# DUTY STATEMENT

| CDCR INSTITUTION OR DEPARTMENT | POSITION NUMBER (Agency – Unit – Class – Serial) |
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| California Correctional Health Care Services | 435-213-9315-XXX |
| UNIT NAME AND CITY LOCATED | CLASSIFICATION TITLE |
| Medical Services – PVSP, Coalinga | Radiologic Technologist, CF |
| | WORKING TITLE |

| COI | WORK WEEK GROUP | CBID | TENURE | TIME BASE |
|---|---|---|---|---|
| Yes ☐ No ☐ | | | | |

| SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications) | SPECIFIC LOCATION ASSIGNED TO |
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| INCUMBENT (If known) | EFFECTIVE DATE |

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

**PRIMARY DOMAIN:**

Under the direction of the Chief Medical Executive and the supervision of the Correction Health Services Administrator I/II, Correctional Facility (CF), the Radiologic Technologist, CF instructs and prepares patients for radiologic examinations and takes x-rays for a variety of body structures. The Radiologic Technologist maintains equipment and quarters and keeps records and files. The Radiologic Technologist, CF may supervise the incarcerated-workers and the conduct of patients in treatment.

| % of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)* |
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| | **ESSENTIAL FUNCTIONS** |
| **45%** | Provides a full range of radiographic services, including scheduling all onsite/offsite examinations, digital images, and fluoroscopy; surgery and portables to the general population; hospital; hospice incarcerated/patients. Explains the process and prepares patients for radiological procedures. Ensures the proper and appropriate exam images are produced for the radiologist. Determines the most accurate positioning of the patient; selects the correct techniques and patient assessments. Performs quality radiographic procedures utilizing *As Low As Reasonably Achievable* (ALARA) principles through proper technique selection, shielding, and collimation. |
| **25%** | Performs authorized x-ray procedures in accordance with the radiologist's protocols. Maintains order by supervising the conduct of patients who are in the x-ray area for procedures as "in" or "out" |

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| | patients. Cleans and maintains all equipment. Maintains security in area of responsibility; accurately keeping statistics as required. Ensures all protective lead shielding is inspected and replaced as needed. |
| **15%** | Provides radiology information to physicians when necessary. Keeps preventative maintenance records on all x-ray equipment and ensures necessary repairs, and services and regulatory licenses are current. Prepares reports as needed. Protects and maintains safety of persons and property. |
| **10%** | Maintains control over items such as keys, needles, and x-ray equipment and maintains proper documentation in a log of the equipment and supplies. Attends annual In-Service Training. Maintains professional licensure/ certification by attending continuing medical education as required. |
| **5%** | Performs other duties as required. |

**KNOWLEDGE AND ABILITIES**

*Knowledge of:* Modern radiologic equipment and techniques; regional and gross anatomy of the human body; standardized radiologic procedures; thorough knowledge of the hazards of radiologic materials and the safety precautions required; the operation and care of modern radiologic equipment; and the ordering and storing of supplies.

*Ability to:* Communicate effectively at a level required for successful job performance; administer emergency aid for shock; prepare solution used in processing x-ray film and process film; keep simple records, file film correctly, and compile reports; follow directions; analyze situations accurately and take effective action; and establish and maintain cooperative working relationships with others. Operate Radiological Information System/Picture Archiving and Communication System, Electronic Health Record System, and other electronic medical record devices.

**CERTIFICATE REQUIREMENT**

Possession of a current valid certificate as a certified Radiologic Technologist in diagnostic radiologic technology issued by the California State Department of Health Services.

**SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT**

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

**SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.

Assignments may include sole responsibility for the supervision of the incarcerated and/or protection of personal and real property.

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and

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| | understanding manner.<br>• Ability to build trust, improve communication, and assist with the transformation of correctional culture. |

| SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*** | | |
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| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
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| EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*** | | |
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| **The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.** | | |
| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
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