

GENERAL DESCRIPTION OF CLASS

The STUDENT PROFESSIONAL/TECHNICAL WORKER participates in special training programs within a State agency. Employees in this class require some knowledge applicable to assigned training program and assist a permanent professional/technical employee in a field of specialization associated with either general government, engineering, medical, or other various occupations.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

Under guidance of a permanent professional/technical employee, student workers in this class receive training and work experience in one or more activities or programs listed below or may conduct assignments associated with other various occupations not listed. Students work concurrently or alternately with regular scholastic training at an accredited college or university and are responsible for assignments that range from simple to complex depending upon their chosen field of education and/or already acquired education, training and/or experience.

Typical tasks: performs a variety of simple drafting work on preliminary plans; flags traffic; pounds stakes into ground; operates survey instruments such as transits to measure, for example, horizontal angles; records mathematical, geometric or trigonometric figures in daily activity reports; draws on engineering plans by tracing or lettering information provided by a higher level technician; operates scales used to weigh vehicles hauling materials and records weights in daily reports;

gathers and compiles raw data from a variety of sources and contacts; prepares basic survey questionnaires and other forms for gathering and reporting data; edits raw data for accuracy, completion and comparability; uses computer report generator languages (i.e. statistical software packages) to produce statistical reports; drafts reports including summary tables, graphs and charts based on tabulated data and analyses;

codes programs in computer language such as COBOL or FORTRAN following detailed instructions and flow charts; tests sequential steps in program logic to ensure program produces desired output;

collects and analyzes maps, liaison reports and other source documents to become familiar with properties to be acquired; assists a professional staff member with inspection of project property with property owners to discuss impact of project and the appraisal process; prepares market value appraisals on simple properties such as a single family dwelling; types container labels with identifying information (e.g., patient and physician, quantity, strength and frequency of drug, time and method of administration, special instructions); checks pharmaceutical manual to ensure dosage is accurate, medication is appropriate and time schedule for drug taking is correct; transcribes and records doctor's order on medication record;

assigns accession number to specimen for testing, logs into record book and fills out work card to be used by laboratory personnel in conducting test; distributes specimens to appropriate work area; calls test results to physicians; weighs and measures out accurate amount of media and chemicals and prepares reagents, stains and chemical solutions used in testing; sterilizes media in autoclave; dispenses prepared media into proper receptacles such as petri dishes, test tubes and flasks;

performs organic chemical and physical tests on, for example, air, water, solid and hazardous waste samples; prepares

samples for subsequent analysis (e.g., air drying soil, sludge, and sediment samples); verifies accuracy and records data;

conducts field surveys or investigations of simple project properties and collects and analyzes field samples to identify, for example, rock/soil types, groundwater resources, instability problems or other data and prepares draft report of findings and recommendations for professional staff members' use;

performs administrative research assignments and studies in support of an agency program or operation and prepares reports for department review and evaluation.

RELATIONSHIPS WITH OTHERS

Depending on assignments, employees in this class may have daily to weekly contact with other agency staff, other agencies, and the public to obtain or provide information, or to discuss project assignment.

SUPERVISION RECEIVED

Employees in this class receive close supervision from a supervisor, manager or higher level employee who assigns work orally or through written instructions. Work is reviewed on a daily, in progress, basis for accuracy and consistency with agency goals, administrative rules, and applicable State and Federal laws, rules and regulations. As performance warrants, the level of difficulty in assignments may increase and additional duties assigned. Employees in this class use applicable State and Federal laws, rules and regulations, agency policies and procedures, administrative rules and applicable program manuals to serve as guidelines in accomplishing assigned training program.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Basic knowledge of theories, principles, practices, and techniques relating to field of specialization.

Ability to learn and apply the methods, tools and materials to assigned field of training.

Ability to learn and apply agency program policies and procedures.

Ability to learn and follow applicable State and Federal laws, rules and regulations.

Ability to learn and apply standard procedures and safety practices to the job.

Ability to maintain harmonious relationships with co-workers, agency personnel, other agency personnel and the general public.

Ability to write reports, tables, graphs and charts and maintain work records.

Ability to present ideas orally and in writing.

Ability to survey or investigate, gather, compile and analyze data.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.