

PUBLIC HEALTH LABORATORY ASSISTANT II

Definition:

Under supervision, assists in the preparation of low-, moderate-, and high-complexity testing regarding bacterial, parasitic, and fungal examinations as well as chemical analysis; operates laboratory equipment as directed.

Distinguishing Characteristics

This is the journey level of the Public Health Laboratory Assistant I/II flexible classification series. Positions in this classification may be assigned work of a more complex nature and assume responsibility for one or more related duties. Under the direction of a Public Health Microbiologist, this position performs routine and repetitive tasks, follows established procedures and develops advanced skills in operating and troubleshooting automated equipment.

Essential Functions:

- Assists professional staff in performing portions of variable-complexity laboratory testing as permitted under federal law.
- Assists in the set-up and operation of complex automated electronic equipment and other instruments used in technical laboratory work; performs minor equipment repairs when necessary.
- Processes serum from whole blood; centrifuges and separates blood specimens for referral to professional public health microbiologists.
- Concentrates specimens and may make primary inoculations of the test material to be cultured onto appropriate media.
- Prepares and stains slide preparations for micro-scopic examination.
- Performs CLIA-waived tests under the Centers for Medicare & Medicaid (CMS) Clinical Laboratory Improvement Amendments of 1988.
- Maintains, tracks, and keeps pertinent laboratory logs and records required for certification under federal and/or state regulations. Such regulations include Occupational and Safety Hazards Administration (OSHA), Cal-OSHA, and the Medical Waste Management Program (MWMA).
- Under the supervision of the Laboratory Director or Supervisor, performs qualitative and/or quantitative analysis of environmental water samples (potable, recreational) for the detection of fecal contamination as defined by the Environmental Protection Agency (EPA). Meets all state standards required by the Environmental Laboratory Accreditation Program (ELAP) to meet certification and testing standards.
- Inputs information into the Laboratory Information System (LIS), prints patient reports, and monitors laboratory sample collection information.
- Maintains records necessary for the maintenance of laboratory equipment, such as temperature logs; may assist in the upkeep of Safety Data Sheets (SDS).
- Keeps up with inventory and assists with ordering of laboratory supplies.
- Provides laboratory information to clients either by phone or in person.
- Maintains a clean work area including laboratory equipment.
- Assists in training new personnel.
- Performs other related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, including or supplemented by at least one laboratory course, such as chemistry or biology.

OR

Completion of one college level laboratory course, such as basic life science, or a combination of training and experience equivalent to graduation from high school; AND two (2) years of experience in a Laboratory performing duties comparable to a Public Health Laboratory Assistant I.

Knowledge of: laboratory methods and procedures; laboratory materials, equipment and supplies; basic principles of chemistry; infectious agents and diseases; fundamentals of physical and life sciences; use and care of laboratory equipment; basic computer skills and working knowledge of Microsoft programs.

Ability to: organize and prioritize tasks; perform complex laboratory tasks; operate laboratory computer, associated software and peripheral equipment; communicate effectively and work well with others.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.