

Position Description

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| Position Title: | Laboratory Technician I | Position #: | 868 |
| Working Title: | Lab Tech I | CS Status: | Classified |
| Division or Unit: | Laboratory | Reports to: | Laboratory Director |
| Employment Status: | Full-time | Pay Grade: | R4 |
| FLSA Status: | Non-Exempt | | |
| Funding Source: | Fund 7601 304001 and possibly special funds. | | |
| This position description was last approved by the Board of Health on: | | November 22, 2021 | |
| Approved last by the Canton Civil Service Commissioner: | | December 15, 2021 | |

Position Summary:

The Laboratory Technician I performs analyses and activities necessary for the daily operation of the laboratory. This may include, but is not limited to, clinical testing in compliance with Federal and Ohio Department of Health Clinical Laboratory Improvement Amendments (CLIA), drinking water testing in compliance with the Ohio Environmental Protection Agency (OEPA), Food testing conforming with the current edition of Standard Methods, and examine air samples for common pollen and molds. Repetitious work is expected to be performed independently. Supervision needed only on unusual problems.

Essential Duties and Responsibilities:

55% **Medical Testing:**

- Conduct analysis of body fluids, including blood, urine, oral, urethral and vaginal samples to determine presence of normal or abnormal components.
- Operate, set-up, clean, calibrate, or maintain equipment, such as rotator, centrifuge, incubators, refrigerators, microscopes, gene amplification system, conductivity, pH meter, deionized water system and autoclaves.
- Cultivate, isolate, or assist in identifying microbial organisms or perform various tests on these microorganisms.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Enter data from analysis of medical tests or clinical results into computer for storage and electronic reporting.
- Supervise, train, or direct lab assistants, medical and clinical laboratory technicians or technologists, or other medical laboratory workers and visitors engaged in laboratory testing.
- Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens.
- Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results.
- Perform pre, post and analytic quality assurance activities. Participate in and maintain and organize departmental proficiency testing results.
- Complete electronic monthly report.
- All clinical testing is done in compliance with CLIA rules and interpretations.

34% **Drinking Water Testing:**

- Conduct water testing in accordance with the Ohio EPA Laboratory Manual for Microbiological Analyses of Public Drinking Water.
- Operate, set-up, clean, calibrate, or maintain equipment, such as, incubators, refrigerators, conductivity, pH meter, deionized water system, thermometers and autoclaves.
- Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Monitor laboratory work to ensure compliance with set standards.
- Enter data into paper and electronic reporting systems accurately and timely.
- Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.

8% **Seasonal Mold and Pollen:**

- Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances gathered utilizing a rotorod sampler.
- Operate, set-up, clean, calibrate, or maintain equipment, including a microscope, rotorod sampler, and thermometer.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Monitor laboratory work to ensure compliance with set standards.
- Enter data into paper and electronic reporting systems accurately and timely.
- Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.

2% **Food testing:**

- Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances in food.
- Set up, adjust, calibrate, clean, maintain, and troubleshoot laboratory equipment.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Monitor laboratory work to ensure compliance with set standards.
- Enter data from analysis of tests are recorded and reported accurately and timely. Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.
- Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens.
- Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results.
- Perform pre, post and analytic quality assurance activities.

Other Duties and

Manage time and accounting efforts: This includes recording of work activities

Responsibilities:

utilizing current electronic management system.

Participate in departmental wide activities, such as accreditation team member, support functions in response to public health emergencies as directed by the Health Commissioner and all staff trainings and meeting.

Other Duties as Assigned.

Minimum Qualifications:

- Graduated from an accredited collegiate program with a minimum of an Associate’s Degree in clinical, laboratory, medical, or related science. Previous experience in a laboratory, while preferable, is not if a laboratory environment was included in the person's academic studies.
- Must be computer proficient and able to work efficiently in a heavily computerized PC environment using various Microsoft Office programs and database applications, including web-based collaboration tools, email, Excel and Word.
- Must have a valid Ohio driver’s license with good driving record.

Preferred Qualifications:

- Additional ratings such as ASCP or CAP Certification, OEPA Water Analysis Certification, or CLIA Registration.
- MLS (ASCP) Medical Laboratory Scientist (American Society for Clinical Pathology) Certification.
- 2 years of laboratory training in a clinical or environmental field.

