

**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:** 34  
**Fiscal Year:** 2023/2024  
**Posted Date:** 05/29/2024  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	2308	Endoscopy Technician

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

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

**Title: Endoscopy Technician  
Job Code: 2308**

**DEFINITION**

Under supervision of a Registered Nurse, the 2308 Endoscopy Technician assists the provider, nurse, and patient with pre, intra, and post care during gastrointestinal endoscopic procedures. The Endoscopy Technician is responsible for performing technical skills within regulatory and organizational standards and departmental scope of service. They are proficient with gastrointestinal endoscopic equipment and ensure proper performance of endoscopic equipment, selecting alternate equipment or adjusting equipment settings to accommodate patient needs.

**DISTINGUISHING FEATURES**

The 2308 Endoscopy Technician is distinguished from the 2320 Registered Nurse in that the former assists and provides support to the Registered Nurse, whereas the latter is involved with performing the procedure in conjunction with the physician.

**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 physician and nurse staff to complete endoscopic procedures, including, but not limited to: Colonoscopy with or without interventions, Endoscopic Retrograde Cholangiopancreatography (ERCP), Endoscopic Ultrasound (EUS), Endoscopic Mucosal Resections (EMR), Esophagogastroduodenoscopy (EGD) with and without interventions, Esophageal Dilatation, Flexible Sigmoidoscopy.
2. Assists physician in accomplishing intraprocedural interventions, including but not limited to: obtaining biopsies, preparing diagnostic biopsy specimens, polypectomy, application of hemostatic clips, intramucosal injection, inflation of balloon dilators, and placement of intraluminal stents.
3. Assists physician and nurse staff to verify correct patient and procedures, informs patients of the procedure to be performed, and ensures patient comfort and safety during the procedure.
4. Prepares procedural rooms for the performance of gastrointestinal endoscopic procedures and maintains adequate inventory of supplies in endoscopy rooms.
5. Evaluates the functioning and calibration of the endoscopy equipment used during the procedure to ensure patient safety.
6. May assist in training staff in the operation of equipment, proper techniques, handling of instruments, and GI Procedures.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: endoscopy equipment and use in basic and advanced endoscopy procedures; anatomy and physiology related to the gastrointestinal system, with ability to recognize and report obvious abnormalities during procedures; universal precautions and disinfection techniques and ability to adhere to standard operating policies and procedures to clean reusable medical equipment.

Ability or Skill to: follow oral and written instructions; cope with surgical problems; carry out hospital rules, policies, and procedures as related in endoscopy room; work closely and effectively with team members; assist nurses in orienting other personnel to techniques, procedures, and equipment; explain procedures to patients; assemble equipment.

**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:

Six (6) months of experience working with patients in a healthcare setting.

License and Certification:

Possession of a BLS – Basic Life Support certification.

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** XX/XX/XX

**AMENDED DATE:**

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

**BUSINESS UNIT(S):** COMMN