



POSITION INFORMATION

<u>Agency Name:</u> Louisiana State Radiologic Technology Board of Examiners	<u>Agency Personnel Area:</u> OB19
<u>Work City:</u> Metairie	<u>Job Title to Post:</u> Administrative Coordinator 3
<u>Work Parish:</u> West Jefferson	<u>Job Code:</u> 168060
<u>Date to Begin Posting:</u> 11/10/21	<u>Date to End Posting:</u> Continuous until notified to discontinue
<u>Name of Contact at Agency:</u> Kenneth Jones	<u>Request Type:</u> <input type="checkbox"/> New Posting Request <input checked="" type="checkbox"/> New Continuous Posting Request <input checked="" type="checkbox"/> Request an Eligible List
<u>Agency Phone Number:</u> 504-838-5231	
<u>Agency Contact Email:</u> laradbrd@bellsouth.net	

CLASSIFIED POSTING

<p><b>Open: All Qualified Applicants Considered</b></p> <input checked="" type="checkbox"/> Probational – up to 24 months <input type="checkbox"/> Job Appointment – up to 4 years <input type="checkbox"/> Classified WAE – 1245 hour limit per year	<u>Exam Plan (if applicable):</u>
	<u>Position Number:</u> 143531
	<u>If this job required a written exam, would you like to accept testing exemptions (see CSR 22.8)?</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A – No test required
	<u>Supplemental questions to gather job-specific data from applicants:</u>
	<u>Preferred qualifications or supplemental information to include in the posting:</u>
<p><b>Promotion: Only Permanent Employees Considered</b></p> <input type="checkbox"/> Agency – only agency employees considered <input type="checkbox"/> State – only state employees considered	
<p><b>*Please select only one option in this box.</b></p>	

*\*Position descriptions must be up-to-date prior to posting.*

UNCLASSIFIED POSTING

**All applicants will be sent to the agency for consideration.**  
Please provide qualifications and posting information here.

The Louisiana State Radiologic Technology Board of Examiners (Board), under the Louisiana Department of Health, oversees The Louisiana Medical Radiation Health and Safety Act, L.R.S. 37:3200-3221. The Act provides that, in order to safeguard life and health by preventing excessive and improper exposure to ionizing radiation, any person practicing or offering to practice as a radiologic technologist in this state shall submit evidence that (s)he is qualified to do so and shall be allowed to practice as a radiologic technologist. The Act further creates a board of examiners with regulatory authority, dictates the board's composition and qualifications, and methods of appointment of office of the board members. The duties of the board are specified in the Act and these duties provide for the implementation of the Medical Radiation Health and Safety Act.

The Board has only two full-time employees, eleven Board members, and oversees approximately 14,000 Radiologic Technology licenses of various categories and status.

The Administrative Coordinator 3 position is the assistant to the Executive Director of the Board

- 40% Prepares temporary work permits, licenses, certificates, and adheres to very strict expiration timelines. Assists in the process of license eligibility for completeness and accuracy. Identifies missing requirements in the licensure process and communicates with licensee accordingly.
  - 10% Provides the public, potential license applicants, hospital administrators, physicians, and educators with information pertaining to Board policies and licensing requirements.
  - 10% Routes and handles all incoming telephone calls, and personal walk-ins into the Board office.
  - 10% Logs in all financial activity into appropriate accounting database.
  - 10% Maintains records, files, and data pertinent to the operation of the Board.
  - 5% At the direction of the Executive Director, performs research and investigation of complaints regarding professional misconduct.
  - 5% Assists and has input in the development and implementation of policies and procedures relevant to Board operations to create efficiency and cost savings.
  - 5% Assists the Executive Director and prepares all Board printed material for quarterly Board meetings.
  - 5% Assists and has input in the development and design of the Board's website, in-house publications, and forms management.
- Other duties as assigned by the Board or Executive Director

## Physical and Mental Demands

- Ability to work 40 hours a week.
- Ability to view a computer screen for long periods of time.
- Ability to function in a high-pressure, stressful environment and meet stringent deadlines.
- Ability to operate a computer and standard office equipment.
- Ability to read, write and speak English at the level equal to or greater than the national standards for a college graduate

Indicate below the approximate percentage of time position would spend doing the activities listed in the table below:

	Minimally (up to 10% of the time)	Occasionally (10% to 25% of the time)	Regularly (25% to 50% of the time)	Frequently (> 50% of the time)
Bend				X
Carry/Lift < 10 lbs.				X
Carry/Lift 10-25 lbs.				X
Carry/Lift 26-50 lbs.			X	
Carry/Lift 51-75 lbs.		X		
Carry/Lift 76-100 lbs.	X			
Climb				X
Crawl			X	
Drive				X
Push/Pull				X
Reach				X
Sit				X
Squatting/Kneeling				X
Stand				X
Twist				X
Walk				X
Work above Shoulder			X	

### Disclaimer

The purpose of this job description is to provide a representation of the types of duties and responsibilities that will be required of this position. It should not be construed as a declaration of the total scope of duties and responsibilities which may actually be performed. Employees in this position may be directed to perform job-related tasks other than those specifically presented herein.

### Electronic Submission:

Scan form as PDF and upload via [Paper Agency Portal](#) in the HR Info Portal.