Minimum Credentials:

The following credentials must be acquired and maintained. These credentials are not required upon initial hire but are required to be acquired within six months of starting date. Training will be provided for the all of these credentials.

- Packaging and Shipping Category B Substances
- Current version of Federal Emergency Management Institute Courses: IS100, and IS 700.
- Blood Borne Pathogen
- HIPAA Compliance

Key Competencies:

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1, 1A2, 1A3, 1B4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4B5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

This position is aligned with the Core Competencies for Public Health Professionals, November 2010 as published by the Council on Linkages. Core Competencies identified for this position include:

- Analytic & Assessment Skills: 1C4, 1B5, 1C6, 1B11

- Policy Development & Program Planning Skills: 2B3, 2B4, 2C6, 2B6, 2B7, 2B11, 2C13
- Communication Skills: 3B3, 3B6, 3C7
- Cultural Competency Skills: 4C1, 4B2,
- Community Dimensions of Practice Skills: 5B2, 5B3, 5B6, 5B8, 5B9, 5B10
- Public Health Sciences Skills: 6B1, 6B3, 6B4
- Financial Planning & Management Skills: 7B1, 7B2, 7B4, 7C5, 7C6, 7B7, 7C8, 7B10, 7B11, 7B13, 7C15, 7C16
- Leadership and Systems Thinking Skills: 8B1, 8B4, 8B2, 8B5, 8B6, 8C7, 8B8.

The following Professional Competencies from the Competency Guidelines for Public Health Laboratory Professionals: CDC and the Association of Public Health Laboratories (May 2015) (<http://www.cdc.gov/mmwr/preview/mmwrhtml/su6401a1.htm>, last accessed 01/13/2020) apply to this position:

- QMS 1.00. Organization: ensures that the laboratory's organizational structure is committed to achieving and maintaining quality. 1.01P, 10.02C, 1.03C, and 1.04C.
- QMS 2.00. Customer focus: ensures that customer needs, expectations, and requirements* are consistently met. 2.01 C and 2.02C.
- QMS 3.00. Facilities and safety: ensures that the laboratory's physical environment, maintenance, and safety programs* meet applicable requirements. 3.01C, 3.02C, 3.03C, and 3.04B.
- QMS 4.00. Personnel: ensures recruitment and retention of a qualified, well-trained, and competent workforce. 4.01B, 4.02B, 4.03C, 4.04C, 4.05C, and 4.06C.
- QMS 5.00. Purchasing and inventory: ensures that requirements for supplies and services are consistently met. 5.01C and 5.02C.
- QMS 6.00. Laboratory equipment: ensures that laboratory equipment selection, installation, use, maintenance, and troubleshooting meet performance standards. 6.01B, 6.03C and 6.04C.
- QMS 8.00. Documents and records: ensures that there is an effective system to control and manage documents and records. 8.01C and 8.02C.
- QMS 9.00. Information management: ensures the confidentiality, security, and integrity of generated and disseminated information. 9.01C, 9.02C and 9.03C.
- QMS 10.00. Nonconforming event management: ensures that processes are in place for detecting and managing nonconforming events. 10.01P, 10.02P, 10.03B and 10.04C.
- QMS 11.00. Assessments: ensures that processes are in place to perform internal audits and external assessments. 11.01C, 11.03C, 11.04C and 11.05C.
- QMS 12.00. Continual improvement: ensures mechanisms for continuous quality improvement. 12.01C, 12.02P, 12.03C, 12.04C and 12.05C.
- ETH 1.00. Professional code of conduct: adheres to policies* and principles governing professional ethics and rules of conduct when working in a public health laboratory. 1.01C, 1.02C and 1.03C.

