

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: August 07, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 1 FY 2023/2024 (copy attached).**

Pursuant to completion of discussion with SEIU, Local 1021 regarding this classification action, the classification actions contained in the above referenced notice became effective August 07, 2023.

Carol Isen
Human Resources Director

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
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

**Title: Certified Nursing Assistant
Job Code: 2303**

DEFINITION

Under direct supervision of a licensed nurse, the Certified Nursing Assistant (CNA) performs a variety of routine duties involving care of medically or mentally ill acute or sub-acute patients; performs direct patient care; observes and reports changes in the behavior and physical status of patients; provides a clean and safe environment; and performs related duties.

DISTINGUISHING FEATURES

Certified Nursing Assistant is distinguished from the 2305 Psychiatric Technician and 2312 Licensed Vocational Nurse in that the Psychiatric Technician and the Licensed Vocational Nurse must possess a license from the accrediting body and they perform higher level paraprofessional functions including the administration of medication within their scope of practice. The Certified Nursing Assistant must possess a Certified Nursing Assistant Certificate. The Certified Nursing Assistant is distinguished from class 2430 Medical Evaluations Assistant in that the Medical Evaluations Assistant assists medical personnel with medical employment examinations.

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. Under direct supervision, and as part of the treatment team, provides routine patient care in accordance with established policies, procedures and standards.
2. Establishes and maintains a therapeutic and/or medical relationship with patients.
3. As appropriate, reviews patient's admission documentation and notes pertinent facts regarding diagnoses and treatment history. Documents care according to department standards.
4. Maintains constant and continuous communication with medical providers and staff.
5. As directed by licensed staff; reviews and implements treatment plans, and provides one-to-one care when essential to treatment plans.
6. Observes, records and reports patient medical, social and psychiatric behavior and physical conditions.
7. Participates in multidisciplinary team meetings and treatment planning by reporting observations and concerns and by asking questions.
8. Attends and participates in patient groups, case conferences, staff meetings and in-service training programs.

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9. As assigned, completes procedures and specimen collection including phlebotomy.
10. Adheres to health, safety, and infection control policy and resource utilization.
11. Manages work time effectively, efficiently and productively.
12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: patient aide duties, principles, legal requirements of care and treatment tools for medically and mental ill acute and sub-acute patients.

Ability or Skill to: assist patients of diverse backgrounds; work under occasional stress; understand and follow written and oral instructions and procedures; and communicate with patients and staff.

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:

License and Certification:

Possession of a current Certified Nursing Assistant (CNA) certificate.

Possession of a valid Cardiopulmonary Resuscitation (CPR) Certificate is required.

Possession of a Certified Phlebotomy Technician 1 (CPT-1) Certificate, issued by the State of California Department of Health Services, is required for those positions that perform phlebotomy.

Substitution:

SUPPLEMENTAL INFORMATION

**CITY AND COUNTY OF SAN FRANCISCO
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PROMOTIVE LINES

ORIGINATION DATE: 04/17/2009

AMENDED DATE: 08/07/2023

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

BUSINESS UNIT(S): COMMN