Non-Management Job Codes and Descriptions

ACCOUNTING CLERK 0101

General Characteristics: Performs a variety of accounting clerical duties. Reviews, processes and posts transaction data from accounts payable, accounts receivable, and other accounting records.

Exclude: Full charge bookkeeper, full time machine operator, cashier, payroll clerk and billing clerk.

Representative Activities:
1. A post, checks, balance, and adjusts accounts.
2. Gathers, classifies, tabulates, and proofreads financial or statistical data.
3. Performs arithmetic calculations.
4. Schedules, indexes and files bills, vouchers, documents and other papers.
5. Checks items on reports, summarizing and posting the data to designated accounts and books; performs a variety of other fiscal office duties such as preparing statements and invoices, checking requisitions and purchase orders.
6. Types and operates calculating machine.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience.

CASHIER 0102

General Characteristics: Performs cashier duties involving settlement of patient accounts including related clerical activity such as auditing charges, issuing receipts and preparing bank deposits.

Exclude: Cafeteria, coffee shop and gift shop cashiers.

Representative Activities:
1. Receives payments from patients (including mail payments) for facility charges, handles any routine questions concerning billing, charges or insurance coverages.
2. Balances out cash, totals receipts, prepares and/or makes bank deposits.
3. May be responsible for safe storage of patient valuables.
4. Operates adding machine and may type.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience.
INSURANCE (BILLING CLERK) 0103

General Characteristics: Performs insurance billing clerical work including review and verification of insurance accounts against program provisions (e.g., Medicare, Medi-Cal, Blue Cross, etc.) for billing and follow-up. Resolves routine patient billing inquiries and problems.

Exclude: Full-time posting machine operators and credit collections clerks.

Representative Activities:
1. Following prescribed procedures, bills insurance carriers for appropriate payments and accounts against program provisions (e.g., Medicare, Medi-Cal, Blue Cross, etc.)
2. Interprets insurance program procedures and provisions in resolution of routine patient billing inquiries and problems.
3. May perform follow-up on balances due from carriers.
4. May record patient identification data and physician diagnosis, etc.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience.

PAYROLL CLERK 0104

General Characteristics: Assists with the processing, procedures, and audits necessary to produce an accurate and timely payroll. Provides service related to all payroll/wage issues.

Exclude: Accountants, accounts payable clerks or account clerks with other duties and lead or supervisory payroll personnel.

Representative Activities:
1. Assists in the preparation, processing and auditing of an accurate and timely payroll using a payroll system.
2. Responds, researches, analyzes, and resolves problems or issues presented by employees and management regarding timekeeping, payroll, and payroll deductions.
3. Reviews and processes all Employee Action Reports for new hires, changes in employee status, leave of absence, terminations and retirements as well as contractual and non-contractual employees.
4. Set-up, tracks and verifies employee related savings deductions including employee garnishments, tax deferred annuities and savings bonds.
5. Calculates and submits to the appropriate federal and state authorities, the bi-weekly payroll tax deposits.

Education & Experience: 1 – 2 years payroll experience using automated time and attendance.
PATIENT ACCOUNT REPRESENTATIVE 0105

General Characteristics: Coordinates financial aspects of the patient's hospitalization, including admission, financial counseling, billing and collection of accounts.

Representative Activities:
1. Explains charges, services and facility policy regarding payment of hospital bills, and may request partial payment prior to admission.
2. May counsel patient or family regarding financial matters, before or during hospitalization, on discharge or after discharge.
3. Responsible for maintaining updated information on patient account.
4. Advises patient/guarantor of third party payor benefits and estimates private pay amount; may collect partial payment from patient/guarantor while patient is in-house.
5. Oversees billing of third party payors. Makes written and/or verbal inquiries to third party payors.
6. Counsels patients needing financial assistance. May refer patient to third party to obtain a loan, take bank loan application or take installment note for the patient's balance. Follows up on collection.
7. Researches credit balance accounts, refunds overpayment to patient/guarantor or third party payor.
8. Answers all inquiries pertaining to patient accounts within legal limits.
9. Determines when account is uncollectible; recommends bad debt or charity write-off when applicable.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience.

STAFF ACCOUNTANT 0106

General Characteristics: Performs general accounting functions, such as completion of the general ledger, including entries and allocations, the preparation of financial and statistical reports for internal and external use, and an analysis of accounts. Assists with year-end closing of books and preparing OSHPD Reports. May perform some internal audit functions.

Exclude: Accounting office supervisor, accounts payable and payroll staff.

Representative Activities:
1. Completes month/year-end closing, including adjusting entries and allocations, and prepares financial statements.
2. Prepares the annual and quarterly Office of Statewide Health Planning and Development Reports.
3. Reconciles general ledger accounts, including accounts receivable.
4. Completes all forms and documents necessary to meet federal and state tax regulations for the facility and associated entities, such as a foundation.
5. Performs special projects, such as those relating to internal audit, systems review, procedural manual development, and special reports.

Education & Experience: Bachelor's degree in Accounting plus two years of job-related experience.
ACCOUNTS PAYABLE CLERK 0107

General Characteristics: Review and process all documents pertaining to accounts payable.

Representative Activities:
1. Verifies accuracy of invoices from vendors and chargeable departments.
2. Confers with vendors to reconcile differences; writes up discrepancies and forwards to Materials Management as appropriate.
3. Posts and runs the accounts payable checks; verifies checks for accuracy; balances and prepares checks for signing.
4. Prepares and verifies accuracy of related reports and statements.

Education & Experience: High school diploma or GED certificate required. Usual education and experience needed for satisfactory performance is six months to one year accounts receivable or accounting experience.

ACCOUNTS RECEIVABLE CLERK 0108

General Characteristics: Identifies and posts accounts receivable payments and/or adjustments.

Representative Activities:
1. Identifies daily payments received by mails.
2. Posts payment/adjustments to appropriate accounts.
3. Balances individual batches as posted.
4. Answers calls and correspondence on payment issues.
5. Maintains department records, reports and files.

Education & Experience: Usual education and experience needed for satisfactory performance High school diploma or GED certificate required and six months job-related experience.

REIMBURSEMENT SPECIALIST 0109

General Characteristics: Under general supervision, completes third-party reimbursement reporting requirements, contractual allowances monitoring, and related duties.

Representative Activities:
1. Prepares annual Medicare, Medi-Cal, and state disclosure cost reports.
2. Acts as liaison between the facility and fiscal intermediaries for annual audits, reimbursement, and quarterly reports.
3. Computes and monitors contractual allowances for monthly and year-end financial reports.
4. Reviews intermediary audit adjustments and prepares and monitors appeals.
5. Monitors reimbursement regulation changes and estimates the effect on the facility's financial position.
7. Performs other financial and statistical analysis relating to third party reimbursement as required.

Education & Experience: Bachelor's Degree in Accounting. CPA/MBA preferred. Experience in auditing. Working knowledge of PC software (e.g., Excel or other database programs). Strong analytical skills with general ledger/financial statements.
## Financial Budget Analyst  0110

**General Characteristics:** Collects, analyzes and presents data for planning/cost containment and comparison.

**Representative Activities:**
1. Provides technical assistance to department heads in preparing budget during the year, with any problems in current budget.
2. Coordinates the explanations of major variances/adjustments between actual and budget for all departments with the director of accounting.
3. Assists in the preparation of quarterly operational forecasts for current and future years using statistical and modeling techniques.
4. Provides support services to management in the preparation, interpretation and monitoring of departmental budgets.
5. Assists in the implementation of new systems; including networks, software and hardware.

**Education & Experience:** Bachelor’s degree in accounting plus two years of job-related experience.

## Decision Support Analyst  0111

**General Characteristics:** Performs decision support analysis for various business development projects and scorekeeping.

**Representative Activities:**
1. Creates and presents market, financial, utilization trend, and adhoc reports for, physicians, medical groups, new product offers, entry into new geographic markets, etc.
2. Evaluates profitability, recommends strategies to management to improve market position and financial performance.
3. Develops and maintains Business Development Scorecard for tracking market, financial, clinical and customer satisfaction performance for key service lines, etc.
4. Works closely with management to develop new business strategies and programs including preparation of business plans, market opportunity and expected financial and utilization performance.
5. Assesses feasibility and creates pro forma financial statements, ROI analysis, budget and capital requirements for new programs and projects.

**Education and Experience:** Bachelor’s degree plus 5 – 10 years job related experience. MBA or CPA preferred.
COLLECTOR 0112

**General Characteristics:** Receives and reviews past due bills and follow-up documents for outstanding balance accounts. Contacts patients/guarantors and/or third-party organizations to secure payments or arrange alternative settlement plans. Prepares and maintains collection related records and reports.

**Representative Activities:**
1. Contacts patients/guarantors or third-party representatives by telephone, correspondence and meetings to resolve outstanding balances.
2. Responds to correspondence and calls forwarded from the customer service unit.
3. Investigates and/or ensures that questions and request for information are responded to ensure resolution of outstanding accounts.
4. Works with other outside services to develop and monitor reimbursement.
5. Analyzes accounts and determines when accounts are uncollectible. Prepares writes-off recommendation.

**Education and Experience:** High school diploma or GED certificate required or equivalent experience. Two-three years collections experience.

REVENUE CYCLE ANALYST 0113

**General Characteristics:** Responsible for ensuring that the hospital's revenue cycle processes are documented, understood and acted upon by the various clinical-financial areas within the hospital.

**Representative Activities:**
1. Performs detailed analyses in order to develop, recommend and implement workplace improvements that support standardization and integration of the revenue cycle workflow.
2. Serves a principal role in the department's education, implementation, and oversight of revenue cycle compliance relating, but not limited, to: account/service assignment; authorizations; chart documentation; billing; charge entry and reconciliation: contingency planning; supply management; and contract reimbursement.
3. Develops, reviews, analyzes and reports various audit reports relating to each department’s revenue cycle processes in order to identify variances and areas of improvement.

**Education & Experience:** Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience. One or more years of experience in revenue cycle or healthcare operations within a multi-specialty hospitals and/or clinic environment.
**CHARGE DESCRIPTION MASTER ANALYST 0114**

**General Characteristics:** Responsible for the development, implementation, maintenance and audit functions of a standard system focused on hospital Charge Description Master (CDM).

**Representative Activities:**
1. Monitors and maintains a consistent accurate CDM that is compliant with regulatory agencies.
2. Makes CDM related decisions that require significant analysis and investigation with solutions.
3. Assist team members in the development, implementation and improvement of internal controls needed to assure and maintain sound billing practices.
4. Recommends corrective action of non-compliant CDM issues through appropriate channels and assist in the implementation of those solutions if appropriate.

**Education & Experience:** High school diploma or GED certificate required. Three to five years’ experience in hospital operations, a general understanding of the revenue cycle and charge capture. Bachelors’ degree preferred.

**ACCOUNTS PAYABLE/RECEIVABLE CLERK (HYBRID) (NEW POSITION) 0115**

**General Characteristics:** Review and process all documents pertaining to accounts payable. Identifies and posts accounts receivable payments and/or adjustments.

**Representative Activities:**
1. Verifies accuracy of invoices from vendors and chargeable departments.
2. Confers with vendors to reconcile differences; writes up discrepancies and forwards to Materials Management as appropriate.
3. Posts and runs the accounts payable checks; verifies checks for accuracy; balances and prepares checks for signing.
4. Prepares and verifies accuracy of related reports and statements.
5. Identifies daily payments received by mails.
6. Posts payment/adjustments to appropriate accounts.
7. Balances individual batches as posted.
8. Answers calls and correspondence on payment issues.
9. Maintains department records, reports and files.

**Education & Experience:** High school diploma or GED certificate required. Usual education and experience needed for satisfactory performance is six months to one year accounts receivable or accounting experience.

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AUTHORIZATION SPECIALIST (NEW POSITION) 0116

General Characteristics: Responsible for timely answering of all phone calls, initiating and verifying insurance benefits and authorization of appointments prior to services being rendered for outpatient services and pre-scheduled surgeries.

Representative Activities:
1. Coordinates and works with physician offices, case management, insurance carriers, scheduling, Patient Access, Financial Counseling, Business Office, Third Party Assistant providers and the patient in securing authorizations/payment of services being provided.
2. Ensures payment for services by verifying benefits with insurance provider.
3. Obtains, reviews and inputs insurance authorization and referrals prior to patient services.
4. Monitors and tracks patient authorizations, informing supervisor of any expired dates.
5. Interviews and assists patients with authorization documents, as appropriate.
6. Maintains appropriate logs or reports according to professional, state and federal requirements.

Education & Experience: High School Diploma or GED equivalent required.
Experience/Knowledge: Three (3) years similar job related experience in a Healthcare environment required (Patient Access, Scheduling, Billing, Insurance and/or Authorizations).
Licensure/Certification: NAHAM certification (CHAA) preferred. Required after one (1) year of service.
PROGRAMMER ANALYST  0201

General Characteristics: Develops, modifies and maintains conventional computer programs. Works on several phases of application analysis and programming. Participates in application analysis, design, and support for existing and new applications. Develops technical aspects of the applications, including matrix coding, system tables and files, and interfaces.

Representative Activities:
1. Assists in the formulation of application objectives and system development requirements. Works closely with user project personnel to coordinate user department activities in defining, designing and implementing new systems or enhancements.
2. Prepares application plans and schedules, including dependencies, requirements, tasks, work assignments and resources.
3. Studies information needs for current and planned department application functions, and sources of required data and methods of obtaining it.
4. Studies operations, work problems and procedures to devise most efficient methods of accomplishing work.
5. Devises program logic, modifies file and record interrelationships, diagnoses and corrects errors, tests and documents work, and writes computer operator instructions applying program specifications and standard procedures. Develops programs linked to several other programs and handles a variety of input records to produce varied formats. Plans, designs, installs and tests integrated files and programs to support information applications.
6. Evaluates and may develop application enhancements. Installs new applications and procedures. Instructs user staff regarding their use and operation.

Education & Experience: Requires two years college and two years trade school training or four years college specializing in information systems and computer electronics. Minimum of three years analysis work. Requires experience with computer systems software, languages, and report writers. Able to program in the following computer languages; RPGIII, RPG IV, CL, DFU, QRY, Basic, Unix, and SQL. Experience with the following software modules: Software: MS Office Suite, Windows Current Version, Report Writers i.e. Crystal, Monarch.
NETWORK SPECIALIST/ANALYST 0202

**General Characteristics:** Provides management and administration of local area network (such as UNIX and Novell) for facility users, and provides LAN to mainframe connectivity. Provides technical consulting, configuration, hardware and software evaluation, selection and adjustments, problem resolution, network design, planning and installation, and documentation.

**Representative Activities:**
1. Provides day-to-day network administration, trouble shooting, technical support, preventative server maintenance, and problem diagnostics with problems.
2. Establishes, monitors, and provides reports on network availability levels. Analyzes network results and makes recommendations to management.
3. Maximizes availability of network by minimizing outages outside of planned periods.
4. Maintains network integrity through regular and planned network tuning and management.
5. Works closely with user project personnel and management to coordinate user department activities in refining, design, conversion, and implementation of new systems and networks to meet project milestones and objectives in a timely manner.
6. Provides technical guidance and assistance to project staff as required.

**Education & Experience:** AA in business, computer science, or information systems management with technical schooling. Three years’ experience with both microcomputers, local area networks, wide area networks, microcomputer programming, and mainframe connectivity.

COMPUTER OPERATOR 0203

**General Characteristics:** Operates computer and peripheral equipment to test and run routinely scheduled programs.

**Representative Activities:**
1. Responsible for the operation of mainframe computer equipment and peripherals. Running and monitoring of jobs on both the mainframe and server-based applications.
2. Loads and sends out back-up tapes for all systems, making sure all security procedures are followed.
3. Handles basic troubleshooting with end users. May install and operate equipment.
4. Communicates to a higher system level and solves problems efficiently and effectively. May be required to manage the tracking system of troubleshooting calls.
5. Performs status checks on all system console terminals and printers. Checks and verifies that the specific background jobs are required for the specific machine running.
6. May be responsible for some encoding of data. Typically this is a back-up function to regular key punch operators.
7. Builds and maintains effective working relationships with others. Deals with patients, physicians, employees and visitors in a friendly and cordial manner.

**Education & Experience:** Usual education and experience needed for satisfactory performance is 2-3 years computer operations experience; high school diploma, or GED.
APPLICATIONS ANALYST 0204

**General Characteristics:** Supports personal computer hardware, software and network utilization in person and via telephone. Understands and communicates, written and verbally, various software applications and evaluates departmental process.

**Representative Activities:**
1. Provides telephone support to personal computer and network users.
2. Diagnoses personal computer hardware problems and software related problems.
3. Learns applications and writes documentation for use by end users.
4. Develops, writes and helps implement plans relating to information management affecting various organizational issues.
5. Evaluates departmental process by measuring customer's expectations and level of satisfaction.
6. Identifies and recommends quality improvement measures pertaining to information management throughout the organization.

**Education & Experience:** Bachelor's degree in computer science and three years of experience working in a hospital/health care environment.

HELPDESKTOP SUPPORT ANALYST 0205

**General Characteristics:** Responds to and resolves PC and desktop problems via telephone and/or providing field support.

**Representative Activities:**
1. Remains current on technology, products and methods by obtaining new information via classes, subscriptions, seminars etc.
2. Closes tickets upon problem resolution.
3. Provides service by analyzing & resolving problems that are routed from the desktop phone support and/or by working the Support Center phone line.
4. Ensures that - whenever possible - problems solved will not reoccur.
5. Follows support process and escalation procedures.
6. Informs customers of problem status - including progress and/or delays.
8. Participates in selection of hardware and software and in developing standards.
9. Installs and tests software.
11. Escalates problems per the escalation policy.
12. Fosters positive, interpersonal relationships and professional image by adhering to customer service standards with internal and external customers.

**Education & Experience:** High school diploma or equivalent required. Degree in computer science, business administration or equivalent work experience required.
WEB ADMINISTRATOR 0206

General Characteristics: Responsible for the management, development and maintenance of web sites and works with management and staff to implement various web technologies.

Representative Activities:
1. Develops and manages the overall plan for development and maintenance of the web, supporting content and processes.
2. Documents features, technical specifications and infrastructure requirements for all technical work and job processes.
3. Designs, reviews and edits all site content.
4. Converts content into web pages utilizing HTML, DHTML, CSS XHTML, and/or JavaScript.
5. Develops and designs all graphic elements and photography on the web sites.

Education and Experience: Bachelor’s degree in Computer Science, Marketing, Communications or Graphic Design with web technologies emphasis. Two to four years of work experience required.

TELECOMMUNICATIONS TECHNICIAN 0207

General Characteristics: Performs preventative maintenance and repair of PBX, Voice Mail, and other Voice related systems.

Representative Activities:
1. Provides day to day moves, adds, and changes as requested by customers.
2. Installs and maintains all major voice and video systems hardware and software, voice mail hardware and software, and all voice/video communication peripherals associated with the network.
3. Provides technical guidance and information as needed to other department personnel.
4. Maintains telecommunications systems inventory and performance preventative maintenance functions.
5. Interfaces with local telecommunications provider in the installation of services and troubleshoots problems.

Education and Experience: An AA degree in electronics, computer science or telecommunications is required with a minimum of two years previous technical experience.

PICTURE ARCHIVING AND COMMUNICATIONS SYSTEMS (PACS) ADMINISTRATOR 0208

General Characteristics: Oversees operations of image workflow relating to HIS and PACS.

Representative Activities:
1. Oversees operations of image workflow and relating to HIS and PACS.
2. Provides training and technical assistance to end users of PACS- Medical Staff, Nursing Staff, Technologist and Radiologist in conjunction with site-specific technical PACS’s support staff.
3. Performs software product evaluations, analysis and design for interdepartmental systems projects.
4. Investigates, identifies and prepares proposals to solve operational issues related to information management.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience. AA or AS preferred. Working knowledge or HIS/RIS functionality; knowledge of Radiology Department Operations.
# Clinical Informatics Analyst (RN) 0210

**General Characteristics:** Responsible for coordination, implementation and support of clinical information systems. Works closely with physicians, nurse managers and staff to maximize efficient and effective use of systems.

**Representative Activities:**
1. Provides day-to-day administration of clinical information systems.
2. Acts as the primary contact person between hospital users and software vendors.
3. Provides technical guidance and assistance to hospital staff as required.
4. Provides primary and secondary support for any hospital owned software or application system. Defines systems and special programs required to support various functions of the hospital.
5. Initially troubleshoots all complaints. Works towards a timely resolution to all problems using available resources.
6. Oversees or performs installation of hospital purchased software or application systems.

**Education and Experience:** Current CA RN License, minimum of 5 years clinical experience as an RN utilizing clinical systems. Two years of progressively more responsible experience in support/or using the applicable clinical systems.

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# Clinical Applications Analyst/Specialist (RN) 0212

**General Characteristics:** Responsible for implementation, including design, build and testing of clinical application systems.

**Representative Activities:**
1. Leads the application of appropriate information technology by defining required functionality and objectives.
2. Provides support to clinical users through knowledge of clinical processes, documentation needs, workflows and clinical practice professional standards, when adapting software to meeting their needs.
3. Works with physicians and nurses to create or adapt written protocols.
5. Coordinates with IT resources and clinical end-users to communicate and confirm system functionality and usage.
6. Provides customer service, troubleshooting, and maintenance.

**Education and Experience:** Current CA RN License and a minimum of 5 years clinical experience as an RN utilizing clinical systems. Two years of progressively more responsible experience in support/or using the applicable clinical systems.
PROJECT MANAGER (IT) 0214

General Characteristics: Responsible for applying project methodology, supporting project team members and participating in developing and maintaining project management standards.

Representative Activities:
1. Apply formal project management methodologies for project implementation and development of projects to bring projects in on time and under budget.
2. Participates in developing and maintaining project management standards within the department/division.
3. Supports project directors in large enterprise projects.
4. Responsible for successful turnover of project to production.

Education & Experience: Bachelor’s degree in health care management, IT business, or closely related field and 3 – 5 years of experience working in a hospital/health care environment. Implementation experience with previous integrated health care information systems with emphasis on clinical and financial application/systems.

License/Registration/Certification: Project Management Professional Certification preferred.

NETWORK ENGINEER 0215

General Characteristics: Responsible for planning, designing, engineering configuration and troubleshooting complex data, video and voice networks.

Representative Activities:
1. Implements, administers, and maintains local and wide area network infrastructure to support a dynamic multiple site network and client connectivity needs.
2. Installs, configures and manages local area network components including hubs switches, VLAN software, network interface cards and print sharing devices.
3. Monitors network services and resolve problems and issues.
4. Maintains a documented, up-to-date detailed component map of the organization’s network.
5. Develops and maintains relationships with network technology vendors/consultants.

Education & Experience: Bachelor’s degree in Management Information System, computer science and 3 – 5 years of experience working in a hospital/health care environment. Experience in network infrastructure (working with all aspects or configuring routers and switches), hardware and software upgrade, network protocols, LAN/WAN based network.
DATABASE ADMINISTRATOR

0216

General Characteristics: Responsible for enterprise database maintenance, performance monitoring and fine turning, database integrity checks, and data back-up/archiving.

Representative Activities:
1. Plans and performs scheduled software updates and application upgrades to enterpris
2. Plans and performs scheduled software updates and application upgrades to enterprise applications.
3. Establish and manage guidelines for data storage and usage.
4. Perform installation of hospital purchased hardware, software or application systems.
5. Conducts data quality analysis of key system error reports and root cause analysis.

Education & Experience: Bachelor of Science in Computer Science or applicable Technical Schooling. Experience working with MS SQL Server and other industry standard database. Minimum of 2 years’ experience working in a database support role.

INFORMATION SECURITY ANALYST

0217

General Characteristics: Responsible for designing, recommending and implementing enterprise-wide strategies and solutions addressing overall IT application/systems security, associated regulatory compliance and general systems availability.

Representative Activities:
1. Maintains consultative expertise and competence in methods used to establish IT systems and application security, including mandated regulatory compliance.
2. Develops written documentation, policies and procedures in keeping with general IT practices, Security and Privacy compliance including: HIPAA/HITECH remediation, JCAHO (IM 1.10), internal Audit response and review.
3. Monitors pending and proposed legislation (State and Federal) and rules related to privacy, security and compliance. Functions as the Health Information Technology (HIT) SME for MHS.
4. Researches, recommends and implements solutions addressing IT Security and Compliance to include: Remote Access, e-Mail security, identify management; Wireless, device, media encryption; methods and evaluation; General Technology evaluation: analysis; direction and trends.
5. Functions as IT Disaster Recovery/Business Continuity Architect: Authors/maintains ongoing DR Plan documentation; Establishes/maintains Application Service Level assignments and compliance; Conducts ongoing DR Gap Analysis.

Education & Experience: Bachelor's or advanced degree in Computer Science or Information Systems, Engineering, Mathematics, and/or Informatics required. A minimum of 3-5 years’ experience.
ENTERPRISE/SOLUTIONS ARCHITECT/APPLICATIONS 0218

General Characteristics: Responsible for independently providing specific systems consulting, systems analysis, and overall leadership related to the acquisition and use of complex Clinical computing applications. Applies in-depth professional knowledge to ensure effective and optimal use of current Clinical systems, incorporation of refinements in applications based on organization changes or process improvements, and collaboration with Application Managers, IT and Department Directors to identify and select new system solutions. Manages all phases of large and small Clinical-IT related projects.

