



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: September 24, 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

Job Specifications to be Removed

Emergency Communications Operator
Est. 08/09/2009

Lead Emergency Communications Operator
Est. 08/09/2009

Psychologist
Rev. 09/27/2009

Psychologist Candidate for Licensure
Rev. 09/27/2009

Psychology Intern
Rev. 09/27/2009

Senior Internal Auditor
Rev. 09/27/2009

Wastewater Quality Control Manager
Rev. 09/27/2009

Psychologist
Est. 09/16/1995

Psychologist Candidate for Licensure
Est. 03/01/2000

Psychology Intern
Est. 09/16/1995

Senior Internal Auditor
Est. 03/18/2007

Wastewater Quality Control Manager
Est. 03/16/2003



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Emergency Communications Operator

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance emergency and non-emergency telephone assistance to individuals who are calling Denver-911 for police, emergency medical services, and/or fire and provides emergency medical dispatch triage and instructions over the phone.

DISTINGUISHING CHARACTERISTICS

The Emergency Communications Operator is distinguished from the Lead Emergency Communications Operator which performs permanently assigned lead work and full performance emergency and non-emergency telephone assistance to individuals who are calling Denver-911 for police, emergency medical services and/or fire. This class is also distinguished from the police and paramedic dispatcher series which perform dispatch work operating and monitoring communications equipment in response to police and paramedic emergencies. Finally, the Emergency Communications Operator is distinguished from the Aviation Emergency Dispatcher which its scope of operations is limited to the airport.

Definition: The emergency medical dispatch triage and instructions is a method of rendering medical treatment and fire instructions over the phone using the National Academy of Emergency Medical Dispatch. Providing emergency medical dispatching triage and instructions is a method of rendering medical treatment and fire instructions over the phone established by the National Academy of Emergency Dispatch (NAED) priority dispatch system.

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 persons under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory duties.

ESSENTIAL DUTIES

Performs full performance emergency and non-emergency telephone assistance to individuals who are calling Denver-911 for police, emergency medical services, and/or fire and provides emergency medical dispatch triage and instructions over the phone.

Processes a high volume of phone calls for the police, fire and emergency paramedic departments under stressful and demanding emergency situations using the center's computerized telephone system.

Determines the medical nature of a call and if immediate medical attention is required immediately begins using Emergency Medical Dispatch method over the phone.

Gathers information and rapidly/accurately enters into the Computer Aided Dispatch (CAD) system.

Works independently in interviewing the caller to accurately assess the urgency of the incident and the proper response required by fire, police and/or emergency medical services (EMS).

Performs computer clearances and information search for police officers, district attorneys and detectives utilizing computer systems including National Crime Information Center system (NCIC), the Colorado Crime Information Center system (CCIC), and City and County of Denver court files.

Recognizes and responds to opportunities to provide effective problem resolution to service related issues.

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 and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues in ways that are appropriate to listeners and situations.

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

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Memory – Recalls information that has been presented previously.

Customer Service – Works and communicates with clients and customers to exceed their expectations and is committed to providing quality services.

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

Technical Competence – Knowledge of the specialized/technical area. Refers to specialized knowledge that is acquired through formal education or extensive on-the-job experience.

Problem-Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

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

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

Manages & Organizes Information – Identifies a need, gathers, organizes, and maintains information, determines its importance and accuracy, and communicates it by a variety of methods.

Self-Management – Sets well defined and realistic personal goals and is motivated to achieve them, manages work time and deals with stress effectively.

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

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

Skill in determining the seriousness of an emergency and knowing when to notify appropriate authority as necessary.

Knowledge of Denver's geography and street layout sufficient to be able to determine district and precinct levels.

Physical Demands:

Sitting: remaining in the normal seated position.

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

Subject to varying and unpredictable situations.
Handles emergency or crisis situations
Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Requires judgment and action in life threatening situations.
Shift work with varying days off, works holidays and weekends, subject to changing work schedule.
Work is primarily performed in a confined workspace and requires wearing a headset.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Two years of public contact experience dealing with individual problems and applying policies, procedures, and or legal guidelines and one year of computer user experience in a Microsoft Windows computer operating system environment or comparable operating system.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Possession of CPR Certification before the end of academy training and successfully recertification as required by the National Academy of Emergency Medical Dispatch during the employment.

