

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCP193	PH Registered Nurse SPV 1	Supervisor	Supervisor	Professionals	SWD	M

Job Summary

Supervises and plans work of assigned staff. Provides professional nursing care in accordance with nurse protocols, policies and/or procedures. Focuses on the prevention of illness, injury, or disability, the promotion of health and maintenance of the health of populations. Cares for population with special needs during disasters/emergencies and biological and chemical protocols.

Entry Qualifications

Bachelor's degree in Nursing from an accredited college or university AND Two years of PHN experience AND Current Georgia Registered Professional Nurse license AND CPR certification OR Associate's degree/diploma in Nursing from an accredited college AND Three years of PHN experience AND Completion of a PHN course within one year of hire AND Current Georgia Registered Professional Nurse license AND CPR certification.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCP194	PH Nursing SPV 2	Supervisor	Assistant Manager	Professionals	SWD	M

Job Summary

Under limited supervision manages the programs, staff, clinical services and fiscal processes of a local public health department. Identifies community partners, providers and agencies and develops relationships to further public health efforts in the community.

Entry Qualifications

Master's degree in Nursing, Public Health, or related field from an accredited college or university AND One year of supervisory experience AND Current Georgia Registered Professional Nurse license AND CPR certification OR Bachelor's degree in Nursing from an accredited college or university AND Three years RN supervisory/management experience AND Completion of PHN course within six months of hire if no PHN experience AND Current Georgia Registered Professional Nurse license AND CPR certification OR Associate's degree/diploma in Nursing from an accredited college AND Four years of RN supervisory/management experience AND Completion of PHN course within six months of hire if no PHN experience AND Current Georgia Registered Professional Nurse license AND CPR certification.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCP195	PH Nursing SPV 3	Supervisor	Assistant Manager	Professionals	SWD	N

Job Summary

Under limited supervision, implements, manages and evaluates the programs, staff, clinical services and budgets within the county; develops partnerships with community stakeholders within the county; participates in community health needs assessments and strategic planning for the county.

Entry Qualifications

Master's degree in Nursing, Public Health, or related field from an accredited college or university AND Three years of supervisory experience at the lower level (HCP194) position AND Current Georgia Registered Professional Nurse license AND CPR certification OR Bachelor's degree in Nursing from an accredited college or university AND Four years supervisory/management experience AND Current Georgia Registered Professional Nurse license AND CPR certification OR Associate's degree/diploma in Nursing from an accredited college AND Five years of RN supervisory/management experience AND Completion of PHN course within six months of hire if no PHN experience AND Current Georgia Registered Professional Nurse license AND CPR certification.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCP200	Advanced Practice RN 1	Professional	Professional	Professionals	SWD	L

Job Summary

Under supervision of a senior APRN, performs advanced nursing functions and healthcare services in specialized areas. Operates under the nurse protocol agreement with delegating physician, conducts complete physicals, provides treatment, and counsels clients. May prescribe medication in some cases.

Entry Qualifications

Doctorate or Master's degree in Nursing from an accredited college or university and/or other education requirements approved by the Georgia Board of Nursing AND Certification in the specialty area(s) approved by Georgia Board of Nursing AND Georgia license as a Registered Professional Nurse AND Georgia License as an APRN AND CPR certification.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCP201	Advanced Practice RN 2	Professional	Professional	Professionals	SWD	M

Job Summary

Under general supervision, performs advanced nursing functions and healthcare services in specialized areas. Operates under written nurse protocol agreement with delegating physician, conducts complete physicals, provides treatment, and counsels clients. May prescribe medication in some cases.

Entry Qualifications

Doctorate or Master's degree in Nursing from an accredited college or university and/or other education requirements approved by the Georgia Board of Nursing AND Certification in the specialty area(s) approved by Georgia Board of Nursing AND Two years PH experience AND Georgia license as a Registered Professional Nurse AND Georgia License as a APRN AND Current certification in specialty area AND CPR certification.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCP203	Advanced Practice RN SPV	Supervisor	Supervisor	Professionals	SWD	O

Job Summary

Supervises lower level APRNs and other assigned staff. Performs advanced nursing functions and healthcare services in specialized areas. Operates under written nurse protocol agreement with delegating physician, conducts complete physicals, provides treatment and counsels clients. May prescribe medication in some cases.