Representative Activities:
1. Maintains the highest level of expertise and competence in the proper operation and optimal use of complex Clinical application systems.
2. Ensure that the supported systems are compatible with, and supportive of, the overall information needs of organization.
3. Provide technical support and system administration for complex modules, in order to ensure overall data integrity and performance. Functions include designing/building specific pathways, order sets, etc.
4. Manages or participates in various projects, including new application/system selection, implementation, benefits realization, and re-engineering processes using accepted project management techniques and tools, e.g., Microsoft Project.
5. Provide analysis, develop technical plans and perform application and module upgrades to ensure organization stays compliant with vendor support guidelines.

Education & Experience: Bachelor’s or advanced degree in Computers and 5 to 7 years’ experience as a Sr. Applications Specialist, Technical Specialist, or similar experience.

SYSTEM ENGINEER 0219

General Characteristics: Provides technical expertise as it applies to server and systems hardware, operating systems, and general data center operations. Provides long term systems solutions to the company’s needs as well as maintaining reliability service level operational standards as dictated by IT management.

Representative Activities:
1. Monitors, administers, and documents systems, services and applications.
2. Installs, configures, monitors and enterprise Exchange email.
3. Monitors network operations center, systems applications and services. Resolves programs and issues with availability, system performance, redundancy, failover, data backups, data replications, extracts, and disaster recovery.
4. Responsible for maintaining a documented, up-to-date detailed system and component maps of data center facilities.
5. Supervise contract consultants to assist with application setup, configuration, and readiness.

Education & Experience: Bachelor’s Degree in Information Systems or equivalent working experience. A minimum of 4 years experience.
BUSINESS ANALYST (IT) (TITLE CHANGE) 0220

General Characteristics: Responsible for analyzing business application and system needs. Works with various levels of end-users to create specifications for systems and applications, coordinating ISD Projects with management, users, ISD staff and vendors.

Representative Activities:
1. Serves as a project team member responsible for assigned project duties relating to: application and system installation and implementation; formulate system scope and design objectives through analysis and research to configure vendor maintained systems or develop and modify in house systems, assists with coordination efforts of users ISD Staff, and vendors.
2. Performs research and analysis, prepares assigned project deliverables, and detailed specifications from which vendor systems will be programmed/configured, and provides process and workflow analysis.
3. Conducts project analysis and planning, small to medium project management (which may include design, analysis and implementation),
4. Performs daily operational activities associated with the assigned systems, applications and projects.
5. Supports the overall business/project plan by providing deliverables as a team member to meet project/team performance and outcomes relative to established project goals/measurements.

Education and Experience: Bachelor’s Degree in Computer Science, Information Systems, Health Care Administration, Business or equivalent experience required. Minimum of four years’ experience in systems/application process and workflow analysis, application/system analysis, programming, experience working on project team(s), health care systems administration, financial and/or clinical systems support and maintenance, as well as general knowledge of major health care information issues.

INTEGRATION (APPLICATIONS) ANALYST 0221

General Characteristics: Creates and develops an integration architecture aligned with hospital’s architecture to guide and facilitate seamless integration of clinical and business applications across the hospital community. Develops, tests and deploys interfaces and related technology aimed at modernizing, consolidating and coordinating the flow of data between independently designed applications within and across the organization.

Representative Activities:
1. Collaborates with key stakeholders, end users and other members of the business, patient care and Information Technology teams to optimize data flow and access.
2. Evaluates problem tickets and service requests, customer requests for changes, data integration requests, system performance problems and optimization opportunities, and participate in the timely resolution of these activities.
3. Assures the Information Technology (IT) needs support the goals and objectives of the customer as well as the business needs of the hospital.
4. Addresses data integration concerns for the end-users.
5. Works with end-users to gather business requirements, performs analysis, code and test interfaces to ensure successful and seamless communication among the various IT systems and applications components.

Education & Experience: Bachelor’s Degree in Computer Science, Information Systems or related field. Two (3) or more years’ experience working in a Health Care Data Integration department, preferably within an acute care environment. Experience with healthcare industry-specific interface standards and code sets (ANSI, HIPAA, SNOMED, etc.) Business Intelligence/Data Warehouse Architect.
BUSINESS INTELLIGENCE/DATA WAREHOUSE ARCHITECT

**General Characteristics:** Responsible for working with business and IT teams across the enterprise to identify, analyze, design and implement effective data warehouse (DW) and business intelligence (BI) architecture and strategies to support current and future business operations. This will be coordinated using hospital’s Project Management Methodology including project level reporting, financial management and PMO documentation. This includes reporting the DW/BI work effort and insuring milestones are delivered on time, in scope and on budget.

**Representative Activities:**
1. Communicates with business unit and management teams to understand their business analytics and reporting objectives and requirements to define BI/DW business strategies.
2. Works with business units and management teams to defines vision for the implementation of ETL, reporting and analytic solutions.
3. Provides technical matter expertise in data warehouse and business intelligence technologies.
4. Evaluates emerging and existing BI/DW technologies and makes recommendations on best practices, processes and technologies to support business unit requirements.
5. Reviews BI/DW project proposals and collaborates with IT Architect to validate technical viability and uniformity to existing IT architecture.

**Education & Experience:** Bachelor’s degree in Computer Science/Information Technology or related field or equivalent work experience. Minimum seven (7) years’ experience in data warehousing management using business intelligence best practices, methodologies and BI analytical solutions, tools and reporting/dashboard development and database system management.

HIE PROGRAM AND IMPLEMENTATION SPECIALIST

**General Characteristics:** Responsible for representing the hospital’s Health Information Exchange to customers, coordinating and managing all aspects of program development, business development, implementation, and support.

**Representative Activities:**
1. Acts as a liaison between the clinicians, and the vendor in system support as related to workflow analysis and design, education and training, system configuration, implementation software upgrade support and ongoing support.
2. Integrates new functionality and applications into the product suite.
3. Acts a solutions consultant/expert resource for physicians, providers, stakeholder organizations, information systems staff, management, hospital staff, ambulatory business and clinical staff.
4. Provides consulting and training to assist in the adoption of the software and trains administrative and clinical staff on new processes and technologies.

**Education & Experience:** Bachelor’s degree in a related field or 5 years equivalent experience in health care consulting, health information technology vendor, or health system, integrated Delivery Network, or ambulatory clinical practice health information system.
PHARMACIST - INFORMATION TECHNOLOGY (REVISED) 0225

General Characteristics: Responsible and accountable for evaluating, implementing, and assessing on an ongoing basis all medication-related technology to assure safety, efficiency of the medical-use process.

Exclude: Pharmacist who are not IT related. Report under Pharmacist (Staff) (1103) or Clinical Pharmacist (1104).

Representative Activities:
1. Serves as a liaison between Pharmacy and Information system and external vendors to achieve desired results.
2. Recommends, enhancements to present system designs/creates new functions.
3. Services as a liaison between Pharmacy and Information Systems and external vendors to achieve desired results.
4. Provides and creates computer generated documents and reports.
5. Dispenses medical, supplies or equipment orders accurately and efficiently. Follows written policies and procedures regarding medication administration.

Education & Experience: Requires Registered Pharmacist licensed to practice in California. Pharm. D. degree and a Pharmacy Practice Residency Certificate or equivalent hospital pharmacy experience preferred.

ADMITTING CLERK/REGISTRAR (REVISED) 0301

General Characteristics: Responsible for admission of patients including patient interviews, admitting forms, room assignments and some cashiering. Handles routine patient inquiries and problems.

Exclude: Medical receptionist/scheduler (0315), patient counselor, patient accounting representative, RNs or LVNs performing this duty.

Representative Activities:
1. Arranges patient admission to facility. Receives and interviews incoming patients or relatives to obtain pertinent data and may verify insurance coverage. Assigns room and coordinates patient's move to room.
2. Types and processes necessary admission paperwork. Ensures timely communication of patient admissions to other departments.
3. May perform some pre-admitting counseling and resolution of routine admitting inquiries and problems. May interface with medical staff as well as incoming patients.
5. May operate CRT terminal for input and retrieval of information.
6. Performs related duties as requested (e.g., outpatient registration and/or operation of PBX switchboard).

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience.
GENERAL CLERK  0302

General Characteristics: Works under general supervision. Performs daily office tasks such as filing, recording, maintaining records, copying, and posting.

Exclude: Advanced clerks and secretaries report under Job Code 0303.

Representative Activities:
1. Transfers information from one record to another. Cross indexes documents and records by following a prescribed system.
2. Sorts requisitions, invoices, census reports and other records according to subject matter, and arranges them in alphabetical, numerical, or chronological order.
3. Locates and retrieves files. Maintains files.
4. May perform light typing, photocopying and collating.
5. Answers telephone, takes and relays messages, makes appointments, and gives out factual information.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience. Must have basic computer skills.

ADVANCED GENERAL CLERK/DEPARTMENTAL CLERK  0303

General Characteristics: Performs various complex clerical tasks utilizing knowledge of office systems and procedures, facility regulations, and interdepartmental functions.

Exclude: General clerks and secretaries report under Job Code 0302.

Representative Activities:
1. Types letters, reports, patient or health records, facility charges involving combining material from several sources.
2. Compiles and prepares periodic records and reports, types budget reports, and other materials from rough draft.
3. May check work of others for accuracy.
4. May perform minor bookkeeping and/or accounting functions for department or unit.
5. May direct the work of other clerical personnel.
6. Answers inquiries requiring familiarity with department and facility policies and procedures.
7. Opens, routes, and/or answers routine correspondence.
8. Answers telephone, takes and relays messages, makes appointments, and gives out information.
9. May operate CRT terminal for input and retrieval of information.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience.
**MEDICAL TRANSCRIPTIONIST 0304**

**General Characteristics:** Responsible for transcribing a variety of recorded dictation involving a substantial amount of medical terminology. Include: Only those employees whose primary function is medical transcription. 

**Exclude:** Employees working in departments other than medical records.

**Representative Activities:**
1. Transcribes dictation relating to medical histories, physical examinations, discharges and other special notes involving a wide variety of medical terminology.
2. Types medical reports from rough draft, copy or tape.
3. May perform other related clerical activities such as filing and general clerical work of moderate difficulty.
4. May operate word processing equipment.

**Education & Experience:** Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required and/or job-related experience; knowledge of medical terminology.

**ADMINISTRATIVE ASSISTANT (DEPARTMENTAL) 0305**

**General Characteristics:** Performs secretarial and general office work under the general direction of a managerial position.

**Representative Activities:**
1. Types correspondence using word processing software.
2. Prepares reports and records; makes appointments and travel arrangements.
3. Screens visitors and telephone calls.
4. Reads and routes incoming mail.
5. Files correspondence and records.
6. May attend staff meetings and record minutes.
7. May compose and route routine correspondence.
8. Prepares confidential and special reports including periodic statistical reports.
9. May train and direct clerical staff.
10. Makes decisions on minor administrative matters and completes clerical details as needed.

**Education & Experience:** Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required and/or equivalent job-related experience.
TELEPHONE (SWITCHBOARD) OPERATOR 0306

General Characteristics: Operates a single or multiple-position switchboard, including handling incoming, outgoing and intraservice calls.

Exclude: Operator regularly assigned receptionist duties.

Representative Activities:
1. Answers telephone calls and routine inquiries, makes necessary connections on a PBX/CBX, and places local and long distance calls.
2. Routes routine and emergency calls.
3. Pages, locates and relays messages for physicians and facility personnel.
4. Keeps records of calls and toll charges.
5. May operate emergency radio network equipment.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience.

UNIT (NURSING) CLERK 0307

General Characteristics: Responsible for performing a variety of clerical duties relating to the updating and organizing of information on the nursing units; coordinating work within the unit as well as with other units and departments; reporting pertinent information to the immediate supervisor; responding to inquiries and requests from staff personnel, etc.

Representative Activities:
1. Attends nursing station, performs clerical and reception duties, and requisitions supplies, equipment and services as directed.
2. Assembles and charts information about patients, such as temperature, pulse and respiration.
3. Posts and distributes information according to procedures or specific direction.
4. Maintains daily census and other pertinent records, checks records for completeness, transfers doctor’s notes to appropriate forms.
5. Performs clerical work for admissions, transfer and discharge of patients according to established standards.
6. Interacts with visitors, patients, members of medical and nursing staff and other departments.
7. Answers patient call lights and incoming telephone calls.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience.
DATA ENTRY OPERATOR 0308

**General Characteristics:** Operates CRT to record and/or verify alpha and/or numeric data. Include: Only those employees whose primary function is data entry.

**Representative Activities:**
1. Operates alpha and/or numeric keyboard.
2. May select procedures to be followed for coding and interpreting data.
3. May do routine work following specified procedures, requiring little or no selecting or interpreting of data.
4. Knowledge of various program formats for data entry.

**Education & Experience:** Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience.

CERTIFIED CODER 0309

**General Characteristics:** Under indirect supervision, the coder is responsible for correct and timely coding of all medical records utilizing appropriate systems.

**Include:** Serves as both inpatient and outpatient coder.

**Representative Activities:**
1. Codes and abstracts all inpatient and outpatient services, procedures, diagnoses and conditions, working from the appropriate medical record.
2. May provide instructions to lower level coders as needed.
3. Assists with incoming telephone calls in the department.

**Education & Experience:** Two (2) or more years of coding experience.

**License/Registration/Certification:** Certification as a Registered Health Information Technician (RHIT), or Certified Coding Specialist (CCS)

CODER 0310

**General Characteristics:** Under direct supervision, codes and abstracts inpatient hospital charts, utilizing ICD9 CM and/or DRG codes for reimbursement.

**Exclude:** Accredited Records Technicians (ART), Registered Health Information Technician (RHIT), Certified Coding Specialist (CCS), and those being paid on an incentive plan. Please report under 0309.

**Representative Activities:**
1. Codes and abstracts discharged inpatient charts using ICD9 CM and/or DRG standard nomenclature into the designated computer system.
2. Sends completed patient data to the business office for billing purposes.
3. Assists with incoming telephone calls in the department.
4. May provide instruction to lower level coders as needed.

**Education & Experience:** Usual education and experience needed for satisfactory performance is graduation from a formal coder training program or completion of an academic class in medical coding, or two or more years of directly related work experience.
CANCER/TUMOR REGISTRAR 0311

General Characteristics: Identify, register and maintain records of all cancer patients with a diagnosis of malignancy and other diagnoses as designated by the State of California and American College of Surgeons.

Representative Activities:
1. Identifies all cases with a malignant diagnosis for inclusion into the tumor registry.
2. Obtains core information from the patient's medical records, including demographic characteristics, history of cancer, diagnostic procedures, diagnosis, stage of disease, extent of disease and treatments.
3. Organizes and maintains a data system which will conform to the standards of the tumor registry operation and meet the needs of the users of registry data.
4. Assembles and disseminates data collected by the tumor registry. Prepares routine and special statistical reports which provide data on the cancer patient population for the facility.
5. Develops patient care evaluations by coordinating the activities of the tumor registry with the cancer committee and tumor committee.

Education & Experience: Usual education and experience needed for satisfactory performance is Associate of Arts degree.

TRAUMA REGISTRAR 0324

General Characteristics: Responsible for the Trauma Registry, including data collection on defined trauma patients, entry of data into the registry, assuring accuracy of data, correcting deficiency in data, updating registry, and abstracting data from registry for reporting.

Representative Activities:
1. Data abstraction on defined trauma patients. Prepares reports from registry as requested.
2. Enters data into registry.
3. Assigns and scores all injuries with appropriate coding.
4. Collects additional data as requested by Trauma Services; updates and provides missing data elements as information becomes available.

Education & Experience: Certified Registrar by American Trauma Society. High school diploma or GED certificate required. Basic computer skills. One year of previous experience as a trauma registrar preferred.

License/Registration/Certification: Certified Registrar by American Trauma Society.

MEDICAL RECEPTIONIST/SCHEDULER 0315

General Characteristics: Under general supervision is responsible for greeting patients, verifying eligibility, reviewing new patient registration, and entering new patient information into the computer system.

Representative Activities:
1. Greets patients and assists them with the completion of registration forms and health history forms.
2. Verifies patient insurance eligibility and benefits.
3. Accurately registers all new patients into the patient accounting system.
4. Updates changes to existing accounts as requested.
5. Greets vendors and refers to the appropriate department.

Education & Experience: Usual education and experience needed for satisfactory performance is 2-3 years’ hospital/health care experience; High school diploma or GED certificate required.
BUYER 0316

**General Characteristics:** Purchase materials, supplies and equipment as directed, consistent with hospitals practices and standards.

**Representative Activities:**
1. Researches and selects products according to quality, price and serviceability standards.
2. Contacts vendors for the purchase of materials, supplies and equipment. Ensures timely and cost-effective delivery of items and services.
3. Prepares documents to process requests for equipment repairs, adjustments for damages and incorrect shipments.
4. Acts as a resource for hospital personnel regarding products, purchasing operations and procurement practices.
5. Organizes and maintains files, records, and reports relative to purchasing activities.
6. Reviews advertising literature, trade magazines and other publications to keep abreast of market conditions, prices and new products.

**Education & Experience:** Usual education and experience needed for satisfactory performance is 2-3 years' hospital/ health care experience; high school or GED.

EXECUTIVE SECRETARY/ASSISTANT 0317

**General Characteristics:** Performs full clerical, administrative, and general office duties. Typically reports to a position responsible for a major function. Business contacts include persons at all levels within the organization, industry, and community. Should have an understanding of the principal's job and method of operation. Has an understanding of department and company organization, operations and procedures. (Generally reports to a Vice President or Senior Vice President)

**Representative Activities:**
1. Communicates principal's instructions or desires to various individuals and/or departments, and furnishes and obtains information from other principals.
2. Receives and screens telephone calls, letters, and/or visitors. Answers routine questions and furnishes information to save principal's time.
3. Schedules appointments and makes arrangements for meetings, conferences, and travel.
4. Organizes and maintains files of supervisor's correspondence and records, following up on pending matters.
5. Routes or answers routine correspondence not requiring supervisor's attention.
6. Prepares routine letters and memoranda for principal's signature.
7. Prepares special reports, gathering, and summarizing data.

**Education & Experience:** Usual education and experience needed for satisfactory performance is 3-5 years' hospital/ health care experience; high school or GED.
EXECUTIVE ASSISTANT TO THE CEO (REVISED)  0318

**General Characteristics:** – Provides complete and professional, administrative and secretarial support to the Chief Executive Officer.

**Representative Activities:**
1. Provides support to the members of the Board of Trustees and other executives and committees as needed.
2. Completes a variety of special projects and prioritize information and requests directed to the CEO.

**Education and Experience:** High school education or the equivalent is required. Bachelor’s Degree and five (5) years of experience as an Executive Assistant preferred.

FUND RAISING EVENTS COORDINATOR  0319

**General Characteristics:** Plans, organizes and promoting special events for fund raising and donor recognition.

**Representative Activities:**
1. Coordinates and implements Special Events includes pre-events planning, promotion, solicitation and monitoring of revenue and expenses.
2. Serves as a liaison between the Foundation and its fund raising support groups and donor clubs in coordinating meetings, projects and events.
3. Organizes and implements various components of a fund raising event.
5. Utilizes computer applications including extractions, statistical analysis, mailing list, custom reports, desk top publishing and spread sheets

**Education & Experience:** Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience.

DATABASE FOUNDATION ADMINISTRATOR  0209

**General Characteristics:** Works closely with the Foundation Department to maintain and provide leadership in regards to the database system.

**Representative Activities:**
1. Upon receipt of information requiring data entry, reviews material, noting designed format, special instructions, established deadlines, etc.
2. Determines appropriate software and specific file to be utilized.
3. Verifies accuracy of data entries.
4. Provides back-up of all material in accordance with established procedures.
5. Upon receipt of donation, accurately completes receipt, ensuring completeness.

**Education & Experience:** Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required or equivalent job-related experience. Prefer a minimum of 3 year fund raising database experience.
COMMUNITY OUTREACH COORDINATOR

**General Characteristics:** Responsible for planning, development, implementation and tracking of all community events.

**Representative Activities:**
1. Works with internal and external audiences to build awareness and preference for hospital and its services, while improving the health of the community.
2. Leads the planning of special events geared to improve health and promote hospital services.
3. Prepares support materials as necessary to support outreach efforts.
4. Documents results of events to demonstrate effectiveness at changing health behaviors, enhancing consumer image of hospital or increasing utilization of hospitals services.

**Education & Experience:** High school degree and a minimum of 2 years experience that demonstrates strong strategic, project management, communication and organization skills.

CONCIERGE

**General Characteristics:**
Greets each patient, visitor or guest promptly and welcomes them to the hospital with enthusiasm and professionalism.

**Representative Activities:**
1. Assist each patient, visitor or employee with their concierge requests in a timely manner.
2. Proactively searches for new and up-to-date services to offer customers and presents to management.
3. Resolves complaints and answers questions or customers regarding services and procedures.
4. Performs other duties as needed.

**Education and Experience:**
High school diploma or equivalent required. One year of experience in guest relations/customer service preferred.
HEALTH INFORMATION MANAGEMENT (HIM) TECHNICIAN (NEW POSITION) 0326

General Characteristics: Provides support to the authorized users of protected information by ensuring patient medical information is available in a timely manner and is accurately indexed and maintained in the electronic legal medical record in accordance with hospital policies and procedures.

Note: This position was formerly represented by the Health Information Management Clerk (0312) and/or the Document Imaging Specialist (HIM) (0320).

Representative Activities:
1. Assists in processing release of information requests, subpoenas, and other requests consistent with all applicable regulations and policies.
2. Constructs lists, pulls charts, and sends to off-site storage all inactive and deceased patients’ medical records within established standard guidelines.
3. Monitors incoming documents daily and provides timely handling according to policy; maintains strictest confidentiality of patient information.
4. Performs daily input (data entry) of data into the Electronic Health Record (EHR).
5. Performs daily scanning of data into the Electronic Medical Record Systems; scans information according to policy.
6. Places all documents to be filed in the patient chart in chronological order at all times; files medical records in alpha/numeric order, in compliance with hospital’s policies.

Education & Experience: Usual education and experience needed for satisfactory performance is high school diploma or GED certificate required or equivalent job-related experience. Recent acute care hospital/healthcare HIM experience to include analysis, release of information, and/or scanning.

Cook 0401

General Characteristics: Prepares, seasons and cooks food for facility patients, employees and visitors.

Exclude: Food production supervisor, those responsible for total direction of the kitchen, short order cooks, and chefs.

Representative Activities:
1. Previews menus and work orders to determine type and quantities of meats, vegetables, soups, salads, and desserts to be prepared.
2. Plans cooking schedule so that foods will be ready at specified times.
3. Measures and mixes ingredients according to recipes, using a variety of kitchen utensils and equipment, such as blenders, mixers, grinders, slicers, and tenderizers.
4. Responsible for ensuring each item prepared meets quality standards in taste, appearance and ingredients used, and that a desired sanitary level is maintained throughout the entire process of food preparation.

Education & Experience: Usual education and experience needed for satisfactory performance is the ability to read, write and follow written and oral instructions.
FOOD SERVICE WORKER  0402

**General Characteristics:** Performs a variety of simple, routine, unskilled tasks related to the preparation and serving of food; cleans kitchen area and cooking utensils.

**Exclude:** Salad makers, waitresses, and cook's helpers.

**Representative Activities:**
1. Cleans the kitchen areas and cooking utensils.
2. Operates dishwashing, peeling and other mechanical equipment.
3. Sets up and serves patient trays.
4. Carries dishes and foods between kitchen and serving lines.
5. Transports and stores supplies.
6. Washes and cuts vegetables and fruits.

**Education & Experience:** Usual education and experience needed for satisfactory performance is the ability to read and follow written and oral instructions.

REGISTERED DIETETIC TECHNICIAN  0403

**General Characteristics:** Provides a wide range of nutritional services.

**Representative Activities:**
1. Monitors intake of patients at nutritional risk and assesses nutrient intake.
2. Processes diet orders.
4. Performs nutrition counseling.
5. Documents medical and dietetic records.

**License/Registration/Certification:** Registration with the American Dietetic Association as a Registered Dietetic Technician.

CAFETERIA CASHIER  0404

**General Characteristics:** Performs various cashing duties involving collection of funds issuing of receipts and daily balancing of cash drawer, and custom service.

**Representative Activities:**
1. Receives payment for food and drinks from visitors to the hospital and patients.
2. Greets all customers promptly and courteously.
3. Balances the cash drawer on a daily basis. Responsible for all monies issued and recorded in the register.
4. Assists in miscellaneous food preparation duties as required.
5. Assists in preparing required reports by compiling information.
6. Maintains cleanliness of the cash register and condiments stations.

**Education and Experience:** High school diploma or GED certificate required or equivalent job related experience.
**Diet Aide**

**0405**

**General Characteristics:** Assist patients with meal selections and verifies that patient menu and meal selections comply with diet description.

**Representative Activities:**
1. Assists patients with food selections and preferences
2. Verifies that patient menu and food selections comply with diet prescription.
3. Tallies food selections for production requirements.
4. Assembles and checks meal trays during tray line.
5. Inventories and delivers stock to unit kitchens.

**Educations & Experience:** High school diploma or GED certificate required and one year with therapeutic diets.

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**Clinical Dietitian**

**0406**

**General Characteristics:** Plans and directs preparation of diets as prescribed, and consults and counsels patients and relatives on special diet requirements. Exclude: Those primarily performing supervisory duties.

