

**County of Humboldt Job Specification**  
**LABORATORY TECHNICIAN I/II**  
**Classification 1571**  
**FLSA: Non-Exempt**



**DEFINITION**

Under general supervision or direction, performs laboratory tasks and duties such as cleaning and sterilizing glassware, preparing laboratory testing media, and maintenance of laboratory equipment in support of the Public Health Laboratory; assists in or performs biological and chemical examinations and related technical procedures performed in a public health laboratory; processes specimens for clinical testing; performs office support duties; and performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision (Laboratory Technician I) or direction (Laboratory Technician II) from assigned management or supervisory staff. Exercises no direct supervision over staff.

**CLASS CHARACTERISTICS**

*Laboratory Technician I:* This is the entry level class in the Laboratory Technician series. Initially under close supervision, incumbents perform routine laboratory duties and the more routine specimen preparation and testing duties while learning the more skilled and complex work. As experience is gained, duties become more diversified and are performed with less supervision. This class is alternately staffed with Laboratory Technician II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

*Laboratory Technician II:* This is the journey level class in the Laboratory Technician series. Positions at this level are fully competent to perform the full range of standard laboratory testing and support duties assigned to the series. Work is performed exercising independence, judgment, and initiative with little supervision. It is distinguished from the Senior Laboratory Technician classification in that the latter performs the most advanced administrative and technical support and provides work direction to lower level staff.

Positions in the Laboratory Technician I/II class series are flexibly staffed and positions at the II level are typically filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for, and after demonstrating the ability to perform the work of, the higher level classification.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Performs maintenance and quality control of laboratory equipment, apparatus, and facilities in support of the Public Health Laboratory; sets up, dismantles, and maintains apparatus and equipment used in the examination of specimens.
- Performs preparatory procedures for clinical samples related to bacteriological, biochemical, and related examinations of a paraprofessional nature which require limited scientific judgment and measurement.
- Cleans and sterilizes glassware; measures, evaluates and records operating temperatures of diagnostic, refrigeration, and incubation equipment; cleans and defrosts refrigerators and freezers; cleans incubators.
- Prepares media for specimen examination; conducts quality control of examination media, equipment, and apparatus.
- Maintains the laboratory by monitoring and maintaining reagent, supply, and specimen inventory, and disposal of hazardous waste such as biohazard waste, rabies waste, sharps containers, and broken glass.
- Monitors expiration dates of media and other laboratory supplies; properly disposes of old or outdated media.
- Prepares bacteriological media, prepares dilution of specimens and inoculates media.
- Performs a variety of standardized environmental and CLIA waived testing, including but not limited to water, shellfish, and blood lead level testing.
- Operates a variety of laboratory equipment, including autoclaves, pH meters, centrifuges, incubators, refrigerators, and pipetting equipment.
- Performs courier duties including driving to local clinics and hospitals to deliver laboratory reports and pick up specimens.
- Prepares, handles and disperses laboratory specimens including centrifuging, aliquoting, incubating, refrigeration, preservation and determining the location of testing.
- Logs in specimens and enters data in the laboratory information management system; maintains accurate records of all laboratory tests, physician orders and referral tests; coordinates and tracks follow-up for specimen results.
- Performs general administrative support duties such as answering phones, data entry, filing, photocopying, collating, sorting and distributing laboratory reports.
- Performs other related duties as assigned.

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **QUALIFICATIONS**

*The requirements listed below are representative of the knowledge and ability required.*

*Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I Level) positions.*

#### **Knowledge of:**

- Fundamental principles, practices and procedures used in environmental and clinical laboratory testing including the preparation of common media, reagents, and other solutions.
- Standard laboratory equipment and supplies.

- Sanitation and safety practices in the handling of laboratory equipment and the handling and testing of laboratory samples.
- Procedures and techniques of cleaning, sterilizing, and maintaining laboratory equipment and apparatus.
- Safety precautions and safe work methods related to a public health laboratory.
- Applicable federal, state, and local laws, regulations, and ordinances related to the work.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Fundamental business mathematics and statistical techniques.
- Record keeping principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Perform standard laboratory procedures in accordance with applicable policies, procedures and safety practices.
- Properly use and maintain laboratory equipment, apparatus, and facilities.
- Prepare culture media, reagents, and laboratory supplies.
- Maintain accurate records of work performed.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level course work or specialized training in biology, chemistry, bacteriology, laboratory instrumentation, or a closely related field.

**and**

Laboratory Technician I: One year of experience in an environmental, clinical, public health, or other laboratory setting.

Laboratory Technician II: In addition to the above, one year of experience conducting sample collection and laboratory testing comparable to a Laboratory Technician I with the County of Humboldt.

### **Licenses and Certifications:**

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

### **PHYSICAL DEMANDS**

- Mobility to work in a standard laboratory setting;
- Use standard office and laboratory equipment, including a computer and medical equipment, and to operate a motor vehicle to visit various County and meeting sites;
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and laboratory equipment.
- Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

### **ENVIRONMENTAL CONDITIONS**

- Employees work in a laboratory environment with moderate noise levels, and controlled temperature conditions; and no direct exposure to hazardous physical substances.
- Employees may be exposed to blood, body fluids, bloodborne pathogens, Biological Select Agents and Toxins (BSATs), and hazardous physical substances, odors, and fumes in the performance of their assigned duties.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).