Entry Qualifications

Doctorate or Master's degree in Nursing from an accredited college or university and/or other education requirements approved by the Georgia Board of Nursing AND certification in the specialty area(s) approved by Georgia Board of Nursing AND Six years PH experience AND Georgia license as a Registered Professional Nurse AND Georgia License as a APRN AND Current certification in specialty area AND CPR certification.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCP210	PH Nursing Prog Consultant 1	Professional	Professional Consultant	Professionals	SWD	K

Job Summary

Under general guidance, provides technical assistance and training within a public health nursing care specialty. Manages the planning and implementation of a specialty nursing program. Evaluates programs for compliance with state and/or federal guidelines.

Entry Qualifications

Master's degree in Nursing, Public Health or related field from an accredited college or university AND One year of PHN experience AND Current Georgia Registered Professional Nurse license AND CPR certified OR Bachelor's degree in Nursing from an accredited college or university AND Three years of PHN experience AND Current Georgia Registered Professional Nurse license AND CPR certified.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCP211	PH Nursing Prog Consultant 2	Professional	Professional Consultant	Professionals	SWD	L

Job Summary

Under general supervision, provides technical assistance and training within a public health nursing care specialty. Manages the planning and implementation of a specialty nursing program. Evaluates programs for compliance with state and/or federal guidelines.

Entry Qualifications

Master's degree in Nursing, Public Health or related field from an accredited college or university AND Two years of PHN experience OR Two years at the lower level (HCP210) or position equivalent AND Current Georgia Registered Professional Nurse license AND CPR certified OR Bachelor's degree Nursing from an accredited college or university AND Five years of PHN experience AND Current Georgia Registered Professional Nurse license AND CPR certified.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCP212	PH Nursing Prog Consultant 3	Professional	Professional Consultant	Professionals	SWD	M

Job Summary

Under broad supervision, provides technical assistance and training within a public health nursing care specialty. Manages the planning and implementation of a specialty nursing program. Evaluates programs for compliance with state and/or federal guidelines. Acts as a lead worker on projects and/or programs.

Entry Qualifications

Master's degree in Nursing, Public Health or related field from an accredited college or university AND Three years of PHN experience OR Three years at the lower level (HCP211) or position equivalent AND Current Georgia Professional Nurse license AND CPR certified OR Bachelor's degree Nursing from an accredited college or university AND Five years of PHN experience AND Current Georgia Professional Nurse license AND CPR certified.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS011	Dental Asst 2	Support	Technician - Certified	Technicians	SWD	D

Job Summary

Under general supervision, assists the dentist and/or hygienist in chair-side dentistry. Prepares dental instruments. May perform administrative duties.

Entry Qualifications

High school Diploma OR GED AND One year of experience in a dental setting OR Vocational/technical degree in dental assisting from an accredited college AND Six months of experience as a dental hygienist.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS012	Dental Asst 3	Support	Technician - Certified	Technicians	SWD	E

Job Summary

Under broad supervision, assists the dentist and/or hygienist in chair-side dentistry. Prepares dental instruments. May perform administrative duties. May serve as lead worker.

Entry Qualifications

High school diploma OR GED AND Two years of experience as a dental hygienist OR Vocational/technical degree in dental assisting from an accredited college AND One year experience as a dental hygienist.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS013	Dental Asst Spv	Supervisor	Supervisor	Technicians	SWD	F

Job Summary

Supervises and plans work of assigned staff. Assists the dentist and/or hygienist in chair-side dentistry. Prepares dental instruments. May perform administrative duties.

Entry Qualifications

High school diploma OR GED AND Six years of experience as a dental hygienist OR Vocational/technical degree in dental assisting from an accredited college AND Four years of experience as a dental hygienist.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS020	Health Aide 1	Support	Support - Labor	Service Maintenance	SWD	B

Job Summary

Under direct supervision, learns to provide basic patient care and works with patients/clients to develop daily living skills. May take vital signs.

Entry Qualifications

High school diploma OR GED.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS021	Health Aide 2	Support	Support - Labor	Service Maintenance	SWD	C

Job Summary

Under general supervision, provide basic patient care and work with patients/clients to develop daily living skills. May take vital signs.

