

**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:** 25  
**Fiscal Year:** 2017/2018  
**Posted Date:** 02/14/2018  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	2583	Home Health Aide

**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: <http://www.sfgov3.org/index.aspx?page=328>.

**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: 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 2303~~2~~ 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~~

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~~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,*

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*and minimum qualifications.*

**BUSINESS UNIT(S):**                      **COMMN**