

DUTY STATEMENT

Employee Name:	Position Number: 580-530-7886-007
Classification: Public Health Laboratory Technician I (Chemical Analysis)	Tenure/Time Base: Permanent / Full-time
Working Title: Clinical Laboratory Technician	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R11	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program Division	Branch/Section/Unit: Laboratory Services Branch / Quality Assurance 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 in the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by ensuring the quality of performance and outcomes of results from the Clinical Laboratory Improvement Amendments (CLIA) certified genetic screening laboratories that screen for newborn and prenatal diseases.

The incumbent works under the general supervision of the Supervising Laboratory Assistant II within the Quality Assurance Unit. The Public Health Laboratory Technician (PHLT) I (Chemical Analysis) provides general laboratory support to entire Laboratory Services Branch (LSB) and Biobank Facility.

The PHLT I follows well-defined protocol and performs routine, repetitive, biochemical-related procedures. When appropriate, assists with the training and direction of Senior Lab Assistants and Lab Assistants. Assists other units in the LSB with equivalent work as necessary to accommodate workload demands and resource availability. The incumbent must be able to retrieve or place bio-specimen containers stored inside -20°C walk-in freezers and transfer containers, boxes, and equipment up to 25 pounds (more with assistance).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance: a completed Interim CalHR Pre-Employment Health Medical Report on file is required prior to starting work with the Department. Medical report will only be accepted on an Interim CalHR Pre-Employment Health Medical Report.
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:
 - Must be able to transfer containers, boxes, and equipment up to 25 pounds (more with assistance).
 - Must be able to retrieve or place bio-specimen containers stored inside -20°C walk-in freezers using personal protective equipment (PPE).

Essential Functions (including percentage of time)

- 35% Adheres to established guidelines and protocols for the collection, processing, storage, and retrieval of biobank specimens in the Biobank Facility while ensuring compliance with quality control and regulatory standards. Responsibilities include assisting with: specimen handling and processing, inventory management, transportation and storage, sample retrieval, specimen destruction, quality assurance and compliance, equipment maintenance, vendor management, data entry and documentation, safety adherence, staff training, and continuous improvement.
- 20% Adheres to established guidelines and protocols for preparing and handling biobank specimens in the Genetic Disease Laboratory. Responsibilities include preparing dried blood spots (DBS) using sterile, contamination-free techniques, labeling samples accurately, maintaining precise specimen records in the biobank database for long-term storage, retrieving or destroying specimens upon request and approval, and ensuring secure transportation of specimens from the Richmond Campus to the Biobank Facility.
- 10% Follows established protocols to perform specimen custodial duties related to accessioning and reviewing adequacy, tracking, logging, shipping, receiving, and packaging of specimens. These custodial duties include responsibility for receiving incoming newborn specimens shipped to LSB daily and distributing them to analytical staff for various assays. GDSP's specimen tracking/inventory database, Screening Information System (SIS) 2.0, is used throughout this procedure to identify and keep records of staff involved with lab procedures. The PHLT I identifies positive specimens of various types and culls and ships these specimens to an external

facility for confirmatory testing. Specimens are identified and provided to analytical staff for internal testing as well. All specimens are handled wearing nitrile gloves and personal protective equipment and placed on clean work surfaces. Maintains accurate records of specimens in the Biobank database for long-term storage. Aids in retrieving and/or shipping specimens that require special handling, retesting, or additional confirmatory testing. Performs computer data entry for receiving and accessioning specimens using the Laboratory Information Management System (LIMS).

- 10% Conducts basic- to moderate-level technical laboratory set-up needed for chemical, immunological, and molecular biology workflows used in newborn and prenatal genetic screening. Lab set-up tasks include cleaning work surfaces regularly, decontaminating with a 10% bleach/90% deionized (DI) water solution, then applying lab soaker absorbent paper to benchtops. Set-up also involves emptying biohazardous waste from containers placed in each respective lab (room) and sterilizing the potentially infectious waste using an autoclave apparatus. Biohazardous waste is generated in lab rooms frequently and infectious waste containers must be emptied daily. The PHLT I operates and maintains basic laboratory equipment such as the glassware washer and the autoclave.
- 10% Tracks and maintains inventory of laboratory supplies at two-week intervals, including placing orders for consumable supplies such as disposable lab coats, nitrile gloves, and bleach, and submits a requisition form for these supplies to the branch's Facilities Management Section. The PHLT I also inventories other lab supplies that were purchased via purchase orders and informs the Supervising Lab Assistant of any deficiencies. Monitors expiration dates on test reagents and kits. Maintains up-to-date records of basic laboratory facility equipment in accordance with CLIA and departmental guidelines. Disposes of chemical wastes, cleans glassware, and prepares reagents.
- 10% Assists senior research scientists in the preparation, processing, and concentration of blood reference materials for quality assurance of laboratory methodologies. This includes preparing incoming shipments of blood reference materials such as laboratory reagent kits or blood products needed for quality assurance or preparing proficiency test samples by LSB scientists for various assays. The PHLT I informs staff scientists of receipt and places the reference materials into designated refrigerators or freezers within the laboratory; materials are shipped from various suppliers to LSB frequently and can be received on a daily basis. Shipment packing lists or invoices are provided by the PHLT I to the GDSP Business Services Unit for processing. Assists the Supervising Lab Assistant II in the management of daily laboratory facility operation. This includes training and providing direction to the Senior Lab Assistants and Lab Assistants when necessary. Coordinates with facilities management staff for the installation, modification, repair, and maintenance of laboratory infrastructure and facilities as needed.

Marginal Functions (including percentage of time)

- 5% Attends safety trainings and maintain competency requirements. Performs other job-related and laboratory duties as required and 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

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

statement to the employee named above.

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: Brittany Hanson

Date: 5/21/25