**Representative Activities:**
1. Reviews physicians' orders for diet requirements of patients. Interviews patients for diet information, food habits and records pertinent data.
2. Selects preferred foods or diets to provide necessary nutrition.
3. Instructs patients or relatives on diet therapy.
4. May inspect special diet trays for compliance with diet instructions.
5. Keep records and reports regarding administrative operations.
6. May participate on an interdisciplinary treatment team.

**Education & Experience:** Usual education and experience needed for satisfactory performance is that education necessary to meet registration requirements.

**License/Registration/Certification:** Requires registration with the American Dietetic Association as a Registered Dietitian.
OCCUPATIONAL THERAPIST, REGISTERED (OTR) - HOME HEALTH 0501

General Characteristics: Organizes and conducts occupational therapy program in the home health setting to facilitate rehabilitation of mentally or physically handicapped.

Representative Activities:
1. Interprets the physician's prescriptions, evaluates the patient's level of function to determine plans and assists in diagnosis.
2. Recommends appropriate treatment activities to achieve therapeutic objectives, ensuring consistent approaches are carried out.
3. Communicates with the treatment staff concerning specific and total treatment aims and written reports of patients' evaluations and progress.
4. Participates actively in unit level conferences of assigned service.
5. Maintains records and makes reports concerning patient care activities and treatment area operations.

Education & Experience: Usual education and experience needed for satisfactory performance is Bachelor of Science degree in related field. Six to twelve months experience with some intensive training in occupational and rehabilitative therapy.

License/Registration/Certification: Must be registered by the American Occupational Therapy Association (AOTA).

PHYSICAL THERAPIST - HOME HEALTH 0502

General Characteristics: Plans and administers treatments for disabilities, injuries and diseases through massage, exercise, hydrotherapy, heat therapy, etc., in accordance with a doctor's prescription in the home health setting.

Representative Activities:
1. Directs and aids patients in exercises and functional training using various devices and equipment.
2. Determines the appropriate need for physical therapy and administers standard diagnostic and prognostic examination of muscle, nerve, joint and functional ability.
3. Provides for implementation of proper treatment program and periodic reevaluation of program.
4. Designs and constructs, or directs construction of specialized testing and treatment equipment.
5. Plans treatment objectives and programs according to results of evaluation.
6. Explains treatment objectives and methods to patients and families.
7. Evaluates patient's response and progress and discusses it with the appropriate physician.
8. Maintains records and makes reports concerning patient care, activities, and treatment area operations.

Education & Experience: Education necessary to meet licensure requirements.

License/Registration/Certification: A minimum of 12 – 24 months experience. Must possess a valid license as a registered physical therapist issued by the Board of Medical Examiners, State of California.
**MEDICAL SOCIAL WORKER (MSW) - HOME HEALTH 0503**

**General Characteristics:** Provides professional social work service to patients and their families to assist them in coping with psycho-social problems related to acute and chronic illness and treatment regimens in the home health setting.

**Representative Activities:**
1. Develops social work treatment plans with patients and families which include a professional assessment of their psychosocial strengths and weaknesses in the context of their illness treatment program.
2. Provides crisis, short term and extended social work treatment to patients and families to maximize appropriate use of medical treatment and promotes effective timely discharge planning.
3. As a member of the health care team, provides consultation to other staff in the development of the health care plan and the appropriate utilization of community resources.
4. Participates in interdisciplinary and independent patient care audits, in-service training and research as appropriate.
5. Maintains appropriate charting and statistics. May make recommendations for program and budget.
6. Performs related duties as requested.

**Education & Experience:** Usual education and experience needed for satisfactory performance is a master's degree in social work from a school of social work accredited by the Council on Social Work Education and two years of clinical experience.

**License/Registration/Certification:** Requires a clinical social work license or direct supervision by a licensed clinical social worker.

**HOME HEALTH NURSE 0505**

**General Characteristics:** Administers skilled nursing care to patients at home under the direction of and in accordance with the physician’s plan.

**Representative Activities:**
1. Maintains established department policies and procedures, objectives, quality assurance, safety, environmental and infection control, and comply with requirements of accreditation and regulatory agencies.
2. Makes the initial nursing evaluation visit when assigned and initiates the plan of care. Regularly re-evaluates patient's progress and adjusts the care plan accordingly.
3. Initiates appropriate preventative and rehabilitation nursing procedures.
4. Informs the physician of changes in the patient's condition and needs. Prepares clinical and progress notes.
5. Administers medication according to the California Nurse Practice Act and State regulations.
6. Counsels the patient and family in meeting nursing and related needs. Demonstrates and instructs nursing procedures and assists in patient and family teaching.

**Education & Experience:** Usual education and experience needed for satisfactory performance is education necessary to meet licensure requirements. Must have a minimum of six months experience.

**License/Registration/Certification:** Must have current and valid California State RN license.
CERTIFIED HOME HEALTH AIDE

0506

General Characteristics: Provides assistance to the patient in the home with personal care and related housekeeping services as authorized by the patient's attending physician.

Representative Activities:
1. Follows treatment plan as outlined to provide patient care under the supervision of the registered nurse.
2. Observes patient and notifies nurse in charge or nursing supervisor of significant changes in the patient's condition, physical or mental.
3. Assists patient in maintaining personal cleanliness and hygiene.
4. Assists patient in ambulation or with prescribed exercises as instructed.
5. Takes vital signs including temperature, radial pulse, respiration, and blood pressure when directed.
6. Encourages patient to become increasingly self-reliant as the recovery progresses, encouraging and assisting patient to do more of his own personal care duties, consistent with prescribed treatment.
7. Performs household services that relate to patient health care services.

Education & Experience: High school diploma or GED certificate required job-related experience.

License/Registration/Certification: California State Home Health Aide Certificate.

CONTRACT SPECIALIST

0701

General Characteristics: Oversees the day-to-day relations between the organization and the HMOs with which the organization contracts.

Representative Activities:
1. Oversees the credentialing personnel.
2. Upon request of HMO, assists in preparing Department of Corporations filing materials.
3. Assists in preparing new group information for HMO additions, including completions of paperwork as well as conducting site visits with the HMOs.
4. Notifies health plans of staffing changes.
5. Participates in resolving disputes regarding enrollments/eligibility issues (retroactive additions, deletions, changes in open enrollments, etc.)
6. Serves as a conduit for claims resolution.
7. Communicates HMO and PPO contract information to group (i.e., contract issues, clarification of financial responsibilities, etc.)
8. Develops and upgrades provider information (provider directories, group listings, etc.) and specialist listings.
9. Organizes, attends, and chairs HMO and PPO orientation at organization.
10. Tracks and reviews PPO contracts for signatures.
11. Completes pre-contractual protocols for HMOs.
12. Oversees accreditation of CME programs.

Education & Experience: Usual education and experience needed for satisfactory performance is minimum of two years college course work and experience with HMO insurance.
ELIGIBILITY COORDINATOR  0702

General Characteristics: Responsible for the proper verification of insurance eligibility in the Shared Risk department. Ensures proper eligibility is obtained and processed correctly.

Representative Activities:
1. Verifies medical insurance eligibility of patients.
2. Updates the system with new eligibility information.
3. Receives and files reports from the insurance companies.
4. Terminates insurance of patients who are no longer eligible.
5. Ensures eligibility guarantee forms are properly billed.
6. Responds to phone calls from providers to verify eligibility.
7. Researches waivers from organization’s medical groups.

Education & Experience: Usual education and experience needed for satisfactory performance is a minimum of two years college course work and experience in a medical office.

License/Registration/Certification: Must have current license to practice as a CNM in the State of California.

CLAIMS EXAMINER  0703

General Characteristics: Under the supervision of the Claims Supervisor/Manager, process a wide variety of Medical and/or Dental claims which includes researching, analyzing and calculating payment of claims. Communicates with employees and providers of service to explain payment or denial of claims and/or to collect necessary information.

Representative Activities:
1. Reviews incoming medical reports and communicates to appropriate personnel in a timely manner taking any necessary action.
2. Enters appropriate claim data into claims system to generate claims’ payments. Responsible for keeping work current, processing claims accurately and following established company and/or health plan policies.
3. Ensures that claims are complete prior to closure of file.
4. Maintains current knowledge of state workers’ compensation regulations and procedures.

Education & Experience: AA/AS degree required; Bachelor’s degree preferred. Minimum 2 years’ experience in workers’ compensation claims adjusting required.
RECRUITER 0801

**General Characteristics:** Responsible for recruiting, interviewing, and recommending placement of candidates for staff positions from internal and external sources.

**Representative Activities:**
1. Recruits for open positions.
2. Screens applicants; interviews qualified applicants, and arranges department interviews for applicants to be referred.
3. Participates in career days, job fairs, and related activities in behalf of the facility. Maintains knowledge of the recruitment market and current recruitment and advertising strategies.
4. May check references, certification and licensure, education, and other appropriate background and qualifying data.
5. May negotiate starting pay in accordance with compensation guidelines. May make job offers.
6. May conduct exit interviews.

**Education & Experience:** Bachelor's degree or equivalent education and experience including pertinent courses. Six months experience in a human resources environment.

CLINICAL RECRUITER 0802

**General Characteristics:** Responsible for employment functions, such as recruitment, staffing screening, interviewing and selecting candidates for Nursing and/or Allied Health positions.

**Representative Activities:**
1. Implements recruitment strategies with management to identify qualifying criteria and advertising strategies.
2. Assist with developing recruitment plans for nursing and difficult to fill positions.
3. Conducts research and analyzes data in support of the development and evaluation of recruitment plans, and the evaluation of market conditions and applicant pools.
4. Screens and ranks resumes, and maintains application files.
5. Develops, within established salary ranges, hiring-in rates based on candidate qualifications and salary, internal equity, market conditions and department funding considerations.
6. Makes job offers to candidates selected by departments and negotiates salaries.

**Education and Experience:** Bachelor's degree or equivalent experience. Three to five years' experience previous experience in healthcare recruiting.
**Benefits Specialist/Benefits Coordinator 0803**

**General Characteristics:** Responsible for administering, facilitating, and explaining benefit programs to facility employees.

**Representative Activities:**
1. Administers various employee benefits programs, such as group insurance, life, medical and dental, accident and disability insurance, pensions, investments and savings.
2. Coordinates personnel procedures to initiate benefits such as pensions, disability insurance, medical and life insurance.
3. Initiates medical and option forms and or affidavits; arranges for their completion and submission within time limits.
4. Implements new benefit programs; arranges and conducts employee information presentations and enrollments.
5. Verifies the calculation of the monthly premium statements for all group insurance policies and maintains statistical data relative to premiums, claims, and costs. Resolves administrative problems with the carrier representatives.
6. Assists in the preparation of annual benefit statements and other reports for employees, administration and regulatory agencies.

**Education and Experience:** Bachelor’s degree or equivalent. 1 to 2 years related experience to employee benefits.

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**Compensation Analyst 0805**

**General Characteristics:** Describes and evaluates jobs and conducts market surveys to develop competitive salary structures. Assists supervisors in administering the compensation policies.

**Representative Activities:**
1. Develops and writes job descriptions from interviews with position incumbents, questionnaires, observations of work and discussions with supervisors.
2. Responds to requests (approved 3rd party written) for salary survey data and completes survey questionnaires. Evaluated salary data to assure master of competitive information.
3. Analyzes competitive practice relative to base and merit compensation strategies.
4. Maintains job descriptions, compensation policies, database, ensuring system accuracy and consistency.

**Education and Experience:** Bachelor’s degree or equivalent. 1 to 2 year’s previous experience related to compensation.
<table>
<thead>
<tr>
<th><strong>HUMAN RESOURCES ASSISTANT</strong></th>
<th>0806</th>
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<tbody>
<tr>
<td><strong>General Characteristics:</strong></td>
<td>Provides administrative and functional support to the human resources department. Answers general human resources related questions regarding policy, procedures, union contracts, benefits and record information.</td>
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<td><strong>Representative Activities:</strong></td>
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</tr>
<tr>
<td>1.</td>
<td>Prepares correspondence, updates spreadsheets and processing employee paperwork.</td>
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<tr>
<td>2.</td>
<td>Files and maintains master personnel files and the general human resources filing system.</td>
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<td>3.</td>
<td>Assist with employee hiring process to include ad generation, benefits briefs, reference checks, job offer processing and the Employee Referral.</td>
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<td>5.</td>
<td>Assembles and types new employee paperwork. Completes documentation; ensures distribution of appropriate paperwork to appropriate departments.</td>
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<tr>
<td><strong>Education &amp; Experience:</strong></td>
<td>High school diploma or GED certificate required job-related experience plus 1 to 2 year experience in a hospital setting.</td>
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<tr>
<th><strong>TRAINER/TRaining SPECIALIST</strong></th>
<th>0807</th>
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<tr>
<td><strong>General Characteristics:</strong></td>
<td>Conducts and coordinates a variety of training sessions, workshops, and seminars for facility staff.</td>
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<tr>
<td><strong>Representative Activities:</strong></td>
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</tr>
<tr>
<td>1.</td>
<td>Assesses training needs through survey questionnaires and interviews with supervisors to develop appropriate curriculum for courses.</td>
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<tr>
<td>2.</td>
<td>Presents courses and seminars independently and with co-workers.</td>
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<tr>
<td>3.</td>
<td>Develops course materials, audiovisual materials, exercises and tests. Prepares course feedback and evaluation tools to measure effectiveness of courses.</td>
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<td>4.</td>
<td>Assists in publicizing and marketing program through preparation of brochures and related mailing.</td>
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<tr>
<td>5.</td>
<td>May participate in development projects or facilitate groups to develop and assess skills among employees.</td>
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<td>6.</td>
<td>May train employees in teaching and presentation techniques.</td>
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<td>7.</td>
<td>Maintains reference library on training films, books and other course materials.</td>
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<tr>
<td><strong>Education &amp; Experience:</strong></td>
<td>Bachelor's degree preferred. Knowledge of principles of teaching. Minimum of two years experience.</td>
</tr>
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HRIS (SPECIALIST/ANALYST) 0809

**General Characteristics:** Researches, analyzes designs and maintains desktop computer systems in support of human resources administration and projects.

**Representative Activities:**
1. Monitors information needs and designs new or modifies existing systems to meet requirements.
2. Develops, implements and maintains data system elements, features, and dictionary.
3. Originates and maintains system documentation and report libraries; assist with developing, writing reports.
4. Develops and maintains data entry and data maintenance produces; trains department staff on procedures.
5. Integrates compensation and benefits data requirements with data system design and output.

**Education and Experience:** Bachelor’s degree or equivalent plus 1 to 2 years previous experience.

HUMAN RESOURCES GENERALIST 0810

**General Characteristics:** Provides employee and labor relations services to employees and management. May be assigned specialty areas such as workers compensation, immigration or related service.

**Representative Activities:**
1. Acts as a resource for employees and/or managers regarding human resource policies and procedures and possibly Collective Bargaining Agreement relative to all aspects of employment.
2. Assures that company employment, labor relations and equal opportunity policies and practices comply with the applicable provision of federal and state laws.
3. Assist in the research, planning, developing and implementing of new policies and procedures.
4. Assist managers in identifying options, articulating advantages/disadvantages and/or risks of each and facilitating a sound decision.
5. Provides advice and consults with managers on proper documentation and legal requirements for disciplinary action, evaluation and termination process.

**Education and Experience:** Bachelor’s degree or equivalent experience. Two to five years’ experience working in employee and or labor relations with emphasis on generalist functions.
**LEAVE OF ABSENCE COORDINATOR/SPECIALIST**

**General Characteristics:** Responsible for administering, tracking and determining eligibility for all aspects of job protected leaves including FMLA, CFRA, FSL and PDL.

**Representative Activities:**
1. Manage, validate, determine eligibility for leave and determine and execute appropriate notification to the employee.
2. Provide FMLA forms if qualified as requested by Employee or Employee’s Supervisor for employee’s own illness or Family illness or as is required by law.
3. Review absence request for compliance with Federal/State regulations and hospital policy. Notify employee in a timely manner and in writing if leave is approved, denied, or pending medical certification.
4. Process and track FMLA periods using internal system.
5. Verify and provide direction to timekeepers for proper FMLA coding.

**Education and Experience:** Bachelor’s degree preferred. 1 – 3 years in health and welfare benefits administration, leave of absence programs and retirement plans. Hospital experience preferred.

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**EMPLOYEE/LABOR RELATIONS SPECIALIST**

**General Characteristics:** Provides staff assistance in coordination of the employer-employee/labor relations activities.

**Representative Activities:**
1. Acts as a hospital representative in contracts with union representatives and/or departments on meet and confer processes, grievances, disciplinary actions and other labor relations activities; conducts negotiations and may serve as a chief spokesperson.
2. Assist management in identifying issues in the workplace and resolving problems requiring disciplinary action or termination. Facilitates discussion and resolution of issues between management and staff for grievance, mediation, identifying and referring complex or legally sensitive issues.
3. Assist in the preparation of the Memoranda of Understanding which includes developing contract language; prepares other correspondence and memoranda as required; makes presentations as necessary.
4. Attend and participate in closed sessions with the hospital Board of Trustees regarding negotiations.
5. Consults with and provides advice to departmental management and supervisors on matters pertaining to employer-employee relations and Memoranda of Understanding; may provide training to management personnel regarding the impact of agreements with labor organizations.

**Education & Experience:** Bachelor’s degree in a relevant field from an accredited college or university or five years of labor relations experience.
**WELLNESS COORDINATOR**

**0813**

**General Characteristics:** Develops, implements, and administers wellness programs, in support of the organization’s health care strategies. This includes healthy incentive programs, health screenings, health memberships, fitness awards and promotion of wellness programs to employees, through active, ongoing communications.

**Representative Activities:**
1. Reviews programs and analyzes data to identify appropriate health management/wellness initiatives, determine measures of success, and analyzes outcomes to determine program effectiveness.
2. Coordinates activity with the Human Resources Department, who is responsible for employee health plans, and provides recommendations to management regarding programs and initiatives for implementation.
3. Develops implements and monitors the effectiveness of wellness initiatives and programs to improve employee health and well-being.
4. Coordinates and serves on a variety of wellness task forces.
5. Reviews the work and progress of participants and prepares written reports.
6. Leads the activities of the Wellness Program including supervision, programming and budgeting.
7. Establishes metrics to measure.

**Education and Experience:** High School diploma or equivalent. Bachelor's Degree preferred in Health Education, Health Promotion, Exercise Science or other related field with emphasis in wellness coordination. Two years recent experience in therapy or fitness setting or related area.
**HUMAN RESOURCES BUSINESS PARTNER (NEW POSITION)**

**0814**

**General Characteristics:** Responsible for the strategic alignment of business objectives with employees and management in designated business units. Serves as a consultant to management on human resources-related issues. Acts as an employee champion and change agent; assesses and anticipates HR-related needs; communicates needs proactively with the HR department and business management; and develops integrated solutions.

**Representative Activities:**
1. Conducts weekly meetings with respective business units.
2. Consults with line management, providing HR guidance when appropriate.
3. Analyzes trends and metrics in partnership with the HR group to develop solutions, programs and policies.
4. Manages and resolves complex employee relations issues.
5. Conducts effective, thorough and objective investigations.
6. Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
7. Partners with the legal department as needed/required.
8. Provides day-to-day performance management guidance to line management (coaching, counseling, career development, disciplinary actions). Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.

**Education and Experience:** Bachelor’s degree or equivalent experience. Minimum of five (5) years experience resolving complex employee relations issues. Working knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee and union relations, diversity, performance management, and federal and state respective employment laws.

**GENERAL MAINTENANCE WORKER**

**0901**

**General Characteristics:** Performs general maintenance and repair services of the facility's physical plant and equipment. Duties may include one or more of the following areas: mechanical, plumbing, electrical, carpentry or HVAC.

**Exclude:** General maintenance workers whose primary function is operating boiler equipment should be reported under (Job Code 0905 – Stationary Engineer - Unlicensed)

**Representative Activities:**
1. Performs basic plumbing, electrical repair, steam fitting and general maintenance on such items as food carts, operating tables, sterilizes, beds, dishwashing machines, stoves, hot water tanks and air conditioning, etc.
2. Services equipment by lubricating, cleaning, replacing parts, and making minor adjustments.
3. Makes repairs on toilets, water and steam lines, clogged drains, and sprinkler systems.
4. Does building maintenance requiring basic carpentry, painting, plastering or HVAC.
5. May assist in the repair of complex equipment.

**Education & Experience:** Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required job-related experience.
**HOUSEKEEPER (AIDE OR ASSISTANT)**

**General Characteristics:** Performs a variety of general cleaning tasks in maintaining patient rooms, offices, hallways or other assigned areas of the facility in a sanitary and attractive condition.

**Exclude:** Contract service employees, supervisory and lead personnel.

**Representative Activities:**
1. Dusts furniture, woodwork, equipment and dust mops floors. Polishes and cleans fixtures in utility rooms and bathrooms.
2. May operate mechanical floor cleaners, polishers and vacuums.
3. Wet mops rooms, halls, stairways and public areas. May buff, strip, wax and polish floors and shampoo rugs and furniture. Cleans vents, fans and other equipment using vacuum machines. Cleans lighting fixtures, tops of windows, door frames and high areas using a ladder. May wash walls and windows; hang drapes and screens.
4. Gathers and disposes of trash and waste materials, including hazardous waste.
5. May move furniture and other objects as needed.
6. Performs related duties as requested.

**Education & Experience:** Usual education and experience needed for satisfactory performance is ability to read and follow written and oral instructions.

**SECURITY GUARD**

**General Characteristics:** Performs a variety of duties relating to the security of the facility's building and grounds to prevent fire, theft, vandalism, illegal entry and to assure personal safety of employees, patients and visitors.

**Exclude:** Night watchmen and persons employed under contract services.

**Representative Activities:**
1. Periodically tours building and grounds for security inspections.
2. Reports any unusual conditions or malfunctioning equipment.
3. Confronts unauthorized persons for questioning, routes or detains them or telephones police for assistance.
4. Escorts personnel to and from parking lots or between buildings as requested.
5. Checks automobiles for proper parking authorization. Checks exterior lighting and access routes to emergency entrance.
6. Makes written reports of incidents. May keep a written log of areas checked or may record at a watch clock station.
7. May or may not carry a weapon other than a firearm.
8. Performs related duties as requested, such as key control and ID badges.

**Education & Experience:** Usual education and experience needed for satisfactory performance is high school graduation or equivalent job-related experience.

**License/Registration/Certification:** May be qualified to carry mace and/or baton in accordance with applicable laws. Guard card required.
Stationary Engineer (Licensed) 0904

General Characteristics: Operates and maintains stationary gas and oil-fired boilers and auxiliary equipment in supplying steam for other than power generating purposes, adjusts fuel and air, starts pumps, regulates steam flow, checks gauges, maintains and repairs equipment.

Representative Activities:
1. Operates, maintains, inspects and performs repairs and mechanical alterations to manual and automatic gas and oil-fired high pressure steam or high temperature hot water boilers.
2. Operates, maintains, inspects and makes repairs to steam engines, motors, steam-reducing stations, expansion tanks, air compressors, supply and exhaust fans, pumps and valves, steam traps, water treatment systems, water heaters and related auxiliary equipment.
3. Adjusts, maintains and tests boiler and air-conditioning machinery, and mechanical, electrical or pneumatic control instruments and safety devices.
4. Tests boiler water, cooling tower and water from other systems, and adds corrective chemicals.
5. Maintains logs of plant operations and records maintenance repairs or alterations to equipment.
6. Operates, inspects, and performs maintenance repairs and alterations to air-conditioning machinery and emergency diesel powered electric generating equipment.
7. May operate and maintain a central ammonia refrigeration and ice-making plant.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required job-related experience.

License/Registration/Certification: Licensed in accordance with municipal regulations.

Stationary Engineer (Unlicensed) 0905

General Characteristics: Operates and maintains stationary gas and oil-fired boilers and auxiliary equipment in supplying steam for other than power generating purposes, adjusts fuel and air, starts pumps, regulates steam flow, checks gauges, maintains and repairs equipment.

Representative Activities:
1. Operates, maintains, inspects and performs repairs and mechanical alterations to manual and automatic gas and oil-fired high pressure steam or high temperature hot water boilers.
2. Operates, maintains, inspects and makes repairs to steam engines, motors, steam-reducing stations, expansion tanks, air compressors, supply and exhaust fans, pumps and valves, steam traps, water treatment systems, water heaters and related auxiliary equipment.
3. Adjusts, maintains and tests boiler and air conditioning machinery, and mechanical, electrical or pneumatic control instruments and safety devices.
4. Tests boiler water, cooling tower and water from other systems, and adds corrective chemicals.
5. Maintains logs of plant operations and records maintenance repairs or alterations to equipment.
6. Operates, inspects, and performs maintenance repairs and alterations to air-conditioning machinery and emergency diesel powered electric generating equipment.
7. May operate and maintain a central ammonia refrigeration and ice-making plant.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required job-related experience.
**STOREKEEPER**  0906

**General Characteristics:** Receives, stores and issues materials, supplies and equipment and/or foods and dietary supplies.

**Exclude:** Inventory control clerk and food service workers who have additional tasks and responsibilities.

**Representative Activities:**
1. Receives, unpacks, inspects items for damage, defects, etc. Verifies accuracy of shipments, reports discrepancies or damage in items received; signs invoices.
2. Takes inventory; maintains related stock records.
3. Identifies items by coding or dating.
4. Fills requisitions, delivers requested items and verifies deliveries.
5. Maintains storeroom.
6. Performs related duties as requested.

