



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2001

DIAGNOSTIC PROCEDURES TECHNOLOGY

C8A1IX TO C8A4XX

DESCRIPTION OF OCCUPATIONAL WORK

This class uses four levels in the Health Care Services Occupational Group and describes technical diagnostic and technical support to medical care providers. The work involves operating a variety of equipment to run diagnostic medical tests, perform therapeutic and radiopharmaceutical medical procedures and treatment, and produce electroencephalographs, radiographic images, and ultrasound images.

Positions in this class also provide support services to physicians, neurologists, and other health care professionals that may include surgical assistance, providing classroom and/or on-unit instruction and in-service training, scheduling patients, maintaining patients records, and managing patient charges; and, maintaining equipment and supply inventories.

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DIAGNOSTIC PROCEDURES TECHNOLOGY I

C8A1IX

CONCEPT OF CLASS

This class describes the diagnostic support level. Positions perform clearly defined assignments and follow established work processes and procedures. Positions operate within standard processes and alternatives that are known and any deviation from such requires prior approval. Some assignments do not move beyond this level.

CLASS SERIES DESCRIPTION (Cont'd.)
DIAGNOSTIC PROCEDURES TECHNOLOGY
July 1, 2001

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed as described here. Positions apply established, standard guidelines that cover work situations and alternatives. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives to choose from are clearly right or wrong at each step.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

DIAGNOSTIC PROCEDURES TECHNOLOGY II

C8A2XX

CONCEPT OF CLASS

This class describes the full-operating technologist responsible for performing standardized tests and procedures. Positions operate independently in performing the full scope of standardized tests and procedures. Work requires determining solutions to practical problems using specified professional standards and established criteria. Judgment is used to select and apply existing guidelines to solve problems and accomplish the assignment. Some assignments do not move beyond this level. Diagnostic Procedures Technology II differs from Diagnostic Procedures Technology I on Complexity and Purpose of Contact.

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DIAGNOSTIC PROCEDURES TECHNOLOGY
July 1, 2001

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

DIAGNOSTIC PROCEDURES TECHNOLOGY III C8A3XX

CONCEPT OF CLASS

This class describes the full-operating technologist responsible for performing non-standardized tests and procedures. Positions operate independently in performing the full scope of non-standardized tests and procedures. Work requires establishing technical procedures and determining solutions to practical problems using specified professional standards and

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DIAGNOSTIC PROCEDURES TECHNOLOGY**

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established criteria. Judgment is used to select and apply existing guidelines to solve problems and accomplish the assignment. Diagnostic Procedures Technology III differs from Diagnostic Procedures Technology II on Decision Making.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

DIAGNOSTIC PROCEDURES TECHNOLOGY IV

C8A4XX

CONCEPT OF CLASS

This class describes the unit supervisor that exercises direct, formal control over others. The supervisor is responsible for a work unit including accountability for the use of equipment and resources. Positions directly control the work of assigned technology staff, participate in development of processes and policies, and determine the work procedures for the unit.

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Diagnostic Procedures Technology IV differs from Diagnostic Procedures Technology III on Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

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CLASS SERIES HISTORY

Effective 7/1/01 (LLB). HCS Consolidation Study consolidated Cardiovascular Tech (C3A), EEG Tech (C3I), Nuclear Med Tech (C3J), Radiologic Tech (C3L), Respiratory Therapy Tech (C3M), Surgical Tech (C3N), and Ultrasound Tech (C3R). Draft published 2/21/01, proposed 5/10/01, and final 7/1/01.

Effective 9/5/97. Recreated Nuclear Med Tech (C3J1).

Effective 1/1/96. Abolished Nuclear Med Tech (C3J1).

Effective 9/1/93 (KAS). Job Evaluation System Revision project. Converted Cardiovascular Tech from A5083 to C3A. Converted EEG Tech from A5456 to C3I. Converted Nuclear Med Tech from A5497,9 to C3J1-2. Converted Radiologic Tech from A5460,1,4,6,8 to C3L. Converted Respiratory Therapy Tech from A5445 to C3M. Converted Surgical/Operating Room Tech from A5051,53,75 to C3N. Converted Ultrasound Tech from A5479 to C3R. Published as proposed 5/10/93.

Effective 6/1/92. Abolished Radiologic Tech IV (55467) and Ultrasound Tech (55480).

Revised 7/1/88. Changed pay grade, class description for Radiologic Tech (5460,1,4,6-8). Converted Ultrasound Tech from 55478 to 55479.

Revised 7/1/85. Changed title, pay grade, nature of work, KSAs, special requirements for EEG Tech (55456).

Effective 7/1/82. Created UCHSC Operating Room Tech (A5075) and UCHSC Respiratory Therapy Tech (55080). Converted Respiratory Therapy Tech from 55444 to 55079.

Created 1/1/82. Created UCHSC Cardiovascular Tech (55083).

Created 7/1/79. Radiologic Tech (A5467,80).

Created 4/1/77. Ultrasound Tech (55478-80).

Created 1/1/75. EEG Tech (55456), Nuclear Med Tech (55496,7,9), Respiratory Therapy Tech (55444-5), Radiologic Tech (55460-1,4,6,8).

Created 9/1/74. Surgical Tech (A5051,3).

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SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Diagnostic Proc. Tech. I	Defined	Prescribed	Exchange	Indiv. Contributor
Diagnostic Proc. Tech. II	Defined	Patterned	Advise	Indiv. Contributor
Diagnostic Proc. Tech. III	Operational	Patterned	Advise	Indiv. Contributor
Diagnostic Proc. Tech. IV	Operational	Patterned	Advise	Unit Supervisor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services