

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 25, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 20 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 25, 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: 20
Fiscal Year: 2023/2024
Posted Date: 09/18/2023
Reposted Date: N/A

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

Item #	Job Code	Title
1	2583	Home Health Aide

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: Home Health Aide
Job Code: 2583**

DEFINITION

Under immediate supervision of licensed professional staff, and located in the Department of Public Health, Home Health Agency, the Home Health Aide assists clients with activities of daily living including personal hygiene, ambulation, prescribed exercises, preparing meals including therapeutic diets, and keeping the client's environment organized and neat.

DISTINGUISHING FEATURES

The 2583 Home Health Aide is distinguished from classes in the Health Worker series, in that Health Workers are characterized by performing a wide variety of paraprofessional duties in a wide variety of health care settings, while the Home Health Aide provides personal care, very routine health care assistance, and light home making activities in the client's home, and requires a Home Health Aide certificate issued by the state of California. It is distinguished from the 2302 Nursing Assistant in that the 2302 Nursing Assistant requires a Certified Nursing Assistant license and is characterized by assisting with patient care in an inpatient setting. It is distinguished from class 2303 Mental Health Rehabilitation Worker in that the Mental Health Rehabilitation Worker is characterized by performing very routine nursing and/or psychiatric care for severely mentally ill patients in a mental health rehabilitation facility.

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. Assists clients with personal hygiene, including skin and mouth cleansing, hair care, and bathing; assists clients in and out of bed, and with ambulation.
2. Assists clients with prescribed exercises as instructed by professional staff.
3. Assists in keeping client environment neat, safe and organized; changes bed linens as needed; prepares meals, including therapeutic diets; assists clients with eating.
4. Takes client blood pressure and weighs client as assigned.
5. Participates in developing and implementing client care plans according to Home Health Agency policy; communicates client needs and information relating to client care plan to professional staff.
6. Adheres to Home Health Agency administrative and clinical policies and procedures; implements infection control and safety policies and procedures according to established guidelines; maintains confidentiality of client information; provides care in compliance with Home Health Agency, State and Federal regulations, and documents care as assigned.

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7. Participates in weekly case conferences related to needs assessments of clients; assists in promoting health education for clients and client families.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic methods and procedures to assist clients with activities of daily living.

Ability or Skill to: Read, write and carry out directions; perform tasks involving physical activity, which may include heavy lifting and extensive bending and standing; effectively interact with home health clients, families and co-workers.

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 Home Health Aide Certificate issued by the State of California.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2303 Patient Care Assistant

ORIGINATION DATE: 09/11/1997

AMENDED DATE: 02/20/15; 09/25/23

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

BUSINESS UNIT(S): COMMN