



Career Service Authority
Laboratory Technician

Page 1 of 6

GENERAL STATEMENT OF CLASS DUTIES

Collects, delivers and processes laboratory specimens which are utilized in the detection, diagnosis, and treatment of physical conditions OR collects samples and conducts industrial waste system tests.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is relayed and/or provides a service according to established procedures or instructions.

Level of Supervision Exercised:

May perform lead work as required.

ESSENTIAL DUTIES

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Some positions perform technical laboratory duties related to patients such as venipunctures to obtain blood and glucose specimens, takes mouth cultures and others and labels and records all specimens. Processes as required, either by performing testing of specimen or labeling correctly and forwarding to the appropriate reference laboratory.

Some positions perform technical laboratory sampling and testing of industrial waste management cleanup systems to ensure compliance with various permits.

Conducts tests such as cell counts, urinalysis, spirometry and/or other tests for the evaluation of health problems OR conducts tests determining the presence and level of contaminants in environmental samples which involves performing mathematical computations.

Operates necessary laboratory equipment and cleans as necessary. Performs quality control checks on instruments and equipment and identifies mechanical problems and either performs the necessary adjustments or conducts maintenance.

Cooperates with other personnel to achieve departmental and interdepartmental objectives and maintain good employee relations.

Some positions perform mathematical computations to calculate chemical compounds.

Reports results and maintains both written and computer records of all tests.

Requests and orders supplies as necessary to keep materials on hand at all times.

Some positions may respond to fuel/chemical spills and assist with cleanup action.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty- Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Interpersonal Skills- Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Reading- Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produced written information, which may include technical material, which is appropriate for the intended audience.

Learning- Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Oral Communication- Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); listens to others, attends to nonverbal cues, and responds appropriately.

Technology Application- Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Technical Competence- Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Chemistry- Knowledge of the concepts, principles, and theories of the composition, structure, and properties of substances, and of the chemical processes and transformations, including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Arithmetic/Mathematical Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, percentages, and formulas.

Knowledge of the techniques, practices, and materials specific to the assigned area sufficient to be able to conduct the appropriate tests.

Knowledge of departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency.

Knowledge of laboratory equipment sufficient to be able to select and use appropriate equipment.

Knowledge of laboratory safety sufficient to be able to work safely around chemical, biological, microbiological, pathogenic, and other potential hazards.

Knowledge of chemistry sufficient to be able to understand the reactions involved in chemical tests.

Knowledge of lab techniques, practices, and materials specific to the assigned area sufficient to be able to select and use appropriate equipment.

Knowledge of laboratory safety sufficient to be able to work safely around chemical, biological, microbiological, pathogenic, and other potential hazards.

Knowledge of equipment common to the area sufficient to be able to perform quality control checks, minor troubleshooting, and minor maintenance.

Knowledge of departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency.

Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.

Skill in communicating and presenting factual information related to the work assignment.

Skill in operating a variety of complex laboratory instrumentation such as cell counters, coagulation instruments, computer terminals, blood gas machines, spectrophotometers, dissolved oxygen meters, and others.

Skill in identifying minute abnormal details of specimens under a microscope.

Skill in preparing written reports concerning the results of laboratory tests and in keeping accurate records both automated and manual.

Skill in utilizing a computer for data entry and retrieval.

Skill in writing, clearly expressing ideas and facts and utilizing proper grammatical form.

Skill in maintaining equipment and supplies utilized in the specific area.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit and/or present explanatory or interpretive information.

Skill in making mathematical computations utilizing standard formulae involving addition, subtraction, multiplication, division, and percentages.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Eye/Hand/Foot Coordination: performing work through using two or more.

Feeling: perceiving attributes of objects by means of skin receptors.

Fingering: picking, pinching or otherwise working with fingers.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Hearing: perceiving the nature of sounds by the ear.

Lifting: raising or lowering an object from one level.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive Motions: making frequent movements with a part of the body.

Standing: remaining on one's feet in an upright position.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot on uneven surfaces.

Lifting: raising or lowering an object up to 10 pounds.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Depth Perception: ability to judge distance and space relationships.

Far Acuity: ability to see clearly at 20 feet or more.

Field of Vision: ability to see peripherally.

Near Acuity: ability to see clearly at 20 inches or less.

Working Environment:

Wet: frequent contact with water or other liquid.
Hazards: conditions where there is danger to life, body, and/or health.
Exposure to hazardous chemicals.
Contact with patients under wide variety of circumstances.
Exposed to hazardous anesthetic agents, body fluids and wastes.
Exposed to infection from disease-bearing specimens.
Exposed to infections and contagious disease.
Exposed to patient elements.
Exposed to risk of blood borne diseases.
Exposed to unpleasant elements (accidents, injuries and illness)
Exposure to hazardous chemicals.
Occasional pressure due to multiple calls and inquiries.
Subject to varying and unpredictable situations.

Education Requirement:

Graduation from high school or possession of a GED certificate including courses in Chemistry, Biology, or a related field.

Experience Requirement:

Two years of experience performing as laboratory technician in a medical laboratory OR two years of experience in a laboratory performing quantitative analysis and testing as dictated by the opening.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement (can state the specific number of years that can be substituted).

Licensure and/or Certification:

Some positions may require a Colorado Class "R" driver's license at the time of application.

Some positions must meet CLIA requirements for specific job duties at time of application.

CLASS DETAIL

FLSA CODE: Nonexempt

ESTABLISHED DATE: 09/16/95

ESTABLISHED BY: Canfield/Nikkel

REVISED DATE: 11/8/09

REVISED BY: Paul Wiberg

CLASS HISTORY 11/08/09: Competencies added. Put in new format.