

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>HEALTH PROGRAM TECHNICIAN</b>	<b>CLASS CODE: 4060</b>
<b>DEPARTMENT:</b>	<b>VARIOUS</b>	<b>FLSA STATUS: N</b>
<b>REPORTS TO:</b>	<b>VARIOUS</b>	<b>DATE: 2/05 REV. 5/08</b>
<b>CIVIL SERVICE:</b>	<b>YES</b>	<b>BARGAINING UNIT: SEIU</b>

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**JOB SUMMARY:**

Under general direction, performs a variety of moderately difficult administrative and clinical support functions to licensed and registered health staff to assure compliance with applicable laws, regulations and programmatic guidelines.

**DISTINGUISHING FEATURES:**

This classification is distinguished from Licensed Vocational Nurse by the latter's performance of paraprofessional nursing duties. This classification is distinguished from the Community Health Worker by the complexity of duties including the performance of clinical support duties such as taking patient history, performing health tests, taking vital signs, etc. by the Health Program Technician.

**SUPERVISION EXERCISED:**

This classification exercises no supervision. May provide training to other staff.

**EXAMPLES OF DUTIES:** *Duties may include but are not limited to the following*

- Perform clinical assignments and tasks such as: taking brief patient histories, weighing and measuring patients, performing limited health related tests, taking vital signs, etc. and documenting the medical information appropriately.
- Assist licensed and registered health staff with client needs and associated administrative functions as needed.
- Maintain client medical charts, records and narrative records.
- Update and maintain computer database information and related documents, records and files.
- Ensure reporting requirements are met, requiring coordination with medical health, law enforcement and State agencies.
- Prepare complex, routine and non-routine reports as requested utilizing a variety of software; receive, sort and summarize material for the preparation of reports; prepare work reports.
- Relay and interpret administrative decisions, policies and instructions to clients or staff.
- Disseminate a variety of information and reports to various agencies, divisions, or departments via telephone, mail, email or fax.
- Assist in training new staff or training current staff in office procedures and use of new computer applications.
- Receive and respond to telephone calls and voice mail messages in a timely manner.
- May serve as backup for other positions within the department.
- Assist in mail processing.
- Perform other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and, eighteen (18) months of progressively related responsible experience such as medical assisting in a health care agency or health program or, one year performing duties comparable to that of Community Health Worker II; or a combination of related education or training, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Applicable state, federal and local ordinances, laws, rules and regulations including HIPAA.
- Infection control.
- Basic principles and practices of a medical office.
- Medical terminology and conditions.
- All computer applications and hardware related to performance of the essential functions of the job.
- Office procedures, including filing, record keeping and scheduling of appointments.

### **Skill in:**

- Organizing work, setting priorities and following up on assignments with a minimum of direction.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Communicating clearly and effectively, both orally and in writing.
- Creating spreadsheets and presentation materials.
- Applying basic math principles of addition, subtraction, multiplication, division, percents and decimals.

### **Mental and Physical Abilities:**

- Take vital signs and prepare clients to be seen by licensed and registered medical staff.
- Follow detailed direction and instruction both verbally and written.
- Interpret and relay administrative decisions or policies; train staff on office procedures and computer software.
- Properly document and update client medical charts and records.
- Speak effectively and respond to questions.
- While performing the duties of this position, the employee is required to regularly speak and listen, frequently required to stand, walk, and use fingers and hands, handle and/or feel objects, tools and/or controls, often required to sit and reach with hands and arms, frequently required to lift and/or move objects weighing up to 10 pounds

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### **Working Conditions:**

While performing the duties of this position, the employee works indoors and is not exposed to outside weather conditions. The noise level while performing these duties is generally quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.