

COUNTY OF SOLANO

PUBLIC HEALTH LABORATORY TECHNICIAN

DEFINITION

Assists the Public Health Microbiologists by preparing equipment supplies and culture media and performing or initiating routine biological tests; weighs, prepares, and sterilizes culture media and reagents for testing and performs courier services.

CLASS CHARACTERISTICS

This is a technical entry/journey level classification responsible for assisting the Public Health Microbiologists with equipment and supplies used in the laboratory. This class is distinguished from the Public Health Microbiologist series in that the latter function at a professional level carrying out the more complex work assignments. Maintains records and documents activities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Microbiologist.

Exercises no supervision.

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

Weights, prepares, sterilizes tubes, plates or aliquot bacterial culture media and reagents; autoclave laboratory contaminated hazardous materials and cleans, prepares, and disperses laboratory glassware, equipment and supplies; sorts cultures by date and location to assure they are correctly identified; places culture into laboratory incubators for testing; conducts drug testing and analysis.

Assists the Public Health Microbiologists in preparation and set-up of specimens for testing; handles specimens including potentially contaminated water, TB, rabies, syphilis, gonorrhea and parasitology according to established guidelines and procedures; transfers pathogenic bacterial cultures to new media for propagation and maintenance of the cultures.

Travels throughout the County to physicians offices, medical clinics, clinical laboratories and hospital laboratories to deliver and pick-up culturing media, supplies and laboratory reports.

Assists clerical staff in dating, sorting and mailing of laboratory reports and in filing laboratory reports; performs computer data entry of test results; calibrates analytical equipment.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic arithmetic.

Basic chemistry.

Aseptic techniques.

Hazardous chemicals and bacteria.

Laboratory safety rules, methods, and procedures.

Use and care of laboratory equipment.

Skills to:

Utilize basic office equipment and laboratory equipment.

Ability to:

Learn and apply safety techniques while handling pathogenic bacteria.

Learn and use terminology used in a public health research laboratory.

Maintains confidentiality of information.

Recognize and respect limit of authority and responsibility.

Organize and prioritize work assignments.

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

Follow specialized washing techniques.

Perform basic office skills.

Maintain accurate records and document actions taken.

Perform routine arithmetic calculations.

Project consequences of decisions.

Experience and Education/Training

Experience:

Some laboratory experience desirable.

Education/Training:

High school diploma or equivalent with vocational or technical school training in environmental technology, chemistry, biology or related field.

SPECIAL REQUIREMENTS

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

Candidates for employment may be required to sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting as a condition of employment.

SUPPLEMENTAL INFORMATION

Independent travel may be 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. 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

Revised Date: June, 2002

BOS Date: June 30, 2003

I:\Classification\Class Specs\ParaProf specs\Public Health Laboratory Technician.doc