

Job Family Description

Jobs whose primary duties generally involve providing health care and/or managing health care program(s). Individuals assigned to positions in this job family are responsible for performing health care related services.

SC1101	Medical Svcs I	Grade 103
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Level Definition:

Work activities are associated with performing basic support duties including technical, administrative, or direct patient care for a higher-level medical professional. Positions perform work under direct supervision.

Knowledge Skills & Abilities

Ability to accurately follow both written and verbal directions. Ability to interact effectively with others in a professional manner. Skill in collecting and organizing data. Ability to apply general rules to specific problems. Ability to complete work assignments accurately and timely. Ability to use tools necessary for assigned work. Basic knowledge of industry practices and procedures. Ability to handle confidential information with discretion.

Minimum Education & Experience

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certifications, experience and/or additional qualifications-depending on the position to be filled.

SC1102	Medical II	Grade 104
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Level Definition:

Work activities are associated with performing higher level support duties including technical, laboratory, administrative for a higher-level medical professional or basic level direct patient care. Positions perform work under direct supervision. Involves minor decision-making based upon well-defined rules, regulations, methods, and procedures with limited deviation as the duties are repeated. May assume a lead role at times.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to analyze, monitor, and input records. Skill in collecting, organizing, and analysis of semi-complex data. Intermediate knowledge of industry practices and procedures.

Minimum Education & Experience

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency

may specify education, certifications, experience and/or additional depending on the position to be filled.

SC1103	Medical Svcs III	Grade 105
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Level Definition: Work at this level involves the application of specialized knowledge, skills, and judgement based on specific medical principles in order to provide health assessment, treatment, testing, rehabilitation, and consultation for patients. May direct the work of others.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to handle difficult situations with composure. Skill in the use of analytical tools and data analysis methods. Ability to devise solutions to general patient health problems. Ability to apply medical knowledge in various situations. Ability to respond quickly to emergencies. Extensive interpersonal skills in order to interact effectively with a wide variety of client populations. Ability to keep accurate records. Knowledge of the principles, concepts, and methodology needed to perform, or direct duties associated with the position.

Minimum Education & Experience

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certifications, experience and/or additional depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC1104	Medical Svcs IV	Grade 106
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Level Definition:

Work consists of directing the delivery of specific medical/patient services within an agency or to providers or directly to patients. Provides leadership for programs or projects. May provide specialty assessment, treatment, and consultation for patients. Often manages the work of others either directly or indirectly.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to develop, interpret, and evaluate basic treatment plans, policies, and procedures. Ability to set priorities and determine workflow. Skill in evaluating alternative solutions, conclusions, or approaches to problems. Ability to solve program or service-related problems; determine actions to be taken in normal circumstances within parameters established by formal policy, procedures, and standards.

Minimum Education & Experience

Bachelor’s Degree or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certifications, experience and/or additional qualifications depending on the position to

be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC1105	Medical Svcs V	Grade 107
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Level Definition: Work consists of directing the administration and delivery of specific medical/patient services within an agency or unit. Defines, directs, implements, and provides leadership for highly complex and challenging programs or projects. May provide specialty assessment, treatment, and consultation for patients. Most often manages the work of others either directly or indirectly.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Knowledge of principles involved in resource allocation and coordination of people and resources. Ability to devise solutions to administrative problems. Ability to implement new systems and evaluate their effectiveness. Advanced skills in evaluating alternative solutions, conclusions, or approaches to problems. Skill in understanding the implications of new information for current and future problem-solving and decision-making.

Minimum Education & Experience

Bachelor’s Degree or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certifications, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC1106	Medical Svcs VI	Grade 108
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Level Definition:

Work consists of directing the administration and delivery of specific medical/patient services within an agency or statewide program. Defines, directs, implements, and provides leadership for highly complex and challenging programs or projects. May provide specialty assessment, treatment, and consultation for high-risk patients. Most often manages the work of others either directly or indirectly.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Advanced ability to implement new systems and evaluate their effectiveness.

Minimum Education & Experience

Bachelor’s Degree or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certifications, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC1107	Medical VII	Grade 109
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Level Definition:

Work consists of directing the administration and delivery of specific medical services within an agency or statewide program. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Most often manages the work of others either directly or indirectly.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Advanced knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Advanced ability to develop, interpret, and evaluate policies and procedures. Master level skills in interpreting test and assessment results and ability to present those results to appropriate sources.

Minimum Education & Experience

Bachelor’s Degree or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certifications, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.