

COUNTY OF SOLANO

PUBLIC HEALTH LABORATORY TECHNICIAN (SENIOR)

DEFINITION

Supervises, directs, and schedules the work of the Public Health Laboratory Technicians and Health Assistants; provides testing support for the Microbiologists and Laboratory Director; reviews and maintains quality control and quality assurance in the performance of daily activities; completes mandated records in appropriate manner.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to provide lead supervision and to perform technical level work by assisting the Public Health Microbiologists with equipment and supplies used in the laboratory; maintaining quality assurance of other Public Health Laboratory Technicians: keeping basic records and performing courier services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Health Laboratory Director.

Exercises technical supervision over assigned technicians and health assistants.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Leads, plans and coordinates the work of other Public Health Laboratory Technicians in support of the Public Health Microbiologists within the Public Health Laboratory; ensures quality standards are maintained through review and verification of work performed by others; serves as a resource person for less experienced Laboratory Technicians who might not be familiar with an unusual procedure; develops and establishes new procedures and methods for Public Health Laboratory Technicians.

Weighs, prepares, sterilizes tube, plate or aliquot bacterial culture media and reagents; autoclave laboratory contaminated/hazardous materials and cleans, prepares and disperses laboratory glassware, equipment and supplies. Maintains the quality assurance records of the media and media quality control data.

Assist Public Health Microbiologist in preparation and set up of specimens for testing such as potentially contaminated water, TB, rabies, syphilis, gonorrhea and parasitology; transfers

pathogenic bacterial cultures to new media for propagation and maintenance of the cultures. Performs urine drug testing using specialized equipment.

Travels throughout Solano County to physician's offices, medical clinics, clinical laboratories and hospital laboratories to deliver and pickup culturing media, supplies and laboratory reports.

Inputs laboratory patient, testing and billing information into laboratory Management Information System; insures accuracy of information inputted by other technicians.

Assist clerical staff in dating, sorting and mailing of laboratory reports and in filing of laboratory reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic arithmetic.

Basic chemistry.

Aseptic techniques.

Proper handling and consequences of improper handling of hazardous chemicals and bacteria.

Laboratory safety rules, regulations, policies and procedures.

Use and care of laboratory equipment.

Supervisory practices and techniques.

Quality level requirements necessary in a laboratory environment.

Mandated reporting responsibilities.

Terminology used in a public health laboratory.

Specialized washing techniques.

Skills to:

Utilize basic office equipment and various laboratory machinery, equipment, and materials.

Drive a motor vehicle.

Ability to:

Apply safety techniques handling pathogenic bacteria.

Use laboratory test equipment.

Maintain confidentiality of information.

Determine the appropriate course of action in emergency or stressful situations.

Perform basic filing, data entry and other office tasks.

Maintain accurate records and document actions taken.

Experience and Education/Training

Experience:

Three years of full-time experience as a Public Health Laboratory Technician in a public health or medical laboratory. Possession of 60 semester units or 90 quarter units from an accredited college or university which included two laboratory courses, one in chemistry and one in biology or an equivalent natural science can be substituted for six months of experience.

Education/Training:

High school diploma or equivalent.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California Driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Incumbents must be able to work in an environment that may include exposure to communicable disease.

Director of Human Resources

Established Date: November, 1998

Revised Date: June, 2002

BOS Date: June 30, 2003

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