

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 25, 2021

Re: **Notice of Proposed Classification Actions – Final Notice No. 14 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 March 25, 2021.

Carol Isen
Human Resources Director (Acting)

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
Carol Isen, 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: 14
Fiscal Year: 2020/2021
Posted Date: 03/17/2021
Reposted Date: N/A

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

Item #	Job Code	Title
1	2575	Research Psychologist

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.

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](#).

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

**Title: Research Psychologist
Job Code: 2575**

DEFINITION

Under general direction plans, directs and coordinates a psychological research program; serves as staff consultant on research methodology; designs and conducts psychological research; and performs related duties as required. Requires responsibility for: Collaboration in the development and execution of a psychological research program; supervising research staff and reviewing methods and procedures; providing consultation to staff psychologists on research matters.

DISTINGUISHING FEATURES

The 2575 Research Psychologist is distinguished from the 2574 Clinical Psychologist in that Research Psychologists plan, direct, and coordinate psychological research programs and do not have clinical responsibility for patients. It is distinguished from the 2576 Supervising Clinical Psychologist in that Supervising Clinical Psychologists supervise the development and implementation of clinical psychology and/or neuropsychology programs and supervise the work of Clinical Psychologists and subordinate staff.

SUPERVISION EXERCISED

Directs and supervises personnel assigned to the research unit

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. Designs and conducts psychological research with special emphasis on operations research to assess program effectiveness.
2. Directs and supervises personnel assigned to the research unit.
3. Develops, monitors, and evaluates data collection systems; establishes, analyzes and evaluates large-scale data utilizing electronic data and analysis systems.
4. Directs and assists in preparation, maintenance, and publication of current information research regarding programs; keeps all staff units informed of current research.
5. Serves as consultant on experimental and research methodology to research staff and others.
6. Establishes and maintains liaison with university departments of psychology and other behavioral sciences, professional associates, psychologists, and other behavioral scientists in regard to research studies, developments, and techniques.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles and practices of behavioral health research and evaluation, including research and evaluation design and the use of experimental and quasi-experimental methods; social science statistical methods, including available statistical software programs; mental health and/or substance abuse treatment.

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

**Title: Research Psychologist
Job Code: 2575**

Ability or Skill to: effectively utilize various methods for electronic data extraction, manipulation, analysis, and reporting; work independently to design research and evaluation plans; work collaboratively with other agency staff, staff from other city departments and with state and federal agency personnel, as necessary; written communication ability; and oral communication ability.

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:

Possession of a Ph.D. degree in psychology from an accredited university or college, with graduate courses in research methods and statistics.

Experience:

Two (2) years, within the last five (5) years, of full-time post-doctorate experience designing and/or leading research and/or evaluation projects in psychology or other social sciences.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 07/28/1969

AMENDED DATE: 09/03/15; 03/25/21

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

BUSINESS UNIT(S): COMMN SFMTA,