

## **PUBLIC HEALTH LABORATORY ASSISTANT I**

### **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 entry level in the Public Health Laboratory Assistant flexible classification series and is distinguished by the limited degree of difficulty of the work performed. Promotion to the Public Health Laboratory Assistant II is considered on a merit basis subject to recommendation of the department head and approval of Human Resources.

### **Essential Functions:**

- Prepares culture media, chemical reagents, stains and sterile solutions for diagnostic public health laboratory work.
- Processes serum from whole blood; centrifuges and separates blood specimen for referral to professional public health microbiologists.
- Performs Quality Control (QC) and Quality Assurance (QA) practices required to meet Centers for Medicare & Medicaid (CMS) standards for the Clinical Laboratory Improvement Amendments of 1988 regarding laboratory instrumentation such as water baths, incubators, and centrifuges.
- 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).
- Sterilizes infectious waste material by autoclaving as directed.
- Prepares specimens for labeling, routing to staff or mailing.
- Maintains inventory of biological substances and laboratory supplies.
- Inputs information into the Laboratory Information System (LIS), prints patient reports, and monitors laboratory sample collection information.
- Destroys test samples and files as instructed.
- Performs other job-related duties as assigned.

### **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 six months experience in a laboratory requiring a basic knowledge of chemistry.

**Knowledge of:** laboratory methods and procedures; laboratory materials, equipment and supplies; basic principles of chemistry; infectious agents and diseases; basic computer skills and working knowledge of Microsoft programs.

**Ability to:** follow written and oral instructions; perform routine and repetitive laboratory tasks; establish and maintain effective working relationships 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.