

**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:** 22  
**Fiscal Year:** 2021/2022  
**Posted Date:** 04/04/2022  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	2573	Clinical Neuropsychologist

**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  
Carol Isen, DHR  
Sandra Eng, CSC  
Sue Hwang, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

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

**Title: Clinical Neuropsychologist  
Job Code: 2573**

**DEFINITION**

Under general supervision, conducts professional-level work in clinical neuropsychology and clinical psychology; carries out neuropsychological examinations of adults and children with neurological impairments and/or mental illness; prepares neuropsychological reports; psychodiagnostic examinations and psychotherapy for the above mentioned; provides neuropsychological consultation to a multidisciplinary team; and performs related duties as required.

**DISTINGUISHING FEATURES**

Class 2573 Clinical Neuropsychologist performs professional duties and responsibilities that are specific to the specialty of neuropsychology and clinical psychology. The Clinical Neuropsychologist is distinguished from class 2574 Clinical Psychologist as the latter performs professional duties in the field of clinical psychology only. Unlike the 2574 Clinical Psychologist, the 2573 Clinical Neuropsychologist must complete 2 years of specialized training in the field of Neuropsychology under the supervision of a Neuropsychologist upon completion of a doctorate degree. The Clinical Neuropsychologist is distinguished from class 2576 Supervising Clinical Psychologist in that class 2576 supervises clinical psychological and/or neuropsychological services in a clinic or institution and supervises the work of clinical psychologists and subordinate staff. It is distinguished from class 2575 Research Psychologist in that research psychologists plan, direct and coordinate research programs and do not have clinical responsibility for patients.

Clinical Neuropsychologists are the only providers specifically trained to administer neuropsychological testing. They also obtain education and experiences across multiple areas including behavioral medicine, health psychology, and/or rehabilitation psychology.

**SUPERVISION EXERCISED**

**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. Conducts neuropsychological test evaluations to aid in neurologic diagnosis; determines appropriate therapeutic, rehabilitative, or counseling strategies for neurologically impaired individuals, prepares psychological reports presenting diagnostic findings, interview findings, clinical evaluations, and recommendations for the treatment and rehabilitation of children and adults.
2. Selects, administers, scores, and interprets appropriate neuropsychological tests of intelligence, capacity, personality, aptitude, achievement, interest, and other specialized areas and conducts diagnostic clinical interviews with individuals with neurological conditions, intellectual disabilities, mental illness, substance use disorders, etc. to assess and assist in overcoming their difficulties. The Clinical Neuropsychologist participates in neuropsychological and psychological research.

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3. Selects, administers, scores, and interprets appropriate psychological assessment and reports; assists with crisis intervention; provides individual and group psychotherapy; physician consultation; participates in resident care team meetings; provides behavioral consultation and planning for patients with both acute and longstanding brain impairments, psychiatric, emotional difficulties, and/or substance use issues; and provides supportive/educational counseling for family members, and appropriate documentation.
4. Reviews and evaluates social agency, school, and court records; secures and assesses psychological, psychiatric and/or neuropsychological data and case material; consults with social workers, public health nurses, teachers, probation officers, judges, physicians, rehabilitative staff, and other professionals in individual and group conferences regarding cases under diagnosis and treatment.
5. Provides coordinated care to maximize stability of environment and to maintain clients in the community.
6. Provides education, consultation, and information to community groups on neurobehavioral impairments, child and adult adjustment difficulties, mental illness, substance use, culturally relevant services, and other topics.
7. Assists in organizing and implementing clinical neuropsychology services and training programs throughout the program, including staff training programs, both within the clinic or unit and for line agency personnel.
8. Participates in the planning, development and execution of psychological training internships and postdoctoral traineeships and supervises psychology interns and postdoctoral students as applicable.
9. Works with family members and caregivers regarding behavioral management and treatment planning for individuals with neurobehavioral impairments.
10. Provides individual and group psychotherapy, including interventions related to neurobehavioral impairments, mental health conditions, substance use conditions, adjustment to disability, pain management, and family/caregiver support.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: principles of neuropsychology and clinical psychology, therapeutic and rehabilitative methods applicable to neurologically impaired individuals, family members, and caregivers. Knowledge of psychometrics, neuropsychological testing, administration scoring and interpretation, neuroanatomical correlates and related prognostic course, medical conditions, behavioral management theories, personality, psychotherapeutic and rehabilitative methods applicable to individuals and/or groups with neurological conditions, intellectual disabilities, learning differences, mental illness, substance use disorders, etc.

Ability or Skill to: formulate, recommend, implement, and adjust/modify behavioral plans and rehabilitation strategies for individuals with neurobehavioral impairments; assess and treat neuropsychologically impaired individuals and consult with a multidisciplinary team regarding neuropsychological, psychological, and/or substance use issues. Ability to effectively carry out standard methods, procedures, and techniques of neuropsychology and clinical psychology including diagnosis, prevention, and treatment of individuals adjusting to a medical condition,

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with mental health disorders, and with substance use disorders in individual and group formats. Ability to prepare professional case reports of findings and recommendations and provide culturally sensitive services. Ability to effectively and accurately document in electronic health record and adhere to billing and documentation requirements.

**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. or Psy.D. in Clinical Psychology from an APA-accredited doctoral program in accordance with Section 2914 of the Psychology Licensing Law.

Experience:

- 1) Completion of one year (1500 hours) of a supervised academically post-doctoral internship in Clinical Psychology performing psychological and/or neuropsychological evaluations, diagnoses and psychotherapy in a clinic, hospital, correctional institution, rehabilitation or diagnostic center or similar setting; AND
- 2) Completion of a two year full-time post-doctoral fellowship in clinical neuropsychology: OR two (2) years of supervised experience as a Clinical Neuropsychologist or work experience supervised by a Clinical Neuropsychologist.

License and Certification:

Possession of a current, valid license as a Psychologist issued by the California Board of Psychology as defined in Chapter 6.6 of the Business and Professions Code; Psychologist Licensing Law, Sections 2900-2903, 2914.

Substitution:

Board Certification in Clinical Neuropsychology may substitute for #2 in the event that a two-year post-doctoral fellowship was not completed.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 04/XX/22

**AMENDED DATE:**

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

**BUSINESS UNIT(S):** COMMN