**Education & Experience:** Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required job-related experience.

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**CENTRAL SERVICE TECHNICIAN / STERILE PROCESSING TECHNICIAN**  1001

**General Characteristics:** Under general supervision, prepares, processes, stores, and medical supplies and special technical equipment to facility departments.

**Exclude:** Full time supervisors and licensed personnel.

**Representative Activities:**
1. Operates semiautomatic or automatic sterilizing equipment.
2. Prepares and processes packs, supplies, equipment and instruments, according to designated principles of asepsis.
3. Maintains established control systems for supplies and equipment processed.
4. May fill requisitions, record charges and inventory supplies.
5. May deliver and pick up supplies and equipment.
6. May make minor repairs on equipment.
7. Performs related duties as requested.

**Education & Experience:** Six months related experience. Certification preferred.
LICENSED VOCATIONAL NURSE 1002

General Characteristics: Performs procedures which require specialized training for general nursing care and related services for assigned patients, under the Direction of a Registered Nurse or MD, in accordance with established facility policy. Include: LVNs who meets the job description may be on a clinical ladder. Include only one level.

Exclude: Personnel not receiving benefits such as per diem (pay in lieu of benefits) or float pay. Report LVNs working in licensed psychiatric technician capacity under Job Code 1404. Report LVNs working in skilled nursing capacity under Job Code 1301.

Representative Activities:
1. Participates in the planning for and provision of patient care.
2. May be assigned to manage intravenous fluids according to LVN Board certification requirements and facility policies and procedures.
3. Uses knowledge of asepsis in performance of treatments, such as sterile dressings, irritations and cauterizations.
4. May provide functional direction to ancillary personnel.
5. May serve as a member of nursing committees.

Education & Experience: State of California licensure requirements. Six to twelve months related experience.

License/Registration/Certification: Must have current and valid California State license.

NURSING ASSISTANT 1003

General Characteristics: Under direct supervision of a licensed nurse, assists patients in meeting self-care and daily needs.

Exclude: Trainees and nursing assistants working in skilled nursing.

Representative Activities:
1. Provides assistance in activities of patients’ daily needs.
2. Performs treatments and procedures not requiring sterile techniques.
3. Records and reports observations of patients to immediate supervisor, including temperatures, pulse, respiration, blood pressure, weight, daily intake and output.
4. May transports patients, equipment and supplies.
5. May do surgical preps and may assist in the preparation of patients for treatment and examination.

Education & Experience: Six months related experience. Certification may be required.
REGISTERED NURSE (STAFF NURSE) – ACUTE CARE (REVISED/TITLE CHANGE) 1004

General Characteristics: Provides professional nursing care by utilizing the nursing process to care for patients. Coordinates care planning with other disciplines.

Include: The nurse generalist RN who meets the job description, who may be on a clinical ladder (include only one level). Do not report reduced rates; convert them to the 8-hour equivalent.

Exclude: Personnel not receiving benefits such as per diem (pay in lieu of benefits) or float pay (Report critical care nurses under Job Code 1004). Also, exclude Registered Nurse - New Graduate (less than 6 months experience) (1025).

Representative Activities:
1. Assesses patient needs, problems and concerns.
2. Identifies above in priority for action with consultation as needed.
3. Establishes care plan.
4. Provides direct nursing care, including observation and prescribed treatments.
5. Makes assignments, teaches and supervises care given by ancillary personnel.
6. Instructs patients, families, or appropriate person(s) concerning on-going care.
7. Provides patient care documentation as required.
8. Evaluates outcomes of care and adjusts nursing care process as necessary with consultation as needed.
9. Participates in conferences, committee meetings, staff development and educational programs to meet personal, professional, institutional certification and regulatory requirements.

Education & Experience: Must have a minimum of six months staff nurse experience.
License/Registration/Certification: Must have current and valid California State RN license.

SURGICAL TECHNICIAN 1005

General Characteristics: Under the supervision of an RN, assists physicians and nurses during surgical procedures, and in preparation for surgery.

Exclude: LVNs performing these functions.

Representative Activities:
1. Assists in surgery as a scrub assistant and operates surgical equipment.
2. Determines appropriate equipment and supplies needed in surgery according to nursing protocol.
3. Prepares, maintains, cleans and checks equipment for proper and safe functioning prior to use.
4. Assists in transporting, positioning, prepping and draping of patients for surgery.
5. Cleans, sorts, and sterilizes instruments and prepares instrument packs.

Education & Experience: Six months related experience or completion of formal training program.
Clinical Educator 1006

**General Characteristics:** Has in-depth nursing knowledge, clinical expertise, and knowledge of adult learning. Responsible for planning, conducting needs assessment and evaluating orientation and staff development programs for nursing service personnel.

**Exclude:** Clinical nurse specialists and heads of in-service education.

**Representative Activities:**

1. Assesses clinical performance in relation to established performance standards; collaborates with nursing management personnel in identifying learning needs of staff; assesses learning needs of orientees and trainees in relation to their position performance standards.
2. May plan orientation program to meet individual learning needs; develops objectives for each instructional program.
3. Provides a competency-based orientation program for all categories of nursing service personnel.
4. Conducts well planned, organized, relevant, and clinically oriented programs in response to needs.
5. Coordinates continuing education workshops.
6. May assist with CPR certification classes.
7. May assist in the preparation of manuals, guides, and other materials contributing to improving clinical performance, updating staff instruction and the maintenance of patient care standards.

**Education & Experience:** Graduate of an accredited nursing program. Baccalaureate degree required. Knowledge of adult learning. Minimum of 2 years recent clinical experience in assigned area.

**License/Registration/Certification:** Must have current and valid California State RN license.
INFECTION CONTROL NURSE/EPIDEMIOLOGIST 1008

General Characteristics: Responsible for monitoring, evaluating, planning and coordinating the facility's infection control program and/or infection control for assigned facility areas.

Exclude: Incumbents who are not RNs.

Representative Activities:
1. Directs the development of infection control policies and procedures to ensure they comply with all regulatory requirements.
2. Coordinates initial and on-going facility-wide educational programs related to infection prevention and control.
3. Plans and coordinates a monitoring program to evaluate all aseptic, isolation, sanitation and sterilization techniques employed in the facility.
4. Collaborates with and makes recommendations to department/division heads to eliminate potential infection hazards and to initiate corrective action as indicated through infection surveillance and monitoring programs.
5. Serves on the infection control committee.
6. Reports on all infection control issues and other identified hospital outbreaks of infection or diseases to the local health department, local agencies and CDC.
7. Plans, directs and supervises epidemiologic investigation of all significant clusters of infection.
8. Collaborates with employee health program in implementation and maintenance of employee infection surveillance and immunization programs.

Education & Experience: Usual education and experience needed is education necessary to meet licensure requirements. Demonstrated knowledge related to microbiology, epidemiology, public health and in-depth knowledge of patient care practices.

License/Registration/Certification: Must have current and valid California State RN license.

NURSING STAFF COORDINATOR/SCHEDULER (NON-RN) 1009

General Characteristics: Develops and maintains staffing schedules for nursing services department and maintains all related records. Serves as resource person regarding scheduling and staffing procedures.

Exclude: Incumbents who are RNs.

Representative Activities:
1. Assigns staff according to patient acuity on a daily basis to ensure adequate staffing on all units and shifts. Identifies potential staffing problems and resolves as appropriate.
2. May assist with timekeeping functions by maintaining sick time, late call, other attendance records and staffing statistics.
3. Performs related clerical functions within staffing office (answering phones, typing, filing, etc.)
4. Consults with Nursing Director regarding staffing decisions.

Education & Experience: High school diploma or GED certificate required. Recent hospital or medical setting experience preferred. Previous clerical experience.
NURSING STAFF COORDINATOR/SCHEDULER (RN) 1027

General Characteristics: Develops and maintains staffing schedules for nursing services department and maintains all related records. Serves as resource person regarding scheduling and staffing procedures. Exclude: Incumbents who are Non-RNs.

Representative Activities:
1. Assigns staff according to patient acuity on a daily basis to ensure adequate staffing on all units and shifts. Identifies potential staffing problems and resolves as appropriate.
2. May assist with timekeeping functions by maintaining sick time, late call, other attendance records and staffing statistics.
3. Performs related clerical functions within staffing office (answering phones, typing, filing, etc.)
4. Consults with Nursing Director regarding staffing decisions.

Education & Experience: High school diploma or GED certificate required. Recent hospital or medical setting experience preferred. Previous clerical experience.

CLINICAL NURSE SPECIALIST 1010

General Characteristics: Provides clinical leadership and expertise in a specialty. Utilizes the nursing process in interventions with patient, family, staff and/or community. Functions as clinician, teacher, patient/family advocate, consultant, leader and researcher.

Representative Activities:
1. Coordinates and facilitates delivery of care to patient and family in an assigned area.
2. Assesses and identifies the nursing needs of a specialized patient/family population and plans, implements and evaluates interventions appropriate to these needs.
3. Assesses the learning needs of patients and families and develops and/or implements teaching programs to meet these needs.
4. Establishes patient care standards and evaluates the clinical performance of nursing staff in an assigned area.
5. Assesses the learning needs of facility staff and implements appropriate teaching programs.
6. Initiates and/or participates in the development of facility policies, procedures and protocols regarding patient care and standards of nursing practice.
7. Initiates and coordinates research projects.

Education & Experience: Masters of Science degree in Nursing from an accredited graduate school of nursing. License/Registration/Certification: Must have current and valid California RN license. Clinical nurse specialist certification required.
CASE MANAGER

**General Characteristics:** Coordinates a continuum of care for a defined population of patients from pre-admission through post discharge. Assures that patients and families proceed efficiently through the course of hospitalization.

**Exclude:** Quality Assurance Nurse and Utilization Review Coordinator. Also exclude those functioning as department heads, those employed under contract services, those working as independent contractors or exempt employees.

**Representative Activities:**
1. Coordinates and monitors a defined population of patients through the hospitalization process utilizing physicians, primary care nurses, and third party payors to maintain quality care and fiscal responsibility.
2. Assists the admitting department in identifying and resolving problems regarding appropriate admissions.
3. Acts as a resource/advisor to physicians for adequate medical record documentation, appropriateness of services as they relate to diagnoses, and treatment options for post-discharge care.
4. Reviews the post hospital care plan with the patient/family including time frames and responsibilities. Follows plan through to discharge.
5. Performs related duties as requested.

**Education & Experience:** Acute care related nursing.

**License/Registration/Certification:** Must have current and valid California State RN license.

DISCHARGE PLANNER (RN) - (TITLE CHANGE)

**General Characteristics:** Performs accurate, timely and effective discharge planning for all patients. Promotes safe and continuous post hospital care. Assists patients and their families in coping with psych-social problems related to acute and chronic illness, treatment regimes, and adjusting to an altered lifestyle in order to promote effective and timely discharges.

**Representative Activities:**
1. Assesses patient’s needs and options. Interviews patient and family members to determine medical-social needs and identifies personal, family and community resources that are available.
2. Develops discharge plans with patients and families, including professional assessment of psycho-social strengths and weaknesses in the context of the illness and treatment program.
3. Provides crisis, short-term and extended social work treatment to patients and families to maximize appropriate use of medical treatment.
4. Assists in placement of patients in a skilled nursing facility, rehabilitation center or hospital providing specialized service within the community.
5. Maintains documentation of all services in appropriate charts, summaries, and log.
6. Performs related duties as requested.

**Education & Experience:** Usual education and experience needed for satisfactory performance is education necessary to meet licensure requirements. Must have a minimum of six months experience.

**License/Registration/Certification:** Must have current and valid California State RN license.
**DISCHARGE PLANNER (NON-RN)**

| Code | 1034 |

**General Characteristics:** Performs accurate, timely and effective discharge planning for all patients. Promotes safe and continuous post hospital care. Assists patients and their families in coping with psych-social problems related to acute and chronic illness, treatment regimes, and adjusting to an altered lifestyle in order to promote effective and timely discharges.

**Representative Activities:**

1. Assesses patient's needs and options. Interviews patient and family members to determine medical-social needs and identifies personal, family and community resources that are available.
2. Develops discharge plans with patients and families, including professional assessment of psycho-social strengths and weaknesses in the context of the illness and treatment program.
3. Provides crisis, short-term and extended social work treatment to patients and families to maximize appropriate use of medical treatment.
4. Assists in placement of patients in a skilled nursing facility, rehabilitation center or hospital providing specialized service within the community.
5. Maintains documentation of all services in appropriate charts, summaries, and log.
6. Performs related duties as requested.

**Education & Experience:** Usual education and experience needed for satisfactory performance is education necessary to meet licensure requirements. Must have a minimum of six months experience.

**License/Registration/Certification:** BSW or LVN from an accredited school plus 1 year experience.
**EMPLOYEE HEALTH NURSE**

1013

**General Characteristics:** Provides nursing care/health education and guidance for the facility's employees through a program that includes first aid, care, and assistance to employees who become ill or are injured at work; facility-wide immunizations/inoculations to prevent spread of communicable diseases; monitoring of employee health to protect patients and employees, prevent accidents and illness; ongoing health in-service.

**Exclude:** Nurse Practitioner.

**Representative Activities:**
1. Coordinates health history, physical exam, and required tests and x-rays for new employees. Initiates health record.
2. Coordinates annual required physicals and tests for all employees.
3. Coordinates facility-wide inoculations.
4. Reports and cares for on-duty work related injuries and completes related documentation and follow-up.
5. Reports and cares for needle puncture, scalpel, or similar wounds and completes related documentation, follow-up.
6. Reports and cares for employees who become ill while on duty.
7. Develops recommendations and work restrictions for personnel with infectious diseases who are involved in patient care.
8. Coordinates return to work reporting and approval and completes related documentation.
9. May provide first aid or act as liaison with emergency department in the provision of first aid and other types of care for employees who become ill or are injured while on duty. Initiates and completes all required documentation, and provides follow-up on employees so treated.

**Education & Experience:** Previous experience as medical or surgical staff nurse. Previous clinical nursing experience required.

**License/Registration/Certification:** Must have current and valid California State RN License.
**NURSE PRACTITIONER 1014**

**General Characteristics:** In accordance with standardized procedures, performs physical examinations and treats common episodic and health care conditions with an emphasis on health maintenance and disease prevention through education and counseling. Works in collaboration with other health care team members, consulting and referring as appropriate, but retains responsibility for ongoing clinical management of the patient.

**Representative Activities:**
1. Interviews with patients and/or family, constructs comprehensive medical histories, performs initial and periodic physical examinations, evaluate patient behavior and explores patient's interpretation of health needs.
2. Directly performs or orders appropriate diagnostic studies and interpret finished results.
3. Develops and implements long and short range treatment plans.
4. Writes orders to increase, decrease, or change medication (subject to checking and medical consultation as indicated).
5. Maintains required documentation and consults with physician on changes in the patient's condition.
6. Counsels patients and families as to preventive care, medical problems, psychological problems, and use of prescribed treatment and drugs.

**Education & Experience:** Possession of a current certificate of completion from a Nurse Practitioner program. Two or more year’s clinical nursing experience.

**License/Registration/Certification:** Current and valid California State RN and Nurse Practitioner license.

**PHYSICIAN’S ASSISTANT 1015**

**General Characteristics:** Under general supervision and in accordance with standardized procedures, performs clinical assessments and care management services which include developing and interpretation of histories and physical exams.

**Representative Activities:**
1. Performs initial and periodic physical examinations, and medical history on both in-patients and out-patients.
2. Orders appropriate lab tests, x-rays, EKG, and comparable procedures, according to criteria previously established by the responsible physician.
3. Writes orders to increase, decrease, or change medication (subject to checking and counter-signing by physician).
4. Initiates consultations and monitor scheduling of patients for special tests.
5. Maintains required documentation and consults with physician on changes in the patient's condition.
6. Counsels patients and families as to preventive care, medical problems, psychological problems, and use of prescribed treatment and drugs.
7. Assists in operative and other procedures.

**Education & Experience:** Graduation from a Physician's assistant training program approved by the Board of Medical Examiners of the State of California. Must have a minimum of six months related experience.

**License/Registration/Certification:** Certification by the State Board of Medical Examiners or the National Board of Medical Examiners.
CERTIFIED REGISTERED NURSE ANESTHETIST (CRNA)  1016

General Characteristics: Under general supervision, administer anesthetics to patients undergoing surgical and obstetrical procedures.

Representative Activities:
1. Determines the condition of patients prior to a procedure by reviewing medical records and assessing patient's status.
2. Plans for and administers anesthetics.
3. Observes, monitors, and records vital signs and other parameters.
4. Maintains patients in a surgical anesthetic state.
5. Determines the need for and administers fluids and adjunct drugs.
6. Keeps the surgeon and responsible anesthesiologist informed of the patient's condition.
7. Takes necessary remedial action, and administers oxygen to prevent asphyxiation, strangulation or surgical shock.
8. Documents anesthetic in accordance with legal requirements; records type of anesthetic used.
9. Performs post-operative follow-up in the recovery room.

Education & Experience: Graduation from an accredited school of nursing and graduation from a school of anesthesia accredited by the Council of Accreditation of Schools of Anesthesia.

License/Registration/Certification: Certification by the council for Certification of Nurse Anesthetists and a current and valid California State RN License.

CERTIFIED NURSE MIDWIFE  1017

General Characteristics: The certified nurse midwife (CNM) encompass comprehensive prenatal care. The CNM functions as an independent practitioner in a collaborative relationship with physicians for consultation and referral.

Representative Activities:
1. Provides primary prenatal care for women in accordance with the legal scope of practice and standardized procedures.
2. Obtains comprehensive health history.
3. Orders routine prenatal diagnostic and screening tests based on history and physical.
4. Provides ongoing client education on changes in pregnancy, fetal development, parenting preparation, and danger signs of pregnancy appropriate to gestational age.
5. Admissions under CNM provider number and orders for the labor and delivery unit. Standard orders may be utilized and updated on a timely basis.
6. Consults with or refers to the MD when deviations from normal are identified.
7. Provides postpartum clinical care during hospital stay.
8. Maintains medical records during all phases of client care.

Education & Experience: Education necessary to meet licensure requirements. Must have a minimum of six months experience labor and delivery and post-partum experience.

License/Registration/Certification: Must have current and valid California State RN license. Must have current license to practice as a CNM in the State of California.
HEALTH EDUCATION INSTRUCTOR (PATIENT AND FAMILY)  1018

General Characteristics: Provides professional support through the coordination and delivery of a health education program.

Representative Activities:
1. Identifies areas of need for health promotion and education.
2. Performs individual nutritional counseling.
3. Schedules and presents group classes on subject areas of need, including but not limited to: weight management, smoking cessation, stress management, diabetes management, prenatal care, cardiovascular health issues, etc.
4. Assesses effectiveness of class/counseling content, and revises as needed.
5. Develops, secures, and maintains any equipment or instructional materials needed to conduct classes.
6. Assists in promoting health education components to physicians, staff, and patients through meeting presentations, printed promotional material, etc.
7. Contributes to articles regarding health issues to company newsletter on a regular basis.

Education & Experience: Usual education and experience needed for satisfactory performance is a Bachelor’s degree in a health care related field with previous experience in health education.

License/Registration/Certification: Required a current and valid California State RN or RD.

TRANSPORTATION - PT TRANSPORT  1019

General Characteristics: Supports the licensed staff as delegated, primarily performing activities related to the transportation of patients.

Representative Activities:
1. Transports patients to and from clinical, ancillary, and support department areas as directed.
2. Assists personnel in moving patients to or from beds, chairs, wheelchairs, etc.

Education & Experience: Usual education and experience needed for satisfactory performance is ability to read and follow written and oral instructions.

LACTATION SPECIALIST (RN)  1020

General Characteristics: Educates mothers and families to give information, initiates and maintains lactation, overcome obstacles, prevents premature weaning and enhance maternal role satisfaction.

Representative Activities:
1. Promotes successful breastfeeding while supporting infant feeding choices.
2. Assesses, assist and educates inpatients in the initiation of breastfeeding and overcoming obstacles to successful laktation.
3. Develops plan of care in coordination with nursing staff for breastfeeding mothers.
4. Provides outpatients assistance and support with breastfeeding problems and concerns throughout breastfeeding experience.
5. Acts as an advocate for breastfeeding women.

Education and Experience: Must possess a valid, current license as a Registered Nurse issued by state of California. Must possess a certification in Lactation Education or Consulting and have a minimum of two years perinatal experience.
### Lactation Specialist (Non-RN) 1033

**General Characteristics:** Educates mothers and families to give information, initiates and maintains lactation, overcome obstacles, prevents premature weaning and enhance maternal role satisfaction.

**Representative Activities:**
1. Promotes successful breastfeeding while supporting infant feeding choices.
2. Assesses, assist and educates inpatients in the initiation of breastfeeding and overcome obstacles to successful lactation.
3. Develops plan of care in coordination with nursing staff for breastfeeding mothers.
4. Provides outpatients assistance and support with breastfeeding problems and concerns throughout breastfeeding experience.
5. Acts as an advocate for breastfeeding women.

**License/Registration/Certification** Must possess a certification of completion from an approved Lactation Education program. Certification as an International Board Certified Lactation Consultant.

### Wound Ostomy Continence Nurse 1021

**General Characteristics:** Responsible for providing a variety of functions related to the specialty of wound ostomy, and continence care.

**Representative Activities:**
1. Provides patient care consultation and/or treatment for wounds.
2. Provides consultation and teaching for management of patient and a new and existing fecal or urinary diversion (ostomy).
3. Facilitates appropriate specialty bed utilization through patient assessment for risk factors and collaboration with hospital staff and physicians regarding patient care.
4. Collaborates and consults with physicians regarding patient wound care to promote optimal healing.
5. Assesses education needs of nursing staff regarding wound care and ostomies, and assist with or provides programs and in-services as needed.

**Education and Experience:** Current California RN license required. A minimum of two years’ experience as an RN and one more years’ experience as a Wound Ostomy Continence Nurse. Graduate of accredited Wound Ostomy Continence Nurse Specialist Training program or curriculum, or Enterostomal Therapy Nursing curriculum program.
**PERINATAL TECHNICIAN (OB SCRUB TECH)**  

**General Characteristics:** Provides assistance in providing patient care during labor, delivery and recovery. Performs surgical scrub duties, maintains acceptable levels of supplies, and provides turnover of patient areas.

**Representative Activities:**
1. Prepares equipment, supplies and operating rooms for obstetrical surgeries.
2. Anticipates and supplies instruments, equipment and supplies during obstetrical surgeries.
3. Identifies and practices principles of surgical asepsis.
4. Assist with admission, transfer, and discharge of patients.
5. Documents appropriate information on patient medical record

**Education and Experience:** High school graduate or equivalent. Graduate of Surgical Technologist School or related education/experience preferred. One year experience as a perinatal technician or surgical technologist preferred.

**REGISTERED NURSE FIRST ASSISTANT**  

**General Characteristics:** Responsible during the intra-operative phase by directly assisting the surgeon in controlling bleeding, providing wound exposure, suturing and other surgical tasks utilizing nursing and medical functions.

**Representative Activities:**
1. Provides preoperative and postoperative patient assessment.
2. Applies knowledge of infection control and aseptic technique.
3. Assists with positioning, prepping and draping of the patient for the operative procedure.
4. Provides intra-operative retracting and surgical exposure.
5. Utilizes instrumentation to perform appropriate functions.

**Education/Experience:** RNFA Certificate indicating successful completion of an accredited RNFA course and completion of the established hours and/or cases required by the curriculum. Three years experience scrubbing and circulating as an RN in the operating room

**License/Registration/Certification:** Current California RN license, CNOR, BCLS, ACLS, PALS.
REGISTERED NURSE - NEW GRADUATE (LESS THAN 6 MONTHS EXPERIENCE)  1025

General Characteristics: Responsible for providing direct nursing care of patients utilizing the nursing process.

Representative Activities:
1. Completes and documents an age appropriate admission assessment.
2. Collects patient data by interview, review of current/prior medical records, diagnostic test results and collaboration with healthcare team.
3. Recognizes abnormal assessment findings or significant changes in patient’s conditions.
4. Involves the patient/family/significant other in the development and documentation of relevant, measurable patient goals from the patient problems identified during the admission assessment.

Education/Experience: Less than 6 months staff nurse experience.

License/Registration/Certification: Must have current and valid California State RN license.

MEDICAL ASSISTANT (BACK OFFICE)  0314

General Characteristics: A medical assistant is a member of the nursing team who functions under the direction, guidance, and supervision of an RN/LVN and/or licensed physician. A medical assistant, with guidance, assists in planning, providing, and evaluating nursing care for patients and in coordinating nursing care activities with other health care disciplines.

Representative Activities:
1. Assists with initial nursing assessment, participates in formulation, evaluation and revision of the care, which integrates the recommendations of the other health team members.
2. Participates in identifying and coordinating a plan of care with patient and/or family to meet immediate and future needs.
3. Performs procedures, treatments, and tests as assigned.
5. Charts all actions taken.
6. Liaison (patient to doctor to patient) on call-ins.
7. Cleans and sets up exam rooms.
8. Cleans and sterilizes equipment.
9. Initiates procedures for emergency care which require immediate action, following pertinent policies and procedures.
10. Receives and records lab, x-ray, etc. results over phone, relay to patients when appropriate.
11. Clerical functions --phones, filing, copying, obtaining prior records, prepares forms.

