

DUTY STATEMENT

Employee Name:	Position Number: 580-710-7878-004
Classification: Senior Laboratory Assistant	Tenure/Time Base: Permanent/ Full Time
Working Title: Specimen Laboratory Assistant	Work Location: 850 Marina Bay Pkwy, Richmond, CA 94804
Collective Bargaining Unit: R11	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences/Office of the State Public Health Laboratory Director	Branch/Section/Unit: Operations Branch/Bioscientific & Technical Support 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 biological, chemical, or related procedures involving a varied sequence of technical operations that follow well-defined methods and assist with the training and direction of laboratory assistants (LA). Performs functions related to setting up and operation of Laboratory Central Services Branch program including specimen receiving, processing, and data entry into a centralized database, the Laboratory Information Management System (LIMS); prepares centralized glassware and equipment; delivers and collects specimens, materials, and/or equipment; collects medical and biological waste; decontaminates and disposes of materials; and prepares media and reagents.

The incumbent works under the general direction of the Supervising Laboratory Assistant II.

Special Requirements

- ☐ 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:

Essential Functions (including percentage of time)

- 25% Process incoming specimens, including the more complex and hazardous specimens; maintain inventories of containers and prepare specimen kits; prepare new specimen and culture containers for shipping; maintain log of received and delivered specimens and samples. Enter data into LIMS and extracts data when necessary. Responsible for recording, investigating, and correcting errors in LIMS. Assist with the training and cross training of LAs in specimen receiving.
- 25% Collect contaminated glassware and medical waste (including select agent chemical and biological materials) from laboratories to be sterilized and clean biologically and chemically contaminated instruments and glassware. Deliver prepared materials to the laboratories. Manipulate laboratory materials, instruments, and glassware with both hands to successfully and consistently clean, prepare, and transport materials. Transport up to 25 pounds of waste materials. Perform quality control procedures on equipment and instruments.
- 25% Prepare routine and complex media. Maintain inventories of media components and chemicals. Must read data from finely divided rulings on pipettes, sight tubes, graduated glassware, and measuring instruments as well as fine print on small labels. Read color-coded data that includes subtle color differences of media and reagents. Prepare requisitions to replenish depleted stock. Monitor the preventative maintenance of media preparation equipment and instruments. Operate and calibrate equipment and instruments such as pH meters, balances, dispensers, etc. Deliver media and reagents to the laboratories. Assist in training LAs in the preparation of routine media and in laboratory safety.
- 20% Resolve problems related to specimen processing and delivery, media preparation, glassware, and decontamination, and fill orders for local laboratories. Prepare equipment, glassware, and surgical instruments for sterilization in drying ovens and autoclaves. Act as messenger in delivering glassware and supplies to assigned laboratory areas. Prepare

solutions for cleaning laboratory equipment and disinfectant solutions.

Marginal Functions (including percentage of time)

5% Serve as a project lead as necessary. Perform other work-related duties as assigned.

☐ 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: 12/17/25