

**City and County of San Francisco**  
Micki Callahan  
Human Resources Director



**Department of Human Resources**  
*Connecting People with Purpose*  
www.sfdhr.org


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

Date: May 14, 2019

Re: **Notice of Proposed Classification Actions – Final Notice No. 39 FY 2017/18  
(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 May 14, 2019.

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:** 39  
**Fiscal Year:** 2017/2018  
**Posted Date:** 05/21/2018  
**Reposted Date:** N/A

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

<b>Item #</b>	<b>Job Code</b>	<b>Title</b>	<b>Salary</b>	<b>Bargaining Unit</b>
1	2471	Radiologic Technologist I, II and III	\$ 93,860 - \$138,710	026
2	2472	Radiologic Technologist Lead	\$108,680 - \$145,652	026
3	2473	Diagnostic Medical Sonographer I, II and III	\$105,222 - \$155,454	026
4	2474	Diagnostic Medical Sonographer Lead	\$121,784 - \$163,228	026

**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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at [Stephen.Fu@sfgov.org](mailto: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  
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

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

**Title:** RADIOLOGIC TECHNOLOGIST I, II and III  
**Job Code:** 2471

**DEFINITION**

Under general supervision, the Radiologic Technologists perform general and advanced diagnostic imaging and/or therapeutic procedures on all age groups for outpatient, inpatient, surgery and emergency/trauma patients.

**DISTINGUISHING FEATURES**

This class utilizes the deep class concept and encompasses multiple levels of responsibility from entry through the fully experienced journey level. The 2471 Radiologic Technologist Level I is distinguished from the 2471 Radiologic Technologist Level II and III in that the former solely performs general diagnostic imaging and/or therapeutic procedures, whereas the Level II and III perform general diagnostic imaging and/or therapeutic procedures and advanced diagnostic imaging procedures. The 2471 Radiologic Technologist Level II is distinguished from the 2471 Radiologic Technologist Level III in that the latter performs advanced diagnostic imaging procedures in two or more modalities while the former performs advanced diagnostic imaging procedures in one modality. The 2471 Radiologic Technologist class is distinguished from the 2472 Radiologic Technologist Lead in that the latter performs lead duties.

**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.*

Note that the duties listed below are cumulative. For example, Level III incumbents may be directed to perform any of the duties described in Level I and II.

**Level I:**

1. Performs general diagnostic procedures using fixed or portable, general, digital, fluoroscopic or other diagnostic equipment; lifts and carries cassettes to and from imaging equipment; manipulates and manages images; positions patients and selects technical factors based on knowledge of radiologic science, specific equipment and patient assessment.
2. Applies principles of radiation safety in compliance with federal, state and departmental standards; uses appropriate filters, cones, protective clothing and devices to obtain high-quality images with radiation exposure levels as low as reasonably achievable to patients, others and self; wears and exchanges radiation monitoring devices.

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

**Title:** RADIOLOGIC TECHNOLOGIST I, II and III

**Job Code:** 2471

3. Assesses general patient condition, including stability, pain and safety, and as necessary takes action consistent with standards; monitors medical equipment and promptly adjusts or reports problems; observes and documents patient physical and procedural restraints.
4. Documents procedures and events in the patient's medical record and departmental logs, in accordance with regulatory, hospital and departmental standards; identifies images and documents with patient, technologist, date/time and laterality information.
5. Transports patients using gurneys, wheelchairs and beds; transfers patients to and from the exam table.
6. Schedules procedures and patients, transfers paper orders into an electronic order entry system; produces, processes and collates images and paperwork, and submits them for interpretation; receives and assists patients and other customers; answers departmental telephones; may be assigned to coordinate patient flow.
7. Performs venipuncture and CPR; assists physicians in preparing and/or administering contrast media, setting up sterile and non-sterile trays, and providing instruments, medical devices and supplies as requested.
8. Trains student technologists in the science and practice of diagnostic imaging.
9. Participates in departmental Quality Improvement efforts.
10. Cleans imaging equipment, supplies and procedure rooms; reports failures and problems.
11. Maintains patient medical records and data integrity using Radiology and hospital IT systems.
12. Assists physicians and providers in resolving imaging questions or issues.

