



**DENVER**  
THE MILE HIGH CITY

**Career Service Authority**  
Denver's Human Resource Agency

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## JOB SPECIFICATION UPDATE

TO: All agencies citywide

FROM: Alena Martinez

DATE: October 21, 2009

SUBJECT: New and/or revised Job Specifications

Attached are revised and/or new job specifications. These should be placed in your job specification book.

Old job specifications listed in the column "Job Specifications to be Removed" should be removed from your book and destroyed.

Agencies that hold only selected job specifications may discard those that are not classes within their agency.

### **New and Revised Job Specifications**

Dental Assistant Supervisor  
Rev. 10/25/2009

Physician Assistant  
Rev. 10/25/2009

Respiratory Therapist  
Rev. 10/25/2009

### **Job Specifications to be Removed**

Dental Assistant Supervisor  
Est. 09/16/1995

Physician Assistant  
Est. 09/16/1995

Respiratory Therapist  
Est. 09/16/1995



Career Service Authority  
Dental Assistant Supervisor

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**GENERAL STATEMENT OF CLASS DUTIES**

Directs the daily operations of a dental clinic and supervises the work of Dental Assistants in the care and treatment of dental patients.

**DISTINGUISHING CHARACTERISTICS**

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

This class directs the daily operations of a dental clinic and is distinguished from and supervises the work of Dental Assistants who provide sub-professional dental work assisting dentists in the care and treatment of dental patients.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

***Level of Supervision Received and Quality Review:***

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

***Interpersonal Communications and Purpose:***

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

***Level of Supervision Exercised:***

Supervises two or more employees who do not supervise.

**ESSENTIAL DUTIES**

Supervises and directs the daily operations of a dental clinic and the work of Dental Assistants in the examination and treatment of periodontics, oral surgery, and other procedures.

Administers and coordinates infection control procedures.

Acts as a Dental Assistant as required.

Monitors the maintenance and repair of equipment and tools and ensures dental equipment and materials are available for use.

Orders dental supplies and materials.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Trains employees in day to day procedures.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge, & Skills:***

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

**Integrity/Honesty** - Displays high standards of ethical conduct and understand the impact violating these standards on an organization, self, and others, choose an ethical course of action, are trustworthy.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work, demonstrates responsible behavior.

**Flexibility** - Adapts quickly to changes.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Self-Esteem** - Believes in own self-worth, maintains positive view of self, and displays a professional image.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listener and situation, uses body language appropriately.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity, foster commitment and team spirit, works with others to achieve goals and objectives.

**Memory** - Recalls information that has been presented previously.

**Reading** - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Reasoning** - Discovers or selects rules, principles, or relationships between facts and other information.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of dental procedures and practices sufficient to be able to provide dentists with chairside assistance utilizing dental equipment and performing dental procedures as assigned by the dentist.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Repetitive motions: making frequent movements with a part of the body.

### **Working Environment:**

Exposed to explosive chemicals, gases and low-level radiation

Exposed to hazardous anesthetic agents, body fluids and wastes

Exposed to hazards from Electro/mechanical/power equipment

Exposed to patient elements

Exposed to the risk of bloodborne diseases

Exposed to unpleasant elements (accidents, injuries and illness)

Exposure to infections and contagious diseases

### **Education Requirement:**

Graduation from high school or possession of a GED Certificate required.

***Experience Requirement:***

Three years of experience providing chairside assistance to a dentist in the examination and treatment of patients.

***Education/Experience Equivalency:***

None.

***Licensure and/or Certification:***

Certification as a Dental Assistant and completion of a Career Service supervisory course prior to end of probationary period. Possession of a certification to take dental X-rays.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Monika S. MacRossie

***REVISED DATE:*** 10/25/2009

***REVISED BY:*** Tony Gautier

***CLASS HISTORY*** 10/2009-Spec placed into current format; competency and distinguishing characteristic statements added.



## Career Service Authority

### Physician Assistant

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#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs professional medical work in the examination, diagnosis, and treatment of patients according to statutory limitations and under the direction of a primary care giver physician or psychiatrist and many perform administrative support functions as required.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

This class performs professional medical work in the examination, diagnosis and treatment of patients according to statutory limitations, and is distinguished from and works under the direction of a primary care giver physician, who performs professional medical work in the recognized medical areas of psychiatry, pathology, pediatrics, internal medicine, family practice, or other related fields.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

***Level of Supervision Exercised:***

May be assigned supervisory or leadwork functions.

**ESSENTIAL DUTIES**

Performs direct patient care by examining, diagnosing, analyzing total patient health condition and developing short and long term patient care goals and prescribing treatment according to statutory limitations and under direction of a primary care giver physician or psychiatrist and/or established protocols.

Administers appropriate medications within the limits of the statutes regulated by the State Board of Medical Examiners and/or obtaining a signature from a physician or psychiatrist.

Performs comprehensive physical examinations, orders initial and/or routine laboratory test and follows up on results to provide advice to patients; orders additional extensive tests or initiate referral appointments with specialized caregivers.

Completes required documentation legibly, thoroughly and in a timely manner.

Participates as a preceptor for medical students, interns, nurse practitioners and physician assistants.

Counsels patients about health and illness and discusses preventive health measures.

May attend administrative staff meetings to present clinical concerns.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Enhances professional growth and development through participation in educational programs, receiving current literature, and attending in-service meetings and workshops.

May be assigned to perform leadwork and/or involvement in clinical coordination, health station management or responsibility for special projects which may encompass protocol development, management planning, scheduling and other administrative tasks as necessary to support practice environment.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge, & Skills:***

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

**Integrity/Honesty** - Displays high standards of ethical conduct and understand the impact violating these standards on an organization, self, and others, choose an ethical course of action, are trustworthy.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work, demonstrates responsible behavior.

**Flexibility** - Adapts quickly to changes.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Self-Esteem** - Believes in own self-worth, maintains positive view of self, and displays a professional image.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listener and situation, uses body language appropriately.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity, foster commitment and team spirit, works with others to achieve goals and objectives.

**Memory** - Recalls information that has been presented previously.

**Reading** - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Knowledge of the principles and practices of the delivery of personal and family health care sufficient to be able to assess, diagnose, prepare long and short term patient care goals, and treat many illnesses, injuries and development problems.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Eye/Hand/Foot coordination: Performing work through using two or more.

Feeling: Perceiving attributes of objects by means of skin.

Fingering: Picking, pinching or otherwise working with fingers.

Handling: Seizing, holding, grasping, or otherwise working with hand(s)

Hearing: Perceiving the nature of sounds by the ear

Lifting: Raising or lowering an object from one level

Reaching: Extending the hand(s) and arm(s) in any direction.

Sitting: Remaining in the normal seated position.

Standing: Remaining on one's feet in an upright position.

Talking: Expressing or exchanging ideas by means of spoken words

Walking: Moving about on foot on uneven surfaces.

Lifting: Raising or lowering an object 25 - 50 pounds.

### **Working Environment:**

Contact with patients under wide variety of circumstances

Exposed to infection from disease-bearing specimens.

Exposed to infections and contagious disease.  
Exposed to patient elements  
Exposed to unpleasant elements (accidents, injuries and illness)  
Subject to many interruptions.

***Education Requirement:***

Graduation from a school providing the required curriculum in an educational program for a Physician Assistant.

***Experience Requirement:***

None.

***Education/Experience Equivalency:***

None.

***Licensure and/or Certification:***

Certified by the State of Colorado as a Physician Assistant at the end of the probationary period which includes registration as a Physician Extender until Certification is approved.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:***

***REVISED DATE:*** 10/25/2009

***REVISED BY:*** Tony Gautier

***CLASS HISTORY*** 10/2009 - Placed spec in current format; added competency and distinguishing characteristic statements.



## Career Service Authority Respiratory Therapist

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### GENERAL STATEMENT OF CLASS DUTIES

Provides respiratory care to patients with deficiencies in their cardiopulmonary systems in order to correct or rehabilitate deficiencies which may include performing assistance in critical care treatments.

### DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

This class provides respiratory care to patients with deficiencies in their cardiopulmonary systems, which may include performing assistance in critical care treatments; and is distinguished from the class of Respiratory Therapy Technician which also provides respiratory care to patients at Denver Health Medical Center with deficiencies in their cardiopulmonary systems, but is not involved in rehabilitation or critical care treatments.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

***Level of Supervision Exercised:***

None.

**ESSENTIAL DUTIES**

Performs respiratory care for patients with deficiencies in their cardiopulmonary systems such as maintaining airway patency, providing hand held nebulization treatments, drawing arterial blood gas and other respiratory procedures.

Provides and analyzes oxygen therapy and monitors patient progress.

Performs airway management which involves evaluating airway for adequacy of airflow, suctioning, retaping, and changing tracheostomies. Advises, instructs and assists medical personnel in specialized procedures.

Runs calibration samples on blood gas measuring equipment and other equipment testing.

Assists other medical personnel in responding to cardiac and/or respiratory arrest. Provides input on patient care.

Orders drugs and confirms receipt by entering data into computer.

Assists in weaning procedures of long term ventilator patients by instructing and counseling patients and families.

Sets up and maintains ventilation support system including taking blood gases, determining oxygen level and performing ear oximetry.

Enhances professional growth and development through participation in educational programs, receiving current literature, attending in service meeting and workshops.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** - Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Oral Communication** – Communicates or explains ideas and/or information clearly. Thoughts are well organized and recognizes potential miscommunications.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Flexibility** - Adapts quickly to changes.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

**Memory** - Recalls information that has been presented previously.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Customer Service** – Works and communicates with clients and customers to satisfy their expectations and committed to quality services.

**Self Management** - Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Knowledge of the theory and practice of respiratory therapy sufficient to be able to perform patient assessments including skin color evaluations, measurement of respiratory rate, and some auscultation of breathing sounds.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Fingering: Picking, pinching or otherwise working with fingers.

Handling: Seizing, holding, grasping or otherwise working with hand(s).

Hearing: Perceiving the nature of sounds by the ear.

Standing: Remaining on one's feet in an upright position.

Talking: Expressing or exchanging ideas by means of spoken words.

Walking: Moving about on foot on uneven surfaces.

Lifting: Raising or lowering an object up to 10 pounds.

***Working Environment:***

- Contact with patients under wide variety of circumstances
- Exposed to hazardous anesthetic agents, body fluids and wastes
- Exposed to infection from disease-bearing specimens
- Exposed to infections and contagious disease
- Exposed to patient elements
- Exposed to risk of blood borne diseases
- Exposed to unpleasant elements (accidents, injuries and illness)
- Handles to emergency or crisis situations
- May be exposed to infections and contagious diseases
- May perform emergency care
- Occasional exposure to unpleasant patient or unit elements
- Occasionally exposed to radiation hazards
- Occasionally subjected to irregular hours
- Regularly exposed to the risk of blood borne disease
- Requires judgment/ action which could result in death of patient
- Subject to cuts from microtome knives
- Subject to electrical and radiant energy hazards
- Subject to hazards of flammable, explosive gases
- Subject to long irregular hours
- Subject to many interruptions
- Subject to varying and unpredictable situations

***Education Requirement:***

Completion of an American Medical Association approved Respiratory Program for certification.

***Experience Requirement:***

None.

***Education/Experience Equivalency:***

None.

***Licensure and/or Certification:***

Certification as a Respiratory Therapist at the time of application as determined by the National Board for Respiratory Care.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Jean Canfield

**REVISED DATE:** 10/25/209

**REVISED BY:** Tony Gautier

**CLASS HISTORY** 10/2009-Spec placed into current format; competency and distinguishing characteristic statements added.