

UNIVERSITY OF SOUTHERN CALIFORNIA

Dental X-ray Technician II

Job Code: 191019

Grade: G
OT Eligible: Yes
Comp Approval: 11/7/2003

JOB SUMMARY:

Provides overall technical quality control in oral radiology clinic. Ensures safety protocols are followed and assists clinic supervisors and faculty in evaluating and improving technicians' performance. Leads Students and technicians.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- _____ _____ Provides overall technical quality control in oral radiology clinic.
- _____ _____ Assists clinic supervisor and faculty in evaluating and improving technicians' performance.
- _____ _____ Ensures all exposure and developing equipment is functioning satisfactorily daily.
- _____ _____ Ensures that health and safety protocols are observed by students and technicians.
- _____ _____ Ensures that routine radiation safety protocols are carried out and documented as scheduled.
- _____ _____ Monitors equipment and makes recommendations for maintenance, replacement or upgrade.
- _____ _____ Monitors patient flow and schedules technician assignments to ensure efficient distribution of workload.
- _____ _____ Attends faculty-supervisor meetings.
- _____ _____ Makes periodic verbal reports on technical quality control matters to clinic supervisor and to section faculty.
- _____ _____ Acts as temporary clinic supervisor in that individual's absence.
- _____ _____ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Specialized/Technical Training

Minimum Experience:

2 Years

Minimum Field of Expertise:

Valid California x-ray license. Two years experience as senior technician or equivalent.

Skills: Administrative:

- Coordinate work of others
- Gather data
- Research information
- Understand and apply policies and procedures
- Write memorandums for own signature

Skills: Other:

- Assessment/evaluation
- Communication -- written and oral skills
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Organization
- Planning
- Problem identification and resolution
- Research
- Teaching/Training

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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