Education & Experience: Graduate of an accredited medical assistant program. Prior experience in medical office setting preferred.
### Patient Transport Driver 1028

**General Characteristics:** Transports patients via vehicle to and from medical treatment centers.

**Representative Activities:**
1. Ensures patients are safely transported to their destinations in a timely manner.
2. Ensures the daily vehicle report is properly filled out prior to picking up patients.
3. Follow proper safety procedures such as safety belts, car seats, wheel chairs, etc.
4. Use of online maps and/or mapping software.

**Education & Experience:** Usual education and experience needed for satisfactory performance is high school graduation or equivalent job-related experience. Must have a valid driver's license.

### Clinical Documentation Specialist (RN) 1029

**General Characteristics:** Responsible for reviewing medical records to facilitate the accurate representation of the severity of illness.

**Representative Activities:**
1. Obtains and promotes appropriate clinical documentation.
2. Interacts with physicians, clinical staff and health information management professionals.
3. Reviews medical records and identifies potential gaps in clinical documentation for specified patient types and payer population.
5. Works with coding staff to assure documentation of discharge diagnoses and any co-existing co-morbidities are a complete reflection of the patient’s clinical status and care.

**Education & Experience:** Associate Degree in Nursing or successful completion of an accredited Registered Nurse Program as evidence by licensure.

### Surgical Services Systems Coordinator 1031

**General Characteristics:** Responsible for managing and the maintenance of the surgical manager application(s) for surgical services.

**Representative Activities:**
1. Performs the professional functions of a Registered Nurse in assessing, planning, implementing, and evaluating the care of patients in the Surgical Services setting.
2. Accountable for the delivery of surgical services.
3. Audits surgical case records daily to ensure accuracy and completion.
4. Identifies new chargeable items to be added to the system and ensure appropriate charge.

**Education & Experience:** Active California RN license and completion of surgical services operating room checklist within six months of hire. 3 – 5 years in perioperative services.
INFECTION PREVENTIONIST 1032

**General Characteristics:** Under general supervision. Develops, coordinates, implements, maintains, and oversees the hospital wide infection control program to prevent and/or control infection among patients and employees and to comply with requirements of the Joint Commission (TJC), Centers for Medicare and Medicaid Services (CMS), Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and the California Department of Public Health.

**Representative Activities:**

1. Identifies the most important aspects of care by focusing, monitoring, and evaluating high-risk volume and problem-prone areas and/or activities.
2. Monitors all positive microbiology and serology reports for possible infection in patients and employees in accordance with the recommendation of the infection control committee.
3. Counsels and provides guidance and resource data to supervisors, department managers, medical staff, patient, and/or family members regarding infection control issues.
4. Communicates with local health departments, Home Health Agencies, extended care facilities, physicians’ offices, and other agencies to prevent the spread of infection within the community.
5. Serves as a consultant, facilitator and proponent of change in order to provide quality health care and patient safety within the hospitals, rehabilitation center, skilled nursing facility, and out-patient clinics and services.

**Education & Experience:** Registered Nurse, or Possession of a Bachelor’s or Master’s Degree in biological science from an approved college or university with specialization in bacteriology, microbiology, epidemiology, or related field. Three years full-time experience as a registered nurse in a large medical facility, at least one year of which must have been in the field of infection control and medical and nursing audits. (A Bachelor’s degree in Nursing may be substituted for one year of the required general nursing experience). One year experience working full-time as an Infection Preventionist at an acute care hospital.

**License/Registration/Certification:** Current Certification in Infection Control (CIC) from Board of Infection Control and Epidemiology. Valid California Driver’s License.
NURSE NAVIGATOR 1035

General Characteristics: Functions as an expert clinician and patient navigator to assist patients through the continuum of treatment. Collaborates with all members of the interdisciplinary team.

Representative Activities:
1. Demonstrates clinical competence in assessing and intervention for the patient family or significant other requiring emotional support, coping support and care for significant life changes. Coordinates support services within the organization and community to meet patient/family needs.
2. Evaluates the quality of care delivered to patients and monitors patient’s progress. Implements corrective action to improve patient care and demonstrates knowledge and follows the approved protocol revisions based on current standards.
3. Provides leadership in developing standards of care for patients undergoing new therapies demonstrates knowledge and follows the approved protocol for specialized nursing care.
4. Facilitates the development of comprehensive diagnostic/treatment plans related to patient needs.
5. Recommends, develops, and implements policy/protocol revisions based on current standards.
6. Consults with physicians and other health care professionals as indicated regarding patient care issues and quality of care issues related to patients.

Education & Experience: Three years acute care experience; Previous experience with program development and implementation of navigator programs.

License/Registration/Certification: Bachelor’s Degree in Nursing (BSN) or related field required.

TRANSPLANT COORDINATOR 1036

General Characteristics: Plans and coordinates in-hospital transplant services, solicits organ donors, and assists medical staff in organ retrieval for patients undergoing organ or tissue transplantation.

Representative Activities:
1. Communicates with donors, patients, and health team members to ensure comprehensive documentation, including informed consent of potential organ donor and transplant recipient, equitable access to transplantation system, and access to treatment alternatives.
2. Analyzes medical data of potential organ donors and transplant recipients from medical and social records, physical examination, and consultation with health team members to perform preliminary physical assessment and screen potential recipients and donors.
3. Schedules recipient and donor laboratory tests to determine histocompatibility of blood or tissue of recipient and donor.
4. Compares collected data to normal values and correlates and summarizes laboratory reports, x-rays, and other test to assist physician to determine medical suitability of procedure, to identify potential complicating factors, and to evaluate recipient and donor compatibility.

Education & Experience: Bachelor’s degree preferred and 2-3 years as an RN required preferably in the field of renal disease, liver disease cardiology, cardiothoracic surgery or transplantation.

License/Registration/Certification: Current CA Registered Nurse license and current Basic Life Support Certification.
CLINIC NURSE

1037

General Characteristics: Responsible for assessing, planning, implementing and evaluating the care rendered to patients with urgent, emergent or potential health problems.

Representative Activities:
1. Participates in the organization and management of the practitioner's practice.
2. Maintains positive relationships with patients, family members and other visitors, and fellow employees.
3. Assist practitioner with procedures and other tasks as directed; perform diagnostic tests as directed; start IV's as directed.
4. Maintain, clean and/or sterilize medical and laser equipment; clean exam rooms between patient visits.
5. Draw and administer medications as ordered by practitioners and record appropriately in medical record; perform phlebotomy and diagnostic test procedures as ordered by practitioners; set-up sterile trays, procedure trays and dressing change materials as needed by practitioner. Assist practitioner with procedures and other tasks as directed.
6. Order and maintain inventories of supplies and medications; set up stock areas for daily use; clean and sterilize equipment.

Education & Experience: Minimum education required BSN.

License/Registration/Certification: Current licensure as an RN in the State of CA required. Current CPR and BLS required.

PATIENT SITTER (REVISED)

1038

General Characteristics: Provides close observation of patients. Assists in the provisions of a safe clean environment. Promotes the therapeutic milieu and the efficiency of the nursing team. Provides assistance with activities of daily unless the patient needs are such adverse health consequences are predictable.

Representative Activities:
1. Keeps patient within view at all times and never leaves patient unattended.
2. Accompanies and stays with the patient when transported off the unit for any diagnostic test or procedures.
3. Remains in patient room at all times even with visitors and does not leave without relief.
4. Documents observation on flow sheet as instructed and indicated.

Education & Experience: High school diploma or GED.
STROKE COORDINATOR (NEW POSITION)

General Characteristics: Provides oversight and coordination of all elements of the Stroke Program.

Representative Activities:
1. Plans, organizes, and evaluates patient care within the program as well as compliance with regulatory bodies and national guidelines for stroke management.
2. Develop and maintain high quality, evidence-based care through education and training.
3. Supports the Stroke team and maintains a strong component of patient/family advocacy with day to day review and coordination of multidisciplinary services.
4. May co-lead the Stroke team and may participate on assigned hospital and medical committees.

Education & Experience: Registered Nurse, BSN preferred. At least three years progressive clinical experience in neurological/neurosurgical nursing. Current California State RN Licensure. Program development, management skills, and familiarity with regulatory and accrediting agency standards.

REGISTERED NURSE - BEHAVIORAL HEALTH (NEW POSITION)

General Characteristics: Evaluates psychiatric patients and plans, implements and documents nursing care. Assists physicians during psychiatric assessments and mental status examinations.

Exclude: Registered Nurse (Staff Nurse) (1004).

Representative Activities:
1. Evaluate patients' mental health needs.
2. Write and evaluate treatment plans.
3. Deliver psychotherapy and other interventions.
4. Provide personal and supportive care.
5. Coordinate care with families, physicians and other caregivers.
6. Prescribe medications.

Education & Experience: LPNs complete a one-year training program at a community college or technical school. RNs complete an associate or bachelor's degree in nursing. Mental health nurse practitioners (APRN-PMHs) complete a master's degree or doctorate in advanced practice nursing with a focus on psychiatry.
CLINICAL LABORATORY SCIENTIST

General Characteristics: Assists in the operation of a laboratory by performing specialized tasks involving medical laboratory testing. Performs and reports results, proof tests and assumes responsibility for accuracy.

Exclude: Those functioning as a Department Head, Section/Shift Supervisor, or entry level positions.

Representative Activities:
1. Performs procedures which include calibrating of instruments, assessing accuracy of equipment, determining accuracy of tests, ensuring they are reproducible; responsible for quality control.
2. Reads test results and examines and interprets outcome to identify departures from "norms." Activities include hematological, biochemical, serological and microbiologic tests.
3. Develops recording systems to assure necessary controls in each step of procedure and proper documentation.
4. Responsible for simple maintenance and adjustment of equipment and making up more difficult reagents.
5. Assists in training and orientation of new technologists. May direct work of laboratory assistants and auxiliary personnel.

Education & Experience: Usual education and experience needed for satisfactory performance is BS degree required in related area plus one year internship.

License/Registration/Certification: Must have current and valid California State Clinical Laboratory Scientist license.

OCCUPATIONAL THERAPIST

General Characteristics: Organizes and conducts occupational therapy program in facility to facilitate rehabilitation of mentally or physically handicapped.

Exclude: Those who function as department heads, those employed under contract services, or those working as independent contractors.

Representative Activities:
1. Interprets the physician's prescriptions, evaluates the patient's level of function to determine plans and assists in diagnosis.
2. Recommends appropriate treatment activities to achieve therapeutic objectives, ensuring consistent approaches are carried out.
3. Communicates with the treatment staff concerning specific and total treatment aims and written reports of patients' evaluations and progress.
4. Participates actively in unit level conferences of assigned service.
5. Maintains records and makes reports concerning patient care activities and treatment area operations.

Education & Experience: Usual education and experience needed for satisfactory performance is Bachelor of Science degree in related field. Six to twelve months experience with some intensive training in occupational and rehabilitative therapy.

License/Registration/Certification: Must be licensed by the State of California.
PHARMACIST (STAFF) 1103

General Characteristics: Compounds, prepares, mixes, manufactures and dispenses medicines and preparations.

Exclude: Clinical, senior and chief pharmacists or those functioning as department heads.

Representative Activities:
1. Performs assay and quality control tests.
2. Assists in training student pharmacists by reviewing work and by answering questions.
3. Answers questions regarding drugs for physicians, professional and nonprofessional staff and patients.
4. Prepares stock solutions, replenishes shelf stock after applying labels and pricing stock.
5. Maintains narcotic and hypnotic medication records.
6. May prepare IV additives and unit doses.
7. Sells items over the counter and may supervise subordinate personnel.

Education & Experience: Usual education and experience needed for satisfactory performance is education necessary to meet State of California licensure requirements.

License/Registration/Certification: Must have California State Pharmacist license.

CLINICAL PHARMACIST 1104

General Characteristics: Consults with medical and other staff members on drug therapy, appropriateness of medications, side effects, etc. 90% of the time. Compounds, prepares, mixes, manufactures and dispenses medicines and preparations.

Representative Activities:
1. Consults with physicians, professional and nonprofessional staff regarding drug therapy when necessary or required.
2. Advises and consults with patient/families as to medication use, dangers, side effects and composition.
3. Provides educational in-services and clinical training for the pharmacy and facility’s staff.
4. May also perform functions specific under Pharmacist (Staff) Job code 1103.

Education & Experience: Usual education and experience needed for satisfactory performance is education necessary to meet the State of California licensure requirements.

License/Registration/Certification: Must have California State Pharmacist license.
PHYSICAL THERAPIST

1105

General Characteristics: Plans and administers treatments for disabilities, injuries and diseases through massage, exercise, hydrotherapy, heat therapy, etc., in accordance with a doctor’s prescription.

Exclude: Those functioning as department heads, those employed under contract services or those working as independent contractors.

Representative Activities:
1. Directs and aids patients in exercises and functional training using various devices and equipment.
2. Determines the appropriate need for and administers standard diagnostic and prognostic examination of muscle, nerve, joint and functional ability.
3. Provides for implementation of proper treatment program and periodic reevaluation of program.
4. Designs and constructs, or directs construction of specialized testing and treatment equipment.
5. Plans treatment objectives and programs according to results of evaluation.
6. Explains treatment objectives and methods to patients and families.
7. Evaluates patient's response and progress and discusses same with the appropriate physician.
8. Maintains records and makes reports concerning patient care, activities, and treatment area operations.

Education & Experience: Education necessary to meet licensure requirements.

License/Registration/Certification: Must possess a valid license as a registered physical therapist issued by the Board of Medical Examiners, State of California.

RECREATION THERAPIST

1107

General Characteristics: Plans and conducts therapeutic procedures and programs to maintain and/or restore patient's physical, psychological, intellectual, and social capabilities in accordance with specific milieu objectives.

Exclude: Independent contractors.

Representative Activities:
1. Evaluates and assesses patient needs relative to gross motor coordination, group behavior, interpersonal relationships, and proficiency in various recreation and leisure activities.
2. Establishes treatment objectives and determines modalities by which they can be achieved.
3. Implements a range of individual and group recreation activities based upon the evaluation and treatment objectives.
4. Collaborates with other staff to ensure program integration and optimal planning.
5. Maintains records and makes written and oral reports concerning patient care and treatment area operations.
6. May supervise recreation therapy students.
7. Maintains current information on community resources and assists patient in the process of post-hospital community Integration.

Education & Experience: Bachelor's degree in recreation therapy. Either one year of experience in a psychiatric health care setting or the equivalent of a completed internship in recreation therapy from an accredited psychiatric program.

License/Registration/Certification: Registration by the National Therapeutic Recreation Society and the Therapeutic Section of the California Parks and Recreation Society.
PSYCHIATRIC SOCIAL WORKER 1108

General Characteristics: Provides social work services to psychiatric patients and their families, including consultation and collaboration with appropriate resource persons.

Exclude: Social workers with bachelor's degrees, case workers, medical social workers, supervisors and department heads.

Representative Activities:
1. Renders appropriate immediate orientation, guidance, and therapeutic services to assist patients and families in coping with emotional crises, psychiatric hospitalization, and psychiatric emergencies.
2. Advises facility staff of pertinent psycho-social data relative to patient and family.
3. Conducts interviews with patients and families and determines the psychological and social meaning of complaints and symptoms.
4. Provides social casework services to patients and families, including services relative to discharge, rehabilitation, training, post-hospital medical/psychiatric resources, placement, and release of information requests.
5. Maintains records and makes written and oral reports concerning patient care, counseling and therapeutic activities.
6. Prepares reports and other documents concerning patients.
7. Acts as primary therapist in the group treatment of patients.
8. Utilizes the referral network of agencies providing mental health, public health, and social services to the community.

Education & Experience: Master's degree in social work from an accredited school of social work. Two years of closely related clinical experience in a psychiatric institution.

License/Registration/Certification: Clinical social work license or direct supervision by a Licensed Clinical Social Worker.

MENTAL HEALTH WORKER 1109

General Characteristics: Under direct supervision of a licensed nurse and/or licensed psych tech/licensed vocational nurse implements program for acute psychiatric patients and provides basic nursing care. Include: Psychiatric Aides and Behavior Analysts.

Exclude: Psychiatric Social Workers, Licensed Vocational Nurses, and Licensed Psychiatric Technicians and those being paid additionally for a master's degree or a bachelor's degree.

Representative Activities:
1. Monitors patient’s whereabouts at all times, and documents specific targeted behaviors during activities.
2. Facilitates and ensures patient attendance at activities.
3. Observes, reports and documents physical complaints.
4. May be responsible for admitting, transferring and discharging specific patients as assigned.
5. Orients new patients to the unit.
6. Provides direct patient care as assigned by licensed staff.

Education & Experience: Usual education and experience needed for satisfactory performance is high school graduation or equivalent work experience.
CHEMICAL DEPENDENCY COUNSELOR

General Characteristics: Provides comprehensive, psycho-social services by utilizing established therapeutic techniques and provides counseling and treatment for chemical dependency and related problems.

Exclude: Those who function as department heads or program leaders, those employed under contract services or those working as independent contractors.

Representative Activities:
1. Interviews patients and family members to identify extent and effects of chemical dependency; assists in developing and implementing specific treatment plans based on analysis of patient's problems.
2. Participates in the counseling of patients with family members, either individually or in group sessions which are designed to control chemical dependency and provide rehabilitation for patients. May provide individual counseling of a general nature.
3. Participates in treatment team discussions relative to appropriate treatment plan for patients; may confer with staff physicians regarding patient's progress and treatment. Assists in planning conferences, workshops and other in-service education events.
4. Prepares periodic operating reports, and maintains confidential individual case summaries.
5. Utilizes resources of public and private agencies and community organizations to meet the needs of the patients; may confer with representatives of other departments and private agencies to resolve problems and to develop and maintain public understanding and sound working relationships.
6. Participates in training programs and workshops for continued self growth in general counseling skills as well as specialized training in substance treatment; maintains a catalog of literature and related material in the field of substance prevention.
7. Performs related duties as requested.

Education & Experience: May have completed Certification by the California Association of Drug and Alcoholism Counselors (CAC).
Speech Therapist/Speech Pathologist 1111

General Characteristics: Performs diagnostic evaluations of patients with communication disorders and administers speech and language treatment to patients.

Representative Activities:
1. Administers and analyzes test results to determine patients’ communicative abilities; examines patients’ medical histories and neurological and psychological test results in order to determine necessary therapy.
2. Treats speech and language impairments such as functional articulatory disorders, stuttering, voice problems, delayed speech and organic disorders including cleft palate, cerebral palsy, aphasia and impaired hearing.
3. Interprets findings and treatment to patients’ families, teachers, or other concerned parties; provides guidance and counseling.
4. Plans and conducts remedial programs designed to improve or restore communicative facility; administers treatment in individual or group sessions with patients; may refer patients to specialists in medicine, dentistry, psychology, education, or related areas.
5. Writes reports on diagnostic findings, therapy used, and progress made.
6. Provides in-service training in the basic elements of speech therapy to members of the health care staff.
7. Keeps abreast of developments in the field of speech therapy by attending professional seminars and workshops.

License/Registration/Certification: License to practice speech pathology by the California State Board of Medical Examiners is required.

Child Life Specialist 1112

General Characteristics: Coordinates age/appropriately play and provides pre-admission/procedural teachings for patients while complying with the standards set by the Child Life Certifying Commission. Plans, coordinates and/or participates in patient and family teaching, in-service education for department staff, pediatric students and volunteers, community education programs and special events.

Representative Activities:
1. Provides a normalized, therapeutic and safe environment for individuals and groups in Pediatrics.
2. Develops plans of intervention by utilizing the program’s resources.
3. Plans, coordinates and participates in patient and family teaching, in-service education for department staff, pediatric students and volunteers, community education programs and special events.
4. Coordinates special events such as holiday celebrations, parties and the participation of outside individuals in department programs.
5. Offers education and/or training to outside community groups.
6. Responsible for his/her continuing education to maintain professional development.

Education & Experience: Bachelor’s degree in related field desired. Certification as Certified Child Life Specialist (CCLS). Minimum two years’ experience working with children.
**Clinical Psychologist** 1113

General Characteristics: Applies psychological principles, theories, methods, and techniques in the evaluation and treatment of patients with emotional or mental disorders.

Representative Activities:
1. Makes psychodiagnostic appraisals.
2. Formulates treatment plans.
3. Utilizes one or more therapeutic techniques to treat in-patients/out-patients.
4. Organizes, structures, and conducts group therapy sessions.
5. Serves as a resource person for a patient-care team.
6. Administers and interprets psychological tests which are used for diagnosing mental and personality disorders and for differentiating between organic and functional cases of behavior disorders.
7. Prepares clinical reports.

Education & Experience: Ph. D. degree in clinical psychology.

**Dosimetrist** 1114

General Characteristics: Responsible for development and implementation of treatment plans, dose distributions and dose calculations.

Representative Activities:
1. Plans treatment techniques by means of computer and/or manual computation that will deliver a prescribed radiation dose.
2. Performs dosage calculations and verifies the accuracy of all calculations.
3. Keeps current on new treatment planning techniques, devices and methods through regular participation in continuing education activities.
4. Assists the Medical Physicists as needed in maintenance of data required for the system of Dosimetry and Patient Dose calculation.

Education & Experience: Bachelor's degree preferred. Graduation from an accredited school of Radiologic Technology or accredited Dosimetry program. A minimum of 3 years’ experience as a medical Dosimetrist. Excellent organizational, oral and written communication and supervisory skills.
**PERFUSIONIST**

**General Characteristics:** Provides professional extracorporeal support to patients. Directs and supervises the maintenance, set up and operation of the heart lung machine and related equipment used in cardiac surgical procedures. Assists in the development and maintenance of all Circulatory Support Systems departmental quality improvement activities for the services performed and equipment used. Responsible for the direct training and supervision of technicians. Critical thinking under extremely stressful conditions to ensure professional practice during procedures.

**Representative Activities:**
1. Participates in cardiac surgical procedures as clinical Perfusionist.
2. Provides thorough, timely, legible and accurate documentation of assessment and patient care.
3. Assists with the care and maintenance of the department equipment and supplies.
4. Develops policies and procedures as they relate to the care of patients or hospital functioning.
5. Provides written instruction and information to promote staff knowledge.
6. Maintains working knowledge of departmental policies and procedures.

**Education & Experience:** Graduation from an accredited perfusion program. Current certification by the American Board of Cardiovascular Perfusion. Two years perfusion experience.

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**AUDIOLOGIST**

**General Characteristics:** Provides complete diagnostic audiologic evaluations, vestibular evaluation, hearing aid dispensing and aural rehabilitation services to patients including diagnosing hearing disorders and providing therapy for patients.

**Representative Activities:**
1. Evaluates assigned patients and determines casual factors for hearing impairments.
2. Develops individualized treatment programs for patients in addition to selecting suitable hearing aid(s) for patients when indicated.
3. Communicates observations, facts and comments with interdisciplinary team members.
4. Orders selected hearing aids from manufacturers.
5. Participates in educational programs and in-service meetings.
6. Organizes and conducts hearing screening programs including industrial hearing screening as requested.
7. Maintains established department policies, procedures, objectives and quality assurance.

**Education & Experience:** Bachelor’s degree preferred. Certification from an accredited school in related field. Excellent oral and written communication.
SOCIAL WORKER (LCSW) 1118

General Characteristics: Provides biopsychosocial assessment, crisis intervention, counseling, and linkage with resources for inpatients, outpatients, their families and significant others.

Representative Activities:
1. Gathers appropriate data and formulates relevant assessment of patient and family's medical, social, and emotional situations.
2. Establishes and periodically revises the treatment plan on the basis on comprehensive and ongoing psychosocial assessment of patient/family's concerns, strengths, needs, clinical impressions, and issues specific to spiritual and cultural values.
4. Provides direct clinical services, which may include individual and family counseling, crisis intervention, facilitating, education and support groups and linkage with resources to patients, families, and staff by biopsychosocial assessment and treatment plan.

Education and Experience: Master degree plus 3 to 5 years' experience. Current California license as a Licensed Clinical Social Worker.

SOCIAL WORKER (MSW) 1119

General Characteristics: Provide intensive counseling services and direction for complex social and emotional problems of patients and their families. Identifies and understands the emotional factors underlying a patient’s illness.

Representative Activities:
1. Interviews, coordinates, and plans programs and activities to meet the social and emotional needs of their clients and clients’ family.
2. Provides crisis intervention and assists families in understanding the implications and complexities of the medical situation and its impact on one's lifestyle.

Education & Experience: Requires a master's degree in social work and 2-4 years of experience in the field or in a related area.

SOCIAL WORKER (BSW) 1120

General Characteristics: Provides direction for routine aspects of non-medical problems of patients and their families. Major focus is related to planning and post-discharge of patients with outside agencies, nursing staff, and relatives.

Representative Activities:
1. Interviews, coordinates, and plans programs to meet the social and emotional needs of patients and patients’ families in a hospital setting.
2. Provides crisis intervention and assists families in understanding the implications and complexities of the medical situation and its impact on lifestyle.

Education & Experience: Requires a bachelor's degree in social work and 2-4 years of experience in the field or in a related area.
PUBLIC RELATIONS/COMMUNICATIONS SPECIALIST 1121

**General Characteristics:** Assists the director in planning, coordination and administration of facility public/community relations activities.

