

City and County of San Francisco  
Micki Callahan  
Human Resources Director



Department of Human Resources  
*Connecting People with Purpose*  
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**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: October 14, 2020

Re: **Notice of Proposed Classification Actions – Final Notice No. 07 FY 2020/2021  
(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 October 14, 2020.

Micki Callahan  
Human Resources Director

by:

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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  
Sandra Eng, CSC  
Sue Hwang, 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:** 07  
**Fiscal Year:** 2020/2021  
**Posted Date:** 10/06/2020  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	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  
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**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 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.(EXCEPT FOR THOSE PHYSICIANS WHOSE DUTIES ARE SIGNIFICANTLY ADMINISTRATIVE OR SUPERVISORY)

**PROMOTIVE LINES**

From: 2242 Senior Psychiatric Physician Specialist

**ORIGINATION DATE:** 02/26/20

**AMENDED DATE:** 10/14/20

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

**BUSINESS UNIT(S):** COMMN