

**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:** 23  
**Fiscal Year:** 2019/2020  
**Posted Date:** 02/18/2020  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	2240	Psychiatric Physician Specialist
2	2242	Senior Psychiatric Physician Specialist
3	2243	Supervising Psychiatric 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](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.

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  
Sandra Eng, CSC  
Christopher Colandene, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

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

**Title: Psychiatric Physician Specialist  
Job Code: 2240**

**DEFINITION**

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

**DISTINGUISHING FEATURES**

The 2240 Psychiatric Physician Specialist is distinguished from the higher level 2242 Senior Psychiatric 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. Evaluates, plans and implements treatments for patients with a variety of psychiatric disorders.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Specialized professional knowledge of the psychiatric field of medicine.

Ability or 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 in a psychiatric\_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:

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

**Title: Psychiatric Physician Specialist  
Job Code: 2240**

**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: 2242 Senior Psychiatric Physician Specialist

**ORIGINATION DATE:** 02/XX/20

**AMENDED DATE:**

**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 Psychiatric Physician Specialist  
Job Code: 2242**

**DEFINITION**

Under general direction, performs difficult professional psychiatric medical work, 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 2242 Senior Psychiatric Physician Specialist is distinguished from the higher level 2243 Supervising Psychiatric 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 2242 Senior Psychiatric 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 2242 Senior Psychiatric 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 Psychiatric 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 psychiatric representative/consultant 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. 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.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Highly specialized professional knowledge of the psychiatric field of medicine.

Ability or Skill to: Make expert diagnoses, interpretations and recommendations on a consultative basis; effectively communicate verbally and in writing; interact effectively with the medical and administrative staff, patients and family members, government officials, community representatives and the general public.

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

**Title: Senior Psychiatric Physician Specialist  
Job Code: 2242**

**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 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.

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: 2240 Psychiatric Physician Specialist

To: 2243 Supervising Psychiatric Physician Specialist

**ORIGINATION DATE:** 02/XX/20

**AMENDED DATE:**

**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: Supervising Psychiatric Physician Specialist  
Job Code: 2243**

**DEFINITION**

Under general administrative direction, plans, organizes, directs and is responsible for the operation of a psychiatric 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 2243 Supervising Psychiatric Physician Specialist is distinguished from the lower level 2242 Senior Psychiatric 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 2243 Supervising Psychiatric 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 Psychiatric 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 psychiatric specialty clinic, center, program, or other patient care site, including the assignment and supervision of Psychiatric 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.
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.

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

**Title: Supervising Psychiatric Physician Specialist  
Job Code: 2243**

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

Ability or 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:

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:

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

Substitution:

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: 2242 Senior Psychiatric Physician Specialist

**ORIGINATION DATE:** 02/XX/20

**AMENDED DATE:**

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

**Title: Supervising Psychiatric Physician Specialist  
Job Code: 2243**

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

**BUSINESS UNIT(S):** COMMN