**Exclude:** Director level or clerical level incumbents.

**Representative Activities:**
1. Prepares news releases, articles, newsletters, brochures, and radio or TV presentations.
2. Plans the focus and techniques of assigned projects to meet the objectives of the facility's public relations programs.
3. Writes and edits material for publication.
4. Responds by phone or letter to routine questions from patients, visitors, community and media representatives relative to the functions and activities of the facility, alerting director to potential legal or public relations problems.
5. May take photographs or coordinate contracted art, graphics and photographic services, ensuring appropriate consent forms are obtained.
6. Coordinates with printers, film producers and facility services to produce, print and distribute materials.

**Education & Experience:** Bachelor's degree in public relations, journalism or communications.

CHAPLAIN 1122

**General Characteristics:** Provides spiritual counseling and guidance to patients and their families in addition to staff personnel to help motivate individuals to integrate their religious beliefs, attitudes and responses for the constructive management of their physical, emotional and spiritual needs.

**Representative Activities:**
1. Leads worship services on units as requested.
2. Evaluates patient needs for spiritual guidance and counseling and initiates or recommends individual programs and services to meet those needs.
3. Meets with patients and employees upon request, for private counseling. Arranges for group counseling, prayer meetings and discussions.
4. Enhances professional growth and development through participation in educational programs, current literature, in-service meetings and workshops.

**Education & Experience:** Degree in Pastoral Education, Divinity or Theology. Certification by a national chaplain’s organization. Ability to accept different lifestyles, cultures, beliefs and values. Pastoral experience required.
RESPIRATORY CARE PRACTITIONER 1123

General Characteristics: Provides respiratory therapy which includes assessment, treatment, management, control, diagnostic evaluation and care of patients with deficiencies and abnormalities of the cardiopulmonary system. Consults with physicians. Provides consultation, instruction and/or technical direction of medical, nursing, and other staff members.

Exclude: Chief respiratory therapist, respiratory therapy supervisors and clinical instructors, and RNs and LVNs performing these duties.

Representative Activities:
1. Sets up and operates various types of equipment to administer prescribed treatment plan to include doses of medicinal gases and aerosolized drugs to patients.
3. Conducts cardiopulmonary resuscitation, mouth to mouth, cardiac compression, bag to mouth, respirator to mouth and monitoring of pulse.
4. Confers with medical staff and nursing, makes recommendations on individual patient care plans and notifies appropriate personnel of adverse reactions.
5. Manages respiratory care of patients under intensive care.
6. Performs tracheobronchial suctioning and tracheotomy care.
7. Performs arterial punctures, blood gas analyses, and/or endotracheal intubations.
8. May perform pulmonary function studies (i.e., residual capacity and closing volumes).

Education & Experience: Graduation from an education program accredited by the Joint Review Committee for Respiratory Therapy Education (JRCRTE).

License/Registration/Certification: Licensed as a Certified Respiratory Care Practitioner by the JRCRTE and the State of California.

CLIENT SERVICES REPRESENTATIVE (LABORATORY) 1124

General Characteristics: Responds to phone inquiries and directs call to appropriate section or individual. Prints and distributes patient reports, calls critical values to physician/physician offices, obtains patient billing information and registers into billing system.

Representative Activities:
1. Complies with established departmental policies and procedures, quality assurance program, and all safety, environmental and infection control standards.
2. Enters outpatient laboratory orders into laboratory computer. Proficient in MISYS, Code-Correct, Allegra and SAMIS computer systems.
3. Completes pre-registration patient packets. Obtains Advanced Beneficiary notices when applicable.
4. Maintains and updates patient order files.
5. Labels outpatient specimens and specimens obtained from laboratory accounts. Distributes specimens to appropriate departments.

Education/Experience: One year previous work-related experience

License/Registration/Certification: High school diploma or GED
GRANT WRITER

General Characteristics: Responsible to research grant programs, write funding applications, and coordinate and lead the activities of a grant/loan program.

Representative Activities:
1. Research and writes grants with an emphasis on “core” healthcare areas and a secondary emphasis on community outreach projects.
2. Coordinate and lead the activities of a grant/loan program.
3. Conduct interdepartmental meetings to identify and prioritize project needs, coordinate and research grant application assignments.

Education/Experience: Requires bachelor’s degree in English, Communications, Journalism or other related field plus three to five years of grants management and grant writing experience.

CHILD CARE TEACHER

General Characteristics: Responsible for planning and implementing and early childhood experience in the classroom.

Representative Activities:
1. Use a variety of age appropriate materials in both indoor/outdoor environments where they will enhance the emotional, social, intellectual and physical development of each child.
2. Demonstrate a respectful and compassionate attitude toward children and families, treating them as the focus.

Education/Experience: High School diploma or equivalent. 12 units of Early Childhood Education required with 3 of the units of course work in infant/toddler development highly preferred.

HEALTHCARE INTERPRETER

General Characteristics: Provides full range of interpreter/translation services to patients, physicians, nurses and other health professionals in one or more foreign languages.

Representative Activities:
1. Facilitates communication between patients and physicians, nurses, other health professionals and hospital, clinic and program staff.
2. Provides verbal interpretation to non-English and limited English speaking patients and their families seeking health services.
3. Conducts a variety of formal written translations including patient consent forms, patient education forms, discharge instructions, and other patient related documentation.
4. Provides interpreter services in person, by telephone, or other remote technology to non-English speaking patients and their families in various healthcare settings.

Education & Experience: Completion of a recognized healthcare/medical interpreter training certification program or completion of a recognized course in medical terminology from an accredited college or university and six months experience in interpreting and translating one or more foreign languages within a healthcare setting.
**PATHOLOGY ASSISTANT**

**1130**

**General Characteristics:** Prepares and performs the gross examination and dissection of anatomic pathology specimens.

**Representative Activities:**
1. Prepares tissue for pathological test including frozen section diagnosis, cytology specimens, EM tissue collection, muscle biopsies, ACE specimens and renal biopsies.
2. Photographs gross and microscopic specimens and assists in the preparation of education conferences.
3. Performs postmortem examinations.
4. Provides training to pathology residents.
5. Addresses daily QA and monthly QA reports.

**Education & Experience:** Bachelor’s degree from a NACLS accredited Pathologists’ Assistant (PA) program required. Master of Health Science (MHS) from NAACLS PA program preferred. Minimum three years of experience in acute care or academic medical center required.

**License/Registration/Certification:** American Society for Clinical Pathology (ASCP) or American Association of Pathologist’s Assistants (AAPA).

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**PHYSICAL THERAPY AIDE**

**1131**

**General Characteristics:** Serves to assist in providing age-appropriate services for adolescent, adult and geriatric patients, including direct treatment, under appropriate licensed supervision, to individuals and groups, evaluation and selection of adaptive equipment, participation in quality improvement programs, and documentation of services according to hospital and departmental standards.

**Representative Activities:**
1. Assist in the plan of care as designed by the supervisor licensed therapist and is aware of safe and effective treatment techniques as well as appropriate safety measures and precautions.
2. Provides administrative support as needed. Responsible for cleaning therapy treatment areas and equipment. Maintain appropriate levels of supplies.

**Education & Experience:** High school graduate or equivalent. BLS required. Prefer previous related experience and/or college coursework in a related field.

**License/Registration/Certification:** BLS required.
**CODER ANALYST** 1132

**General Characteristics:** Acquires, manages, analyzes, interprets and transforms data into accurate, consistent and timely information.

**Representative Activities:**
1. Prepares weekly verbal order audit. Collects data from database, requires and monitors all information/data for accuracy and completeness.
2. Figures compliance rates for all units and total compliance rate.
3. Maintains and prepares the HIM Committee reports. Collects data from various sources, reviews and monitors all information/data for accuracy and completeness.
4. Prepares the Legibility audit of MD’s. Collects complete and accurate data, requires for legibility and enters into spreadsheet.
5. Prepares standardized trending reports.

**Education & Experience:** High school diploma or equivalent required. Must be proficient in the use of computer applications and database management. Completion of AHIMA Approved coding training program preferred.

**RESIDENCY COORDINATOR** 1133

**General Characteristics:** Responsible for providing support to the residency program and ensuring the operational components are functioning in an effective manner and within budgetary guidelines.

**Representative Activities:**
1. Collaborates with appropriate members of the management team to establish/define/refine service goals consistent with the hospital.
2. Schedules Residency Clerkships and ensure appropriate documentation and file maintenance.
3. Organizes and maintains all resident academic files and records and submits reports to outside agencies as required.
4. Distributes and compiles resident evaluations.
5. Assist in the development of the program.

**Education & Experience:** High school diploma or equivalent required. Bachelor’s degree required. Three or more years of experience in an academic medical environment and or residency program preferred.
CHART AUDITOR  1134

General Characteristics: Responsible for interacting with outside insurance agencies, patients, and hospital department on audits, disputed charges and hospital billing and charging problems.

Representative Activities:
1. Perform monthly Chart Audit Meetings with hospital Department Directors.
2. Audits bills as necessary in a timely and accurate manner.
3. Communicates with hospital departments as needed regarding billing, charging, and documentation problems. Finds solutions to existing charging problems.
4. Schedules and conducts high dollar amount defense audits of patient medical records with insurance company representatives to verify documentation to support hospital charges.

Education & Experience: High school diploma or GED. Minimum of (3) years’ experience in a broad medical/surgical background and two (2) years’ experience in medical auditing.

CORE MEASURES ABSTRACTOR  1135

General Characteristics: Responsible for review and abstraction of hospital core measures from patients’ medical records to assure compliance with nationally recognized quality patient care standards, processes and clinical outcomes.

Representative Activities:
1. Responsible for chart abstraction, analysis and data entry to support the various regulatory and quality improvement initiatives
2. Provides timely and accurate abstraction of CMS and Joint Commission core measure data to include entry of data into systems and transmission to the appropriate core measure vendor.
3. Provides staff in clinical service areas and core measure improvement teams with timely and accurate analysis of core measure data for the purposes of identifying outliers needing improvement, as well as working collaboratively with key departments and individuals in developing strategies and initiatives to help improve compliance with core measures outcomes.

Education and Experience: Minimum of 2 years acute care coding experience/core measures abstraction preferred.

License/Registration/Certification: Must have current and valid California State RN license.
QUALITY ASSURANCE NURSE 1201

General Characteristics: Responsible for the development, implementation and ongoing evaluation of all components of all quality assurance programs. Provides ongoing quality assurance support and resource information to the medical directors and administrators, ensuring compliance.

Representative Activities:
1. Oversees the implementation of the quality assurance plan by the facility.
2. Assists in the development of meaningful criteria to evaluate the quality and appropriateness of the medical care provided.
3. Assists in the development of criteria to evaluate and measure patient risk minimization efforts.
4. Develops and recommends corrective action plans to be implemented when indicator measurement is below predetermined threshold.
5. Responsible for continual growth and improvement of the quality assurance process to keep abreast of latest trends and practices in the industry.
6. Develops, implements and revises quality assurance policies and procedures to reflect current methodology.
7. Assists network quality assurance coordinators in meeting the quality assurance goals and objectives.
8. Manages a central processing system by which quality assurance data is collected, analyzed and reported.
9. Develops and standardizes reports, questionnaires, and conducts comparative studies, data analysis and interpretation.

Education & Experience: Usual education and experience needed for satisfactory performance is a Bachelor’s degree in nursing or health-related field.

License/Registration/Certification: Must have current and valid California State RN license.

UTILIZATION REVIEW CLERK 1202

General Characteristics: Responsible for all clerical aspects of utilization review including, but not limited to, processing of referrals, input of authorizations into the system, mailing of referrals and attendance at weekly Utilization Management meetings. Maintain all health plan benefit databases in the system and updates as needed.

Representative Activities:
1. Takes telephone requests for authorizations.
2. Prepares referral requests for Utilization Management meeting.
3. Attends weekly Utilization Management Committee meetings.
4. Tracks all hospital inpatient bed days.
5. Inputs authorization into system.
6. Forward authorizations to appropriate physician offices.
7. Generate reports that summarize referrals and authorization activity.

Education & Experience: Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required work experience. Knowledge of third party payers.
**Utilization Review Nurse**

1203

**General Characteristics:** Reviews medical records, admissions and continued stay for appropriateness, medical necessity and quality. Reviews outpatient services for appropriateness, medical necessity and quality. Services as staff for utilization review staff who process authorization requests and referrals after reviewed by Medical Directors.

**Representative Activities:**

1. Screens all admissions and conduct concurrent reviews of inpatients to assure appropriateness of stay and level of care.
2. Develops and implements Utilization Review/Quality Improvement plans.
3. Refers questionable cases to medical directors.
4. Staffs the Utilization Review/Quality Improvement plans.
5. Assists in the process of reviewing and evaluating referrals.
6. Identifies and coordinates the resolution of quality issues as they pertain to the IPA.
7. Responds to physician’s office or other provider calls for referrals and concerns.
8. Oversees the maintenance and update of the authorization database.
9. Conducts Quality Improvement surveys as required by health plans and determined by the IPA QI Committee.
10. Analyzes health plan benefits and health plan/IPA physicians in UM/QI.
11. Assists with/arranges for needed education programs for IPA physicians in UM/QI.
12. Provides statistical/managerial reports on all UM/QI activities as needed.
13. Works with health plans/hospitals as case manager for IPA inpatients.

**Education & Experience:** Usual education and experience needed for satisfactory performance is education necessary to meet licensure requirements. Must have a minimum of six months experience.

**License/Registration/Certification:** Must have current and valid California State RN license.
MEDICAL STAFF CREDENTIAL COORDINATOR

General Characteristics: Responsible for the initial appointment process for physician/practitioner appointment and reappointment to the medical staff.

Representative Activities:
1. Receives applications from practitioners requesting membership on the medical staff.
2. Maintains the confidential credential file of each new applicant; reviews for completeness and notifies physician/practitioners of missing information.
3. Maintains log of responses and initiates appropriate follow-up to obtain verification of information.
4. Utilizes the credentialing program on the computer system to obtain verification in a minimum amount of time.
5. Notifies applicant of completion of the verification process and may schedule interview with the appropriate committee(s).
6. Mails practitioners’ reappointment applications in a timely manner to facilitate completion of the verification and committee review prior to expiration.
7. Maintains a log of responses and initiates appropriate follow-up to obtain verification of information. Sends second and third notices to those who do not respond to the first requests.
8. Maintains current verification of licensure, DEA malpractice insurance, and certificate information in credentials file.

Education & Experience: Usual education and experience needed for satisfactory performance is a medical staff office. Two to three year’s hospital/health care experience; preferably in a medical staff or health care field.

STAFF NURSE (LVN) - SKILLED NURSING

General Characteristics: Provides professional nursing care under supervision for residents in skilled nursing/extended care unit. Include: The nurse generalist LVN who meets the job description, who may be on a clinical ladder (include only one level). Fulltime and part-time nurses within the same pay grade.

Exclude: Personnel not receiving benefits such as per diem, float or those receiving charge nurse or team leader pay. (Report critical care LVNs under Job Code 1002.)

Representative Activities:
1. Consults with and keeps supervisor informed of activities, needs, and problems with regard to assigned residents.
2. Complies with established nursing standards. Maintains established department facility policies, procedures, objectives, quality assurance, safety, environmental and infection control.
3. Performs administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc., as necessary.
4. Administers professional services such as: catheterization, tube feedings, suction, applying and changing dressings/bandages, packs, colostomy, and drainage bags, taking blood, giving massages and range of motion exercises, care of the dead/dying, etc., as required.
5. Requisitions supplies and equipment and restock.

Education & Experience: Usual education and experience needed for satisfactory performance is education sufficient to meet State of California licensure requirements. Six to twelve months experience.

License/Registration/Certification: Must have current and valid California State license.
Nursing Assistant (Certified) - Skilled Nursing

1302

General Characteristics: Assists licensed nursing personnel in providing resident care in skilled nursing/extended care facility.

Exclude: Non-CNAs.

Representative Activities:
1. Provides assistance with residents' daily needs.
2. Performs treatments and procedures not requiring sterile techniques.
3. Records and reports observations of residents to immediate supervisor, including temperatures, pulse, respiration, blood pressure, weight, daily intake and output.
4. Bathes bed-confined residents or assists resident in self bathing.
5. Assists in transporting residents to/from appointments, activity and social programs, etc., as necessary.
6. Assists residents with meals as necessary.
7. Assists and interacts with residents' families as necessary and appropriate.
8. Cleans and reports condition of equipment.

Education & Experience: Must possess certificate for nursing assistant from local authorities and six months' experience.

Registered Nurse - Skilled Nursing

1303

General Characteristics: Provides professional nursing care for assigned patients in skilled nursing/extended care facility.

Representative Activities:
1. Provides direct patient care by checking charts and set up for patient medications and treatments; orders, prepares, administers medications and I.V.s; performs treatments as directed by physician.
2. Charts observations, vital signs, treatments, medications, intake, output, etc. Reports anything significant or abnormal to supervisor.
3. Reviews new orders for medications and treatments. Assigns and directs subordinate personnel in providing patient care.
4. Checks care plans and coordinate diagnostic, therapeutic, social, rehabilitational, and spiritual activities for patient care.
5. Handles emergencies and accidents, perform CPR, and complete incident reports as necessary.
6. Stays with critical patients, assists families, performs required procedures when patient dies (e.g., notifies supervisor, clergy, mortician, prepares body and completes forms).
7. Maintains required records, reports, and statistics.
8. Reports to and counts controlled drugs with nurse coming on duty.

Education & Experience: Usual education and experience needed for satisfactory performance is education necessary to meet licensure requirements. Must have a minimum of six months experience.

License/Registration/Certification: Must have current and valid California State RN license.
DRIVER/COURIER 1304

**General Characteristics:** Provide transportation services for patients, employees, mail, specimens, supplies, packages, etc. as directed.

**Representative Activities:**
1. Transports patients and employees between several locations.
2. Provides and/or arranges for appropriate maintenance of the vehicle as outlined by the manufacturer in conjunction with the department. Keep vehicle clean.
3. Prepares and maintains accurate transportation logs, vehicle fuel consumption logs, and other data as required.
4. Transports various items (specimens, mail supplies, packages, etc.) as directed to and from various locations and/or vendors.

**Education & Experience:** Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required job related experience.

**License/Registration/Certification:** Valid California driver’s license.

ACTIVITY COORDINATOR (NON-EXEMPT) - SKILLED NURSING 1305

**General Characteristics:** The primary purpose of the Activity Coordinator is to plan, develop, organize, implement, evaluate, and direct activity programs in accordance with current federal, state, and local standards, as well as the established policies and procedures of the facility, to assure that the spiritual development, emotional, recreational, and social needs of the patients are met and maintained on an individual basis.

**Representative Activities:**
1. Develops, implements, and supervises the activity program.
2. Plans and conducts in-service training for Skilled Nursing personnel at least annually.
3. Coordinates the activity schedule with other patient services.
4. Maintains a current list of patients from the Charge Nurse who are capable of participating in activities.
5. Posts the activity schedule conspicuously, in large visible print, for the information of patients, families, and staff.
6. Develops and implements activities for patients who are unable to leave their rooms.
7. Maintains progress notes specific to the patient’s activity plan which are recorded at least quarterly, and more frequently if needed, in the patient’s health record.
8. Maintains a current record of the type and frequency of activities provided and the names of patients participating in each activity.
9. Where appropriate, may recruit, train, and supervise a volunteer program to assist with and augment the services of the activity program.

**Education & Experience:** Satisfactory completion of a 36-hour training program designed specifically for this position and approved by the Department of Health Services; regular consultation from an occupational therapist or recreational therapist who has had at least one year of experience in a health care setting.
**Electrocardiograph (EKG) Technician 1401**

**General Characteristics:** Uses an electrocardiograph, records the variations in action of the heart muscle for use in diagnosis of heart ailments; prepares graphs and reports as necessary.

**Exclude:** LVNs and all personnel with additional functions other than EKG.

**Representative Activities:**
1. Obtains identifying information for EKG records.
2. Operates EKG machine and records pulse from electrodes.
3. May occasionally make vectorcardiograms and phonocardiograms.

**Education & Experience:** High school diploma or GED certificate required or job related experience.

**Registered Information Technician 1402**

**General Characteristics:** Prepares statistical reports, and codes diseases, procedures and surgeries according to accepted classifications. Handles requests for medical information, and may tabulate data from medical records.

**Exclude:** Coders and coding clerks.

**Representative Activities:**
1. Codes and abstracts diseases, procedures, and surgeries according to accepted classification.
2. Prepares statistical reports.
4. May train and provide orientation of new personnel.

**Education & Experience:** High school or equivalent experience.

**License/Registration/Certification:** Registered Health Information Technicians (RHIT) or Registered Health Information Administrators (RHIA).
NUCLEAR MEDICINE TECHNOLOGIST

**General Characteristics:** Prepares radioactive isotopes for administration to the patient, operates radioscopic equipment, such as scintillation detectors to measure isotope concentrations and scanners to record visual representations of the isotope concentrations in a specific body area of a patient.

**Exclude:** Special Procedures Technician

**Representative Activities:**
1. Operates scintillation detection equipment to measure isotope concentrations and scanners to record visual representations of the isotope concentrations in specific body areas.
2. Performs laboratory tests, such as blood volume, red cell survival and fat absorption studies on body specimens.
3. Studies physician's orders to determine specific isotope required for each type of test ordered.
4. Computes results of laboratory tests. Calculates test results, using electric calculator and monograms, following specified statistical procedures.
5. Calibrates equipment according to knowledge of standard settings to produce products of required diagnostic quality.
6. Keeps records of tests conducted and test results. Records the disposition of isotopes and body products containing isotopes.
7. Responsible for quality control studies and records.

**Education & Experience:** Graduation from an AMA approved school of nuclear medicine technology and one year of experience as a nuclear medicine technologist.

**License/Registration/Certification:** California Certified Nuclear Medicine Technologist (CNMT) required.

PSYCHIATRIC TECHNICIAN

**General Characteristics:** Under general supervision and clinical direction of a psychologist, psychiatrist, or psychiatric nurse in the care of mentally or emotionally disturbed patients.

**Include:** LVNs working as a licensed psychiatric technician.

**Representative Activities:**
1. Prepares and dispenses medicines per physician's orders.
2. May assist in patient therapy programs/services.
3. Notes and transcribes physician's orders.
4. May direct the daily work of aides.

**Education & Experience:** Education necessary to meet State of California licensure requirements.

**License/Registration/Certification:** Licensure by the State of California.
PHARMACY TECHNICIAN (REGISTERED) 1405

**General Characteristics:** Selects and prepares pharmacy merchandise by name and dosage listed on patient order; places merchandise in proper container with correct label and makes required notation on order; matches items with corresponding records and displays for documented approval by appropriate licensed personnel.

**Exclude:** Clerical support staff and lead pharmacy technicians.

**Representative Activities:**
1. Selects appropriate drug quantity and orders form of administration. Packages extemporaneous unit dosage of tablets, capsules, powders and liquids using electronic tablet counter, auto pipette and ointment press.
2. May set up and assist in preparation of intravenous solutions, respiratory drugs, admixtures, hyperalimentation solutions and intravenous additives by using aseptic techniques.
3. Answers basic questions on drugs, in person or over the phone. May initiate billing of drugs to patient's account.
5. Distributes drugs to patient medication drawer or tray, records units dispensed/returned. May dispense drugs to patients.
6. Inventories, orders and stocks pharmaceuticals.
7. Removes discontinued or expired drugs.

**Education & Experience:** Pharmacy Technician Registration with the California State Board of Pharmacy.

RADIOLOGICAL TECHNOLOGIST 1406

**General Characteristics:** Operates imaging equipment to make images of designated portions of body as ordered by the physician. Positions and instructs the patient for radiological or fluoroscopic examinations, adjusts imaging equipment and determines the proper voltage, current and desired exposure time for each image.

**Exclude:** Special procedures technologists and other specialists.

**Representative Activities:**
1. Instructs and prepares the patient, selects appropriate equipment and technical factors, determines most suitable anatomical positions and shields patients according to radiation safety procedures.
2. Images designated portions of the body.
3. Arranges, attaches or adjusts immobilization and supportive devices such as sandbags, binders, and angle boards to obtain precise position, prevent patients from moving and lessen discomfort.
4. May prepare and administer chemical mixtures for patient examinations.
5. Assists in performing sterile technique procedures as required.
6. May train and evaluate radiological students.

**Education & Experience:** Graduation from an approved AMA school of radiography.

**License/Registration/Certification:** Certified Radiologic Technologist license issued by the State of California. Prefer ARRT license.
CT TECHNOLOGIST 1408

**General Characteristics:** Provides computer-assisted tomographic services to patients as ordered by physician according to established standards and practices.

**Exclude:** Special procedures technologists and other specialists.

**Representative Activities:**
1. Instructs and prepares the patient for CT radiological examinations.
2. Prepares equipment and supplies as needed for each study; checks calibrating equipment and recalibrates as necessary.
3. Positions patient to demonstrate/image clinical care of interest.
4. Adjusts and operates CT equipment to scan designated anatomical areas.
5. Monitors patient's safety and comfort; records all required information.

**Education & Experience:** Graduation from an approved AMA school of radiography.

**License/Registration/Certification:** Certified Radiologic Tech licensed issued by the State of California. Prefer ARRT license.

BIOMEDICAL EQUIPMENT TECHNICIAN 1409

**General Characteristics:** Provides maintenance, repair and preventive services for biomedical equipment. May provide technical support during highly instrumented medical procedures. Provides consultation, instruction and/or technical direction for medical, nursing and other paramedical staff in the safe use of biomedical equipment. Include: Those technicians who are performing some or all of the functions even if they are not certified.

