DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services	CLASSIFICATION TITLE Senior Clinical Laboratory Technologist, 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 clinical direction of the Chief Medical Executive and the administrative supervision of the Chief Support Executive or Correctional Health Services Administrator I/II, Correctional Facility (CF), the Senior Clinical Laboratory Technologist, CF performs or oversees the most difficult technical pre-analytical and post-analytical patient testing for the purposes of clinical treatment, medical diagnosis, health assessment or disease prevention. The Senior Clinical Laboratory Technologist, CF provides technical direction to lower level laboratory staff. Participates in quality assurance reviews and prepares administrative reports, statements, budget requests, and other documents required by administrative and medical staff. Maintains order and 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

35%	Provides technical direction and training to Clinical Laboratory Technologist, Senior Laboratory Assistants, CF, Laboratory Assistants, CF, and other personnel assigned to the laboratory. Performs the most difficult specimen collections (i.e., venipuncture), handling, and preparation for testing. Researches and reviews current developments in the clinical laboratory, including new federal and/or State laws, rules, and regulations pertaining to the laboratory functions and operations. Writes reports and coordinates work schedules of the laboratory with other departments at the institution, as needed. Coordinates sample collection for the Department of Justice and court ordered specimens to ensure requirements are met.
30%	Writes, reviews, and updates local laboratory policy and procedure manuals and ensures laboratory personnel have access to the policy and procedure manuals. Serves as safety/risk management coordinator for the institution laboratory services, such as weekly/monthly review of laboratory temperature, eye wash, tool, needle count, and fire extinguisher logs. Oversees the institution laboratory staff competencies and performances under direction of the laboratory staff supervisor. Responsible for preventive maintenance and trouble shoots laboratory equipment and tools, and updates laboratory equipment maintenance records. Oversees patient scheduling, closing of patient appointments, follows-up on tests not completed and/or out of compliance laboratory orders. Clarifies test requests and investigates testing errors. Oversees Quest Care360 order entry and result message center and/or order and message entry within the new electronic health care systems as implemented.
20%	Acts as lead and provides technical direction on implementing and reviewing point of care testing, quality control, and quality assurance at the institution. Conducts evaluations of new techniques, procedures, equipment, method comparison, and cost analysis related to point of care testing. Supervises, investigates, and implements Quality Assurance activities at the institution laboratory. Assures that each incident is documented and recorded in the designated logbook or binder.
10%	Attends meetings and confers with the institution management and laboratory services at headquarters to address issues/concerns within the laboratory services at the institution. Serves on medical committees and acts as a liaison between different departments at the institution.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles and practices of clinical laboratory work in such areas as blood banking, chemistry, hematology, immunology, and microbiology, and the use and care of laboratory equipment; preparation, mounting, and staining of specimens; serological, bacteriological, and biochemical tests and analyses; theoretical knowledge of procedures and application of use; normal values as applied to patient results; the roles and relationships of practitioners in the health care services; current State and federal regulations, licensing requirements, literature, and advancements in the clinical laboratory field. *Skill in:* Preparing, mounting, and staining specimens, reading tests and recognizing the normal and abnormal, setting up laboratory equipment, and making quick and accurate serological, bacteriological, and biochemical tests and analyses. *Ability to:* Follow directions; communicate effectively; work cooperatively with other health care staff; and exercise independent judgment and responsibility with minimal technical supervision. **LICENSE REQUIREMENT** Possession of a valid California State Clinical Laboratory Technologist license or a license of equal or higher level issued by the State Department of Health Services.

EDUCATIONAL REQUIREMENT

Complete continuing education as required for maintenance of California State Clinical Laboratory Technologist license.

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.
- Empathic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; keenness of observation; and color vision adequate to successfully perform the essential functions of the job.

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