Entry Qualifications

High school diploma OR GED AND Six months experience in a related field.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS022	Health Aide 3	Support	Support - Labor	Service Maintenance	SWD	D

Job Summary

Under broad supervision, provide basic patient care and work with patients/clients to develop daily living skills. May take vital signs and perform other related medical procedures under the direction of nursing staff.

Entry Qualifications

High school diploma OR GED AND One year of experience in a related field OR One year of experience at the lower level (HCS021) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS023	Health Aide Spv	Supervisor	Supervisor	Service Maintenance	SWD	E

Job Summary

Supervise and plan work of assigned. Provide basic patient care and work with patients/clients to develop daily living skills. May take vital signs and perform other related medical procedures under the direction of nursing staff.

Entry Qualifications

High school diploma OR GED AND Two years of experience in a related field OR One year of experience at the lower level (HCS022) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS030	Pharmacy Tech 1	Support	Technician - Certified	Technicians	SWD	D

Job Summary

Under direct supervision, prepares medications under the direction of a pharmacist. May measure, mix, label and record amounts and dosages of medications.

Entry Qualifications

High school diploma OR GED.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS031	Pharmacy Tech 2	Support	Technician - Certified	Technicians	SWD	E

Job Summary

Under general supervision, prepares medications under the direction of a pharmacist. May measure, mix, label, and record amounts and dosages of medications.

Entry Qualifications

High school diploma or GED AND Two years of experience working in a pharmacy.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS032	Pharmacy Tech 3	Support	Technician - Certified	Technicians	SWD	F

Job Summary

Under general supervision, prepares medications under the direction of a pharmacist. May measure, mix, label, and record amounts and dosages of medications. May serve as lead worker.

Entry Qualifications

High school diploma of GED AND Three years of experience working in a pharmacy.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS033	Pharmacy Tech Spv	Supervisor	Supervisor	Technicians	SWD	G

Job Summary

Supervises and plans work of assigned staff. Prepares medications under the direction of a pharmacist. May measure, mix, label and record amounts and dosages of medications.

Entry Qualifications

High school diploma of GED AND Four years of experience working in a pharmacy.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS040	Nutrition Asst 1	Support	Support - Administration	Paraprofessionals	SWD	C

Job Summary

Under direct supervision learns to assist in the provision of nutritional programs. May plan and produce meals based on guidelines, teach principles of food and nutrition or counsel individuals.

Entry Qualifications

Associate's degree from an accredited college OR High school diploma/GED AND One year of clerical, information and referral, customer service or related experience.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS041	Nutrition Asst 2	Support	Support - Administration	Paraprofessionals	SWD	D

Job Summary

Under general supervision, assists in the provision of nutritional programs. May plan and produce meals based on guidelines, teach principles of food and nutrition or counsel individuals.

Entry Qualifications

Associate's degree from an accredited college AND One year of experience in a related area OR High school diploma/GED AND Two years of clerical, information and referral, customer service or related experience.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS042	Nutrition Asst 3	Support	Support - Administration	Paraprofessionals	SWD	E

Job Summary

Under broad supervision, assists in the provision of nutritional programs. May plan and produce meals based on guidelines, teach principles of food and nutrition or counsel individuals. May serve as lead worker.

Entry Qualifications

Associate's degree from an accredited college AND Two years of experience in a related area OR High school diploma/GED AND Three years of clerical, information and referral, customer service or related experience.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS043	Nutrition Asst Spv	Supervisor	Supervisor	Paraprofessionals	SWD	F

Job Summary

Supervises and plans work of assigned staff. Works to provide nutritional programs. May plan and produce meals based on guidelines, teach principles of food and nutrition or counsel individuals.

Entry Qualifications

Associate's degree from an accredited college or university AND Three years of experience in a related area OR High school diploma or GED AND Four years of clerical, information and referral, customer service or related experience.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS050	Nursing Asst 1	Support	Support - Administration	Paraprofessionals	SWD	B

Job Summary

Under direct supervision, performs assigned direct care activities and basic nursing procedures in a nursing facility or home health care.

