

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

X-RAY TECHNICIAN

JOB DESCRIPTION

Employees in this job function as radiological technologists with responsibility for operating X-ray and fluoroscopic equipment for assisting radiologists and/or physicians with diagnosing and/or treating disease and/or injury.

There are four classifications in this job.

Position Code Title – X-ray Technician-E

X-ray Technician 8

This is the beginning level. The employee works in a learning capacity performing a range of X-ray technician assignments under close supervision.

X-ray Technician 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of X-ray technician assignments.

X-ray Technician E10

This is the experienced level. The employee performs a full range of X-ray technician assignments and uses considerable independent judgment in making decisions requiring the interpretation and application of established methods and procedures to specific situations.

Position Code Title – X-ray Technician-A

X-ray Technician 11

This is the advanced level. The employee serves either as a lead worker responsible for overseeing the work activities of other X-ray Technicians or as a senior worker performing the most complex X-ray technician assignments. Senior-level employees perform complex assignments beyond those expected of the experienced level which have been approved by Civil Service.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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

X-RAY TECHNICIAN

PAGE NO. 2

Selects proper ionizing factors for radiological diagnosis.

Adjusts and sets radiographic controls, such as kilovoltage and milliamperage, to prescribed specifications for proper timing of exposure; regulates the length and intensity of film exposure.

Positions and restrains patients; and takes X-rays of patients' chest, limbs, or other parts of the body as requested by physicians.

Implements infection control procedures for the work area.

Checks X-rays for clarity of image, and retakes X-rays when needed.

Develops, fixes, washes, and dries exposed films using film processing and drying equipment.

Maintains required records such as patient records, daily logbooks, and monthly reports.

Distributes films to appropriate medical staff.

Maintains quantity and quality control checks to assure X-ray unit meets standards required by laws, rules, and departmental policies.

Performs radiographic procedures for patients in surgery.

Cleans, maintains, and makes minor adjustments to radiographic equipment, including determining repairs needed to equipment.

Protects patient and other personnel from radiation hazards.

Maintains radiographic supplies, film, and equipment.

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

Makes medical appointments with community hospitals for patients needing special examinations such as CAT scans, ultrasound, and nuclear medicine.

Performs related work as assigned.

Additional Job Duties

X-ray Technician 11 (Lead Worker)

Coordinates the work of lower level X-ray Technicians by scheduling and overseeing work assignments.

X-RAY TECHNICIAN

PAGE NO. 3

Oversees and assures the quantity and quality of the work by requiring strict adherence to established methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Trains lower-level X-ray Technicians.

X-ray Technician 11 (Senior Worker)

Performs on a regular basis X-ray technician assignments which are recognized as the most complex.

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 for the type of X-ray procedure required.

Ability to set up and operate radiographic and fluoroscopic equipment.

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

Ability to notice detail in drawings and differences in shapes and shadings.

Ability to keep and maintain records.

Ability to communicate effectively.

Ability to maintain favorable public relations.

X-RAY TECHNICIAN

PAGE NO. 4

Additional Knowledge, Skills, and Abilities

X-ray Technician 11 (Lead Worker)

Ability to organize and coordinate the work of lower-level X-ray Technicians.

Ability to determine work priorities and assign work to employees.

X-ray Technician 11 (Senior Worker)

Ability to perform the most complex X-ray technician assignments.

Working Conditions

Positions are primarily located in correctional and community health facilities.

Employees may be exposed to disease, radiation, and toxic chemicals in the course of performing the work.

Physical Requirements

Some employees may have to lift and turn patients.

Education

Possession of an associate's 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.

Special Requirements, Licenses, and Certifications

Certification by the American Registry of Radiologic Technologists in radiography.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

X-RAY TECHNICIAN

PAGE No. 5

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

XRAYTCH

Job Code Description

X-ray Technician

Position Title

X-ray Technician-E

X-ray Technician-A

Position Code

XRAYTCHE

XRAYTCHA

Pay Schedule

L32-006

L32-012

ECP Group 1
Revised 6/1/06
TeamLeaders