

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-731-7887-909</b>
Classification: Public Health Laboratory Technician I (Microbiology)	Tenure/Time Base: Permanent/Full time
Working Title: Receiving Specimens Technician	Work Location: 850 Marina Bay Parkway, Richmond, CA
Collective Bargaining Unit: R11	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences / Infectious Disease Laboratory Division	Branch/Section/Unit: Microbial Disease Laboratory Branch / Foodborne & Waterborne Diseases Section/ Foodborne & Waterborne Diseases Detection Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing public health laboratory testing for the Foodborne and Waterborne Diseases Section (FWDS). Under general supervision of the Public Health Microbiologist Supervisor (PHM Sup.), the Public Health Laboratory Technician I Microbiology (PHLT I) works within the FWDS Detection Unit. The PHLT I assists with routine microbiological laboratory tests by processing and preparing specimens and testing environment samples for review by microbiologists; prepares complicated media and reagents for specific tests; performs quality control procedures on equipment, media,

and reagents; and assists in the performance of all tests. Maintains a neat, clean, and organized work environment.

The incumbent works under the Supervisor of the FWDS Detection Unit.

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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**Essential Functions (including percentage of time)**

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- 35% Handles and inoculates animals to detect and identify marine toxins of public health significance. Performs environmental testing on shellfish samples and generates results reviewed and approved by Public Health Microbiologist or supervisor. Performs computer data entry for accessing and receiving specimens using laboratory information management systems.
- 20% Responsible for the movement of equipment and supplies weighing up to 25 lbs. (or more with assistance); cleans, measures, divides, and dispenses equipment and supplies. Maintains and cleans laboratory equipment and performs instrument calibration. Cleans and washes laboratory glassware and shellfish equipment. Contacts CDPH facilities to schedule minor laboratory or equipment repairs. Schedules equipment preventative maintenance and service visits. Autoclaves, disinfects, and disposes of contaminated materials and infectious agents. Works in full compliance with biosafety requirements and federal and state regulatory standards.
- 20% Prepares reagents and complex media for use in diagnostic testing. Prepares labels and aliquots reagents using pipetting devices and finely graduated glassware. Performs quality control testing on reagents, media, and test kits using standards and characterized control materials. Maintains inventory and monitors expiration dates on test reagents, kits, and media. Maintains laboratory stocks of consumables and glassware. Uses and maintains computer databases to manage inventories.
- 20% Assists with low complexity testing, equipment maintenance and reading of instrument data output. Manipulates laboratory materials, instruments, and glassware to successfully and consistently makes aseptic transfers, measurements, and other manipulations involving living organisms. Effectively uses small, intricate instruments such as, pipettes, balances, thermometers, and pH meters with skill.

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**Marginal Functions (including percentage of time)**

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- 5% Other job-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name: Stephanie Abromaitis	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: SB  
 Date: 4/24/24