



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

RADIOLOGIC TECHNOLOGIST AND TECHNICIAN SUPERVISOR

| <u>Class Title</u> | <u>Class Code</u> | <u>Pay Band</u> | <u>Alt Pay Band*</u> |
|--|-------------------|-----------------|----------------------|
| Radiologic Tech/Technician Supervisor | K2034S | 60 | 65 |

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Takes x-rays and CAT scans or administers non-radioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other modalities, such as computed tomography and magnetic resonance. Includes workers whose primary duties are to demonstrate portions of the human body on x-ray film or fluoroscopic screen.

Nature of Work

The Radiologic Technologists and Technician Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and performs diagnostic imaging examination. Radiologic technicians perform imaging examinations like x-rays while technologists use other imaging modalities such as computed tomography, magnetic resonance imaging, and mammography. Radiologic technologists and technicians must follow physicians' orders precisely and conform to regulations concerning the use of radiation to protect themselves, their patients, and their coworkers from unnecessary exposure. Radiologic technicians produce x-ray films (radiographs) of parts of the human body for use in diagnosing medical problems. They prepare patients for radiologic examinations by explaining the procedure, removing jewelry and other articles through which x rays cannot pass, and positioning patients so that the parts of the body can be appropriately radiographed. To prevent unnecessary exposure to radiation, these workers surround the exposed area with radiation protection devices, such as lead shields, or limit the size of the x-ray beam. Radiographers position radiographic equipment at the correct angle and height over the appropriate area of a patient's body. Using instruments similar to a measuring tape they may measure the thickness of the section to be radiographed and set controls on the x-ray machine to produce radiographs of the appropriate density, detail, and contrast.

Radiologic technologists perform more complex imaging procedures. When performing fluoroscopies, for example, radiologic technologists prepare a solution for the patient to drink, allowing the radiologist (a physician who interprets radiographs) to see soft tissues in the body. Some radiologic technologists specialize in computed tomography (CT), as CT technologists. CT scans produce a substantial amount of cross-sectional x-rays of an area of the body. From

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those cross-sectional x-rays, a three-dimensional image is made. The CT uses ionizing radiation; therefore, it requires the same precautionary measures that are used with x-rays.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Employees in this Role perform independently as an expert in a specialized area that goes beyond standardized work which includes directing, training and assisting lower level staff in diagnostic imaging using radiography, nuclear medicine, computer tomography (CT) scan, Magnetic Resonance Imaging (MRI) and other modalities.

Recommended Education and Experience for Full Performance***

Associate's Degree in Radiographer Technology and Radiologic Science or completion of an American Registered Radiology Technologist (ARRT) Program and four (4) years of experience working in a laboratory, two (2) years of which must be supervisory.

Minimum Qualifications

Associate's Degree in Radiographer Technology and Radiologic Science or completion of an American Registered Radiology Technologist (ARRT) Program and two (2) years of experience working in a laboratory. All applicants for this position must be licensed in accordance with Medical Radiation Health and Safety, 61-14E-1 through 61-14E-12 NMSA 1978.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

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Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physics — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Operation and Control — Controlling operations of equipment or systems.

Service Orientation — Actively looking for ways to help people.

Coordination — Adjusting actions in relation to others' actions.

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Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Science — Using scientific rules and methods to solve problems.

Instructing — Teaching others how to do something.

Statutory Requirements: All applicants for this position must be licensed in accordance with Medical Radiation Health and Safety, 61-14E-1 through 61-14E-12 NMSA 1978.

You must include your license or certificate number in the "License" section of the application form.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: N/A

Established: 04/27/2012

Revised:

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.