



Career Service Authority
Senior Laboratory Technician

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GENERAL STATEMENT OF CLASS DUTIES

Performs leadwork functions and provides technical work conducting tests in a specialized medical or industrial waste systems cleanup laboratory.

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 but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Performs lead work over paraprofessional employees.

ESSENTIAL DUTIES

Responsible for the daily operation of a small specialized laboratory or oversees departmental operation in the absence of supervisory personnel.

Schedules employees, on a monthly basis, according to departmental needs, makes daily assignments and delegates responsibilities accordingly.

Performs as a liaison for the unit and prepares reports on unit activities.

Checks equipment, supplies and accessories on a regular basis, requests and orders supplies as necessary to keep materials on hand at all times.

Trains staff and other personnel.

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

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.

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

Some positions may perform a variety of pulmonary functional tests including spirometry, bronchodilator, lung volumes arterial gas analysis, oximetry measurements and assists pulmonary staff with bronchoscopy and other testing procedures.

Some positions may be involved in the purchasing and budgetary operations.

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

Some positions occasionally may appear in court to testify.

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.

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 hands.

Hearing: perceiving the nature of sounds by the ear.

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.

Working Environment:

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 patient elements.
Exposed to unpleasant elements (accidents, injuries and illness)
Occasional pressure due to multiple calls and inquiries
Subject to varying and unpredictable situations

Education Requirement:

Associate of Science Degree in Biology, Chemistry, pre-health professions, or related field.

Experience Requirement:

Two years of experience performing as a 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

Licensure and/or Certification:

By position, possession of a valid driver's license at the time of application.
By position, must meet CLIA requirements for specific job duties at time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 9/16/95

ESTABLISHED BY: Canfield/Nikkel

REVISED DATE: 12/6/09

REVISED BY: Blair Malloy

CLASS HISTORY 12/6/09: This class was revised, competencies and distinguishing characteristics added, and placed in new template.