Entry Qualifications

Must be certified as a Nursing Assistant.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS051	Nursing Asst 2	Support	Support - Administration	Paraprofessionals	SWD	C

Job Summary

Under general supervision, performs assigned direct care activities and basic nursing procedures in a nursing facility or home health care.

Entry Qualifications

Must be certified as a Nursing Assistant AND One year of experience at the lower level (HCS050) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS052	Nursing Asst 3	Support	Support - Administration	Paraprofessionals	SWD	D

Job Summary

Under broad supervision, performs assigned direct care activities and basic nursing procedures in a nursing facility or home health care. May supervise staff.

Entry Qualifications

Must be certified as a Nursing Assistant AND Two years of experience at the lower level (HCS051) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCS053	Nursing Asst Spv	Supervisor	Supervisor	Paraprofessionals	SWD	E

Job Summary

Supervises and plans work of assigned staff. Performs assigned direct care activities and basic nursing procedures in a nursing facility or home health care.

Entry Qualifications

Must be certified as a Nursing Assistant AND Three years of experience at the lower level (HCS052) or position equivalent.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT010	Dental Hygienist 1	Technician	Technician - Certified	Technicians	SWD	H

Job Summary

Under direct supervision, clean teeth and examine oral areas, head and neck for signs of oral disease. May educate clients on oral hygiene, take and develop X-rays or apply fluoride or sealants.

Entry Qualifications

High school diploma or GED AND Completion of LPN/LVN program from an accredited college AND Current Georgia license to practice as a Licensed Practical Nurse AND CPR certification AND Completion of all necessary orientation and training for Public Health LPN. No experience required.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT011	Dental Hygienist 2	Technician	Technician - Certified	Technicians	SWD	I

Job Summary

Under general supervision, clean teeth and examine oral areas, head and neck for signs of oral disease. May educate clients on oral hygiene, take and develop X-rays or apply fluoride or sealants.

Entry Qualifications

High school diploma or GED AND completion of LPN/LVN program from accredited college AND Current Georgia license to practice as a Licensed Practical Nurse AND CPR certification AND Two years of Public Health LPN public health experience.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT012	Dental Hygienist 3	Technician	Technician - Certified	Technicians	SWD	J

Job Summary

Under broad supervision, clean teeth and examine oral areas, head and neck for signs of oral disease. May educate clients on oral hygiene, take and develop X-rays or apply fluoride or sealants. May serve as lead worker.

Entry Qualifications

High school diploma or GED AND Completion of LPN/LVN program from accredited college AND Current Georgia license to practice as a Licensed Practical Nurse AND CPR certification AND Two years of Public Health LPN public health experience.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT013	Dental Hygienist Spv	Supervisor	Supervisor	Technicians	SWD	K

Job Summary

Supervises and plans work of assigned staff. Clean teeth and examine oral areas, head and neck for signs of oral disease. May educate clients on oral hygiene, take and develop X-rays or apply fluoride or sealants.

Entry Qualifications

High school diploma or GED AND Completion of LPN/LVN program from accredited college AND Current Georgia license to practice as a Licensed Practical Nurse AND CPR certification AND Four years of LPN public health experience.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT020	Emergency Medical Tech 1	Technician	Technician - Certified	Technicians	SWD	D

Job Summary

Under direct supervision, assesses injuries, administers emergency medical care and extricates trapped individuals. Transports injured or sick persons to medical facilities.

Entry Qualifications

High school diploma or GED AND Current Georgia certification as an Emergency Medical Technician Basic AND CPR certification AND Valid driver's license.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT021	Emergency Medical Tech 2	Technician	Technician - Certified	Technicians	SWD	E

Job Summary

Under general supervision, assesses injuries, administers emergency medical care and extricates trapped individuals. Transports injured or sick persons to medical facilities.

Entry Qualifications

High school diploma or GED AND Six months experience AND Current Georgia certification as an Emergency Medical Technician Basic AND CPR certification AND Valid driver's license.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT022	Emergency Medical Tech 3	Technician	Technician - Certified	Technicians	SWD	F

Job Summary

Under broad supervision, assesses injuries, administers emergency medical care and extricates trapped individuals. Transports injured or sick persons to medical facilities. May serve as lead worker.

