

Benton County Classification Specifications

Classification Series/Occupational Group: Clinical Health Classification Title: Health Care Technician DBM Range: B21-B24 # of Subgrades: 4 FLSA: Non-exempt		Series Summary: Incumbents in the Clinical Health series provide direct and indirect care to patients and public health services requiring specialized education, training, licenses and certifications in the health care field. This class is the first of three broad levels in the Clinical Health series. This is a broad classification encompassing incumbents responsible for providing direct and indirect patient care in the County's health care facilities and related programs. Incumbents provide a variety of direct patient care and back-end technical and administrative functions. Specific duties could include: conducting patient intake activities; preparing and updating charts; recording vital signs and related measurements; taking specimen samples; processing referrals; maintaining clinic supplies; assisting with treatments and educating patients on procedures; and processing lab samples. Some incumbents may administer specialized programs and related health care initiatives. Exact assignments and responsibilities will vary in accordance with the following competency levels:			
Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
Subgrade 1	Homogenous: Major job responsibilities are considered relatively homogenous requiring the application of similar knowledge, skills and abilities.	Standard: Most difficult job responsibilities typically performed for 30% or less of the employee's time. Additional time may be dedicated to duties that are of a lower complexity.	Possesses and applies a broad knowledge of techniques, procedures and processes of a particular technical function to the completion of difficult assignments in the health care area.	Works under close to moderate supervision and follows standard procedures and practices to accomplish assigned work.	Applies basic skills and may develop advanced skill using established methods, equipment and techniques; work is routine and instructions are usually detailed. Incumbents at this level are normally considered to be trainees.
Subgrade 2	Mixed: Major job responsibilities exhibit a moderate degree of diversity often requiring the application of divergent areas of knowledge, skills and abilities.	Moderate: Most difficult job responsibilities generally account for 30%-60% of the employee's total work time.	Possesses and applies a comprehensive knowledge of techniques, procedures and processes of one or more technical areas to the completion of assignments impacting a moderate range of health care services.	Usually works with limited supervision. Assignments are broad in nature, requiring some originality and ingenuity.	Applies some advanced skills to the position or specialization; may adapt procedures, processes, tools, equipment and techniques to meet the more complex requirements of the position; exhibits a broad range of experience and skill. This level includes non-certified medical assistants.
Subgrade 3	Heterogeneous: Major job responsibilities require the application of varying and diverse knowledge, skills and abilities. Job responsibilities may require the knowledge of multiple functions.	Significant: 60% or more of the employee's time is dedicated to responsibilities that are commonly considered to be the most difficult part of the job.	Possesses and applies an advanced knowledge of one or more technical to the completion of projects and assignments of impacting a significant range of health care services.	Plans and conducts assignments with minimal oversight and/or review. Recommends major changes in procedures to assigned area to ensure effective service delivery	Applied advanced skills to the position or specialization; adapts procedures, processes, tools, equipment and techniques to accomplish the requirements of the position; provide guidance to less experienced staff.
Subgrade 4	Heterogeneous: Major job responsibilities require the application of varying and diverse knowledge, skills and abilities. Job responsibilities may require the knowledge of multiple functions.	Significant: 60% or more of the employee's time is dedicated to responsibilities that are commonly considered to be the most difficult part of the job.	Possesses and applies an advanced knowledge of one or more technical to the completion of projects and assignments of impacting a significant range of health care services.	Plans and conducts assignments with minimal oversight and/or review. Recommends major changes in procedures to assigned area to ensure effective service delivery. May provide technical supervision or coordination of support staff.	Provide guidance, training, and oversight to less experienced staff. Positions at this level perform less direct care and more follow up on referrals or primary responsibility is clinical laboratory support. This level is reserved for those positions serving in a Lead or Trainer role. Developing administration skills.