Possession of EMD Certification issued by NAED before the end of academy training and successfully recertification as required by the National Academy of Emergency Medical Dispatch.

Must pass an initial pre-security clearance screening and maintain CBI (Colorado Bureau of Investigation) certification as a condition of employment. Must take and pass an online test every two years to maintain certification.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 08/09/2009

REVISED DATE:

REVISED BY: Hameed Pousti

CLASS HISTORY: 08/2009 – This is a new class resulting from consolidating the 911 Operator and the 911 Lead Operator classes.



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Lead Emergency Communications Operator

GENERAL STATEMENT OF CLASS DUTIES

Performs permanently assigned lead-work and full performance emergency and non-emergency telephone assistance to individuals who are calling Denver-911 for police, emergency medical services, and/or fire and provides emergency medical dispatch triage and instructions over the phone.

DISTINGUISHING CHARACTERISTICS

The Lead Emergency Communications Operator is distinguished from Emergency Communications Operator which provides emergency and non-emergency telephone assistance to the individuals who are calling the Denver-911 for police, emergency medical services, and/or fire and does not have the permanently assigned lead-work responsibility. This class is also distinguished from the Police and Paramedic series which perform dispatch work operating and monitoring communications equipment in response to police and paramedic emergencies. The Lead Emergency Communications Operator is distinguished from the Aviation Emergency Dispatcher which its scope of operations is limited to the airport.

Definition: The emergency medical dispatch triage and instructions is a method of rendering medical treatment and fire instructions over the phone using the National Academy of Emergency Medical Dispatch. Providing emergency medical dispatching triage and instructions is a method of rendering medical treatment and fire instructions over the phone established by the National Academy of Emergency Dispatch (NAED) priority dispatch system.

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 persons under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised:

Performs permanently assigned lead work.

ESSENTIAL DUTIES

Performs permanently assigned lead-work and full performance emergency and non-emergency telephone assistance to individuals who are calling Denver-911 for police, emergency medical services, and/or fire and provides emergency medical dispatch triage and instructions over the phone.

Processes a high volume of phone calls for the police, fire and emergency paramedic departments under stressful and demanding emergency situations using the center's computerized telephone system.

Works independently in interviewing the customer to accurately assess the urgency of the incident and the proper response required by fire, police and/or EMS.

Determines the medical nature of a call and if immediate medical attention is required immediately begins using Emergency Medical Dispatch method over the phone.

Rapidly gathers information and accurately enters the information into the Computer Aided Dispatch (CAD) computer system.

Utilizes excellent oral communication skills to interact with citizens who may be under stress, in crisis or who may be cognitively impaired.

Performs computer clearances and information search for police officers, district attorneys and detectives, utilizing computer systems including National Crime Information System (NCIC), the Colorado Crime Information System (CCIC), and City and County of Denver court files.

Recognizes and responds to opportunities to provide effective problem resolution to service related issues.

Compiles and prepares information for various reports.

Assists in retrieving audio data from voice recording system in response to requests for information and to support training and quality control programs.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness, provides feedback to the employees and the supervisor, and makes recommendation for proper correction/completion.

Resolves work problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

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 and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues in ways that are appropriate to listeners and situations.

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

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Memory – Recalls information that has been presented previously.

Customer Service – Works and communicates with clients and customers to exceed their expectations and is committed to providing quality services.

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

Technical Competence – Knowledge of the specialized/technical area. Refers to specialized knowledge that is acquired through formal education or extensive on-the-job experience.

Problem-Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

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

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

Leadership – Interacts with others to influence, motivate and challenge them; adapts leadership styles to a variety of situations.

Manages & Organizes Information – Identifies a need, gathers, organizes, and maintains information, determines its importance and accuracy, and communicates it by a variety of methods.

Self-Management – Sets well defined and realistic personal goals and is motivated to achieve them, manages won time and deals with stress effectively.

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

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

Flexibility – Adapts quickly to changes.

Knowledge of supervisory principles and practices sufficient to e able to perform a variety of lead work functions.

Skill in determining the seriousness of an emergency and knowing when to notify appropriate authority as necessary.

Knowledge of Denver's geography and street layout sufficient to be able to determine district and precinct levels.

