

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ELECTROENCEPHALOGRAPH TECHNICIAN

POSITION CODE: 13300  
Effective: 11-1-70

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs technical work in the operation of an electroencephalograph machine in detecting the nature of the electrical activity, normal and pathological of various areas of the brain; prepares reports including interpretive notations and findings for use of professional staff in diagnosing and treating patients' mental condition; may supervise other laboratory employees.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives and comforts patients to be examined; may administer sedatives; attaches electrodes to various areas of the scalp and operates electroencephalograph machine; exercises responsibility for returning patient to ward; prepares bedding and machine for next patient.
2. Observes tracings on graph paper; prepares reports noting irregularities and dangers in patient's condition.
3. Submits records to appropriate physician for interpretation and abstracting information.
4. Preserves reports on all electroencephalograph readings; maintains card file on all patients examined.
5. Maintains and effects minor repairs to electroencephalograph machine and other equipment; requisitions materials and supplies.
6. May operate electrocardiograph, basal metabolimeter, inductotherm and other machinery and equipment.
7. May train others in electroencephalography.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## ELECTROENCEPHALOGRAPH TECHNICIAN (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school, with courses in the biological and physical sciences.

Requires completion of six months of full time practical experience in electroencephalography under supervision.

#### Knowledges, Skills and Abilities

Requires working knowledge of the techniques of electroencephalography.

Requires ability to gain and maintain the confidence and composure of patients.

Requires ability to maintain effective working relationships with other employees.

Requires ability to exert constant attention to electroencephalograph tracings and patient's condition.

Requires ability to adjust electroencephalograph machine quickly and accurately.

Requires ability to prepare and maintain examination records and reports.

Requires ability to detect fluctuations or deficiencies in machine operation.