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.

<table>
<thead>
<tr>
<th>Posting No:</th>
<th>25</th>
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<tbody>
<tr>
<td>Fiscal Year:</td>
<td>2017/2018</td>
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<tr>
<td>Posted Date:</td>
<td>02/14/2018</td>
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<tr>
<td>Reposted Date:</td>
<td>N/A</td>
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AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2583</td>
<td>Home Health Aide</td>
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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 Operations
    Micki Callahan, DHR
    Michael Brown, CSC
    Sandra Eng, CSC
    Christopher Colandene, SFERS
    Theresa Kao, Controller/ Budget Division
    E-File
Title: Home Health Aide  
Job Code: 2583

DEFINITION

Under immediate supervision of licensed professional staff, and located in the department of public health, home health agency, assists clients with activities of daily living including personal hygiene, ambulation, prescribed exercises, preparing meals including therapeutic diets, and keeping client’s environment organized and neat, and performing related duties.

DISTINGUISHING FEATURES

The 2583 Home Health Aide is distinguished from classes in the health worker series, in that health workers are characterized by performing a wide variety of paraprofessional duties in a wide variety of health care settings, while the home health aide provides personal care, very routine health care assistance, and light home making activities in the client’s home, and requires a home health aide certificate issued by the state of California. It is distinguished from the 23032 nursing assistant Patient Care Assistant in that the 2302 nursing assistant latter requires a certified nursing assistant license, and is characterized by assisting with patient care in an inpatient setting. It is distinguished from class 2303 mental health rehabilitation worker in that the mental health rehabilitation worker is characterized by performing very routine nursing and/or psychiatric care for severely mentally ill patients in a mental health rehabilitation facility.

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. Assists clients with personal hygiene including skin and mouth cleansing, hair care, and bathing; assists clients in and out of bed, and with ambulation.
2. Assists clients with prescribed exercises as instructed by professional staff.
3. Assists in keeping client environment neat, safe and organized; changes bed linens as needed; prepares meals, including therapeutic diets; assists clients with eating.
4. Takes client blood pressure and weighs client as assigned.
5. Participates in developing and implementing Develops and implements client care plans according to Home Health Agency policy; communicates client needs and information relating to client care plan to professional staff.
6. Adheres to Home Health Agency administrative and clinical policies and procedures; implements infection control and safety policies and procedures according to established guidelines; maintains confidentiality of client information; provides care in compliance with Home Health Agency, State and Federal regulations, and documents care as assigned.
7. Participates in weekly case conferences related to needs assessments of clients; assists in
Title: Home Health Aide  
Job Code: 2583

promoting health education for clients and client families.
8. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic methods and procedures to assist clients with activities of daily living.

Ability and Skill to: Read, write and carry out directions; perform tasks involving physical activity, which may include heavy lifting and extensive bending and standing; effectively interact with home health clients, families and co-workers.

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:

Six (6) months of experience providing personal care and routine healthcare assistance performing Home Health Aide job duties in a home health care setting within the last five (5) years.

License and Certification:

Possession of a Home Health Aide Certificate issued by the State of California.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2303 Patient Care Assistant

ORIGINATION DATE: 9/11/97

AMENDED DATE: 2/20/15; 02/XX/18

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills & abilities,
Title: Home Health Aide
Job Code: 2583

and minimum qualifications.

BUSINESS UNIT(S): COMMN