DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	056-213-9265-XXX
UNIT NAME AND CITY LOCATED Medical Services	CLASSIFICATION TITLE Laboratory Assistant, Correctional Facility
	WORKING TITLE

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐				

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)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/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. *(Use addition sheet if necessary)*
	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 inventory log of needles and other items on the inventory list. Orders and monitors supplies for the institution laboratory. Picks up specimens and delivers supplies throughout the facility as needed.

15%	Prepares the daily supplies needed to draw blood (e.g., vials, labels, etc.) and affixes identification labels on specimen containers. Maintains records of tests sent out and laboratory results returned. Processes and files laboratory reports. Participates in the development of local operating procedures. Participates in quality improvement activities. Participates in training sessions to meet training requirements, and participates in on-the-job training. Keeps informed of current institutional policies and current developments in the laboratory field.
5%	Performs other duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Laboratory methods and procedures; fundamentals of biology, chemistry, and elementary mathematics; uses and care of laboratory equipment.

Ability to: Read and write English at a level required for successful job performance; clean and care for laboratory equipment; learn elementary laboratory methods and procedures; follow directions; work efficiently and effectively in a group; and learn and apply specialized techniques accurately and rapidly; and keep accurate records.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.

Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
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