

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)
UNIT NAME AND CITY LOCATED Medical Services	CLASS TITLE Laboratory Assistant, Correctional Facility
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the supervision of the Correctional Health Services Administrator I/II, Correctional Facility (CF), the Laboratory Assistant, CF performs standardized non-technical laboratory procedures in collecting and processing laboratory specimens, materials, and supplies. Assists in operating specialized laboratory equipment; complies with all the applicable State and federal laws and regulations and departmental policies and procedures pertaining to the laboratory. Maintains order, supervises the conduct of inmates, and protects and maintains the safety of persons and property.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)
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ESSENTIAL FUNCTIONS

60%	Performs assigned, varied, standardized duties such as phlebotomy, scheduling, and collecting and processing laboratory specimens to be shipped to a reference laboratory for testing. Operates laboratory centrifuges, incubators, and refrigerators/freezers. Assists in maintaining laboratory records. Works with laboratory information computer system and/or institution information system. Ensures specimens are properly labeled to send to reference laboratory for testing. Calls for specimen pickup and documents on logs.
20%	Performs preventive maintenance and record keeping for laboratory equipment mentioned above. Keeps daily logs of all temperatures, (e.g., rooms, refrigerators, and freezers). Keeps a daily inventory log of needles and other items on the inventory list. Orders and monitors supplies for the institution laboratory. Picks up specimens and delivers supplies throughout the facility as needed.
15%	Prepares the daily supplies needed to draw blood (e.g., vials, labels, etc.) and affixes identification labels on specimen containers. Maintains records of tests sent out and laboratory results returned. Processes and files laboratory reports. Participates in the development of local operating procedures. Participates in quality improvement activities. Participates in training sessions to meet training requirements, and participates in on-the-job training. Keeps informed of current institutional policies and current developments in the laboratory field.
5%	Performs other duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Laboratory methods and procedures; fundamentals of biology, chemistry, and elementary mathematics; uses and care of laboratory equipment.

Ability to: Read and write English at a level required for successful job performance; clean and care for laboratory equipment; learn elementary laboratory methods and procedures; follow directions; work efficiently and effectively in a group; and learn and apply specialized techniques accurately and rapidly; and keep accurate records.

<p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.</p> <p>Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; alertness; keenness of observation; aptitude and liking for laboratory work; orderliness; tact; reliability; color vision adequate to successfully perform the essential functions of the job.</p>		
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION, AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</p>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>