



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### NURSING AIDES, ORDERLIES, AND ATTENDANTS

| <u>Class Title</u>                       | <u>Class Code</u> | <u>Pay Band</u> | <u>Alt Pay Band*</u> |
|--|-------------------|-----------------|----------------------|
| Nursing Aides, Orderlies, & Attendants-B | L1012B            | 30              | 40                   |
| Nursing Aides, Orderlies, & Attendants-O | L1012O            | 35              | 45                   |
| Nursing Aides, Orderlies, & Attendants-A | L1012A            | 40              | 50                   |

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

#### Occupation Description

Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, move patients, or change linens.

#### Nature of Work

A nurse's aide is a direct care worker, due to their role in working with patients who need long-term care. The specific care they give depends on their specialty. Nursing aides help care for physically or mentally ill, injured, disabled, or infirm individuals in hospitals, nursing care facilities, and mental health settings. Nursing aides provide hands-on care and perform routine tasks under the supervision of nursing and medical staff.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role assist professional and technical nursing staff in providing sub-professional care to hospitalized or institutionalized clients while receiving training and learning routine standard nursing services.

#### Recommended Education and Experience for Full Performance

High school diploma or Equivalency and six (6) months experience performing basic patient care under the direction of nursing or medical staff.

#### Minimum Qualifications

Eighth Grade Education.

#### Operational

- Employees in this Role independently assist professional and technical nursing staff in providing essential sub professional services to hospitalized or institutionalized clients.

## NURSING AIDES, ORDERLIES, AND ATTENDANTS

### **Recommended Education and Experience for Full Performance\***

High School Diploma or Equivalency OR current New Mexico certification as a Nurse Aide and one (1) year of experience performing basic patient care under the direction of nursing or medical staff.

### **Minimum Qualifications**

High School Diploma or Equivalency OR current New Mexico certification as a Nurse Aide (Current out-of-state CNAs may be certified by reciprocity).

### **Advanced**

- Employees in this Role perform specialized client care activities and train lower level nursing sub professional personnel.

### **Recommended Education and Experience for Full Performance**

High School Diploma or Equivalency and one and half (1.5) years of experience performing basic patient care under the direction of nursing or medical staff.

### **Minimum Qualifications**

High School Diploma or Equivalency OR current New Mexico certification as a Nurse Aide (Current out-of-state CNAs may be certified by reciprocity) and three (3) months of experience performing basic patient care under the direction of nursing and/or medical staff.

### **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.*

### **Knowledge**

**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.

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

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**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.

### **Skills**

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

**Service Orientation** — Actively looking for ways to help people.

**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.

## NURSING AIDES, ORDERLIES, AND ATTENDANTS

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

**Coordination** — Adjusting actions in relation to others' actions.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Speaking** — Talking to others to convey information effectively.

**Statutory Requirements:** N/A

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

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001 **Revised:** 9/20/2011, (Min Quals 3/24/2016)(Min Quals 3/13/2017); (APB 01/19/2018)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*