



## Job Class Specification

**TITLE:** Operations Prof - Health Services OBS  
**FLSA:** NONEXEMPT  
**EEO6:** H30  
**IPEDS-SOC:** 29-1199

**JOB CODE:** N100PH  
**JOB TYPE:** Systemwide  
**JOB FAMILY/SERIES:**

**APPROVED BY:** Chancellor's Designee:  
Carolyn Skolnik, Associate Vice Chancellor

**EFFECTIVE DATE:** 10/03/2016

### JOB SUMMARY

The purpose of this Nonexempt Job Class is to comply with Fair Labor Standards Act (FLSA) regulations for positions that do not meet the Exempt FLSA salary test. That is, the position would have been Exempt, but is required to be Nonexempt because the weekly salary does not meet FLSA criteria established for the salary minimum threshold and/or the employee in the position will not be paid on a salary basis. Use of this job class is restricted to existing exempt positions only as determined by the institution, which cannot be accommodated in an existing exempt status job class due to FLSA regulations.

### PRIMARY DUTIES

As required by the institution for an already established comparable Exempt Job Classification.

Typically performs one or more of the following -

1. Provides urgent care and primary care services to students, staff and visitors of the general university community
2. Practice general medicine including problems related to family medicine, urgent care, men's health, women's health, minor surgery, orthopedics, and trauma.
3. Work in daily assigned clinical area and ensure that appropriate clinical and clerical procedures are performed. Administer treatment in accordance with Physicians' instruction or policies, procedures and protocols. Able to assess, evaluate patient problems and respond appropriately based on health care protocols and standards of nursing practice for normal, abnormal, emergent, and/or life threatening situations.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS**

EDUCATION:

EXPERIENCE: As required in the comparable Exempt Status Job Classification. Typically a Bachelor's degree or the equivalent only (N" P"10), OR, a Bachelor's degree or the equivalent plus 2 years of related experience (N" P"12).

OTHER: None

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

As required in the comparable Exempt Status Job Classification.