

DUTY STATEMENT

Employee Name:	Position Number: 580-710-7884-004
Classification: Laboratory Assistant	Tenure/Time Base: Permanent/Full-Time
Working Title: Animal Technician Assistant	Work Location: 850 Marina Bay parkway, Richmond, CA 94804
Collective Bargaining Unit: R11	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Operations Branch, PHM Training Program & Laboratory Animal Services Section

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 performing a quality control testing on equipment, specimens, samples, and laboratory animals; process and prepare specimens and samples for examination by microbiologists; prepare media and reagents; and assist microbiologists, research scientists, general laboratory staff, and the Attending Veterinarian in the performance of tests and other tasks as needed. Maintain a neat, clean, organized, and safe work environment. Perform computer data entry and prepare written reports when necessary.

The incumbent works under the General Supervision of the Animal Technician IV in the Public Health

Microbiologist (PHM) Training Program & Laboratory Animal Services Section.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: 5% for training and meetings
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☒ Other: Animal experience is required

Essential Functions (including percentage of time)

- 25% Perform quality control testing on laboratory animals, feed, bedding, and environment. Process specimens and environmental samples, handle and transport equipment and supplies weighing up to 25 pounds (or more with assistance). Perform microbial testing on laboratory animals to identify and control infectious agents. Prepare non-routine media and reagents. Consult with the Attending Veterinarian regarding results of these test procedures and carry out recommended corrective action. Pack and ship animal specimens to contract reference laboratories. May assist in laboratory animal necropsy and injections.
- 25% Perform quality assurance tests of media and reagents. Maintain stock of quality control organisms using current standard operating procedures. Test biological indicators monthly to determine effectiveness of the autoclaves and sterilization ovens. Read data from finely divided rulings on pipettes, graduated glassware, and measuring instruments, as well as fine print on small labels. Read color-coded data and subtle color differences from biochemical test systems, instrument read-outs, and color comparators. Manipulate laboratory materials, instruments, and glassware to make safe, consistently successful aseptic transfers, measurements, and other manipulations involving living organisms. Effectively use small, intricate instruments and other items. Use standard written reference books for the preparation of dilutions, calculations, and media formulations. Record written data on forms clearly and legibly. Enter accurate electronic data. In times of surge, enter patient samples into the Laboratory Information Management System (LIMS).
- 20% Ensure aseptic laboratory equipment by cleaning and disinfecting animal cages. Wear an N95 respirator mask when necessary and are obligated to acquire proper medical clearance to wear respiratory safety equipment. Operate automated cage washing and sterilization equipment. Must be able to transport up to 25 pounds of equipment that include but is not limited to animal feedbags, animal bedding bales, animal waste bags, water bottle racks, and other supplies and equipment. May need to transport heavier items with assistance. Mix cleaning and disinfecting agents according to written and verbal directions. Mop and clean floors, walls, and ceilings in animal quarters using rolling ladder where appropriate. Operate floor-cleaning machine.
- 15% Review animal care procedures and media preparation details to assist veterinarians and microbiologists in the establishment of standard operating procedures. Document procedures and performance and recommend changes if necessary. Operate pH meter, electronically controlled pipette and plate dispensing machine, and spectrophotometer. Prepare a variety of

complex reagents and media for the centralized media production unit to conduct research. Assist in evaluating new media and reagents for the laboratories.

10% Maintain inventories and order supplies. Develop, maintain, and update preventative maintenance procedures and procedure manuals.

Marginal Functions (including percentage of time)

5% Perform other work-related duties as assigned. Travel within the State of California for training and meetings is 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:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: CP

Date: 10/20/25