

# Classification and Qualification



# STANDARDS

The California State University System

## Health Services Assistant

*Class Code 5210*

*Date Established 07-31-69*

*Date Revised 01-01-78*

*Occupation Index Reference I-4*

### **DEFINITION:**

Under general direction, the Health Services Assistant performs medical administrative work in connection with the reception and treatment of students, maintenance of student health records and the providing of various office services in assisting the Director of Student Health Services in planning, organizing and administering an extensive health and health counseling program at a State College or University campus.

### **Examples of Typical Activities:**

Incumbents of positions in this class are responsible for relieving the Directors of Student Health Services and other professional members of the staff of administrative detail related to the operations of a Student Health Center. The incumbents, based on a thorough knowledge of the requirements of the Student Health Center, are responsible for making recommendations with respect to the development of internal policies covering the reception and treatment of students, maintenance of student health records, the performance of related office services, as well as being responsible for the implementation of the necessary procedures to place such policies into effect. The Health Services Assistant conducts studies, prepares statistical reports or collects and compiles historical data to be used in the development of efficient scheduling of medical facilities such as X-ray. Incumbents of positions in this class assist in the planning and administration of special health programs such as tuberculin testing, immunization or vaccination. The incumbents have a broad knowledge of the programs and the objectives of the Student Health Center and are able to provide information to students, faculty and representatives of community agencies including the interpretation of policies and the application of office procedures. The incumbents of these positions are responsible for maintaining adequate inventories of medical and office supplies and equipment, for ordering such supplies and equipment and for accomplishing preliminary work in the negotiation of service contracts or the location of vendors of specialized equipment. The incumbents may be responsible for supervising the work performed by a subordinate staff of clerical employees or student assistants.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledges and Abilities:**

Thorough knowledge of the principles and practices of office management and organization; general knowledge of training and supervision methods. Ability to plan, organize and implement a variety of office equipment needs based on specific program requirements; ability to develop budget estimates based on stated policies and programs and using institutional guidelines; ability to plan and maintain procedural control over budget expenditures; ability to analyze and revise clerical and operating procedures; ability to learn, independently interpret and apply a wide variety of complex policies and procedures in circumstances for which guidelines do not exist or for which guidelines conflict; ability to coordinate many different tasks, determine the relevant importance of each, set respective deadlines and complete all projects in a timely manner; ability to supervise others; ability to establish and maintain cooperative working relationships with students, faculty and administrators.

and

**Experience:**

Five years of progressively responsible technical clerical work including or supplemented by two years of supervisory responsibility including or supplemented by experience in budget control and/or development of diverse and extensive administrative guidelines for varied office operations.

and

**Education:**

Job-related education above the high school level may be substituted for the required experience on a year-for-year basis.

**Work Week Group:** 4A  
**Premium O/T:** No  
**Shift Differential:** No  
**Employee Category:** Non-Academic