Physical Demands:

Sitting: remaining in the normal seated position.

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

Walking: moving about on foot.

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.

Far Acuity: ability to see clearly at 20 feet 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:

Subject to varying and unpredictable situations.

Handles emergency or crisis situations

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Requires judgment and action in life threatening situations.

Shift work with varying days off, works holidays and weekends, subject to changing work schedule.

Work is primarily performed in a confined workspace and requires wearing a headset.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

One year of experience at the type and level of Emergency Communication Operator and one year of computer user experience in a Microsoft Windows environment or comparable operating system.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Possession of CPR Certification before the end of academy training and successful recertification as required by the National Academy of Emergency Medical Dispatch during the employment.

Possession of EMD Certification issued by NAED before the end of academy training and successful recertification as required by the National Academy of Emergency Medical Dispatch.

Must pass an initial pre-security clearance screening and maintain CBI (Colorado Bureau of Investigation) certification as a condition of employment. Must take and pass an online test every two years to maintain certification.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 08/09/2009

REVISED DATE:

REVISED BY: Hameed Pousti

CLASS HISTORY: 08/2009 – This is a new class resulting from consolidating the 911 Operator and the 911 Lead Operator classes.



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Psychologist Candidate for Licensure

GENERAL STATEMENT OF CLASS DUTIES

Performs professionally supervised post-doctoral level psychology work in assessment, case planning and treatment of mental health clients.

DISTINGUISHING CHARACTERISTICS

This class performs professionally supervised post-doctoral level psychology work in assessment, case planning and treatment of mental health clients. This class is distinguished from the Psychologist, which performs psychology services as a licensed psychologist including assessment, treatment, and consultation in a medical or health care setting.

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:

None.

ESSENTIAL DUTIES

Under the supervision of a licensed psychologist, evaluates and diagnoses emotional, behavioral and other mental disorders and/or the psychological accompaniments of substance abuse, disease, illness, injury or disability based upon the application of psychological principles, methods and procedures.

Evaluates and identifies problems, formulates detailed and coordinated treatment plans and conducts a variety of individual, group and family therapeutic and rehabilitative activities.

Prepares detailed evaluations based upon applying a variety of psychological procedures and techniques that assess intellectual abilities, personality characteristics, cognitive skills and other factors.

Acts as a consultant and advisor to other members of the mental health team and other medical providers.

Consults with referring medical providers and/or psychologists regarding appropriateness of psychiatric medications. Monitors client compliance with medication plan and the effectiveness therein.

Under the supervision of the Director of the Internship Training Program, assists in the supervision of psychology practicum students and pre-doctoral interns on case management, psychological testing and treatment techniques.

Prepares written documentation as required by the profession and the department.

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

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

Psychology - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

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

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.

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

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

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

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

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

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

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

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

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

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

Hearing: Perceiving the nature of sounds by the ear.

Sitting: Remaining in the normal seated position.

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

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

Working Environment:

Contact with patients/inmates under a wide variety of circumstances.

Exposed to patient elements.

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

Occasionally subjected to irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Education Requirement:

Graduation from an accredited college or university with Ph.D., Psy.D. or Ed.D. in psychology and major course work within clinical counseling, rehabilitation or a related field of psychology, plus completion of internships required by the degree.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

None

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 3/1/2000

ESTABLISHED BY: Jim Servold

REVISED DATE: 09/27/2009

REVISED BY: Blair Malloy

CLASS HISTORY 9/2009 - This class was revised, competencies and distinguishing characteristics added, and placed in new template.



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Psychologist

GENERAL STATEMENT OF CLASS DUTIES

Provides psychology services as a licensed psychologist, including assessment, treatment, and consultation in a medical or health care setting.

DISTINGUISHING CHARACTERISTICS

This class provides psychology services as a licensed psychologist including assessment, treatment, and consultation in a medical or health care setting. This class is distinguished from the Psychologist Team Leader, which provides supervision and performs professional psychology work directing, reviewing, scheduling and coordinating the work of professional personnel assigned to a specialized mental health team.

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 persons under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Diagnoses, evaluates, and treats emotional, behavioral, and mental disorders and/or psychological problems resulting from a physical dysfunction, illness, disease, or disability.