Entry Qualifications

High school diploma or GED AND One year experience AND Current Georgia certification as an Emergency Medical Technician Basic AND CPR certification AND Valid driver's license.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT023	Emergency Medical Tech Spv	Supervisor	Supervisor	Technicians	SWD	G

Job Summary

Supervises and plans work of assigned staff. Assesses injuries, administers emergency medical care and extricates trapped individuals. Transports injured or sick persons to medical facilities.

Entry Qualifications

High school diploma or GED AND Two years experience AND Current Georgia certification as an Emergency Medical Technician Basic AND CPR certification AND Valid driver's license.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT030	Licensed Practical Nurse 1	Technician	Technician - Certified	Technicians	SWD	E

Job Summary

Under direct supervision, provides general direct nursing care to injured, ill, convalescent or disabled individuals. Care includes providing medical treatments, administering medication and giving injections.

Entry Qualifications

Vocational/technical program from an accredited college AND Current Georgia license to practice as a licensed practical nurse.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT031	Licensed Practical Nurse 2	Technician	Technician - Certified	Technicians	SWD	F

Job Summary

Under general supervision, provides general direct nursing care to injured, ill, convalescent or disabled individuals. Care includes providing medical treatments, administering medication and giving injections.

Entry Qualifications

Vocational/technical program from an accredited college AND Current Georgia license to practice as a licensed practical nurse AND Six months of nursing experience.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT032	Licensed Practical Nurse 3	Technician	Technician - Certified	Technicians	SWD	G

Job Summary

Under broad supervision, provides general direct nursing care to injured, ill, convalescent or disabled individuals. Care includes providing medical treatments, administering medication and giving injections.

Entry Qualifications

Vocational/technical program from an accredited college AND Current Georgia license to practice as a licensed practical nurse AND One year of nursing experience.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT033	Licensed Practical Nurse Spv	Supervisor	Supervisor	Technicians	SWD	H

Job Summary

Supervises and plans work of assigned staff. Provides general direct nursing care to injured, ill, convalescent or disabled individuals. Care includes providing medical treatments, administering medication and giving injections.

Entry Qualifications

Vocational/technical program from an accredited college AND Current Georgia license to practice as a licensed practical nurse AND Two years of experience in a team lead, supervisory or leadership role.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT040	Medical Records Tech 1	Technician	Technician - Uncertified	Office/Clerical	SWD	D

Job Summary

Under direct supervision, compile, process and maintain medical records of hospital and clinic clients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Process, maintain, compile and report client information for health requirements and standards.

Entry Qualifications

Eligibility for certification as a medical records technician by the American Health Information Management Association OR One year of experience in a medical records unit, which involved the independent coding of diagnostic data.

Comment **Job added as part of JCCP Project**

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT041	Medical Records Tech 2	Technician	Technician - Uncertified	Office/Clerical	SWD	E

Job Summary

Under general supervision, compile, process and maintain medical records of hospital and clinic clients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Process, maintain, compile and report client information for health requirements and standards.

Entry Qualifications

Eligibility for certification as a medical records technician by the American Health Information Management Association OR Two years of experience in a medical records unit, which involved the independent coding of diagnostic data OR One year at the lower level (HCT040) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT042	Medical Records Tech 3	Technician	Technician - Uncertified	Office/Clerical	SWD	F

Job Summary

Under broad supervision, compile, process and maintain medical records of hospital and clinic clients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Process, maintain, compile, and report client information for health requirements and standards. May conduct utilization reviews. May serve as lead worker.

Entry Qualifications

Certified as a medical records technician by the American Health Information Management Association AND Three years of experience in a medical records unit, which involved the independent coding of diagnostic data OR One year at the lower level (HCT041) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT043	Medical Records Tech Spv	Supervisor	Supervisor	Paraprofessionals	SWD	G

Job Summary

Supervises and plans work of assigned staff. Compile, process and maintain medical records of hospital and clinic clients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Process, maintain, compile and report client information for health requirements and standards.

Entry Qualifications

Certified as a medical records technician by the American Health Information Management Association AND Four years of experience in a medical records unit, which involved the independent coding of diagnostic data OR One year at the lower level (HCT042) or position equivalent.