**Level II:**

1. Performs diagnostic imaging procedures in an advanced modality.

**Level III:**

1. Performs diagnostic imaging procedures in at least two (2) advanced modalities.

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

**Title:** RADIOLOGIC TECHNOLOGIST I, II and III  
**Job Code:** 2471

**KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: radiologic science, patient positioning, radiation safety practices and regulations (California Code of Regulations Title 17), body substance precautions, body mechanics; general knowledge of Title 22.

Ability and Skill to: follow oral and written instructions and to perform diagnostic imaging procedures; maintain efficient workflow; efficiently care for patients' needs; perform CPR and venipuncture; effectively communicate, interact and resolve problems with patients, physicians, coworkers, students and other customers; and adhere to preventive and safety standards to limit exposure to radiation, accidents, health hazards and disagreeable elements; perform the full range of body motion, manual dexterity and eye hand coordination; stand, walk or sit for extensive periods of time; lift and carry heavy items; maintain clinical competency and pertinent continuing education; and adapt to changing technologies.

**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:

**Level I:**

Experience:

License and Certification:

Possession of a current license issued by the State of California as a Certified Radiologic Technologist (CRT); AND

Current registration with, the American Registry of Radiologic Technologists (ARRT); AND

Must obtain a valid permit to use Fluoroscopy equipment issued by the California Department of Health Services, Radiologic Health Branch within six (6) months of appointment. Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association

**Level II:**

Experience:

One (1) year of experience working as a Radiologic Technologist.

License and Certification:

Possession of a current license issued by the State of California as a Certified Radiologic

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

**Title:** RADIOLOGIC TECHNOLOGIST I, II and III

**Job Code:** 2471

Technologist (CRT); AND

Current registration with, the American Registry of Radiologic Technologists (ARRT); AND

ARRT certification in at least one advanced modality: (e.g. Mammography (MM), Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Quality Management (QM), Bone Densitometry (BD), Cardiac-Interventional (CI), or Vascular-Interventional Radiography (VI)); AND

Possession of a valid permit to use Fluoroscopy equipment issued by California Department of Health Services, Radiologic Health Branch; AND

Possession of a valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association.

**Level III:**

Experience:

Three (3) years of experience working as a Radiologic Technologist.

License and Certification:

Possession of a current license issued by the State of California as a Certified Radiologic Technologist (CRT); AND

Current registration with, the American Registry of Radiologic Technologists (ARRT); AND

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association; AND

Possession of a valid permit to use Fluoroscopy issued by California Department of Health Services, Radiologic Health Branch; AND

ARRT certification in at least two (2) advanced modalities (e.g. Mammography (MM), Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Quality Management (QM), Bone Densitometry (BD), Cardiac-Interventional (CI) or Vascular- Interventional Radiography (VI)).

Substitution:

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

**Title:** RADIOLOGIC TECHNOLOGIST I, II and III  
**Job Code:** 2471

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

**Level I:**

From:

To: 2471 Radiologic Technologist Level II

**Level II:**

From: 2471 Radiologic Technologist Level I

To: 2471 Radiologic Technologist Level III

**Level III:**

From: 2471 Radiologic Technologist Level II

To: 2472 Radiologic Technologist Lead

**ORIGINATION DATE:** 05/14/2019

**AMENDED DATE:**

**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:** RADIOLOGIC TECHNOLOGIST LEAD  
**Job Code:** 2472

**DEFINITION**

Under direction, the Radiologic Technologist Lead, functions as a lead Radiologic Technologist of a shift or an assigned area of diagnostic imaging.