Conducts, administers, and interprets tests assessing intellectual abilities, personality characteristics, cognitive skills, psychopathology, and neuropsychological characteristics and writes up appropriate reports.

Conducts intakes, admissions, and discharges of patients and clients, and manages the patient care.

Exercises legal, clinical and professional responsibilities as required under applicable state laws such as involuntary holds, certifications, and release actions.

Utilizes clinical interviewing, medical record and history review and other psychological techniques to assess patient and client needs. Prepares, updates and maintains medical records, progress notes, reports and summaries as needed.

May perform clinical supervision over staff, students, psychology interns, psychologist candidate for licensure, medical and psychiatry residents, nursing students, postdoctoral fellows, and/or professional level trainees.

Consults and/or collaborates with other professionals, relatives, and teachers or others to coordinate the diagnosis, management, intervention, or treatment of patients.

Conducts treatment planning, rounds, and ward management. Conducts, utilizes, and/or participates in quality assurance and utilization review activities.

Conducts research projects, other scholarly activities, grant preparation, and fund administration. Prepares and submits scholarly articles for professional publication.

Plans, organizes, conducts and/or participates in educational seminars, case conferences, professional workshops, community education, team building seminars and workshops related to the field of psychology and mental health.

Some positions may provide psychological services to other Health and Hospital programs and patient/clients such as City Care, Senior Plus, Choice Care, HIV+/AIDS patients, Denver CARES, Substances Treatment Services, fire fighters, sheriffs, police, Employee Assistance Programs, or other City and County of Denver personnel.

Assists in developing departmental budgets.

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:

Psychology - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

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

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

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; 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.

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

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

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; demonstrates responsible behavior.

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

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 organizational goals; causes change.

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

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

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

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

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

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 hands.

Hearing: perceiving the nature of sounds by the ear.

Sitting: remaining in the normal seated position.

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

Walking: moving about on foot.

Working Environment:

Exposed to unpleasant elements (accidents, injuries and illness)

Handles emergency or crisis situations

May be exposed to infections and contagious diseases

Occasional pressure due to multiple calls and inquiries

Subject to many interruptions

Subject to varying and unpredictable situations

Education Requirement:

Ph.D, Psy.D., or Ed.D. in psychology from an accredited college or university with major course work in clinical, counseling, or a related field of psychology, plus completion of any internships required by degrees.

Experience Requirement:

One year of supervised experience under a licensed psychologist in the practice of psychology after attainment of the Ph.D., Psy.D., or Ed.D. Internships with not be counted toward experience.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Must be a licensed Psychologist by the Colorado State Board of Psychologist Examiners at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Jean Canfield

REVISED DATE: 09/27/2009

REVISED BY: Blair Malloy

CLASS HISTORY 9/2009 - This class was revised, competencies and distinguishing characteristics added, and placed in new template.



Career Service Authority Psychology Intern

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GENERAL STATEMENT OF CLASS DUTIES

This is an intern level work performing supervised, pre-doctoral clinical psychology duties.

DISTINGUISHING CHARACTERISTICS

This is an intern level work performing supervised, pre-doctoral clinical psychology duties. This class requires 2,000 hours of training, and must be completed as one year full-time or two years part-time. This class is distinguished from the Psychologist Candidate for Licensure, which performs professionally supervised post-doctoral level psychology work in assessment, case planning and treatment of mental health clients. This class is distinguished from the Psychologist, which provides psychology services as a licensed psychologist including assessment, treatment, and consultation in a medical or health care setting.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

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

Trains in the theoretical, technical and practical aspects of clinical psychology and performs work procedures under the supervision of a licensed psychologist.

Administers standard tests used to measure and evaluate intelligence, cognitive ability, personality, depression, anxiety, and other factors affecting behavior and, under the supervision of a licensed psychologist, scores and interprets test data as instructed.

Participates in alcohol or psychiatric group therapy sessions and, under supervisory control. Provides individual therapy for patients and evaluates patient emotional and behavior disorders.

Assists with and prepares case documentation and correspondence.

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

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

Psychology - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

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

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.

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

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

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

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

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

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

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

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

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.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

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

Balancing: maintaining body equilibrium to prevent falling over.

