

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 435-XXX-9265-XXX				
UNIT NAME AND CITY LOCATED Medical Services – PVSP, Coalinga		CLASSIFICATION TITLE Laboratory Assistant, Correctional Facility				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the supervision of the Correctional Health Services Administrator I/II, Correctional Facility (CF), the Laboratory Assistant, CF performs standardized non-technical laboratory procedures in collecting and processing laboratory specimens, materials, and supplies. Assists in operating specialized laboratory equipment; complies with all the applicable State and federal laws and regulations and departmental policies and procedures pertaining to the laboratory. Maintains order, supervises the conduct of the incarcerated, and protects and maintains the safety of persons and property.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						
60%	Performs assigned, varied, standardized duties such as phlebotomy, scheduling, and collecting and processing laboratory specimens to be shipped to a reference laboratory for testing. Operates laboratory centrifuges, incubators, and refrigerators/freezers. Assists in maintaining laboratory records. Works with laboratory information computer system and/or institution information system. Ensures specimens are properly labeled to send to reference laboratory for testing. Calls for specimen pickup and documents on logs.					
20%	Performs preventive maintenance and record keeping for laboratory equipment mentioned above. Keeps daily logs of all temperatures, (e.g., rooms, refrigerators, and freezers). Keeps a daily					

Revised: TBD

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE