and Distribution Technician functions as a first-line supervisor.

DISTINGUISHING FEATURES

The 2392 Senior Sterile Processing and Distribution Technician classification is distinguished from the 2390 Sterile Processing and Distribution Technician by the former's supervisory responsibility.

SUPERVISION EXERCISED

Supervises subordinate staff in the Sterile Processing and Distribution Department.

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. Functions as an immediate supervisor in operations, planning and supervision in a large Sterile Processing and Distribution Department or of one or more of its sub-units.
2. Trains all new personnel in methods, procedures and techniques of Sterile Processing and Distribution operations; writes or participates in the writing of procedural manuals; provides continuing on-the-job training to refresh or improve subordinates' skills or to introduce new methods, procedures and techniques of operation; serves as a resource to 2390 Sterile Processing and Distribution Technicians.
3. Solves emergency and complex problems of Sterile Processing and Distribution operations; advises medical, nursing and other hospital staff on the uses of equipment, supplies and materials; suggests possible substitutes in the event of supply shortage.
4. Performs highly specialized procedures, such as cardio-cath and cardiopulmonary processing; assumes special responsibilities in such areas as preparation, dispatching and recording of cultures, and tallying and recording various Sterile Processing and Distribution usage reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the methods, procedures and purposes of Sterile Processing and Distribution; the basic principles of microbiology, aseptic and sterilization; principles of inventory control; the materials, parts, and functions of a wide variety of complex medical instruments and devices; and principles and practices and administration and supervision.

Ability and Skill to: supervise and instruct a number of subordinate employees in detailed

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

**Title: Senior Sterile Processing and Distribution Technician
Job Code: 2392**

methods and procedures and to effectively engage in operations planning.

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:

Two (2) years of experience in a hospital or medical facility stocking, sterilizing and dispensing patient care equipment, supplies and materials.

License and Certification:

Possession of a valid Central Service Certificate or a Sterile Processing and Distribution Technician Certificate issued by one of the following:

- 1) International Association of Healthcare Central Service Material Management (IAHCSCMM)
- or
- 2) Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)

Substitution:

SUPPLEMENTAL INFORMATION

Nature of duties requires: some physical effort and dexterity in use of fingers and hands with some exposure to abrasion, cuts or bruises and to some disagreeable elements inherent in handling hospital equipment, supplies and materials.

PROMOTIVE LINES

From: 2390 Sterile Processing and Distribution Technician

ORIGINATION DATE: 1/3/1977

AMENDED DATE: 7/31/2015; 03/26/2018

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

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

**Title: Senior Sterile Processing and Distribution Technician
Job Code: 2392**

BUSINESS UNIT(S): **COMMN**