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

Working Environment:

Contact with patients under a wide variety of circumstances

Exposed to unpleasant elements (accidents, injuries and illness)

Exposed to infections and contagious diseases

Handles emergency or crisis situations

Subject to many interruptions

Subject to varying and unpredictable situations

Education Requirement:

Must be currently enrolled in an accredited doctoral program leading to a Doctorate Degree in Clinical or Counseling Psychology, and have completed all requirements (course work and 500 or more hours of practicum experience), except for the internship and dissertation.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

None

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 09/27/2009

REVISED BY: Blair Malloy

CLASS HISTORY 9/2009 - This class was revised, competencies and distinguishing characteristics added, and placed in new template.



Career Service Authority

Senior Internal Auditor

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GENERAL STATEMENT OF CLASS DUTIES

Performs full-performance level auditing work applying generally accepted accounting principles and auditing standards in conducting financial, compliance, and performance audits and other studies of City departments and contract providers.

DISTINGUISHING CHARACTERISTICS

This class is the second in the Internal Auditor class series. It is distinguished from the Lead Internal Auditor which performs full performance level auditing work and provides assistance to the supervisor with work prioritization, assignment, evaluation and quality control over professional audit staff. It is distinguished from the Internal Audit Supervisor which performs supervisory duties. It is distinguished from the Senior Tax Auditor which performs auditing work applying generally accepted accounting principles and auditing standards in conducting financial and tax compliance audits of entities engaged in business in Denver.

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, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs leadwork over professional audit staff.

ESSENTIAL DUTIES

Applies audit procedures and methodology and generally accepted auditing standards to review and evaluate financial and operational records for adequacy of internal controls, compliance with policy, Denver Revised Municipal Code (DRMC) rules and regulations, Denver City Charter, applicable statutes, and/or professional best practices.

Designs various auditing and accounting tests to determine the reliability, integrity and internal control of the financial and operational systems for compliance and performance purposes.

Examines accounting records such as general ledgers, asset/liability records, revenue/expense accounts, source documents, revenue and expenditure agreements, and payroll journals to verify that transactions have been properly recorded and are in compliance with the DRMC and other applicable City rules and regulations.

Determines the extent of compliance with policy, procedure by investigation of accounting irregularities and errors.

Gathers, examines, and analyzes information about organization to be audited for performance to learn best practices and performance benchmarks that are applicable to that organization.

Evaluates organizational operations and/or program results for potential areas of improvement such as operational efficiency, decreased turnaround times, streamlining of processes, and improved customer service with the goal of providing maximum value for resources expended.

Prepares audit reports with recommendations for corrective action applying professional judgment and interpretation of applicable rules and standards.

Maintains work papers, schedules, and reports and provides documentation to support audit findings and recommendations.

Advises City personnel of appropriate application of Career Service Authority rules, Executive Orders, Peoplesoft Human Resource and Financial Systems, Fair Labor Standards Act, Family Medical Leave Act, collective bargaining contracts, and Generally Accepted Accounting principles and fiscal accountability rules.

Some positions may act as in-charge auditor and monitor the work of other professional auditors.

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, Knowledges & Skills:

Technical Competence – Through formal training, understands and appropriately applies accounting principles and auditing standards, procedures, requirements, regulations and policies related to specialized expertise; maintains credibility with others on technical matters.

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

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

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

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

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

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

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

Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

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 clues, and responds appropriately.

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; demonstrates responsible behavior and remains calm in stressful situations.

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 organizational goals; causes change.

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 the organization; monitors progress, evaluates outcomes.

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

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

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

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

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

Knowledge of accounting principles and auditing standards sufficient to be able to determine compliance with internal accounting procedures.

Knowledge of state statutes, City Charter and ordinances contract requirements and other City rules and regulations sufficient to be able to determine compliance.

Knowledge of supervisory principles and practices sufficient to be able to schedule, coordinate and assist subordinates with problem resolution.

Skill in applying accounting principles and auditing standards for determining liability for assessing appropriate taxes, and/or determining the reliability and integrity of a given accounting system by evaluating its internal controls.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

Skill in independently adapting, interpreting, and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in using various forms of computer software for preparing documents and spreadsheet work papers.

Skill in maintaining and organizing files, documents and records.

Skill in analyzing information relative to the work assignment and providing recommendations.

Physical Demands:

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

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 using two or more.