Comment n/a

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT050	Phys/Occup Therapy Tech 1	Technician	Technician - Uncertified	Technicians	SWD	H

Job Summary

Under supervision, assist physical therapists or occupational therapists in providing therapy treatments and procedures. May, in accordance with State laws, assist in the development of treatment plans, carry out routine functions, direct activity programs, document the progress of treatment and modify specific treatments in accordance with client status and within the scope of treatment plans established by a therapist.

Entry Qualifications

Associate's degree from an accredited college AND Current license or license-eligible in the state of Georgia in the specific area of assignment (i.e., physical therapy, occupational therapy etc.).

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT051	Phys/Occup Therapy Tech 2	Technician	Technician - Uncertified	Technicians	SWD	I

Job Summary

Under general supervision, assist physical therapists or occupational therapists in providing therapy treatments and procedures. May, in accordance with State laws, assist in the development of treatment plans, carry out routine functions, direct activity programs, document the progress of treatment and modify specific treatments in accordance with client status and within the scope of treatment plans established by a therapist.

Entry Qualifications

Associate's degree from an accredited college AND Current license or license-eligible in the state of Georgia in the specific area of assignment (i.e., physical therapy, occupational therapy etc.) AND One year of experience required at the lower level (HCT050) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT052	Phys/Occup Therapy Tech 3	Technician	Technician - Uncertified	Technicians	SWD	J

Job Summary

Under broad supervision, assist physical therapists or occupational therapists in providing therapy treatments and procedures. May, in accordance with State laws, assist in the development of treatment plans, carry out routine functions, direct activity programs, document the progress of treatment and modify specific treatments in accordance with client status and within the scope of treatment plans established by a therapist.

Entry Qualifications

Associate's degree from an accredited college AND Current license or license-eligible in the state of Georgia in the specific area of assignment (i.e., physical therapy, occupational therapy etc.) AND One year of experience required at the lower level (HCT051) or position equivalent.

Comment n/a

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT053	Phys/Occup Therapy Tech Spv	Supervisor	Supervisor	Technicians	SWD	K

Job Summary

Supervises and plans work of assigned staff. Assist physical therapists or occupational therapists in providing therapy treatments and procedures. May, in accordance with State laws, assist in the development of treatment plans, carry out routine functions, direct activity programs, document the progress of treatment and modify specific treatments in accordance with client status and within the scope of treatment plans established by a therapist.

Entry Qualifications

Associate's degree from an accredited college AND Current license or license-eligible in the state of Georgia in the specific area of assignment (i.e., physical therapy, occupational therapy etc.) AND Two years of experience required at the lower level (HCT052) or position equivalent.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT060	Orthotics Tech 1	Technician	Technician - Uncertified	Technicians	SWD	E

Job Summary

Under direct supervision, assist clients with disabling conditions of limbs and spine or with partial or total absence of limb by fitting and preparing orthotic appliances.

Entry Qualifications

Vocational/technical certificate in a skilled trade from an accredited college OR One year of experience in the use of hand and power tools and heavy shop equipment.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT061	Orthotics Tech 2	Technician	Technician - Uncertified	Technicians	SWD	F

Job Summary

Under general supervision, assist clients with disabling conditions of limbs and spine or with partial or total absence of limb by fitting and preparing orthotic appliances.

Entry Qualifications

Vocational/technical certificate in a skilled trade from an accredited college OR One year of experience in the use of hand and power tools and heavy shop equipment AND One year of experience required at the lower level (HCT060) or position equivalent.

Comment n/a

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT062	Orthotics Tech 3	Technician	Technician - Uncertified	Technicians	SWD	G

Job Summary

Under broad supervision, performs the fabrication, modification and repair of adaptive equipment and orthotic devises and their components for clients with disabling conditions of limbs and spine or with partial or total absence of limbs. May serve as lead worker.

Entry Qualifications

Vocational/technical certificate in a skilled trade from an accredited college OR One year of experience in the use of hand and power tools and heavy shop equipment AND One year of experience required at the lower level (HCT061) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT063	Orthotics Tech Spv	Supervisor	Supervisor	Technicians	SWD	H

Job Summary

Supervises and plans work of assigned staff. Assist clients with disabling conditions of limbs and spine or with partial or total absence of limb by fitting and preparing orthotic appliances.

