

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
X-RAY TECHNICIAN

JOB DESCRIPTION

Employees in this job operate x-ray and fluoroscopic equipment to assist radiologists and physicians with diagnosing and treating disease and injury.

Position Code Title - XRay Technician-E

X-Ray Technician 8

This is the entry level. The employee performs a range of X-Ray Technician assignments while learning the methods of the work.

X-Ray Technician 9

This is the intermediate level. The employee performs an expanding range of X-Ray Technician assignments in a developing capacity.

X-Ray Technician E10

This is the experienced level. The employee performs a full range of X-Ray Technician assignments and uses independent judgment to make decisions in specific work situations.

Position Code Title - XRay Technician-A

X-Ray Technician 11

This is the advanced level. The employee functions as a lead worker, overseeing the work of lower-level X-Ray Technicians, and performing experienced level X-Ray Technician assignments; or as a senior worker performing the most complex assignments.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Sets up and operates radiographic equipment used in the medical diagnosis and treatment of patients.

Selects proper ionizing factors for radiological diagnosis.

Adjusts radiographic controls, including kilovoltage and milliamperage, to ensure proper exposure timing; regulates the duration and intensity of film exposure.

Positions and secures patients and takes x-rays as requested by physicians.

Reviews x-rays for image clarity and retakes x-rays as necessary.

Develops, fixes, washes, and dries exposed films.

Distributes films to appropriate medical staff.

Maintains quantity and quality control checks to ensure the x-ray unit meets required standards.

Performs radiographic procedures for patients in surgery.

Cleans, maintains, and makes minor adjustments to radiographic equipment.

Protects patients and staff from radiation hazards.

Maintains radiographic supplies, film, and equipment.

Administers contrast media to patients for gastrointestinal and other special studies.

Schedules patient appointments with community hospitals for special examinations such as CAT scans, ultrasound, and nuclear medicine.

Prepares and maintains logs, records and reports related to the work.

Performs related work and other duties as assigned.

Additional Job Duties

X-Ray Technician 11 (Lead Worker)

Assigns work to lower-level X-Ray Technicians.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

X-Ray Technician 11 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of diagnostic radiographic procedures.

Knowledge of basic chemistry, film apparatus, and film processing techniques.

Knowledge of how diseases and injuries are diagnosed and imaged radiographically.

Knowledge of human anatomy.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to lift and position patients.

Ability to set up and operate radiographic and fluoroscopic equipment.

Ability to clean, maintain, and make minor adjustments to equipment.

Ability to observe fine detail in drawings and differences in shapes and shadings.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Additional Knowledge, Skills, and Abilities

X-Ray Technician 11 (Lead Worker)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

X-Ray Technician 11 (Senior Worker)

Ability to perform the most complex X-Ray Technician assignments.

Working Conditions

The job requires an employee to work in a correctional facility or state hospitals.

Jobs require employees to be exposed to disease, radiation, and toxic chemicals.

Physical Requirements

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

Education

Possession of an associate degree in radiological technology.

Experience

X-Ray Technician 8

No specific type or amount is required.

X-Ray Technician 9

One year of experience equivalent to an X-Ray Technician 8.

X-Ray Technician E10

Two years of experience equivalent to an X-Ray Technician, including one year equivalent to an X-ray Technician 9.

X-Ray Technician 11

Three years of experience equivalent to an X-Ray Technician, including one year equivalent to an X-ray Technician E10.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Certification in radiography by the American Registry of Radiologic Technologists.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

XRAYTCH

Job Code Description

X-RAY TECHNICIAN

Position Title

XRay Technician-E

XRay Technician-A

Position Code

XRAYTCHE

XRAYTCHA

Pay Schedule

L32-006

L32-012

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09/14/2025