



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title:                   PHYSICIAN ASSISTANT\*  
Jurisdictional Class:                Non-Competitive (part-time) (Jurisdictional Classification Pending)  
Civil Division:                       Public Health  
Adoption:                            CSM                                1/15/21  
Revised:                               CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

A Physician Assistant (PA) is considered a dependent practitioner working under the supervision of a licensed physician responsible for the actions of the PA. The supervising physician may delegate to the PA any medical procedures or tasks for which a PA is appropriately trained and qualified to perform and that are routinely within the normal scope of the physician's practice including evaluation, monitoring, diagnosis, counseling and referrals to patients allowed under NY State Education Law Title 8, Article 131-B, Section 6540.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Advise public Health staff in a variety of health areas such as disease problems, policies regarding conducting clinics, medical aspects of public or community health nursing, as pertaining to the adequacy and quality of care provided to patients in the department;  
Interprets health problems and issues to public officials, heads of other governmental agencies, and elected and appointed officers of various levels of government in the county;  
Aids with program control of communicable diseases;  
Makes assessments of actual or potential health problems by case finding, health teaching, health counseling and the like;  
Obtains detailed medical histories of patients to systematically collect data on patient background, physical and mental condition, medications or treatments, and other pertinent information;  
Performs routine and other physical examinations of patients and assists in assessment of the health status of the individual in compliance with federal and state regulations;  
Observes signs and symptoms associate with changes in their physical and emotional health.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Evaluation of patient medical history, develop and implement management plans;  
Diagnosis of deviations from the norm used to identify pathophysiologic processes;  
Perform routine procedures, injections, immunizations, suturing;  
Thorough knowledge of principles and techniques and their relation to medical practice;  
Thorough knowledge of the theory and practice of preventive and public health care inclusive of those skills required to develop and implement a plan of primary health care to meet patient needs;  
Thorough knowledge of normal and abnormal signs and symptoms relating to physical and psychological effects;  
Skill in clinical practices and techniques;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**  
**(continued)**

Ability to understand and carry out technical, oral and written instructions;  
Ability to perform physical examinations and to assess the physical condition of assigned patients;  
Ability to recognize signs and symptoms associated with changes in the physical and emotional health of patients and ability to respond appropriately;  
Ability to explain and interpret instructions of a technical and professional nature to patients, families, nursing staff, or other personnel;  
Ability to supervise the administration of therapeutic measures prescribed;  
Ability to deal empathetically with problems of patients;  
Ability to instruct personnel in the technique and practices of patient care.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Physician Assistant studies in accordance with the Commissioner's Regulations of the NY State Education Law Title 8, Article 131-B, Section 6541;

AND

Satisfactory completion of an approved program for the training of Physician Assistants in accordance with NY State Educational Law;

AND

Licensed/Certified and registered to practice as a Physician Assistant (PA) in New York State