Entry Qualifications

Vocational/technical certificate in a skilled trade from an accredited college OR One year of experience in the use of hand and power tools and heavy shop equipment AND Two years of experience required at the lower level (HCT062) or position equivalent.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT070	Radiologist 1	Technician	Technician - Certified	Technicians	SWD	G

Job Summary

Under direct supervision, prepares and operates radiographic equipment utilized to take general radiographic images. Develops images and checks for clarity.

Entry Qualifications

High school diploma or GED AND Eligibility for certification as a medical records technician by the American Health Information Management Association OR One year of experience in a medical records unit, which involved the independent coding of diagnostic data.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT071	Radiologist 2	Technician	Technician - Certified	Technicians	SWD	H

Job Summary

Under general supervision, prepares and operates radiographic equipment utilized to take general radiographic images. Develops images and checks for clarity.

Entry Qualifications

High school diploma or GED AND Eligibility for certification as a medical records technician by the American Health Information Management Association OR Two years of experience in a medical records unit, which involved the independent coding of diagnostic data OR One year at the lower level (HCT040) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT072	Radiologist 3	Technician	Technician - Certified	Technicians	SWD	I

Job Summary

Under broad supervision, prepares and operates radiographic equipment utilized to take general radiographic images. Develops images and checks for clarity. May serve as lead worker.

Entry Qualifications

High school diploma or GED AND Certified as a medical records technician by the American Health Information Management Association AND Three years of experience in a medical records unit, which involved the independent coding of diagnostic data OR One year at the lower level (HCT041) or position equivalent.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT073	Radiologist Spv	Supervisor	Supervisor	Technicians	SWD	J

Job Summary

Supervises and plans work of assigned staff. Prepares and operates radiographic equipment utilized to take general radiographic images. Develops images and checks for clarity.

Entry Qualifications

High school diploma or GED AND certified as a medical records technician by the American Health Information Management Association AND Four years of experience in a medical records unit, which involved the independent coding of diagnostic data OR One year at the lower level (HCT042) or position equivalent.

Comment n/a

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT080	Respiratory Therapy Tech 1	Technician	Technician - Certified	Technicians	SWD	G

Job Summary

Under direct supervision, assesses, treats and cares for clients with breathing disorders. Initiate and conduct therapeutic procedures, maintain client records and select, assemble, check and operate equipment.

Entry Qualifications

Bachelor's degree in medical technology or life sciences from an accredited college or university AND Current Respiratory Therapist license.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT081	Respiratory Therapy Tech 2	Technician	Technician - Certified	Technicians	SWD	H

Job Summary

Under general supervision, assesses, treats and cares for clients with breathing disorders. Initiate and conduct therapeutic procedures, maintain client records and select, assemble, check and operate equipment.

Entry Qualifications

Bachelor's degree in medical technology or life sciences from an accredited college or university AND One year experience AND Current Respiratory Therapist license.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT082	Respiratory Therapy Tech 3	Technician	Technician - Certified	Technicians	SWD	I

Job Summary

Under broad supervision, assesses, treats and cares for clients with breathing disorders. Initiate and conduct therapeutic procedures, maintain client records and select, assemble, check and operate equipment. May serve as lead worker.

Entry Qualifications

Bachelor's degree in medical technology or life sciences from an accredited college or university AND Two years experience AND Current Respiratory Therapist license.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT083	Respiratory Therapy Tech Spv	Supervisor	Supervisor	Technicians	SWD	J

Job Summary

Supervises and plans work of assigned staff. Assesses, treats and cares for clients with breathing disorders. Initiate and conduct therapeutic procedures, maintain client records and select, assemble, check and operate equipment.

Entry Qualifications

Bachelor's degree in medical technology or life sciences from an accredited college or university AND Three years experience AND Current Respiratory Therapist license.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT090	Dental Tech 1	Technician	Technician - Certified	Technicians	SWD	F

Job Summary

Under direct supervision, designs, prepares, fabricates and repairs dentures or dental appliances as prescribed by dentists and other specialists.