- ETH 2.00. Scientific code of conduct: adheres to policies and principles governing scientific ethics and rules of conduct when working in a public health laboratory. 2.01C and 2.02C.
- MLD 1.00. General management: ensures sound management of laboratory operations. 1.06C, 1.07C and 1.10C.
- MLD 2.00. Policy development: ensures the development, implementation, and review of internal policies. 2.01C, 2.02B and 2.03C.
- MLD 5.00. Leadership: models leadership behavior. 5.01B, 5.02B, 5.03B, 5.04B 5.05B, 5.06B, 5.07B and 5.08C.
- COM 1.00 Communication techniques: deploys formal written and oral communication strategies. 1.01B and 1.02C.
- COM 2.00. Active listening skills: displays active listening skills when interacting with others. 2.01C, 2.02P and 2.03C.
- COM 3.00. Comprehension of materials: demonstrates comprehension of written documents and directions. 3.01P.
- COM 4.00. Communication technology: utilizes technology to communicate information to internal and external partners. 4.01C and 4.02C.
- COM 5.00. Communication professionalism: ensures professionalism in communication with customers and stakeholders. 5.01C, 5.02C and 5.03C.
- COM 6.0, Professional reports: prepares professional written reports and oral presentations. 6.01C and 6.02C.
- .COM 8.00. Public health laboratory value: promotes the value of the public health laboratory. 8.01B, 8.02B, 8.03C and 8.02B.
- COM 9.00. Media relations: works with the media to provide information about public health laboratories and public health issues. 9.01B.
- SEC 2.00. Security plan: ensures that the laboratory's security plan meets organizational goals, regulatory requirements, and established standards. 2.01C, 2.02C, 2.03B, 2.04B and 2.05B.
- SEC 3.00. Physical security: ensures that physical security is maintained. 3.01B and 3.02B.
- SEC 5.00. Information security: ensures that information security meets organizational goals, regulatory requirements, and established standards. 5.01C and 5.02B.
- EMR 1.00. Mitigation of emergency events: mitigates emergency events. 1.01B, 1.02C, 1.03C, 1.04C and 1.05C.
- EMR 2.00. Preparation for emergency events: prepares for emergency events. 2.01C, 2.02B, 2.03B, 2.04B, 2.05B, 2.06B and 2.07C.
- EMR 3.00. Responding to emergency events: responds to emergency events. 3.01B, 3.02B, 3.03C, 3.04C, 3.05C, 3.06C and 3.07C.
- EMR 4.00. Recovering from emergency event: recovers from emergency events. 4.01B, 4.02C, 4.03B and 4.04B.
- WFT 5.00 Training evaluation: evaluates learner knowledge and skill development. 5.04B and 5.05B.
- GEN 1.00. General technical and laboratory practice knowledge: demonstrates general knowledge and skills related to the scientific and technical components of laboratory

- testing. 1.01C, 1.02B 1.03B, 1.04C, 1.05C, 1.07B, 1.08C and 1.09C.
- GEN 2.00. Reagent use and storage: adheres to policies and principles regarding the use and storage of laboratory reagents and supplies. 2.01C and 2.02C.
 - GEN 3.00. Equipment use: adheres to policies and principles regarding the use, maintenance, and calibration of laboratory equipment. 3.01C, 3.02C, 3.03C and 3.04C.
 - GEN 4.00. Pre-examination: performs steps in the pre-examination phase of testing. 4.01C.
 - GEN 5.00. Examination: performs steps in the examination phase of testing. 5.01C, 5.02C and 5.03C.
 - GEN 6.00. Postexamination: performs steps in the postexamination phase of testing. 6.01C, 6.02C, 6.03C, 6.04B, 6.05C.
 - GEN 7.00. Regulatory compliance: complies with regulations and guidelines governing laboratory testing. 7.01B, 7.02C, 7.03C and 7.05B.
 - SPH 1.00. Physical environment: works safely in the physical environment of the laboratory facility. 1.01C, 1.02C and 1.03C.
 - SPH 2.00. Biological materials: works safely with biological materials in the laboratory. 2.01C, 2.02C, 2.03C, 2.04C and 2.05B.
 - SPH 4.00. Chemical materials: works safely with chemical materials in the laboratory. 4.01C, 4.02C, 4.03C and 4.04C.
 - SHC 2.00. Safe work practices: designs work practices and procedures to minimize exposure to hazards and to adhere to regulatory requirements. 2.01C, 2.02C, 2.03C and 2.04B.
 - SHC 3.00. Personal Protective Equipment (PPE): employs the selection, use, and care of personal protective equipment while being continually mindful of its limitations. 3.01C, 3.02C and 3.03C.
 - SHC 4.00. Systems to track hazards: establishes a system to detect and to control or eliminate the underlying causes of hazards or exposures. 4.01C.
 - SHC 5.00. Preventive maintenance: conducts regular maintenance to ensure effective functioning of laboratory equipment and to extend the life of equipment. 5.01P and 5.02P.
 - SHC 6.00. Decontamination and laboratory waste management: establishes a laboratory waste management plan that adheres to federal, state, and local regulations. 6.01C, 6.02C, 6.03C, 6.04C, 6.05C and 6.06B.
 - SAC 4.00. Occupational health and medical surveillance: complies with occupational health and medical surveillance policies. 4.01B, 4.02B, 4.03B and 4.04B.
 - SCT 1.00. Hazard communication: promotes safety through effective hazard communication. 1.01C and 1.03C.
 - SCT 2.00. Safety training: ensures that safety training needs are identified and training solutions are implemented to meet performance and productivity goals. 2.01B.
 - SDR 1.00. Documents and record keeping: ensures staff compliance with agency quality management system (QMS) and statutory, regulatory, accreditation, and licensing requirements for documentation and recordkeeping in relation to the health and safety management systems. 1.01C, 1.03C, 1.06B and 1.07C.
 - SRV 1.00. Function of surveillance: recognizes the function of laboratory testing in

