

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 2587200***

**Supervising Medical Assistant, Grade 12**

Brief Description of Class Series

Supervising Medical Assistant supervises Medical Assistants that perform clinical, laboratory, and clerical support activities in an outpatient facility. The title is classified at the Employee Health Service of the Department of Civil Service.

Distinguishing Characteristics

*Supervising Medical Assistant:* supervisory level; one position class; under direction of the Supervisor Health Services Nurse, directs and oversees Medical Assistants that perform clinical and laboratory services to current and prospective NYS employees; ensures accuracy of tests being performed.

Related Classes

Graduate Nurses perform similar nursing tasks and activities; coordinate and provide nursing care to individuals; administer treatments and nursing procedures within established guidelines and as prescribed by licensed health care providers; and consult on nursing matters with treatment teams and other disciplines.

Medical Assistants perform clinical, laboratory, and clerical support activities in inpatient care areas of the hospital, hospital ambulatory services, outpatient clinics, and laboratories.

Illustrative Duties

Instructs Medical Assistants how to perform unusual or special procedures and techniques, spot checks their work and provides overall direction, control, and guidance.

Identifies abnormal findings or conditions to be reviewed by a supervising nurse, or physician for comprehensive review, confirmation and or further investigation.

Receives confidential documents, records the information, and ensures it is maintained in a HIPAA-compliant manner.

Conducts pulmonary function tests, EKGs, phlebotomy, hearing and vision tests, takes blood pressures.

Reports necessary equipment repairs to supervising nurse.

Trains new and current Medical Assistant staff.

Performs the full range of supervisory duties.

### Minimum Qualifications

#### *Supervising Medical Assistant*

Promotion: one year of service as a Medical Assistant, Grade 8.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 12/23

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