

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: July 18, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 2 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 July 18, 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: 2
Fiscal Year: 2023/2024
Posted Date: 07/11/2023
Reposted Date: N/A

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

Item #	Job Code	Title
1	2574	Clinical 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: Clinical Psychologist
Job Code: 2574**

DEFINITION

Under general supervision, conducts professional-level work in clinical psychology; carries out psychodiagnostic examinations and psychotherapy of emotionally disturbed, mentally ill, chemically dependent and developmentally delayed children and adults; prepares psychological reports; provides psychological consultation services; participates in psychological research.

DISTINGUISHING FEATURES

Class 2574 Clinical Psychologist performs journey-level professional duties and responsibilities in the field of clinical psychology. Class 2574 Clinical Psychologist is distinguished from class 2573 Clinical Neuropsychologist as the latter performs professional duties in the field of neuropsychology. It 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.

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 individual and group psychotherapy with children and adults; 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 psychological tests of intelligence, personality, aptitude, achievement, interest and other specialized areas and conducts diagnostic clinical interviews with emotionally disturbed, mentally ill, chemically dependent and retarded children and adults to assess their problems and assist them in overcoming their difficulties; participates in psychological research.
3. 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.
4. Provides case management services to ensure coordinated care and maximize stability of environment to maintain client in community.
5. Provides education, consultation and information to community groups on child and adult adjustment problems, mental illness, chemical dependence, culturally relevant services, and other topics.

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6. Supervises psychology interns and subordinate clinical staff not including class 2574 Clinical Psychologist; conducts staff training programs both within the clinic or unit and for line agency personnel.
7. Participates in the planning, development and execution of psychological training internships, and postdoctoral traineeships under supervision of a supervising psychologist.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: principles of clinical psychology, psychometry and personality; psychotherapeutic methods applicable to emotionally disturbed, mentally ill and chemically dependent children and adults; statistical and research methodology.

Ability or Skill to: effectively carry out standard methods, procedures and techniques of clinical psychology including diagnosis, prevention, and treatment of psychological problems, mental disorders and chemical dependence of individuals and groups; prepare professional case reports of findings and recommendations; interact with a multidisciplinary team: provide culturally sensitive 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.

License and Certification:

Possession of a 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.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 10/5/1961
AMENDED DATE: 8/16/1993; 10/20/2014; 7/18/2023
REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*
BUSINESS UNIT(S): COMMN, SFMTA