**Exclude:** Medical repair persons and specialists who work only on one type of equipment (e.g., x-ray and clinical engineers, chief biomedical technicians, biomedical technician supervisors and lead or maintenance personnel performing these duties).

**Representative Activities:**
1. Repairs, tests, calibrates, and inspect equipment as required by relevant standards.
2. Maintains and updates inventory of the facility's biomedical equipment; maintains an inventory of replacement parts and standby equipment to minimize disruption of patient care.
3. Performs scheduled inspections and tests necessary to maintain conformance to required standards and prepares related documentation; may participate in investigation of incidents involving biomedical equipment.
4. Assists in training personnel on safe use and care of equipment.
5. Provides emergency service for biomedical equipment.
6. May be responsible for reviewing work performed by outside service vendors.

**Education & Experience:** Completion of a two year program in biomedical equipment technology or equivalent. Certification is optional.
**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)**

**General Characteristics:** Functions under the direction of an occupational therapist or other health care professional in planning and carrying out prescribed occupational therapy treatment to facilitate the rehabilitation of mentally or physically handicapped patients.

**Representative Activities:**
1. Implements treatment plans and selects modalities to meet specific established goals.
2. Conducts or assists with patient activities and maintains appropriate records.
3. Assists in the evaluation of patient progress.
4. Maintains equipment supplies and treatment areas.

**Education & Experience:** Graduation from an accredited school or community college with a two-year course leading to an associate of arts degree in occupational therapy.

**License/Registration/Certification:** Must be licensed by the State of California.

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**PHLEBOTOMIST**

**General Characteristics:** Performs blood collection by venipuncture and arterial puncture. Assists in preparation of specimens, operation of selected equipment and clerical duties.

**Representative Activities:**
1. Obtains blood specimens from inpatients and outpatients as requested. Techniques include arterial puncture, venipuncture and heel-stick technique.
2. Prepares blood samples for analysis in the laboratory by centrifugation.
3. Maintains venipuncture supplies as necessary and prepares a list for acquisition. Cleans the work areas related to venipuncture.
4. Logs specimens and prepares them for analysis.
5. Checks the files for late results of outside laboratory tests and follows up as necessary.
6. Assists in operating analytical equipment such as Coulter S.
7. Performs related duties as requested.

**Education & Experience:** High school diploma or GED certificate required and three to six months of related job experience.

**License/Registration/Certification:** Must be licensed by the State of California.
**RADIATION THERAPY TECHNOLOGIST** 1412

**General Characteristics:** Provides radiation therapy to patients as prescribed by physician according to established standards and practices.

**Exclude:** Special procedures technologists who primarily perform other diagnostic procedures.

**Representative Activities:**
1. Treats patients by operating radiotherapy equipment following appropriate procedures to ensure that prescribed length of exposure, distance from source to patient and required patient position are correct to avoid over exposure and insure treatment to designated area of clinical interest.
2. Ascertains type of treatment, length of time for radiation exposure and body surface area involved from data written in physician's order.
3. Checks prescription, diagnosis, chart, patient identification, etc.; explains procedures, pre-and post-treatments; answers questions and reassures patients.
4. Records type of treatment and amount of radiation administered.
5. May assists in tumor localization and dosimetry procedures.

**Education & Experience:** Graduation from an approved AMA school of radiation therapy technology.

**License/Registration/Certification:** Certified Radiologic Tech licensed issued by the State of California. Prefer ARRT license.

**ULTRASOUND TECHNICIAN (DIAGNOSTIC MEDICAL SONOGRAPHER) 1413**

**General Characteristics:** Performs diagnostic ultrasound procedures; calibrates and operates ultrasound equipment. Develops films and coordinates patient care with other patient services.

**Exclude:** Special Procedures Technologists who primarily perform other diagnostic procedures.

**Representative Activities:**
1. Performs ultrasound procedures; correlates procedure with patient history; demonstrates proper diagnostic scan recognition.
2. Maintains patient records; completes patient charges.
3. Cleans and maintains equipment and ensures adequate stock of supplies.
4. Responsible for quality assurance of ultrasound procedures.

**Education & Experience:** Graduation or equivalent job-related experience. Graduate from an AMA approved education program in Radiologic Technology. Ultrasound technologists must have a high school diploma or GED. Three year training program at a community college or vocational school.

**License/Registration/Certification:** Registration offered by the American Registry of Diagnostic Medical Sonographers preferred. Requires CRT.
CARDIOVASCULAR TECHNICIAN (REVISED)

General Characteristics: Performs non-invasive procedures which include Holter monitoring, electrocardiograms, cardiac stress tests, and veinous arterial and cerebral vascular studies. Calculates specific tests and maintains equipment.

Exclude: EKG/Echocardiograph Technicians (1401).

Representative Activities:
1. Performs electrocardiographic examinations (M-Mode).
2. Performs specific diagnostic procedures as prescribed by the attending/ordering physician.
3. Completes related paperwork.
4. Maintain equipment and inventory.
5. Communicates appropriately with patients, physicians, family, and other personnel of the facility.

Education & Experience: High school graduate or equivalent. Completion of a basic arrhythmia course, basic M-Mode and an approved non-invasive peripheral vascular course. Minimum one year related acute care experience.

CYTOLOGY TECHNOLOGIST (CYTOTECHNOLOGIST)

General Characteristics: Prepares and microscopically examines slides of human cell samplings for the presence of disease or other abnormality.

Representative Activities:
1. Conducts preliminary or screening microscopic examination of slides containing human cells for abnormal cells, hormonal responses, and various fungi, parasites, bacteria and viral changes.
2. Identifies and marks abnormal cells and other atypia found on slides for final diagnosis by a pathologist.
3. Collects, processes, and microscopically examines buccal smears; performs chromosomal analyses on specimens from patients suspected of having genetic abnormalities.
4. Conducts various filtration procedures to capture, stain, and mount on a slide cellular material from body fluids, and prepares cell blocks from sediment obtained from centrifugation of exudates for histologic processing.
5. Prepares smears and stains of vaginal, cervical, endocervical, endometrial and sputum specimens, bronchial washings, gastric and pleural aspirations, peritoneal fluids, colonic washings and similar materials.
6. Assures adherence to all quality control procedures.

Education & Experience: Successful completion of an educational program in cytotechnology and a high school education or equivalent.

License/Registration/Certification: Cytotechnologist's certificate issued by the California State Department of Health.
**HISTOLOGY TECHNOLOGIST (HISTOTECHNOLOGIST) 1416**

**General Characteristics:** Prepares and processes tissue specimens for microscopic examination by a physician. Fixes, embeds section, mounts on a slide and stains surgically, biopsy, neuropathological and autopsy tissue sections so that the presence or absence of disease may be effectively demonstrated to the Pathologist responsible for reading the slide and making a diagnosis.

**Representative Activities:**
1. Identifies and records tissue samples. Processes tissue and bone marrow samples by dehydration, embedding, cutting, staining, special staining procedures, decalcification, and frozen section cryostat method.
2. Assures that all required solutions and chemicals are properly prepared and in place and that automatic equipment is in working order.
3. Complies with any quality control policies/procedures as established and maintains the necessary documentation.
4. Prepares varied stains, solutions, and other compounds used in histologic processes following laboratory procedures.
5. Maintains established facility and department policies and procedures, quality assurance, safety, environmental and infection control, and comply with requirements of accreditation and regulatory agencies.

**Education & Experience:** Two years college with courses in biology and chemistry or eligibility for certification.

**License/Registration/Certification:** ASCP Certification.

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**PHYSICAL THERAPY ASSISTANT 1417**

**General Characteristics:** Provides direct patient care under the supervision of a physical therapist, using physical therapy modalities and procedures, as ordered by the patient's physician.

**Exclude:** Non-licensed Physical Therapy Assistants.

**Representative Activities:**
1. Administers corrective exercise and treatment for assigned patients under the direction of a physical therapist who has assessed and evaluated the patient.
2. May administer such treatments as exercise, gait training, massage, whirlpool, hot packs, diathermy, ultrasound, paraffin, ice packs and traction under direct supervision of the physical therapist.
3. Follows appropriate documentation procedures.
4. Perform related duties as requested.

**Education & Experience:** Must be a graduate of an American Physical Therapy Association accredited program and/or has been approved by the Physical Therapy Examining Committee of the State Board of Medical Quality Assurance.

**License/Registration/Certification:** Licensed to practice as a physical therapy assistant by the Physical Therapist Examination Committee of the State Board of Quality Assurance.
ANESTHESIA TECHNICIAN 1418

General Characteristics: Under direct supervision, assembles, sets up, and trouble shoots all anesthesia equipment including anesthesia machines and ventilators. Provides routine and emergency services for anesthesiologists.

Representative Activities:
1. Ensures daily maintenance and service on all electronic and mechanical equipment.
2. Demonstrates understanding of the use and function, ability to set up and/or operate, and troubleshoot equipment such as anesthesia machines, air shield ventilators, and cardiac monitors, etc.
3. Prepares procedure trays such as CVP, arterial line, and Swan Ganz.
4. Ensures that equipment which is found to be inoperable following standard procedure check is reported to the proper person.
5. Appropriately removes and disposes of all relevant supplies and equipment following use, exchanging clean for soiled or dirty parts between cases, and restocking room carts.
7. Cleans and restocks assigned area of the workroom, and assists in ordering supplies for that area.

Education & Experience: High school diploma or GED certificate required.

PULMONARY FUNCTION TECHNOLOGIST 1419

General Characteristics: Under general supervision, performs all aspects of pulmonary function testing including preparation, maintenance, and analysis.

Representative Activities:
1. Performs the pulmonary function tests, such as: measurement of static and dynamic lung volumes; measurement of lung mechanics; determination of gas exchange parameters; ergometer exercise studies for the purpose of measuring physiological parameters; diffusion capacity studies; whole-body plethysmograph studies for the purpose of measuring airway resistance, thoracic gas volume and compliance; respiratory center sensitivity studies; and, oxygen-hemoglobin affinity studies.
2. Performs complete blood gas analysis including arterial puncture.
3. Performs lactic acid determinations.
4. Edits the information and decides which values best represent the patients’ condition and evaluates the validity of results.
5. Collects, reduces, calculates, stores, and presents data in acceptable form.
6. Periodically calibrates the equipment. Troubleshoots and provides basic preventive and corrective maintenance of equipment. Maintains adequate inventory for supplies and spare parts for equipment.
7. Supervises compliance of all facility and safety regulations including prevention of transmission of infection.

Education & Experience: Graduate of an approved school of respiratory therapy or cardiopulmonary technology.

License/Registration/Certification: Registered by the National Society of Cardio-Pulmonary Technologists. California State Respiratory Care Practitioners license required.
SPECIAL PROCEDURES TECHNOLOGIST (CARDIAC CATHETERIZATION LAB) 1420

General Characteristics: Performs radiographic procedures to produce contrast enhanced radiographs of the heart and cardiovascular system during cardiac catheterization to aid physician in diagnosis and treatments.

Exclude: Special Procedures Technicians performing angiography and interventional radiology procedures.

Representative Activities:
1. Prepares for and performs all vascular and cardiology imaging procedures displaying knowledge of exams and equipment.
2. Troubleshoots minor equipment malfunctions.
3. Keeps accurate records of all patients, equipment, quality control, and maintenance.
4. Maintains level of supplies in the special procedures area.

Education & Experience: At least two years’ experience as a Diagnostic Radiologic Technologist. Must demonstrate ability to precisely visualize arterial or venous organ supply.

License/Registration/Certification: Certified Radiologic Technologist license issued by the State of California. Prefer ARRT license.

MRI TECHNOLOGIST 1421

General Characteristics: Produces images for medical diagnosis by performing a variety of magnetic resonance imaging procedures.

Representative Activities:
1. Instructs and prepares the patient for MRI examinations, selects appropriate equipment, determines most suitable anatomical positions, and shields patients according to radiation safety procedures.
2. Operates MRI equipment to produce images of designated portions of the body.
3. May prepare and administer contrast agents.
4. May train and evaluate student technologist.

Education & Experience: This is the fully proficient level. Typically has at least one to two years experience as an MRI Technologist.

License/Registration/Certification: Certified Radiologic Technologist license issued by the State of California. Prefer ARRT license.
**PATIENT CARE TECHNICIAN**

**1422**

**General Characteristics:** Under the supervision of a Registered Nurse, provides basic clinical and non-clinical support to patients.

**Exclude:** Nursing Assistant

**Representative Activities:**
1. May assists with the admission and discharge of patients.
2. Assists with patient care as directed.
3. Documents and maintains appropriate records.
4. May be responsible for re-stocking departmental supplies as needed.
5. Responsible for maintenance of Emergency and/or other department equipment, reporting and follow-up of equipment in need of repairs.
6. Provides emotional and physical comfort to patients/provides safe environment for patients.

**Education & Experience:** High school diploma or GED certificate required. Previous relevant clinical experience required.

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**MAMMOGRAPHY RADIOLOGIC TECHNOLOGIST**

**1423**

**General Characteristics:** Under general supervision, operates dedicated, specialized mammography radiographic equipment, formulates/calculates technical image facts and positions patients in order to produce diagnostic images of normal and abnormal human breast issue and associated issue and related unusual changes/conditions for use by physician in making medical diagnoses.

**Representative Activities:**
1. Uses independent judgment in critiquing radiographs and images, recognizing normal and abnormal tissue within established protocols and recognized scope of practice.
2. Takes additional views such as magnification as required.
3. Assist physicians in the performance of mammographic localizations of lesions, galactograms and ductograms.
4. Operates computerized/digital equipment to create and manipulate images demonstrating lesions and coordinates.
5. Assist physicians I the performance of mammographic image-guided stereotactic core breast biopsies and other interventional/special breast exams and procedures.
6. Critiques images and makes necessary adjustment in technical factors, patient positioning.
7. Performs requirement mammography and stereotactic biopsy quality control/assurance in accordance with requirements of State of California.

**Education & Experience:** Graduation from an AMA approved school of radiologic technology. Two to three years’ experience performing mammographic examinations/procedures, including stereotactic core breast biopsies in an acute medical center, outpatient breast center or other FDA-Certified facility.

**License/Registration/Certification:** Valid and current certification in mammography issue by the state.
ECHOCARDIOGRAPH TECHNICIAN 1424

**General Characteristics:** Performs non-invasive diagnostic medical studies of the heart and great vessels according to department policies and procedures.

**Representative Activities:**
1. Performs cardiac ultrasounds on various patients.
2. Proficient in all non-invasive Cardiology procedures.
3. Completes clerical tasks as required.
4. Maintains records and tapes of exam data and other pertinent patient information.

**License/Registration/Certification:** Associate's degree, passing the Echocardiography Registry Exam, and 2-4 years of experience.

ORTHOEPEDIC TECHNICIAN 1425

**General Characteristics:** Assists physician in providing patient examinations, procedures and orthopedic procedures in ER and Cast Room.

**Representative Activities:**
1. Assists physician in cleansing wounds, assists in reducing fractures, pin insertions and applications of surgical dressing.
2. Consults with provider concerning procedures and patient condition.
3. Responds to emergencies and other STAT requests.
4. Applies, removes and adjusts orthopedic devices (i.e. splints, casts, bandages and slings).
5. Assembles/disassembles equipment and instrument ensuring that equipment is available for procedures and examinations.

**Education & Experience:** Requires high school diploma or its equivalent, completion of Orthopedic Technician training and certification program, and 2-4 years of related experience.

MEDICAL LABORATORY ASSISTANT 1426

**General Characteristics:** Processes all lab specimens with appropriate use of the hospital and laboratory information systems.

**Representative Activities:**
1. Evaluates collected specimens for volume, collection container and other measures.
2. Accessions specimens, evaluating samples for proper submission and recording any problems.
3. Batches specimen and controls for testing.
4. Prepares patient specimen for culture.
5. Perform fluorescent antigen stain.
6. Perform enzyme immunoassay procedures.

**Education & Experience:** High school diploma/GED and two-(2) years of college life science courses (Associate in Science degree) or two years of relevant work experience in a laboratory.
CERTIFIED EMERGENCY MEDICAL TECHNICIAN (TRANSPORT) 1427

General Characteristics: Performs basic emergency medical/trauma procedures and patient care as directed. Demonstrates proficiency in delivering care to assigned age specific patient population (e.g., infants, pediatrics, adolescents, adults, geriatrics), and participates in related continuing education.

Representative Activities:
1. Assist with direct patient care that is not legislated as licensed nursing care under the supervision of the RN (to include, but not limited to: applies splints and orthopedic devices; performs wound care and dressing; follows through on patient education and after care instructions, performs assessment of vital signs) and communicates findings to the primary RN.
2. Transfers patients between the Emergency Department and other departments.
3. Continually checks equipment and supplies to assure function and presence in the department.
4. Frequently initiates ordering diagnostic tests via the computer system, understanding E.D. flow process.

Education & Experience: One year patient care or clinical experience.

License/Registration/Certification: Certification to practice as an Emergency Medical Technician in the State of California.

POLYSOMNOGRAPHIC TECHNOLOGIST 1428

General Characteristics: Measures and records various physiologic signals during awake and asleep states for the evaluation of sleep disorders. Measurements include EEG, EGK, EMG, respiration, oxygen levels, and others.

Representative Activities:
1. Prepares testing area and equipment/supplies for use, including calibrating, cleaning, and checking of all equipment and supplies prior to procedure.
2. Reviews patient history and lab results.
3. Performs sleep studies and tests according to established departmental procedures.

Education & Experience: High school diploma or GED certificate required.
**EMERGENCY SERVICES TECHNICIAN (HOSPITAL ONLY)**

**General Characteristics:** Supports Emergency Department by performing basic emergency medical procedures as directed. Under supervision, assists nurses and physicians in the performance of their functions.

**Representative Activities:**
1. Performs basic nursing procedures, which may include collection of vital signs, thermal applications, non-sterile soaks, application of simple dressings, stool and urine collection.
2. Prepares patients for examinations/treatments including draping patients, opening sterile supplies, set up of IV’s.
3. Assists in collection of patient history and ensures confidentiality of records.
4. Cleans and prepares rooms between procedures including changing of bed linens and restocking of room supplies.

**Education & Experience:** High school diploma or GED certificate required. EMT certified preferred.

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**EXERCISE PHYSIOLOGIST**

**General Characteristics:** Provides various types of muscular endurance training to assigned patients including establishment of treatment goals, assistance with equipment/procedures, monitoring of progress, and evaluations of additional rehabilitation needs.

**Representative Activities:**
1. Assures proper use of equipment, monitors various vital signs, helps patients maintain exercise training within target prescription levels.
2. Communicates effectively with patient and family providing education and positive reinforcement.
3. Provides feedback to patient’s physician about patient progress in program.

**Education & Experience:** Requires 4 year degree. Certification from NATA or equivalent.

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**RADIATION PHYSICIST (MASTERS)**

**General Characteristics:** Ensures the quality of care in the use of radiation producing sources and imaging equipment.

**Representative Activities:**
1. Calibrates all radiation therapy equipment.
2. Conducts X-ray machine performance surveys as needed.
3. Implements quality control procedures for electronic imaging devices.
4. Recommends radiation safety procedures to areas using radiation.
5. Educates personnel in radiation procedures.

**Education and Experience:** Master’s degree and a minimum of 2 years clinical work in Radiation Physics and ABR or ACMP certification.
Radiation Physicist (Ph.D.)

**General Characteristics:** Ensures the quality of care in the use of radiation producing sources and imaging equipment. Provides diagnostic and nuclear medicine physics support in complex situation in radiological instruments use and safety, dosimetry, and radiation safety.

**Representative Activities:**
1. Composes and diagnoses reports of findings of surveys during consultations.
2. Conducts X-ray machine performance surveys as needed.
3. Implements quality control procedures for electronic imaging devices.
4. Recommends radiation safety procedures to areas using radiation.
5. Educates personnel in radiation procedures.

**Education and Experience:** Minimum education required Doctorate (Ph.D.). A minimum of 5 years clinical work in Radiation Physics and ABR or ACMP certification.

Special Procedures Technician - Angiography

**General Characteristics:** Performs interventional and angiographic procedures utilizing specialized equipment for radiographic imaging and recording.

**Representative Activities:**
1. Performs angiographic exams.
2. Transports patients to examination location.
3. Checks equipment, supplies and accessories.
4. Establishes and maintains sterile field.
5. Maintains proper radiation safety and immunology.

**Education & Experience:** Completion of an AMA accredited Radiologic Technologist Program. CRT, ARRT, Fluoro License and an ARRT advanced license CV required.

EEG Technician

**General Characteristics:** Measures by means of an electroencephalograph (EEG) impulse frequencies and differences in electrical potential between various areas of the brain to obtain data for use in diagnosis of brain disorders. May perform evoked potentials, nerve conduction velocity studies, impedance phlebography vascular tests, visual evoked responses and other specialized tests.

**Representative Activities:**
1. Obtains identifying information for EEG records.
2. Operates EEG machine.
3. Performs the procedure.
4. Identifies when medications given; accounts for changes.
5. Prepares written summary of tests.

**Education & Experience:** Fully proficient in all EEG procedures. Generally has a minimum of one year experience in EEG.
TELEMETRY TECHNICIAN  0313

**General Characteristics:** Monitors cardiac rhythms of patients on telemetric equipment. Interprets basic cardiac rhythms, common dysrhythmia and monitor mechanical malfunctions.

**Representative Activities:**
1. Monitors and interprets accurately cardiac rhythms of patients on telemetric equipment. Informs licensed care giver of dysrhythmia as they occur.
2. Maintains integrity of the telemetry system. Reports all malfunctions or needed adjustments of equipment.
3. Documents all EKG rhythm strips of patient's room number, name, date, and the time the strip was obtained.
4. Ensures that all alarms are on at all times with the appropriate parameters.
5. Maintains and updates knowledge of basic arrhythmias.
6. May perform clerical and other duties as requested.

**Education & Experience:** Usual education and experience needed for satisfactory performance is High school diploma or GED certificate required job-related experience.

MEDICAL LABORATORY TECHNICIAN  1437

**General Characteristics:** Perform waived and moderately complex laboratory tests as defined by State and Federal regulations.

**Representative Activities:**
1. Performs, verifies, and reports results of moderately complex laboratory tests including but not limited to: blood gas analyses; approved mononucleosis testing; complete blood counts; negative urine cultures; activated clotting times; other moderately complex microbiology tests basic metabolic panels.
2. Performs moderately complex therapeutic drug monitoring.
3. Performs required quality control and quality assurance assessment.
4. Performs testing completely, accurately, within established timeframes and according to established policies and procedures.
5. Enters quality control and test results into information systems accurately and within established timeframes.

**Education & Experience:** Possession of a valid Medical Laboratory Technician license issued by the State of California, Department of Public Health, Laboratory Field Services.
CLINICAL RESEARCH COORDINATOR 1438

General Characteristics: Conducts clinical research protocols. Collects protocol specific assessments, coordinate patient visits, enters data into case report forms and prepare laboratory specimens for shipment. This position is under the supervision of principle researcher.

Exclude: Scientific positions

Representative Activities:
1. Coordinates patient recruitment study procedures and assessments.
2. Collects, processes and assist in the compilation and verification of research data, patient samples, and/or specimens (following strict protocol and detailed instructions)
3. Accurately records all necessary patient information, and enters data into case report forms in a timely and accurately fashion.
4. Schedules patient screening appointments and follow-up visits.

Education & Experience: Bachelor’s degree preferred. Experience in clinical research is preferred.

HEALTH INFORMATION MANAGEMENT SYSTEM TECHNICIAN (REGISTERED) 1439

General Characteristics: Assist management in the coordination of HIM system application and monitoring documentation integrity within the EHR.

Representative Activities:
1. Assist in the coordination of the day-to-day EHR operations performed in the department.
2. Monitors quality to ensure completeness and accuracy of documentation within the EHR.
3. Assist in the coordination of the forms process.
4. Provides feedback to management regarding process improvement.

Education & Experience: Degree in Health Information Management (AA or BA). 1-2 years HIM acute care preferred. RHIT or RHIA

NEURODIAGNOSTIC TECHNICIAN 1440

General Characteristics: Performs standard and advanced neurophysiologic (EEG, EMG, NCV and EP) procedures on outpatient and inpatients to include long term video monitoring of EEG.

Representative Activities:
1. Performs all standard and advanced neurophysiologic (EEG, EMG, NCS, and EP) procedures independently on outpatient and inpatients to include long term video monitoring of EEG and intra-operative EEG, EMG, NCS and EP monitoring.
3. Maintains required patient records, reports and results appropriately and accurately.
4. Maintains continuing education requirements of ABRET for CNIM certification.

Education & Experience: Documented completion of an Electroneurodiagnostic Program
Preferred: Completion of a CAAHEP accredited Electroneurodiagnostic Program and an Associates degree or higher from an accredited institution

License/Registration/Certification: Current Certification in Intraoperative Neurophysiologic Monitoring (CNIM) and must hold one or more of the following registries: R. EEG T., R. EP T., R. NCS T
### MEDICOLEGAL TECHNICIAN 1441

**General Characteristics:** Responsible for organizing and guiding the daily operations of the HIM clerical and documentation support functions, providing back-up to any area as needed.