**DISTINGUISHING FEATURES**

This class functions as a lead Radiologic Technologist for a shift or an assigned area of diagnostic imaging. The 2472 Radiologic Technologist Lead class is distinguished from the 2471 Radiologic Technologist III in that the latter performs, under general supervision, general and/or advanced diagnostic imaging procedures, while the former is a lead worker assigned to a specified modality. The 2472 Radiologic Technologist Lead is distinguished from the 2496 Imaging Supervisor in that the latter is the full supervisory level in the Imaging Series.

**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. Functions as lead worker in an assigned area or for a shift; manages workload relative to available resources; prioritizes work and assigns tasks to Diagnostic Imaging Technologists and support staff; prepares and monitors work schedules and perform time reporting duties; inventories supplies and stocks area.
2. Acts as preceptor to new staff, or to an employee learning new skills or equipment; trains, orients and documents initial and annual competencies of staff; assists others with technical or positioning advice.
3. Performs general diagnostic procedures using fixed or portable, general, digital, fluoroscopic or other diagnostic equipment performs diagnostic imaging procedures in advanced modalities; lifts and carries cassettes to and from imaging equipment; manipulates and manages images; positions patients and selects technical factors based on knowledge of radiologic science, specific equipment and patient assessment.
4. Applies principles of radiation safety in compliance with federal, state and departmental standards; uses appropriate filters, cones, protective clothing and devices to obtain high-quality images with radiation exposure levels as low as reasonably achievable to patients, others and self; wears and exchanges radiation monitoring devices.
5. Assesses general patient condition, including stability, pain and safety, and as necessary takes action consistent with standards; monitors medical equipment and promptly adjusts or reports problems; observes and documents patient physical and procedural restraints.



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

**Title:** RADIOLOGIC TECHNOLOGIST LEAD

**Job Code:** 2472

6. Documents procedures and events in the patient's medical record and departmental logs, in accordance with regulatory, hospital and departmental standards; identifies images and documents with patient, technologist, date/time and laterality information.
7. Transports patients using gurneys, wheelchairs and beds; transfers patients to and from the exam table.
8. Schedules procedures and patients; transfers paper orders into an electronic order entry system; produces, processes and collates images and paperwork, and submits them for interpretation; receives and assists patients and other customers; answers departmental telephones; may be assigned to coordinate patient flow.
9. Performs venipuncture and CPR; assists physicians preparing and/or administering contrast media, setting up sterile and non-sterile trays, and providing instruments, medical devices and supplies as requested.
10. Trains student technologists in the science and practice of diagnostic imaging; assists in teaching and grading students.
11. Participates in departmental Quality Improvement efforts including conducting various quality control and assurance procedures and participating in quality improvement programs.
12. Cleans imaging equipment, supplies and procedure rooms; acts as liaison with field service engineer to effect necessary repairs.
13. Maintains patient medical records and data integrity using Radiology and hospital IT systems.
14. Assists physicians and providers in resolving imaging questions or issues.

**KNOWLEDGES, SKILLS AND ABILITIES**

Knowledge of: radiologic science, patient positioning, radiation safety practices and regulations (California Code of Regulations Title 17), body substance precautions, body mechanics; general knowledge of Title 22.

Ability and Skill to: effectively follow oral and written instructions and perform diagnostic imaging procedures; plan, organize, assign, instruct and evaluate the work of assigned staff; perform venipuncture and CPR; work collaboratively with physicians, nurses and other health care personnel; exercise good judgement and adhere to preventive and safety standards to limit exposure to accidents, health hazards and disagreeable elements; perform the full range of body motion, manual dexterity and eye hand coordination; stand, walk or sit for extensive periods of time; obtain necessary radiographic images when patient is unable to cooperate; lift

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

**Title:** RADIOLOGIC TECHNOLOGIST LEAD

**Job Code:** 2472

and carry heavy items; maintain clinical competency and continuing education in appropriate areas; and adapt to changing technologies.

**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:

Four (4) years of experience working as a Radiologic Technologist.

