



**EMPLOYMENT OPPORTUNITY**  
**REASSIGNMENT OR ELIGIBLE LIST ONLY**

**CLASS: 2424**                      **TITLE: X-RAY LABORATORY AIDE**  
(jc1)

**SALARY: \$1,899 - \$2,309 Biweekly**

**DEADLINE: NOVEMBER 13, 2009**  
**POSTED: October 30, 2009**

**JOB DESCRIPTION:**

San Francisco General Hospital's **Radiology Department** is accepting applications for **one (1) full-time** position in class 2424 X-Ray Laboratory Aide. **SHIFT:** Days, may include weekend schedule. **PATIENT/CLIENT POPULATION:** infant-toddler, pre-school child and school-age child, adolescents, adults and elderly adults.

*All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.*

**Appointment Type:** Permanent Class 2424 X-ray Laboratory Aide within the Department of Public Health are encouraged to apply. Non-permanent applicants must be on the current eligible list for class 2424 X-Ray Laboratory Aide Adopted on December 12<sup>th</sup> 2008.

**ESSENTIAL DUTIES:**

Under general supervision, this position is going to include (but not be limited to) assignment to General Radiography. The X-Ray Laboratory Aide essential job functions will include the following:

- Assists with diagnostic imaging procedures and image processing using digital equipments;
- Arranges for and transports patients designated for radiographic exams, Picking up transport slips, notifying charge tech or receptionist of the patient's arrival or departure, monitoring them and educating them about the procedures to be performed;
- Attaches and removes equipment parts (e.g., MRI coils);
- Helps patients when needed;
- Assists in placing patients on table and helps Radiologic Technologist in positioning patients;
- Assists technologists by obtaining supplies and placing imaging devices under patients;
- Assists physicians, radiologic technologist and patient with fluoroscopic and interventional procedures;
- Prepares surgical trays and other supplies;
- Cleans equipment and facilities;
- Uses a variety of Information Systems to schedule appointments and register patients for various imaging modalities such as general radiography, sonograms, magnetic resonance imaging, computed tomography, fluoroscopy, mammography and interventional radiography procedures;
- Uses Picture Archiving Communication System (PACS) to manage digital images including transferring information from and to electronic media and prints computerized documents as directed;

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- Assists director and supervisor with office management, contracts and confidential correspondents;
- Uses a multi-line telephone to answer callers, respond to their inquiries and directing calls to appropriate areas or individuals;
- uses a transfer function to transfer calls to other telephones
- Stocks department units with linen in a timely manner: including dressing rooms with gowns, towels, and other linen, and assuring supplies are correctly stored (doors closed, linen covered, etc.);
- Monitors & supplies film bins and other supplies to staff as required;
- Properly disposes of laundry bags filled with soiled linen;
- Records information about the procedure event in various computerized systems and logs.
- Orients students and new staff to safe lifting, body ergonomics and transport techniques;
- Performs other related duties as assigned/required.

### **MINIMUM QUALIFICATIONS:**

One (1) year of work experience involving public contact which includes six (6) months in a medical facility.

### **NOTE:**

During the probationary period, employees will be required to demonstrate ability to:

- (a). Operate a computer keyboard to perform X-ray Laboratory Aide assignments; **AND**
- (b). Maneuver fifty (50) - seventy-five (75) lbs when transferring and positioning patients from gurneys and wheelchairs to exam tables; to push, pull, lift and carry fixer storage and oxygen tanks weighing up to fifty (50) lbs.

Failure to demonstrate these abilities may result in dismissal and/or termination from employment.

### **Cardiopulmonary Resuscitation (CPR) Certificate Requirement / Provision:**

Possession of a valid Cardiopulmonary Resuscitation (CPR) Certificate issued by the American Heart Association is required as a provision to employment for all positions. Eligibles who do not possess such a certification may participate in this examination process and be appointed to a position(s), but will be required to obtain the certificate within two (2) weeks of hire date and maintain validity throughout length of employment. A photocopy of the valid Cardiopulmonary Resuscitation (CPR) Certificate must be provided to the appropriate supervisor of the appointment within the allotted time frame. Failure to demonstrate/show proof of possession of valid certification within two (2) weeks of hire date and throughout length of employment may result in dismissal and/or termination of employment.

**Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.**

### **DESIRED QUALIFICATION(S):**

- Knowledge and ability to enter data on a PC.
- Ability to work well in a team or independently.
- Experience or certification as a medical or nursing assistant (e.g. CNA).

**APPLICATION PROCEDURE:**

Interested individuals must submit a resume and [City and County of San Francisco \(CCSF\) employment application](#) to 2424 X-Ray Laboratory Aide, Room 1x2, San Francisco General Hospital Medical Center, 1001 Potrero Avenue, San Francisco, CA 94110 by November 13, 2009. CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25<sup>th</sup> Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, or the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://www.sfdph.org)

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS  
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer  
Women, Minorities, and Persons with Disabilities are encouraged to apply*