Entry Qualifications

Vocational/technical certificate in dental technology from an accredited college AND One year of experience as a technician in a dental laboratory.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT091	Dental Tech 2	Technician	Technician - Certified	Technicians	SWD	G

Job Summary

Under general supervision, designs, prepares, fabricates and repairs dentures or dental appliances as prescribed by dentists and other specialists.

Entry Qualifications

Vocational/technical certificate in dental technology from an accredited college AND Two years of experience as a technician in a dental laboratory.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT092	Dental Tech 3	Technician	Technician - Certified	Technicians	SWD	H

Job Summary

Under broad supervision, designs, prepares, fabricates and repairs dentures or dental appliances as prescribed by dentists and other specialists. May serve as lead worker.

Entry Qualifications

Vocational/technical certificate in dental technology from an accredited college AND Three years of experience as a technician in a dental laboratory.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT093	Dental Tech Spv	Supervisor	Supervisor	Technicians	SWD	I

Job Summary

Supervises and plans work of assigned staff. Designs, prepares, fabricates and repairs dentures or dental appliances as prescribed by dentists and other specialists.

Entry Qualifications

Vocational/technical certificate in dental technology from an accredited college AND Four years of experience as a technician in a dental laboratory.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT100	Medical Asst 1	Technician	Technician - Certified	Office/Clerical	SWD	E

Job Summary

Under direct supervision, performs administrative and certain clinical duties under the direction of the physician on duty. Handles front office duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination and drawing blood.

Entry Qualifications

Medical Assistant's program from an accredited technical or vocational school.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT101	Medical Asst 2	Technician	Technician - Certified	Office/Clerical	SWD	F

Job Summary

Under general supervision, performs administrative and certain clinical duties under the direction of the physician on duty. Handles front office duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination and drawing blood.

Entry Qualifications

Medical Assistant's program from an accredited technical or vocational school AND One year of related experience.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT102	Medical Asst 3	Technician	Technician - Certified	Office/Clerical	SWD	G

Job Summary

Under broad supervision, performs administrative and certain clinical duties under the direction of the physician on duty. Handles front office duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination and drawing blood. May serve as lead worker.

Entry Qualifications

Medical Assistant's program from an accredited technical or vocational school AND Two years of related experience.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT103	Medical Asst Spv	Supervisor	Supervisor	Office/Clerical	SWD	H

Job Summary

Supervises and plans work of assigned staff. Performs administrative and certain clinical duties under the direction of the physician on duty. Handles front office duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination and drawing blood.

Entry Qualifications

Medical Assistant's program from an accredited technical or vocational school AND Three years of related experience.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT110	PH LPN 1	Technician	Technician - Certified	Technicians	SWD	E

Job Summary

Under direct supervision, provides assistance to Public Health Nurses and county programs.

Entry Qualifications

Graduate of an accredited LPN/ LVN School of Licensed Practical Nursing AND Current Georgia license to practice as a Licensed Practical Nurse AND CPR certification AND Completion of all necessary orientation and training for Public Health LPN. No experience required.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT111	PH LPN 2	Technician	Technician - Certified	Technicians	SWD	F

Job Summary

Under general supervision, provides care which includes providing medical treatments, administering medication and giving injections. Assigned to specified clinical duties within the scope of LPN practice in public health.

Entry Qualifications

Graduate of an accredited LPN/ LVN School of Licensed Practical Nursing AND Current Georgia license to practice as a Licensed Practical Nurse AND CPR certification AND Two years of Public Health LPN public health experience.

Comment Job added as part of JCCP Project

Job Code Catalog: Healthcare

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
HCT112	PH LPN 3	Technician	Technician - Certified	Technicians	SWD	G

Job Summary

Under broad supervision, provides general direct nursing care. Care includes providing medical treatments, administering medication and giving injections. Assigned to specific clinical duties within the scope of LPN practice in public health and acts as a lead worker over specified projects or programs.

Entry Qualifications

Graduate of an accredited LPN/ LVN School of Licensed Practical Nursing AND Current Georgia license to practice as a Licensed Practical Nurse AND CPR certification AND Four years of LPN public health experience.

Comment **Job added as part of JCCP Project**