- surveillance. 1.01B.
- SRV 2.00. Notification rules and regulations: complies with national and jurisdictional rules and regulations regarding notifiable results. 2.01C.
 - SRV 3.00. Surveillance testing: performs surveillance testing. 3.01B.
 - SRV 5.00. Information for surveillance: recognizes vital information needed for surveillance. 5.01B and 5.02B.
 - INF 1.00. Laboratory test request and sample receiving: manages sample receiving and the processing of laboratory test requests. 1.01C, 1.02C 1.03C and 1.04C.
 - INF 2.00. Test preparation, Laboratory Information Management System (LIMS) processing, test results recording and verification: manages systems for electronic test preparation, LIMS processing, and test results recording and verification. 2.01P, 2.02C, 2.04C and 2.05C.
 - INF 4.00. Laboratory test scheduling: manages laboratory test scheduling. 4.01C and 4.03C.
 - INF 8.00. Data exchange and interoperability: manages the electronic exchange of laboratory data with data partners. 8.06C and 8.07C.
 - INF 12.00. Training, education, and resource management: manages training, education, and information resources. 12.01C.
 - F 15.00. QC and QA management: manages quality control and quality assurance processes. 15.05B
 - INF 18.00. Core IT products and services: manages core IT hardware, software, and services. 18.12B.

Work Environment:

The Laboratory Technician must be able to be physically present in the laboratory during their assigned work schedule. They must be able to perform duties and procedures which may require standing or sitting for prolonged periods. They must be comfortable with the normal ambient temperature, humidity, noise, and lighting which prevail in a laboratory environment. At least once per week they must be able to tolerate additional noise generated by vacuum suctioning devices. They need to be able to lift and transfer articles weighing up to 25 pounds. The person must be able to clearly perceive and skillfully manipulate objects and demarcations smaller than 1/16 of an inch; and able to detect and identify colors. They must have sufficient manual dexterity to utilize a computer mouse, keyboard, monitor, and associated peripherals. The person should be able to discern normal speech and communicate in kind. They must be able to tolerate interruptions from phones, visitors, and co-workers. They must be able to operate a motor vehicle and use it to attend meetings, trainings, and to collect or drop-off specimens and samples from off-site locations when necessary. They must accept that for rabies testing animal euthanasia for public health purposes may be conducted within the work environment (typically dispatching bats). They must be able to work in independent and team environments.



Position Description

Canton City Public Health
FINAL

Approvals:

Approval: This position description was approved by the Board of Health on: 11/22/2021

Revision History: Dates of prior approved versions: 01/23/17, 01/27/20

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name