License and Certification:

Possession of a current license issued by the State of California as a Certified Radiologic Technologist (CRT); AND

Current registration with the American Registry of Radiologic Technologists (ARRT); AND

Certification in at least one advanced modality (e.g. Mammography (MM), Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Quality Management (QM), Bone Density (BD), Cardiac-Interventional (CI) or Vascular-Interventional Radiography (VI)); AND

Possession of a valid permit in Fluoroscopy equipment issued by California Department of Health Services, Radiologic Health Branch.

Certification in Possession of a valid Cardio-pulmonary Resuscitation (CPR) certificate issued by the American Heart Association;

Substitution:

**SUPPLEMENTAL INFORMATION:**

**PROMOTIVE LINES:**

FROM: 2471 Radiologic Technologist Level II or Level III

TO: 2496 Imaging Supervisor

**ORIGINATION DATE:** 05/14/2019

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

**Title:** RADIOLOGIC TECHNOLOGIST LEAD

**Job Code:** 2472

**AMENDED DATE:**

**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:** DIAGNOSTIC MEDICAL SONOGRAPHER I, II and III  
**Job Code:** 2473

**INTRODUCTION**

Under general supervision, the Diagnostic Medical Sonographer, performs diagnostic imaging and therapeutic procedures in one or more specialties of Diagnostic Medical Sonography (DMS) on all age groups for outpatient, inpatient and emergency/trauma patients.

**DISTINGUISHING FEATURES**

This class utilizes the deep class concept and encompasses multiple levels of responsibility from entry through the fully experienced journey level. The 2473 Diagnostic Medical Sonographer Level I is distinguished from the 2473 Diagnostic Medical Sonographer Level II in that the former performs diagnostic imaging and therapeutic procedures in one (1) DMS specialty while the latter performs diagnostic imaging and therapeutic procedures in two (2) DMS specialties. The 2473 Diagnostic Medical Sonographer Level II is distinguished from the 2473 Diagnostic Medical Sonographer Level III in that the latter performs diagnostic imaging and therapeutic procedures in three (3) or more DMS specialties. The 2473 Diagnostic Medical Sonographer class is distinguished from the 2474 Diagnostic Medical Sonographer Lead in that the latter performs lead duties.

**SUPERVISION EXERCISED**

None

**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.*

**Level I, II and III**

1. Performs diagnostic imaging procedures in one (1) or more specialties of Diagnostic Medical Sonography; selects and operates a variety of diagnostic ultrasound equipment; applies non-ionizing high frequency ultrasonic waves to patients through the use of transducers to produce images of internal organs for diagnostic interpretation by a physician, including obstetrical, gynecological, abdominal evaluations; performs specialized diagnostic and therapeutic procedures such as aspirations, Doppler and vascular work, breast, neonatal, neuro-sonography, carotid and thyroid scans and portable scans.
2. Assesses general patient condition, including stability, pain and safety, and as necessary takes action consistent with appropriate standards; monitors medical equipment and promptly adjusts or reports problems; observes and documents patient physical and procedural restraints.
3. Documents procedures and events in the patient's medical record and departmental

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

**Title:** DIAGNOSTIC MEDICAL SONOGRAPHER I, II and III  
**Job Code:** 2473

logs, in accordance with regulatory, hospital and departmental standards; identifies images and documents with patient, technologist, date/time and laterality information. May perform CPR.

4. Transports patients using gurneys, wheelchairs and beds; transfers patients to and from the exam table.
5. Schedules procedures and patients; transfers paper orders into an electronic order entry system; collates images and paperwork, and submits them for interpretation; receives and assists patients and other customers; answers departmental telephones; may be assigned to coordinate patient flow.
6. Sets up sterile and non-sterile trays, and provides instruments, medical devices and supplies as requested.
7. Trains medical and technical personnel such as radiology residents and student diagnostic imaging technologists in the science and practice of diagnostic sonography.
8. Participates in departmental Quality Improvement efforts.
9. Cleans imaging equipment and calibrates as necessary; cleans supplies and procedure rooms; acts as liaison with field service engineer to effect necessary repairs

**KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: the science of diagnostic sonographic imaging; abdominal, obstetrical/gynecological, neo-natal, neuro-sonography, vascular, Doppler and other imaging or therapeutic procedures; anatomy and anatomical landmarks; safety standards, including body substance precautions and body mechanics; general knowledge of Title 22.

