



STATE OF COLORADO
CLASS SERIES DESCRIPTION
JULY 2015

HEALTH CARE TECHNICIAN

C6R1TX TO C6R4XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Health Care Services Occupational Group and describes technical health care work. Positions in this series provide support in delivering psychiatric, developmentally disabled, special education, or nursing care and therapeutic treatment to an assigned client population. Duties include supervising clients in a variety of settings; observing and reporting client behavior, physical condition, reactions to medications; participating as a team member in group therapy sessions; performing preventative and practical nursing procedures, such as taking and recording client's vital signs; teaching basic living skills, hygiene, and social skills and explaining various routines and expectations; providing immediate crisis intervention when required; and maintaining a safe, therapeutic environment. Those positions with required licensure may administer prescribed treatments and medications under the supervision of a registered nurse. Some positions may work in security settings where the positions follow policies and procedures to ensure the safety of themselves and others. By CRS 12-42-101 et. seq., and CRS 12-38-101 et. seq., a license is required for some positions.

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HEALTH CARE TECHNICIAN I C6R1TX

CONCEPT OF CLASS

This class describes the fully operational level. Positions operate independently in performing the full range of technical health tasks and problem solving. Positions follow established work procedures and operate within standard guidelines and alternatives.

FACTORS

Allocation must be based on meeting all of the three 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.

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.

HEALTH CARE TECHNICIAN II

C6R2XX

CONCEPT OF CLASS

This class describes the second-level health technician. While the type of duties is similar to those performed at the lower level, the complexity of the job is different. The systems, operations, and processes are still established and defined but allow more flexibility and latitude in adapting practical approaches or routines to various situations. Not all circumstances are covered by established guidelines so positions must improvise solutions and alternatives. This class includes responsibility for training lower level technicians. Health Care Technician II differs from Health Care Technician I on Complexity and Purpose of Contact.

FACTORS

Allocation must be based on meeting all of the three 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 which 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.

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.

HEALTH CARE TECHNICIAN III

C6R3XX

CONCEPT OF CLASS

This class describes the third level health care technician. Although positions follow established work processes, they have the authority to determine the procedures required to accomplish the work. Positions use judgment on an ongoing basis to select the most appropriate guidelines and adapt them to develop work procedures that accomplish tasks. Some positions in this class function as a work leader. The work leader exercises some control over the continual work product of others. This class differs from the Health Care Technician II on Decision Making and may differ on Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the three 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 which 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.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor or work leader. 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.

OR

The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

HEALTH CARE TECHNICIAN IV

C6R4XX

CONCEPT OF CLASS

This class describes the unit supervisor that exercises direct, formal control over others. This class differs from the Health Care Technician III on Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the three 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 which 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.

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.

CLASS SERIES HISTORY

Updated and removed the purpose of contact 6.30.2015
 Effective 7/1/01 (LLB). HCS Consolidation Study consolidated DD Technician I-III (C1D3-5), Special Education Technician (C1G), Psychiatric Care Technician I-III (C5F2-4), and LPN (C6A2). Draft published 2/21/01, proposed 5/10/01, and final 7/1/01.
 Effective 9/1/93 (KAS). Job Evaluation System Revision project. Converted DD Technician (A5032,4,6,8) to DD Technician (C1D3 and C1D5). Created DD Technician II (C1D4). Converted Special Education Technician (A5015-9) to Special Education Technician (C1G). Converted Psychiatric Services Worker/Security Specialist (A5023,4,6,8) to Psychiatric Care Technician (C5F2-4). Converted LPN B (A5013) to LPN (C6A2). Published as proposed 6/1/93.
 Revised 7/1/84. Change in title, factors, and KSAs.
 Effective 7/1/82. Converted Special Education Assistant (88570-1) to Special Education Technician (55015-6). Created Special Education Technician (55017-9).
 Effective 7/1/81. Converted Retardation Technician (55031,2,4,6,8) to DD Technician (55013,2,4,6,8). Created DD Technician II (55035). Abolished Retardation Technician IV (55039).
 Created 9/1/74. Retardation Technician (55031,2,4,6,8,9) and LPN.

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Line/Staff Authority
Health Care Technician I	Defined	Prescribed	Indiv. Contributor
Health Care Technician II	Defined	Patterned	Indiv. Contributor
Health Care Technician III	Operational	Patterned	Indiv. Contributor or Work Leader
Health Care Technician IV	Operational	Patterned	Unit Supervisor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services