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

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

Working Environment:

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Some positions may perform on-site audits.

Some positions are subject to significant local travel.

Education Requirement:

Baccalaureate Degree in Accounting, Finance, Business Administration, Public Administration or directly related field. Some positions may require successful completion of a college-level course in auditing principles.

Experience Requirement:

Two years of professional auditing experience.

Education/Experience Equivalency:

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

Licensure and/or Certification:

Possession of a valid class 'R' Driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 03/18/2007

REVISED DATE: 09/27/2009

REVISED BY: Blair Malloy

CLASS HISTORY 3/2007 - Class was created as a result of an Auditor study which created a Tax Auditor series and an Internal Auditor series.
9/2009 - Added education equivalency.



Career Service Authority

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Wastewater Quality Control Manager

GENERAL STATEMENT OF CLASS DUTIES

Performs management-level work planning and directing the activities of the Quality Control and Laboratory Sections of Wastewater Management, which includes the Industrial Pretreatment, Sampling, and Investigation units.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other comparable management classes by its specific technical knowledge of science, chemistry and wastewater management. It is also distinguished by the following characteristics:

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated vision and objectives for the division or agency. Work assignment is unstructured and employee is responsible for implementing and managing a variety of objectives, resources, and strategies to achieve the goals of the division or agency. Duties performed include operational and organizational planning; developing standards, schedules, priorities, guidelines, processes and measurement (evaluation) systems; implementation of production and performance management standards; and allocating resources. Employee is responsible for implementing operational goals and objectives and for the management of a range of complex divisions and/or city wide responsibilities and overall functions in which several projects and programs may be in progress with simultaneous, multiple resource involvement. Develops solutions to organizational and operational problems; responsible for organizational management (development, staffing, and conflict); and allocating resources.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and knowledge are required. Contacts where the exchange of information, support, influence and cooperation may have a very significant impact on the division, programs, and/or policies of the organization.

Level of Supervision Exercised:

Supervises two or more first level supervisors.

ESSENTIAL DUTIES

Supervises chemists, inspectors, investigators and other supervisory and non supervisory personnel in wastewater quality control enforcement and project management.

Reviews laboratory test results submitted by laboratory staff for accuracy and completeness, reconciles problems related to data trends, and prepares reports of the data.

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.

Coordinates City wide wastewater projects that encompass legal, technical, financial and land use planning aspects of wastewater management.

Reviews departmental contracts and agreements.

Directs short and long term planning for the work unit including developing and analyzing programs and projects.

Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Delegates responsibility and authority to subordinate staff.

Recommends and controls budgetary expenditures and allocation of resources for administrative functions of the section.

Implements and interprets policies and procedures developed by higher level managers or supervisors.

Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

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.

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:

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

Problem Solving - identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical recommendations.

Leadership - inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

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

Decisiveness - makes sound and well-informed decisions; perceives the impact and Implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals; causes change.

Organizational Awareness - Knows the organization's mission and functions, and how its social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules and regulations of the organization.

Knowledge of chemistry laboratory testing sufficient to be able to interpret test results and prepare findings.

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

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Skill in coordinating and directing activities related to the work assignment.

Skill in reading, reviewing, and analyzing documents common to the area.

Skill in developing and implementing new programs.

Skill in developing techniques and methodologies to resolve unprecedented problems or situations.

Skill in developing and implementing policies and procedures related to the work assignment.

Skill in applying the principles of staff development to provide staff training and cross training.

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.
Lifting: raising or lowering an object from one level to another.
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 using two or more.

Working Environment:

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Exposed to odorous chemicals and specimens.
Exposure to toxic chemicals.

Education Requirement:

Baccalaureate Degree in Chemistry or a directly related scientific field.

Experience Requirement:

Three years of professional supervisory scientific experience in wastewater project/program management dealing with major projects and/or programs.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement. Additional appropriate experience may be substituted for the minimum education requirements on a two years for one year basis.

Licensure and/or Certification:

None.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 03/16/2003

ESTABLISHED BY: Tony Gautier

REVISED DATE: 09/27/2009

REVISED BY: Blair Malloy

CLASS HISTORY 3/2003: New class written as a result of an individual audit.
9/2009: Revised General Statement of Class Duties.