Ability and Skill to: effectively follow oral and written instructions and to perform diagnostic imaging procedures in sonography; care for patients' needs; perform venipuncture and CPR; communicate, interact and resolve problems with patients, physicians, co-workers, students and other customers; adhere to preventive and safety standards to limit exposure to health hazards and disagreeable elements; perform the full range of body motion, manual dexterity and hand eye coordination; stand, walk or sit for extensive periods of time; lift and carry heavy items; maintain clinical competency and pertinent continuing education; and adapt to changing technologies.

**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*

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

**Title:** DIAGNOSTIC MEDICAL SONOGRAPHER I, II and III

**Job Code:** 2473

*announcement.*

Education:

**Level I:**

Experience:

License and Certification:

Valid certification and registration with the American Registry of Diagnostic Medical Sonographers (ARDMS) in one (1) specialty used at the San Francisco Department of Public Health; AND

Must obtain a valid certification and registration with the ARDMS in a second specialty used at the San Francisco Department of Public Health within six (6) months of appointment.

Possession of valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association.

**Level II:**

Experience:

One (1) year of experience working as a Diagnostic Medical Sonographer

License and Certification:

Valid certification and registration with the American Registry of Diagnostic Medical Sonographers (ARDMS) in two (2) specialties used at the San Francisco Department of Public Health; AND

Possession of valid Cardio-pulmonary Resuscitation (CPR) certificate issued by the American Heart Association.

**Level III:**

Experience:

Three (3) years of experience working as a Diagnostic Medical Sonographer

License and Certification:

Valid certification and registration with the American Registry of Diagnostic Medical Sonographers (ARDMS) in three (3) or more specialties used at the San Francisco Department of Public Health; AND

Possession of valid Cardio-pulmonary Resuscitation (CPR) certificate issued by the American Heart Association.

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

**Title:** DIAGNOSTIC MEDICAL SONOGRAPHER I, II and III  
**Job Code:** 2473

Substitution:

Possession of a valid certificate in Nuchal Translucency Ultrasound or another certificate used at the San Francisco Department of Public Health may substitute for certification and registration in one (1) specialty by the ARDMS

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**Level I:**

From:

To: 2473 Diagnostic Medical Sonographer Level II

**Level II:**

From: 2473 Diagnostic Medical Sonographer Level I

To: 2473 Diagnostic Medical Sonographer Level III

**Level III:**

From: 2473 Diagnostic Medical Sonographer Level II or Level III

To: 2474 Diagnostic Medical Sonographer Lead

**ORIGINATION DATE:** 05/14/2019

**AMENDED DATE:**

**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:** DIAGNOSTIC MEDICAL SONOGRAPHER LEAD  
**Job Code:** 2474

**INTRODUCTION**

Under direction, the Diagnostic Medical Sonographer Lead, functions as lead Diagnostic Medical Sonographer (DMS) of the ultrasound department.

**DISTINGUISHING FEATURES**

This class functions as lead Diagnostic Medical Sonographer in the ultrasound department. The 2474 Diagnostic Medical Sonographer Lead is distinguished from the 2473 Diagnostic Medical Sonographer III in that the latter performs, under general supervision, diagnostic imaging and therapeutic procedures in three (3) or more DMS specialties, while the former performs diagnostic imaging and therapeutic procedures in two (2) or more DMS specialties and is a lead worker. The 2474 Diagnostic Medical Sonographer Lead is distinguished from the 2496 Imaging Supervisor in that the latter class has supervisory responsibility for Diagnostic Imaging Technologists and ancillary personnel.

