

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: September 14, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 15 FY 2023/2024
(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 September 14, 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

**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: 15
Fiscal Year: 2023/2024
Posted Date: 09/07/2023
Reposted Date: N/A

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

Item #	Job Code	Title
1	2472	Radiologic Technologist Lead

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: Radiologic Technologist Lead
Job Code: 2472**

DEFINITION

Under direction, the Radiologic Technologist Lead functions as a lead Radiologic Technologist of a shift or an assigned area of diagnostic imaging.

DISTINGUISHING FEATURES

This class functions as a lead Radiologic Technologist for a shift or an assigned area of diagnostic imaging. The 2472 Radiologic Technologist Lead class is distinguished from the 2471 Radiologic Technologist III in that the latter performs, under general supervision, general and/or advanced diagnostic imaging procedures, while the former is a lead worker assigned to a specified modality. The 2472 Radiologic Technologist Lead is distinguished from the 2496 Imaging Supervisor in that the latter is the full supervisory level in the Imaging Series.

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. Functions as lead worker in an assigned area or for a shift; manages workload relative to available resources; prioritizes work and assigns tasks to Diagnostic Imaging Technologists and support staff; prepares and monitors work schedules and perform time reporting duties; inventories supplies and stocks area.
2. Acts as preceptor to new staff, or to an employee learning new skills or equipment; trains, orients and documents initial and annual competencies of staff; assists others with technical or positioning advice.
3. Performs general diagnostic procedures using fixed or portable, general, digital, fluoroscopic or other diagnostic equipment performs diagnostic imaging procedures in advanced modalities; lifts and carries cassettes to and from imaging equipment; manipulates and manages images; positions patients and selects technical factors based on knowledge of radiologic science, specific equipment and patient assessment.
4. Applies principles of radiation safety in compliance with federal, state and departmental standards; uses appropriate filters, cones, protective clothing and devices to obtain high-quality images with radiation exposure levels as low as reasonably achievable to patients, others and self; wears and exchanges radiation monitoring devices.
5. Assesses general patient condition, including stability, pain and safety, and as necessary takes action consistent with standards; monitors medical equipment and promptly adjusts or reports problems; observes and documents patient physical and procedural restraints.
6. Documents procedures and events in the patient's medical record and departmental logs, in accordance with regulatory, hospital and departmental standards; identifies images and documents with patient, technologist, date/time and laterality information.

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7. Transports patients using gurneys, wheelchairs, and beds; transfers patients to and from the exam table.
8. Schedules procedures and patients; transfers paper orders into an electronic order entry system; produces, processes, and collates images and paperwork, and submits them for interpretation; receives and assists patients and other customers; answers departmental telephones; may be assigned to coordinate patient flow.
9. Performs venipuncture and CPR; assists physicians preparing and/or administering contrast media, setting up sterile and non-sterile trays, and providing instruments, medical devices and supplies as requested.
10. Trains student technologists in the science and practice of diagnostic imaging; assists in teaching and grading students.
11. Participates in departmental Quality Improvement efforts including conducting various quality control and assurance procedures and participating in quality improvement programs.
12. Cleans imaging equipment, supplies and procedure rooms; acts as liaison with field service engineer to effect necessary repairs.
13. Maintains patient medical records and data integrity using Radiology and hospital IT systems.
14. Assists physicians and providers in resolving imaging questions or issues.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: radiologic science, patient positioning, radiation safety practices and regulations (California Code of Regulations Title 17), body substance precautions, body mechanics; general knowledge of Title 22.

Ability or Skill to: effectively follow oral and written instructions and perform diagnostic imaging procedures; plan, organize, assign, instruct and evaluate the work of assigned staff; perform venipuncture and CPR; work collaboratively with physicians, nurses and other health care personnel; exercise good judgement and adhere to preventive and safety standards to limit exposure to accidents, health hazards and disagreeable elements; perform the full range of body motion, manual dexterity and eye hand coordination; stand, walk or sit for extensive periods of time; obtain necessary radiographic images when patient is unable to cooperate; lift and carry heavy items; maintain clinical competency and continuing education in appropriate areas; and adapt to changing technologies.

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:

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Four (4) years of experience working as a Radiologic Technologist.

License and Certification:

Possession of a current license issued by the State of California as a Certified Radiologic Technologist (CRT); AND

Current registration with the American Registry of Radiologic Technologists (ARRT); AND

Certification in at least one advanced modality (e.g., Mammography (MM), Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Quality Management (QM), Bone Density (BD), Cardiac-Interventional (CI) or Vascular-Interventional Radiography (VI)); AND

Possession of a valid permit in Fluoroscopy equipment issued by California Department of Health Services, Radiologic Health Branch; AND

Certification in Possession of a valid Cardio-pulmonary Resuscitation (CPR) certificate issued by the American Heart Association;

Substitution:

Two (2) years of additional experience as a Radiologic Technologist can substitute for the required advanced modality.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

FROM: 2471 Radiologic Technologist Level II or Level III

TO: 2496 Imaging Supervisor

ORIGINATION DATE: 05/14/99

AMENDED DATE: 09/14/23

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD