

County of Humboldt Job Specification
SENIOR LABORATORY TECHNICIAN
Classification 1572
FLSA: Non-Exempt



DEFINITION

Under general direction, plans, organizes, oversees, coordinates, reviews, and participates in the work of staff responsible for performing laboratory tasks in support of the Public Health Laboratory; performs the more difficult and complex work assigned to the work unit including 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 direction from assigned management or supervisory staff. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced-journey level class in the Laboratory Technician series. Under the direction of the Public Health Laboratory Director or Public Health Laboratory Manager, responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility as well as leading and directing the work of lower level staff. The incumbent organizes and oversees day-to-day activities and is responsible for providing technical and staff support to the Public Health Laboratory Director or designee. Successful performance of the work requires an extensive professional background as well as ability to coordinate work with that of other departments and outside agencies. This class is distinguished from the Public Health Laboratory Director or designee in that the latter has management responsibility of all Public Health Laboratory programs and activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, organizes, and oversees the daily functions, operations, and activities of staff responsible for providing laboratory tasks/duties and examination support to the Public Health Laboratory.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within departmental policy, appropriate service levels; recommends and administers policies and procedures.
- Participates in the development and administration of laboratory budgets; monitors and maintains inventory of laboratory supplies; and orders supplies and equipment as necessary ensuring compliance with County and departmental procurement procedures and laboratory budget.

- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities for improvement and recommends to the Public Health Laboratory Director or designee.
- Participates in the selection, trains, motivates, and reviews the work of assigned personnel; provides or coordinates staff training; conducts periodic one-on-one meetings with lower level staff to provide feedback on performance and work direction; works with employees to correct deficiencies; provides input for and supports the implementation of discipline and termination procedures.
- 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; reviews ELAP records and assesses quality assurance in the laboratory.
- 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 clinically 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 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.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- 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.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Fundamental principles and practices of budget administration.
- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, schedule, assign, and review the work of and train staff.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- 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 (12th) grade supplemented by college-level course work or specialized training in biology, chemistry, bacteriology, laboratory instrumentation, or a closely related field.

and

Two (2) years of experience providing laboratory assistance and performing biological and chemical examinations and related technical procedures comparable to that performed by the Laboratory Technician II classification 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.).