**SUPERVISION EXERCISED**

None

**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. Functions as lead worker in an assigned area or for a shift; manages workload relative to available resources; prioritizes work and assigns tasks to Diagnostic Medical Sonographers and support staff; prepares and monitors work schedules and perform time reporting duties; inventories supplies and stocks area.
2. Acts as preceptor to new staff, or to an employee learning new skills or equipment; trains, orients and documents initial and annual competencies of staff; assists others with technical or positioning advice.
3. Performs diagnostic imaging procedures in two (2) or specialties of Diagnostic Medical Sonography; selects and operates a variety of diagnostic ultrasound equipment; applies non-ionizing high frequency ultrasonic waves to patients through the use of transducers to produce images of internal organs for diagnostic interpretation by a physician, including obstetrical, gynecological, abdominal evaluations; performs specialized diagnostic and therapeutic procedures such as aspirations, Doppler and vascular work, breast, neonatal, neuro-sonography, carotid and thyroid scans, and portable scans.
4. Assesses general patient condition, including stability, pain and safety, and as necessary takes action consistent with appropriate standards; monitors medical equipment and promptly adjusts or reports problems; observes and documents patient physical and procedural restraints.



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

**Title:** DIAGNOSTIC MEDICAL SONOGRAPHER LEAD

**Job Code:** 2474

5. Documents procedures and events in the patient's medical record and departmental logs, in accordance with regulatory, hospital and departmental standards; identifies images and documents with patient, technologist, date/time and laterality information. May perform CPR.
6. Transports patients using gurneys, wheelchairs and beds; transfers patients to and from the exam table.
7. Schedules procedures and patients; transfers paper orders into an electronic order entry system; collates images and paperwork, and submits them for interpretation; receives and assists patients and other customers; answers departmental telephones; may be assigned to coordinate patient flow.
8. Sets up sterile and non-sterile trays, and provides instruments, medical devices and supplies as requested.
9. Trains medical and technical personnel such as radiology residents and student diagnostic imaging technologists in the science and practice of diagnostic sonography.
10. Participates in departmental Quality Improvement efforts.
11. Cleans imaging equipment and calibrates as necessary; cleans supplies and procedure rooms; acts as liaison with field service engineer to effect necessary repairs.

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

Knowledge of: the science of diagnostic sonographic imaging; abdominal, obstetrical/gynecological, neo-natal, neuro-sonography, vascular, Doppler and other imaging or therapeutic procedures; anatomy and anatomical landmarks; safety standards, including body substance precautions and body mechanics; general knowledge of Title 22.

Ability and Skill to: effectively follow oral and written instructions and to perform diagnostic imaging procedures in sonography; plan, organize, assign, instruct and evaluate the work of assigned staff; care for patients' needs; perform venipuncture and CPR; communicate, interact and resolve problems with patients, physicians, co-workers, students and other customers; adhere to preventive and safety standards to limit exposure to health hazards and disagreeable elements; perform the full range of body motion, manual dexterity and hand eye coordination; stand, walk or sit for extensive periods of time; lift and carry heavy items; maintain clinical competency and pertinent continuing education; and adapt to changing technologies.

**MINIMUM QUALIFICATIONS**

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

**Title:** DIAGNOSTIC MEDICAL SONOGRAPHER LEAD  
**Job Code:** 2474

*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:

Four (4) years of experience working as a Diagnostic Medical Sonographer.

License and Certification:

Valid certifications and registration in two (2) specialties with the American Registry of Diagnostic Medical Sonographers (ARDMS) used at the San Francisco Department of Public Health; AND

Possession of a valid Cardiopulmonary Resuscitation (CPR) certificate issued by the American Heart Association.

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

From: 2473 Diagnostic Medical Sonographer Level II or Level III

To: 2496 Imaging Supervisor

**ORIGINATION DATE:** 05/14/2019

**AMENDED DATE:**

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

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD