



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 28, 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

Digital Imaging Technician
Rev. 11/1/2009

Quality Improvement Nurse
Rev. 11/1/2009

Respiratory Therapy Technician
Rev. 11/1/2009

Job Specifications to be Removed

Digital Imaging Technician
Est. 09/16/1995

Quality Improvement Nurse
Est. 09/16/1995

Respiratory Therapy Technician
Est. 09/16/1995



Career Service Authority
Digital Imaging Technician

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GENERAL STATEMENT OF CLASS DUTIES

Operates photo digitizing hardware and software to enhance and preserve original images for archiving and retrieval on digital media.

DISTINGUISHING CHARACTERISTICS

This class is used at Denver Health Medical Center and is being maintained for promotional purposes.

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 explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory duties.

ESSENTIAL DUTIES

Digitizes images into database for preservation and enhancement by imaging software.

Uses hardware and software to fine-tune original digital image for color and resolution and performs quality assurance.

Stores digital image files on various digital media.

Keeps records of work flow, image creation, and storage of digital files.

Develops procedures for programming and execution of software to manipulate digital images.

Performs other related duties as assigned or requested.

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.

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.

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

Sitting: remaining in the normal seated position.

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.

Hearing: perceiving the nature of sounds by the ear.

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

Eye/hand/foot coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Pressure due to multiple calls and inquiries

Education Requirement:

Six semester hours of vocational coursework in Electronics Technology, Information Systems, or a related field.

Experience Requirement:

Two years of experience using photo digitizing equipment.

Education/Experience Equivalency:

Additional appropriate experience may be substituted for the minimum education requirement.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 11/01/2009

REVISED BY: Patricia Anderson

CLASS HISTORY 11/2009 - This class was placed in the new class specification format.



Career Service Authority
Quality Improvement Nurse

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GENERAL STATEMENT OF CLASS DUTIES

Collects and analyzes specialized data and prepares accurate reports in the areas of Quality Improvement of Utilization Review and Quality Review and/or Improvement to ensure patient care standards are in compliance with the Joint Commission on Accreditation of Health Organizations (JCAHO) and other accrediting agencies.

DISTINGUISHING CHARACTERISTICS

This class is used at Denver Health Medical Center and is being maintained for promotional purposes.

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 with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory responsibilities.

ESSENTIAL DUTIES

Collects and analyzes data from random samples of medical records comprehensively reviewing for generic and department specific indicators to ensure compliance with the Joint Commission on Accreditation of Health Organizations and other accrediting agencies standards.

Accurately analyzes patient care for the purpose of justifying third party payers.

Acts as a liaison to patients, insurance companies, attorneys, and other personnel to furnish accurate information.

Participates in the collection and analysis of specialized data, prepares accurate reports in accordance with regulatory agencies, Denver Health Medical Center's goal, and third party payers for a variety of patient care procedures such as medication usage, mortality review, operative and invasive procedures, and clinical pertinence, and submits the reports for review and action.

Monitors, maintains, and reports on quality improvement projects and follow up activities at Denver Health Medical Centers to ensure compliance with the Joint Commission on Accreditation of Health Organizations and other accrediting agencies.

Identifies and analyzes medical diagnosis and procedures administered and correctly places a variety of related codes such as ICD-9 coding and AIS coding to ensure the data categorizations meet the reporting specialization for federal reimbursement.

Reviews data for statistical validity, accuracy, and trends and develops charts, graphs, and other displays of information to present to appropriate personnel.

Participates in continuous Quality Improvement projects and assists in the development of project indicators to improve statistical data.

Completes a variety of required documentation.

Enhances professional growth and development by participating in educational programs, reviewing current literature, and attending in-service meetings and workshops.

By position, meets with department personnel to resolve problems so that desired levels of quality improvement can be achieved.

Performs other related duties as assigned or requested.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing - Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Self-Management - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, 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 - Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

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

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

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

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

Customer Service - Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Integrity/Honesty - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills and uses training, feedback, or other opportunities for self-learning and development.

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

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

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

Hearing: Perceiving the nature of sound by the ear.

Repetitive Motions: Making frequent movements with a part of the body.

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 up to 10 pounds.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Depth Perception: ability to judge distance and space relationships.

Far Acuity: ability to see clearly at 20 feet or more.

Field of Vision: ability to see peripherally.

Near Acuity: ability to see clearly at 20 inches or less.

Working Environment:

Exposed to patient areas.

Exposed to unpleasant elements (accidents, injuries, and illness).

Exposed to unpleasant patient or unit elements.

Subject to long irregular hours.

Subject to many interruptions.

Education Requirement:

Completion of a Nursing Education Program which satisfies the licensing requirement of the Colorado State Board of Nursing.

Experience Requirement:

One year of professional nursing experience.

Licensure and/or Certification:

Possession of a Colorado Registered Nurse license or permit at the time of appointment with permit to be used only until a decision on licensure is made.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 9/16/1995

REVISED DATE: 11/01/2009

REVISED BY: Patricia Anderson

CLASS HISTORY 11/2009 - This class was placed in the new class specification format.



Career Service Authority
Respiratory Therapy Technician

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GENERAL STATEMENT OF CLASS DUTIES

Provides respiratory care to patients at Denver Health Medical Center with deficiencies in their cardiopulmonary systems.

DISTINGUISHING CHARACTERISTICS

This class is used at Denver Health Medical Center and is being maintained for promotional purposes.

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 explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory responsibilities.

ESSENTIAL DUTIES

Provides standardized respiratory care procedures for patients with deficiencies in their cardiopulmonary systems which include nebulization therapy, chest physical therapy, intermittent positive pressure breathing, incentive spirometry, and other assigned respiratory procedures.

Analyzes samples of arterial blood gas, secretions, and chest x-rays to evaluate a patient's condition.

Maintains airway patency which includes suctioning, re-taping, and proper tube positioning.

Assists Senior Respiratory Therapists by providing additional respiratory care.

Performs concise, accurate charting of physical findings into patients medical chart.

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.

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.

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

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

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

Feeling: Perceiving attributes of objects by means of skin receptors.

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.

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

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

Repetitive Motions: Making frequent movements with a part of the body.

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.

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

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distance and space relationships.

Far Acuity: Ability to see clearly at 20 feet or more.

Field of Vision: Ability to see peripherally.

Near Acuity: Ability to see clearly at 20 inches or less.

Working Environment:

Wet: frequent contact with water or other liquid.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

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 emergency or crisis situations.

May perform emergency care.

Requires judgment/action which could result in death of patient.

Subject to long irregular hours.

Subject to varying and unpredictable situations.

Education Requirement:

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

Experience Requirement:

None.

Licensure and/or Certification:

Eligibility for 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: 9/16/1995

REVISED DATE: 11/01/2009

REVISED BY: Patricia Anderson

CLASS HISTORY 11/2009 - This class was placed in the new class specification format.