

**CLASS SPECIFICATION**  
**MEDICAL ASSISTANT**

**PAY GRADE: 54**  
**CLASS CODE: 30003628**  
**EFFECTIVE: October 27, 2021**

**CLASSIFICATION SUMMARY**

Reports to a Supervisor or other management-level position. Under routine supervision, performs medical testing of City of Portland employees to help keep the workplace healthy and safe. The position gathers supplies, travels to a testing location, prepares testing station, and performs tests. Refers positive tests to health care provider for confirmatory testing, advises employees who test positive, and notifies their supervisor. Ensures supplies are returned and secured and conducts end of shift reporting.

**DISTINGUISHING CHARACTERISTICS**

The Medical Assistant is a distinct classification.

The Medical Assistant is distinguished from the Mental Health Crisis Responder I and II in that the former performs routine medical testing and the latter is dispatched to low-acuity emergency calls to provide mental health services in the field.

The Medical Assistant is distinguished from the Community Health Medic in that the former performs routine medical testing and the latter is dispatched to low-acuity emergency calls to provide medical services in the field.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Administer medical testing to employees using point-of-care product.
2. Perform quality control testing and document results.
3. Track and report employee test results in database ensuring compliance with mandates, policies, rules, and/or regulations.
4. Support supervisor in communication to employees regarding test site designation.
5. Explain test results to employees.
6. Manage testing and Personal Protective Equipment (PPE) supplies.
7. Drive to testing sites and set up testing clinics with signage, paperwork, logs, and testing equipment.
8. Coordinate workplace safety, illness, and contact tracing procedures in the presence of positive cases.
9. Coordinate referrals to other testing sites when diagnostic/confirmation tests needed.

10. Perform other related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this class is performed under supervision by a Supervisor or other management-level position.

This classification has no supervisory responsibilities.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge and understanding of privacy rules and laws, mandatory reporting, and legal responsibilities to clients and the community and other related laws, rules, and regulations including Health Insurance Portability and Accountability Act (HIPPA) and City of Portland Policies and Procedures.
2. Knowledge and understanding of cultural differences, especially as they relate to race, sexual orientation, gender-equality, socio-economic status, and their intersections.
3. Skilled in the proper use and conservation of supplies and equipment to promote cost effectiveness.
4. Able to works in a safe manner and maintain a safe and clean work environment.
5. Able to demonstrate flexibility in response to unexpected changes.
6. Able to use discretion in discussions related to clients and personal concerns.
7. Able to convey information to clients clearly, accurately, and completely.
8. Able to adhere to program policies and procedures.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** High School Diploma or GED

AND

**Experience:** 2 years of experience working in a healthcare setting or other fast-paced, customer service oriented medical industry.

#### **Special Requirements and/or Qualifications:**

Possession of one of the following certifications required at time of hire:

- Basic Life Support (BLR) Certification or
- Cardiopulmonary Resuscitation (CPR) Certification
- Valid Driver's License

#### **Preferred Qualifications:**

- Medical Assistant Certification

Bargaining Unit: Non-represented

FLSA Status: Covered