

Job Family Description

Jobs whose primary duties generally involve providing health care and/or managing health care program(s). Individuals assigned to positions in this job family are responsible for performing health care related services.

SC1101	Medical Svcs I	Grade 103
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Level Definition:

Work activities are associated with performing basic support duties including technical, administrative, or direct patient care for a higher-level medical professional. Positions perform work under direct supervision.

Jobs at this level include:

Certified Occupational Therapist Asst I, Phys Therapy Aide, Registered Pharmacy Tech

Knowledge Skills & Abilities

Ability to accurately follow both written and verbal directions. Ability to interact effectively with others. Skill in collecting and organizing data. Ability to apply general rules to specific problems. Ability to complete work assignments accurately. Ability to use tools necessary for assigned work. Basic knowledge of industry practices and procedures. Ability to handle confidential information with discretion.

Minimum Education & Experience

High School diploma or GED plus experience and/or additional certification. Hiring agency may specify additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1102	Medical II	Grade 104
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Level Definition:

Work activities are associated with performing higher level support duties including technical, laboratory, administrative for a higher-level medical professional or basic level direct patient care. Positions perform work under direct supervision. Involves minor decision-making based upon well-defined rules, regulations, methods, and procedures with limited deviation as the duties are repeated. May assume a lead role at times.

Jobs at this level include:

Medical Lab Tech I-II, Certified Occupational Therapist Asst II, LPN I-II, Chief Radiological Technician, Dental Asst*

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to analyze, monitor, and input records. Ability to process and handle confidential information with discretion. Skill in collecting and organizing data. Ability to apply general rules to specific. Intermediate knowledge of industry practices and procedures.

Minimum Education & Experience

High School diploma or GED and proper ND certification. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1103	Medical Svcs III	Grade 105
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Level Definition: Work at this level involves the application of specialized knowledge, skills, and judgement based on specific medical principles in order to provide health assessment, treatment, testing, rehabilitation, and consultation for patients. May direct the work of others.

Jobs at this level include:

Dietitian I-II, Public Health Nurse Consult I-II, RN I, Therapeutic Recreation Spec I-II, Psychometrist I-II, Vision Rehab Specialist I-II, Microbiologist I-II

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to handle difficult situations with composure. Skill in the use of analytical tools and data analysis methods. Ability to devise solutions to general patient health problems. Ability to apply medical knowledge in various situations. Ability to respond quickly to emergencies. Extensive interpersonal skills in order to interact effectively with a wide variety of client populations. Ability to keep accurate records. Knowledge of the principles, concepts, and methodology needed to perform, or direct duties associated with the position.

Minimum Education & Experience

A bachelor’s degree and agency specified additional years of experience; certain jobs require only HS degree plus licensure in specified program approved by state of ND. . In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC1104	Medical Svcs IV	Grade 106
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Level Definition:

Work consists of directing the delivery of specific medical/patient services within an agency or to providers or directly to patients. Provides leadership for programs or projects. May provide specialty assessment, treatment, and consultation for patients. Often manages the work of others either directly or indirectly.

Jobs at this level:

Human Svcs Medical Lab Director, Director of Nursing-HSC, RN II-III, Therapeutic Recreation Spec III, Clinical Coordinator-NDSH, Occupational Therapist, Psychologist Resident, Microbiologist III, Dental Hygienist, Licensed Exempt Psychologist I (Inactive)

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to develop, interpret, and evaluate basic treatment plans, policies, and procedures. Ability to set priorities and determine workflow. Skill in evaluating alternative solutions, conclusions, or approaches to problems. Ability to apply general rules to specific problems. Ability to handle difficult and stressful situations with composure. Ability to solve program or service-related problems; determine actions to be taken in normal circumstances within parameters established by formal policy, procedures, and standards. Ability to interact effectively with a variety of groups. Ability to handle difficult and stressful situations with composure.

Minimum Education & Experience

A bachelor’s degree and agency specified additional years of experience; certain jobs require only HS degree plus licensure in specified program approved by state of ND. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC1105	Medical Svcs V	Grade 107
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Level Definition: Work consists of directing the administration and delivery of specific medical/patient services within an agency or unit. Defines, directs, implements, and provides leadership for highly complex and challenging programs or projects. May provide specialty assessment, treatment, and consultation for patients. Most often manages the work of others either directly or indirectly.

Jobs at this level include:

Director of Physical Therapy, PT, Nurse Practitioner, Director Health Nursing Svcs - NDVH, Audiologist-Speech Path, Chief Nursing Officer-DOCR, Director of Occupational Therapy, Physical Therapist, Physician Asst, Psychiatric Clinical Nurse Specialist, Advanced Clinical Specialist, Senior Microbiologist

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Knowledge of principles involved in resource allocation and coordination of people and resources. Ability to develop, interpret, and evaluate treatment plans, policies, and procedures. Ability to devise solutions to administrative problems. Ability to implement new systems and evaluate their effectiveness. Ability to solve program or service-related problems; determine actions to be taken in unusual circumstances within parameters established by formal policy, procedures, and standards. Ability to interact effectively with a variety of groups. Ability to handle difficult and stressful situations with composure. Advanced skills in evaluating alternative solutions, conclusions, or approaches to problems. Skill in understanding the implications of new information for current and future problem-solving and decision-making.

Minimum Education & Experience

A bachelor's degree and agency specified additional years of experience plus registration in specified program with state of ND. Some positions required a master's degree in place of the bachelor's degree. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1106	Medical Svcs VI	Grade 108
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Level Definition:

Work consists of directing the administration and delivery of specific medical/patient services within an agency or statewide program. Defines, directs, implements, and provides leadership for highly complex and challenging programs or projects. May provide specialty assessment, treatment, and consultation for high risk patients. Most often manages the work of others either directly or indirectly.

Jobs at this level include: Licensed Forensic Psychologist, Pharmacist I, Director of Health Svcs Admin, Director of Nursing-NDSH, Licensed Psychologist I-II

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Ability to develop, interpret, and evaluate policies and procedures. Ability to devise solutions to administrative problems. Ability to implement new systems and evaluate their effectiveness. Ability to solve program or service-related problems; determine actions to be taken in unusual circumstances within parameters established by formal policy, procedures, and standards.

Minimum Education & Experience

Some positions require a doctorate & state licensure; others a bachelor's degree and agency specified additional years of experience plus registration in specified program with state of ND. In addition to minimum requirements defined

for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1107	Medical VII	Grade 109
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Level Definition:

Work consists of directing the administration and delivery of specific medical services within an agency or statewide program. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Most often manages the work of others either directly or indirectly.

Jobs at this level include:

Pharmacist II

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Advanced knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Advanced ability to develop, interpret, and evaluate policies and procedures. Master level skills in interpreting test and assessment results and ability to present those results to appropriate sources.

Minimum Education & Experience

A bachelor's degree and agency specified additional years of experience plus registration in specified program with state of ND. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.