

DUTY STATEMENT

Employee Name:	Position Number: 580-710-7884-909
Classification: Laboratory Assistant	Tenure/Time Base: Permanent/Full Time
Working Title: Specimens and Media 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: Centralized Services 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. Performs functions related to setting up and operation of the Centralized Services Branch, Bioscientific and Technical Support Services Section (BTSSS) 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: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 25% Sort incoming specimens and samples. Log in specimens delivered by courier, strip label off used mailers, prepare new specimen mailing containers, and process incoming routine specimens. Coordinate containers shipped through the mailing room and other couriers, deliver specimens to laboratories, and pick up and fill dry ice containers.
- 25% Prepare routine media; use steam sterilizers, pH meters, media dispensers, balances, label reagent bottles; disinfect transfer room; and pick up supplies from the stockroom. Read data visually from finely divided rulings on pipettes, graduated glassware, and measuring instruments as well as fine print on small labels using corrective lenses if needed. Read color-coded data and subtle color differences of media and reagents. Deliver media and reagents to the laboratories.
- 25% Load and unload large mechanical glassware washers, dryers and ovens. Load and unload steam sterilizers (autoclaves) for the decontamination of laboratory waste. Follow established safety guidelines. Collect and dispose of laboratory waste materials and assist with the decontamination of wastes and materials. Manipulate laboratory materials, instruments, and glassware with both hands to successfully and consistently clean and prepare materials. Transport up to 25 pounds of waste materials. Record written data on forms clearly and legibly. Read and follow standard written operating procedures.
- 20% 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% Perform other work-related duties as assigned. Some travel may be 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: 3/25/26