**Representative Activities:**
1. Generates suspension notices, places physicians on suspension in accordance with the Medical Staff Bylaws/Rules and Regulations and distributes suspension notice according to policy.
2. Assist hospital and department staff, the public and member of the Medical Staff by answering questions related to the Health Information practices and regulatory requirements.
3. Creates written procedure guidelines for the clerical and document support function to facilitate consistent and accurate outcomes.
4. Supports clerical and documentation staff by providing training to new and existing staff in department operation and daily job duties.
5. Performs routine quality audits for clerical and document support functions to ensure accuracy

**Education and Experience:**
High school diploma or equivalent required. Completion of certification program in Health Information Management. Four years of work experience with a minimum of 2 years performing chart completion analysis or auditing in an acute care hospital.

### HYPERBARIC TECHNICIAN 1442

**General Characteristics:** Responsible for administering hyperbaric treatments and provide basic patient care under direct supervision of the hyperbaric onsite provider.

**Representative Activities:**
1. Prepares hyperbaric chambers, equipment and materials for patients prior to treatment.
2. Operates, maintains and ensure the safety of hyperbaric treatment to the patient.
3. Explains purpose, procedure and safety measures of hyperbaric treatment to patient.
4. Carries out hyperbaric oxygen treatment as prescribed by the physician.
5. Observes the patient through the course of the treatment. Provides clinical support and assist in the prevention and/or management of pressure related problems.

**Education & Experience:** High school diploma and a minimum of two years of clinical hyperbaric systems operations is preferred. Requires current EMT, CNA Medical Assistant, or LVN or high level medical training. Certified Hyperbaric Technologist certification through the National Board of Diving and Hyperbaric Medical Technology.
CLINICAL MICROBIOLOGIST  1443

General Characteristics: Plans, organizes, directs and evaluates the technical operations of a clinical microbiology laboratory.

Representative Activities:
1. Consults with medical supervision or attending physician staff members to identify microbiological test considered necessary to aid in the diagnosis of patient illness.
2. Analyzes requests for microbiological tests and determines what resources are necessary for their performance at various frequencies in terms of personnel, equipment, materials and other items of supply.
3. Decides whether the capability required for test performance at the projected frequency exists in-house and/or what action is necessary to produce such capability.
4. Initiates with approval of medical supervisor, appropriate action to install tests in-house or arrange for performance another laboratory.

Education and Experience:
A doctoral degree in medical microbiology or a closely related field from an accredited college or university and one year of experience as a clinical microbiologist. Clinical Laboratory Scientist license issued by the California State Department of Health Services.

ACTIVITY COORDINATOR - CLINIC (TITLE CHANGE)  1501

General Characteristics: The primary purpose of the Activity Coordinator is to plan, develop, organize, implement, evaluate, and direct activity programs in accordance with current federal, state, and local standards, as well as the established policies and procedures of the facility, to assure that the spiritual development, emotional, recreational, and social needs of the patients are met and maintained on an individual basis.

Representative Activities:
1. Develops, implements, and supervises the activity program.
2. Plans and conducts in-service training for personnel at least annually.
3. Coordinates the activity schedule with other patient services.
4. Maintains a current list of patients from the Charge Nurse who are capable of participating in activities.
5. Posts the activity schedule conspicuously, in large visible print, for the information of patients, families, and staff.
6. Develops and implements activities for patients who are unable to leave their rooms.
7. Maintains progress notes specific to the patient's activity plan which are recorded at least quarterly, and more frequently if needed, in the patient's health record.
8. Maintains a current record of the type and frequency of activities provided and the names of patients participating in each activity.
9. Where appropriate, may recruit, train, and supervise a volunteer program to assist with and augment the services of the activity program.

Education & Experience: Satisfactory completion of a 36-hour training program designed specifically for this position and approved by the Department of Health Services; regular consultation from an occupational therapist or recreational therapist who has had at least one year of experience in a health care setting.
### Radiological Technologist - Clinic (Title Change) 1502

**General Characteristics:** Operates imaging equipment to make images of designated portions of body as ordered by the physician. Positions and instructs the patient for radiological or fluoroscopic examinations, adjusts imaging equipment and determines the proper voltage, current and desired exposure time for each image.

**Exclude:** Special procedures technologists and other specialists.

**Representative Activities:**
1. Instructs and prepares the patient, selects appropriate equipment and technical factors, determines most suitable anatomical positions and shields patients according to radiation safety procedures.
2. Images designated portions of the body.
3. Arranges, attaches or adjusts immobilization and supportive devices such as sandbags, binders, and angle boards to obtain precise position, prevent patients from moving and lessen discomfort.
4. May prepare and administer chemical mixtures for patient examinations.
5. Assists in performing sterile technique procedures as required.
6. May train and evaluate radiological students.

**Education & Experience:** Graduation from an approved AMA school of radiography.

**License/Registration/Certification:** Certified Radiologic Technologist license issued by the State of California. Prefer ARRT license.

### Driver/Courier - Clinic 1503

**General Characteristics:** Provide transportation services for patients, employees, mail, specimens, supplies, packages, etc. as directed.

**Representative Activities:**
1. Transports patients and employees between several locations.
2. Provides and/or arranges for appropriate maintenance of the vehicle as outlined by the manufacturer in conjunction with the department. Keep vehicle clean.
3. Prepares and maintains accurate transportation logs, vehicle fuel consumption logs, and other data as required.
4. Transports various items (specimens, mail supplies, packages, etc.) as directed to and from various locations and/or vendors.

**Education & Experience:** Usual education and experience needed for satisfactory performance is high school graduation or equivalent job related experience.

**License/Registration/Certification:** Valid California driver's license.
**LICENSED VOCATIONAL NURSE - CLINIC**

**1504**

**General Characteristics:** Performs procedures which require specialized training for general nursing care and related services for assigned patients, under the Direction of a Registered Nurse or MD, in accordance with established facility policy. Include: LVNs who meets the job description may be on a clinical ladder.

**Exclude:** Personnel not receiving benefits such as per diem (pay in lieu of benefits) or float pay. Report LVNs working in licensed psychiatric technician capacity under Job Code 1404. Report LVNs working in skilled nursing capacity under Job Code 1301.

**Representative Activities:**
1. Participates in the planning for and provision of patient care.
2. May be assigned to manage intravenous fluids according to LVN Board certification requirements and facility policies and procedures.
3. Uses knowledge of asepsis in performance of treatments, such as sterile dressings, irritations and cauterizations.
4. May provide functional direction to ancillary personnel.
5. May serve as a member of nursing committees.

**Education & Experience:** State of California licensure requirements. Six to twelve months related experience.

**License/Registration/Certification:** Must have current and valid California State license.

**MEDICAL ASSISTANT (BACK OFFICE) - CLINIC**

**1505**

**General Characteristics:** A medical assistant is a member of the nursing team who functions under the direction, guidance, and supervision of an RN/LVN and/or licensed physician. A medical assistant, with guidance, assists in planning, providing, and evaluating nursing care for patients and in coordinating nursing care activities with other health care disciplines.

**Representative Activities:**
1. Assists with initial nursing assessment, participates in formulation, evaluation and revision of the care, which integrates the recommendations of the other health team members.
2. Participates in identifying and coordinating a plan of care with patient and/or family to meet immediate and future needs.
3. Performs procedures, treatments, and tests as assigned.
5. Charts all actions taken.
6. Liaison (patient to doctor to patient) on call-ins.
7. Cleans and sets up exam rooms.
8. Cleans and sterilizes equipment.
9. Initiates procedures for emergency care which require immediate action, following pertinent policies and procedures.
10. Receives and records lab, x-ray, etc. results over phone, relay to patients when appropriate.
11. Clerical functions -- phones, filing, copying, obtaining prior records, prepares forms.

**Education & Experience:** Graduate of an accredited medical assistant program. Prior experience in medical office setting preferred.
PATIENT CARE TECHNICIAN/ASSISTANT - CLINIC 1506

General Characteristics: Under the supervision of a Registered Nurse. May also be under general supervision of Physician or mid-levels. Provides basic clinical and non-clinical support to patients.

Exclude: Nursing Assistant

Representative Activities:
1. May assists with the admission and discharge of patients.
2. Assists with patient care as directed.
3. Documents and maintains appropriate records.
4. May be responsible for re-stocking departmental supplies as needed.
5. Responsible for maintenance of Emergency and/or other department equipment, reporting and follow-up of equipment in need of repairs.
6. Provides emotional and physical comfort to patients/provides safe environment for patients.
7. May assist with taking vital signs.

Education & Experience: High school diploma or GED certificate required. Previous relevant clinical experience required.

PHLEBOTOMIST - CLINIC 1507


Representative Activities:
1. Obtains blood specimens from patients as requested. Techniques include arterial puncture, venipuncture and heel-stick technique.
2. Prepares blood samples for analysis in the laboratory by centrifugation.
3. Maintains venipuncture supplies as necessary and prepares a list for acquisition. Cleans the work areas related to venipuncture.
4. Logs specimens and prepares them for analysis.
5. Checks the files for late results of outside laboratory tests and follows up as necessary.
6. Assists in operating analytical equipment such as Coulter S.
7. Performs related duties as requested.

Education & Experience: High school graduation and three to six months of related job experience.

License/Registration/Certification: Must be licensed by the State of California.
OCCUPATIONAL THERAPIST - CLINIC

General Characteristics: Organizes and conducts occupational therapy program in facility to facilitate rehabilitation of mentally or physically handicapped.

Exclude: Those who function as department heads, those employed under contract services, or those working as independent contractors.

Representative Activities:
1. Interprets the physician's prescriptions, evaluates the patient's level of function to determine plans and assists in diagnosis.
2. Recommends appropriate treatment activities to achieve therapeutic objectives, ensuring consistent approaches are carried out.
3. Communicates with the treatment staff concerning specific and total treatment aims and written reports of patients' evaluations and progress.
4. Participates actively in unit level conferences of assigned service.
5. Maintains records and makes reports concerning patient care activities and treatment area operations.

Education & Experience: Usual education and experience needed for satisfactory performance is Bachelor of Science degree in related field. Six to twelve months experience with some intensive training in occupational and rehabilitative therapy.

License/Registration/Certification: Must be licensed by the State of California.

CASE MANAGER - CLINIC

General Characteristics: Coordinates a continuum of care for a defined population of patients from pre-admission through post discharge. Assures that patients and families proceed efficiently through the course of hospitalization. Coordinates a continuum of care for a defined population of patients from pre-admission through post-discharge. Assures that patients and families proceed efficiently through the course of hospitalization. Exclude: Quality Assurance Nurse and Utilization Review Coordinator. Also exclude those functioning as department heads, those employed under contract services, those working as independent contractors or exempt employees.

Representative Activities:
1. Coordinates and monitors a defined population of patients through the hospitalization process utilizing physicians, primary care nurses, and third party payors to maintain quality care and fiscal responsibility.
2. Assists the admitting department in identifying and resolving problems regarding appropriate admissions.
3. Acts as a resource/advisor to physicians for adequate medical record documentation, appropriateness of services as they relate to diagnoses, and treatment options for post-discharge care.
4. Reviews the post hospital care plan with the patient/family including time frames and responsibilities. Follows plan through to discharge.
5. Performs related duties as requested.

Education & Experience: Minimum 2 years nursing experience, Out-patient experience preferred.

License/Registration/Certification: Must have current and valid California State RN license.
SOCIAL WORKER (MSW) - CLINIC 1510

General Characteristics: Provide intensive counseling services and direction for complex social and emotional problems of patients and their families. Identifies and understands the emotional factors underlying a patient's illness.

Representative Activities:
1. Interviews, coordinates, and plans programs and activities to meet the social and emotional needs of their clients and clients' family.
2. Provides crisis intervention and assists families in understanding the implications and complexities of the medical situation and its impact on one's lifestyle.

Education & Experience: Requires a master's degree in social work and 2-4 years of experience in the field or in a related area.

PHYSICIAN’S ASSISTANT - CLINIC 1511

General Characteristics: Under general supervision and in accordance with standardized procedures, performs clinical assessments and care management services which include developing and interpretation of histories and physical exams.

Representative Activities:
1. Performs initial and periodic physical examinations, and medical history on both patients.
2. Orders appropriate lab tests, x-rays, EKG, and comparable procedures, according to criteria previously established by the responsible physician.
3. Writes orders to increase, decrease, or change medication (subject to checking and counter-signing by physician).
4. Initiates consultations and monitor scheduling of patients for special tests.
5. Maintains required documentation and consults with physician on changes in the patient's condition.
6. Counsels patients and families as to preventive care, medical problems, psychological problems, and use of prescribed treatment and drugs.
7. Assists in operative and other procedures.

Education & Experience: Graduation from a Physician's assistant training program approved by the Board of Medical Examiners of the State of California. Must have a minimum of six months related experience.

License/Registration/Certification: Certification by the State Board of Medical Examiners or the National Board of Medical Examiners.
PHYSICAL THERAPIST - CLINIC

General Characteristics: Plans and administers treatments for disabilities, injuries and diseases through massage, exercise, hydrotherapy, heat therapy, etc., in accordance with a doctor's prescription.

Exclude: Those functioning as department heads, those employed under contract services or those working as independent contractors.

Representative Activities:
1. Directs and aids patients in exercises and functional training using various devices and equipment.
2. Determines the appropriate need for and administers standard diagnostic and prognostic examination of muscle, nerve, joint and functional ability.
3. Provides for implementation of proper treatment program and periodic reevaluation of program.
4. Designs and constructs, or directs construction of specialized testing and treatment equipment.
5. Plans treatment objectives and programs according to results of evaluation.
6. Explains treatment objectives and methods to patients and families.
7. Evaluates patient's response and progress and discusses same with the appropriate physician.
8. Maintains records and makes reports concerning patient care, activities, and treatment area operations.

Education & Experience: Education necessary to meet licensure requirements.

License/Registration/Certification: Must possess a valid license as a registered physical therapist issued by the Board of Medical Examiners, State of California.

NURSING ASSISTANT (CERTIFIED) - CLINIC

General Characteristics: Assists licensed nursing personnel in providing resident care in skilled nursing/extended care facility.

 Exclude: Non-CNAs.

Representative Activities:
1. Provides assistance with residents' daily needs.
2. Performs treatments and procedures not requiring sterile techniques.
3.Records and reports observations of residents to immediate supervisor, including temperatures, pulse, respiration, blood pressure, weight, daily intake and output.
4. Bathes bed-confined residents or assists resident in self bathing.
5. Assists in transporting residents to/from appointments, activity and social programs, etc., as necessary.
6. Assists residents with meals as necessary.
7. Assists and interacts with residents' families as necessary and appropriate.
8. Cleans and reports condition of equipment.

Education & Experience: Must possess certificate for nursing assistant from local authorities and six months' experience.
### NURSE PRACTITIONER - CLINIC 1514

**General Characteristics:** In accordance with standardized procedures, performs physical examinations and treats common episodic and health care conditions with an emphasis on health maintenance and disease prevention through education and counseling. Works in collaboration with other health care team members, consulting and referring as appropriate, but retains responsibility for ongoing clinical management of the patient.

**Representative Activities:**
1. Interviews with patients and/or family, constructs comprehensive medical histories, performs initial and periodic physical examinations, evaluate patient behavior and explores patient's interpretation of health needs.
2. Directly performs or orders appropriate diagnostic studies and interpret finished results.
3. Develops and implements long and short range treatment plans.
4. Writes orders to increase, decrease, or change medication (subject to checking and medical consultation as indicated).
5. Maintains required documentation and consults with physician on changes in the patient's condition.
6. Counsels patients and families as to preventive care, medical problems, psychological problems, and use of prescribed treatment and drugs.

**Education & Experience:** Possession of a current certificate of completion from a Nurse Practitioner program. Two or more year’s clinical nursing experience.

**License/Registration/Certification:** Current and valid California State RN and Nurse Practitioner license.

### INSURANCE BILLING CLERK - CLINIC 1515

**General Characteristics:** Performs insurance billing clerical work including review and verification of insurance accounts against program provisions (e.g., Medicare, Medi-Cal, Blue Cross, etc.) for billing and follow-up. Resolves routine patient billing inquiries and problems.

**Exclude:** Full-time posting machine operators and credit collections clerks.

**Representative Activities:**
1. Following prescribed procedures, bills insurance carriers for appropriate payments and accounts against program provisions (e.g., Medicare, Medi-Cal, Blue Cross, etc.)
2. Interprets insurance program procedures and provisions in resolution of routine patient billing inquiries and problems.
3. May perform follow-up on balances due from carriers.
4. May record patient identification data and physician diagnosis, etc.

**Education & Experience:** Usual education and experience needed for satisfactory performance is high school graduation or equivalent job-related experience.
CLINIC MANAGER - CLINIC 1516

General Characteristics: Under the general supervision of the Physicians, the Clinic Manager is responsible for the supervision, direction and coordination of the day-to-day operations of the clinic.

Representative Activities:
1. Coordinates a continuum of care for a defined population of non-acute or outpatient patients utilizing physicians, primary care nurses, and third party payors to maintain quality care and fiscal responsibility; emphasize management, business and operations function.
2. Assisting in the development and implementation of long-range plans
3. Participating in the selection, training and supervision of all clinic staff
4. Planning and coordinating daily work assignments and operations
5. Evaluating performance, recommending merit increases and disciplinary actions
6. Resolving problems, both administrative and operational (including the maintenance of clinic property, computer systems and installed software applications) and ensuring compliance with regulations and standards.

CLINIC SUPERVISOR - CLINIC 1517

General Characteristics: Responsible for all administrative and clinical oversight, as well as the overall management of the clinic. Serves as liaison with the community and ensures that the clinic is in full compliance with applicable operating and confidentiality regulations.

Representative Activities:
1. Supervise and evaluate performance of all clinic staff.
2. Supervision and oversight of all administrative functions.
3. Assures appropriate supervision of all student interns.
4. Makes recommendations to the Clinic Manager regarding the hiring, promotion, probation or termination of employees.
5. Assures implementation and oversight of quality improvement activities including; quality assurance, incident reporting, performance improvement, fire and safety, satisfaction surveys and outcome measurement.

CHAPLAIN - HOSPICE 1601

General Characteristics: Provides spiritual counseling and guidance to patients and their families in addition to staff personnel to help motivate individuals to integrate their religious beliefs, attitudes and responses for the constructive management of their physical, emotional and spiritual needs.

Representative Activities:
1. Leads worship services as requested.
2. Evaluates patient needs for spiritual guidance and counseling and initiates or recommends individual programs and services to meet those needs.
3. Meets with patients and employees upon request, for private counseling. Arranges for group counseling, prayer meetings and discussions.
4. Enhances professional growth and development through participation in educational programs, current literature, in-service meetings and workshops.

Education & Experience: Degree in Pastoral Education, Divinity or Theology. Certification by a national chaplain’s organization. Ability to accept different lifestyles, cultures, beliefs and values. Pastoral experience required.
CASE MANAGER - HOSPICE 1602

General Characteristics: Coordinates a continuum of care for a defined population of patients from pre-admission through post discharge. Assures that patients and families proceed efficiently through the course of hospitalization. Coordinates a continuum of care for a defined population of patients from pre-admission through post-discharge. Assures that patients and families proceed efficiently through the course of Hospitalization.

Exclude: Quality Assurance Nurse and Utilization Review Coordinator. Also exclude those functioning as department heads, those employed under contract services, those working as independent contractors or exempt employees.

Representative Activities:
1. Coordinates and monitors a defined population of patients through the hospitalization process utilizing physicians, primary care nurses, and third party payors to maintain quality care and fiscal responsibility.
2. Assists the admitting department in identifying and resolving problems regarding appropriate admissions.
3. Acts as a resource/advisor to physicians for adequate medical record documentation, appropriateness of services as they relate to diagnoses, and treatment options for post-discharge care.
4. Reviews the post hospital care plan with the patient/family including time frames and responsibilities. Follows plan through to discharge.
5. Performs related duties as requested.

Education & Experience: Minimum 2 years nursing experience. Out-patient experience preferred.

License/Registration/Certification: Must have current and valid California State RN license.

SOCIAL WORKER (MSW) - HOSPICE 1603

General Characteristics: Provide intensive counseling services and direction for complex social and emotional problems of patients and their families. Identifies and understands the emotional factors underlying a patient's illness.

Representative Activities:
1. Interviews, coordinates, and plans programs and activities to meet the social and emotional needs of their clients and clients’ family.
2. Provides crisis intervention and assists families in understanding the implications and complexities of the medical situation and its impact on one's lifestyle.

Education & Experience: Requires a master's degree in social work and 2-4 years of experience in the field or in a related area.
PHYSICIAN’S ASSISTANT - HOSPICE

**General Characteristics:** Under general supervision and in accordance with standardized procedures, performs clinical assessments and care management services which include developing and interpretation of histories and physical exams.

**Representative Activities:**
1. Performs initial and periodic physical examinations, and medical history on both patients.
2. Orders appropriate lab tests, x-rays, EKG, and comparable procedures, according to criteria previously established by the responsible physician.
3. Writes orders to increase, decrease, or change medication (subject to checking and counter-signing by physician).
4. Initiates consultations and monitor scheduling of patients for special tests.
5. Maintains required documentation and consults with physician on changes in the patient's condition.
6. Counsels patients and families as to preventive care, medical problems, psychological problems, and use of prescribed treatment and drugs.
7. Assists in operative and other procedures.

**Education & Experience:** Graduation from a Physician's assistant training program approved by the Board of Medical Examiners of the State of California. Must have a minimum of six months related experience.

**License/Registration/Certification:** Certification by the State Board of Medical Examiners or the National Board of Medical Examiners.

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PHYSICAL THERAPIST - HOSPICE

**General Characteristics:** Plans and administers treatments for disabilities, injuries and diseases through massage, exercise, hydrotherapy, heat therapy, etc., in accordance with a doctor's prescription.

**Exclude:** Those functioning as department heads, those employed under contract services or those working as independent contractors.

**Representative Activities:**
1. Directs and aids patients in exercises and functional training using various devices and equipment.
2. Determines the appropriate need for and administers standard diagnostic and prognostic examination of muscle, nerve, joint and functional ability.
3. Provides for implementation of proper treatment program and periodic reevaluation of program.
4. Designs and constructs, or directs construction of specialized testing and treatment equipment.
5. Plans treatment objectives and programs according to results of evaluation.
6. Explains treatment objectives and methods to patients and families.
7. Evaluates patient's response and progress and discusses same with the appropriate physician.
8. Maintains records and makes reports concerning patient care, activities, and treatment area operations.

**Education & Experience:** Education necessary to meet licensure requirements.

**License/Registration/Certification:** Must possess a valid license as a registered physical therapist issued by the Board of Medical Examiners, State of California.
NURSING ASSISTANT (CERTIFIED) - HOSPICE 1606

General Characteristics: Assists licensed nursing personnel in providing resident care in skilled nursing/extended care facility.

Exclude: Non-CNAs.

Representative Activities:
1. Provides assistance with residents' daily needs.
2. Performs treatments and procedures not requiring sterile techniques.
3. Records and reports observations of residents to immediate supervisor, including temperatures, pulse, respiration, blood pressure, weight, daily intake and output.
4. Baths bed-confined residents or assists resident in self bathing.
5. Assists in transporting residents to/from appointments, activity and social programs, etc., as necessary.
6. Assists residents with meals as necessary.
7. Assists and interacts with residents' families as necessary and appropriate.
8. Cleans and reports condition of equipment.

Education & Experience: Must possess certificate for nursing assistant from local authorities and six months' experience.

HOSPICE NURSE - HOSPICE 1607

General Characteristics: Responsible for assessing, planning, implementing and evaluating the care rendered to patients with urgent, emergent or potential health problems.

Representative Activities:
1. Participates in the organization and management of the practitioner’s practice.
2. Maintains positive relationships with patients, family members and other visitors, and fellow employees.
3. Assist practitioner with procedures and other tasks as directed; perform diagnostic tests as directed; start IV’s as directed.
4. Maintain, clean and/or sterilize medical and laser equipment; clean exam rooms between patient visits.
5. Draw and administer medications as ordered by practitioners and record appropriately in medical record; perform phlebotomy and diagnostic test procedures as ordered by practitioners; set-up sterile trays, procedure trays and dressing change materials as needed by practitioner. Assist practitioner with procedures and other tasks as directed.
6. Order and maintain inventories of supplies and medications; set up stock areas for daily use; clean and sterilize equipment.

Education & Experience: Minimum education required BSN.

License/Registration/Certification: Current licensure as an RN in the State of CA required. Current CPR and BLS required.
HOSPICE AIDE - HOSPICE 1608

General Characteristics: Provides personal care services under the direction of the RN Case Manager and/or Lead Supervising RN. The Hospice Aide is assigned to specific clients by the RN Case Manager or other appropriate professional and performs services for clients as necessary to maintain their personal comfort.

Representative Activities:
1. Performs comfort care and bathing as care planned under the direction and supervision of the RN Case Manager to include: range of motion exercises; assistance in ambulation or exercises, personal care activities (bathing, shampooing, skin care/nail care, oral hygiene, shaving, dressing).
2. Performs household services essential to health care at home, including but not limited to: meal preparation/feeding; laundry and light housekeeping.
3. Reports any observed or reported changes in the client's condition and/or needs to the RN Case Manager. Follows reporting guidelines in the Care Plan.
4. Documents care provided and completes the forms required for the client's records. Completes the appropriate records to document care given and pertinent observations. Submits documentation daily per our requirements.

Education & Experience: High school graduation and successful completion of a formal certification training program and/or a written skills test and competency evaluation. Minimum of six (6) months work experience in a supervised setting, preferably health care facility.