



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: LABORATORY ASSISTANT I - III

DEFINITION: Under close supervision, provides laboratory support services and tests and assists professional and technical staff in performance of their tests.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Entry-level; provides general laboratory support services including specimen receiving, data entry, glassware, media, reagent and stain preparation, decontamination of laboratory wastes, and general housekeeping procedures; assists professional and technical staff in test preparations.

Grade Level II - Journey-level; performs all of the Grade I duties; in addition, performs and reports routine technical examinations of water and dairy products and drugs-of-abuse testing; performs related quality control procedures; assists professional staff in the analysis of human, animal and environmental samples. Two years experience as a Laboratory Assistant I; possesses a valid certification for the examination of milk and dairy samples issued by the State Department of Food and Agriculture; demonstrated ability to meet State Department of Health Services' Environmental Laboratory Acceptance Program (ELAP) performance evaluation criteria; and performs rabies tests.

Grade Level III - Acts in lead capacity over Grades I and II; performs all the duties of the class including the more difficult technical aspects of water, dairy products and drugs of abuse testing; reviews test and quality control results; performs simple repair and maintenance on general laboratory equipment. Grade III requires two years experience as a Laboratory Assistant II.

EXAMPLES OF DUTIES:

Grade Level I:

- Prepares specimens and samples for testing including logging in, labeling, inoculating, staining, transferring and mounting samples;
- Evaluates specimen test request forms and prepares and preserves specimens as necessary;
- Prepares media, reagents, stains, standards and sterile solutions;
- Cleans and sterilizes work surfaces, glassware, equipment, instruments and other laboratory supplies;

-
- Collects, decontaminates and/or disposes of laboratory bio-medical and hazardous waste materials;
 - Operates general laboratory equipment and machinery such as autoclaves, centrifuges, pH meters, dishwasher, ovens, water purification units, pipeting equipment, gas cylinders, refrigerators, freezers, etc.
 - Performs selected quality control procedures, such as temperature monitoring, and maintains accurate records;
 - Performs data entry into Laboratory Information System(s);
 - Checks in supplies, maintains inventory of general lab supplies according to Quality Assurance requirements, conducts inventories;
 - Prepares, distributes and/or ships supplies for clinics and other clients;
 - Complies with safety regulations and rules required when working with biological and environmental samples.
 - Other duties as assigned.

In addition to the above, Level II employees perform the following duties:

- Conducts routine microbiological and chemical examinations of water samples under the State Environmental Laboratory Approval Program (ELAP);
- Conducts routine examinations of milk and dairy samples;
- Performs drugs-of-abuse screening tests;
- Performs required quality control procedures on tests performed;
- Enters results into Laboratory Information Systems (LIS) and generates test reports on analyses performed;
- Performs autopsy-type procedures with animal heads for rabies examination, including travel to and from Animal Shelter and transport of brain material for testing;
- Performs complex specimen processing procedures for various types of diagnostic tests.

In addition to the above, Level III employees perform the following duties:

- Conducts more complex water bacteriology testing including tests for the pseudomonas bacteria and iron/sulfur bacteria;
- Performs routine and moderately complex analyses on environmental samples such as wastewater, solid waste, and food;
- Makes repairs on less complex laboratory equipment and instruments;
- Performs, schedules and reviews preventive maintenance services on laboratory equipment and instruments; maintains records of such and interacts with service representatives;
- Certifies and calibrates thermometers;
- Monitors daily operation of LIS; performs data back-up duties, prepares simple routine reports as requested;
- Prepares analytical reports based on LIS generated test reports; maintains database; may act as LIS system manager;
- Acts in a lead capacity over Laboratory Assistant and other technical positions;

-
- Reviews test and quality assurance results with Microbiologist III.
 - Assists in the research and implementation of new diagnostic tests.
 - Trains Laboratory Assistants I and II.
 - Writes, reviews and revises pertinent procedure and quality assurance manuals.
 - Consults with clients concerning test requests, collection procedures and fees.

MINIMUM REQUIREMENTS:

Successful completion of 9 units of laboratory science at an accredited college. One year paid employment in a public health laboratory or comparable laboratory may be substituted for the college level courses;

Possess a valid drivers license;

Willingness to work evenings, nights, weekends, holidays or during health emergencies as needed.

HISTORY:

Revised: 10/16/1967

Grade levels I/II/III added: 10/01/01

Approval/Adoption Date: 10/24/01