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:

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<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>Provides overall technical quality control in oral radiology clinic.</td>
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<td>Assists clinic supervisor and faculty in evaluating and improving technicians’ performance.</td>
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<td>Ensures all exposure and developing equipment is functioning satisfactorily daily.</td>
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<td>Ensures that health and safety protocols are observed by students and technicians.</td>
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<td>Ensures that routine radiation safety protocols are carried out and documented as scheduled.</td>
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<td>Monitors equipment and makes recommendations for maintenance, replacement or upgrade.</td>
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<td>Monitors patient flow and schedules technician assignments to ensure efficient distribution of workload.</td>
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<td>Attends faculty-supervisor meetings.</td>
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<td>Makes periodic verbal reports on technical quality control matters to clinic supervisor and to section faculty.</td>
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<td>Acts as temporary clinic supervisor in that individual’s absence.</td>
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*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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