

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PUBLIC HEALTH LABORATORY ASSISTANT
DEPARTMENT: PUBLIC HEALTH LABORATORY
REPORTS TO: LABORATORY DIRECTOR

CLASS CODE: 42556
FLSA STATUS: N
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs a variety of clerical and sub-technical work in the preparation of laboratory media and specimens for employees, cleans laboratory equipment, data entry and performs tasks as required in the Public Health Laboratory.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs media preparation and sterilization using different reagents and chemicals; prepares plates with media, labels and checks for sterility by incubating; keeps inventory of media and chemicals; tracks outdated media expiration dates to notify and/or reorder when necessary.

Prepares stool specimens for parasitology by making a slide with the stool specimens and putting through a series of dyes for review by the microbiologists.

Maintains chain of evidence records on human and animal specimens submitted for testing for infectious diseases; checks specimens for leaks and other damage to determine suitability for testing; date and time stamping; transfers submitters' information to lab slips, test run sheets and computer database; routes specimens to appropriate laboratory personnel or proper storage (freezer, refrigerator, incubator, carbon dioxide incubator).

Prepares rabies testing samples on animals suspected to have the virus; immobilizes the head and removes the brain; prepares slide of selected tissue samples for review by microbiologists.

Calibrates and operates automated enzyme assay system to test human urine specimens; assesses specimens for adulteration prior to automated testing; enters test results into database and generates reports; applies mathematical analysis and interprets results for counselors.

Prepares logs, forms and other paperwork; proofreads test result reports; enters test, patient billing and other information into the computer; generates work sheets for the microbiologists.

Inventories all media supplies and laboratory supplies.

Cleans and maintains incubator, water baths, freezers, and refrigerators; ensures counter tops and work surfaces are clean and sterile.

Provides containers to medical, health and/or animal care centers who submit samples for testing.

Retrieves drug and other test specimens as needed.

Assists in answering telephone requests for test results, billing information, and specimen submission protocols.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Rabies Hood and Equipment	Autoclave	PH Meter	Centrifuge
Laboratory Glassware	Dishwasher	Hammer	Rat-tooth
Forceps			
Water Filtration System	Chisel	Nails	Weigh Scale
Millipore Milli-rd Laboratory Grade Purification System	Computer	Scalpel	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or GED; and,

Six months to one year of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Drivers License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations.

Sterile techniques and the consequences of contaminations on safety and accuracy in the laboratory.

Basic statistical principles in order to interpret test results, assess calibrations of automated enzyme testing equipment , etc.

All computer applications and hardware related to performance of the essential functions of the job.

Office procedures, including filing, record keeping and scheduling of appointments.

Skill in:

Organizing work, setting priorities and following up on assignments with a minimum of direction.

Using tact, discretion, initiative and independent judgement within established guidelines.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Ability to operate laboratory equipment and tools.

Ability to speak effectively and respond to questions.

While performing the duties of this position, the employee is required to regularly speak, listen, smell and possess shape perception and discrimination, color perception, sound perception, and texture perception and discrimination.

While performing the duties of this position, the employee is frequently required to stand, walk, and use fingers and hands, handle and/or feel objects, tools and/or controls.

While performing the duties of this position, the employee is often move objects weighing up to 20 pounds.

While performing the duties of this position, the employee is required to frequently drive and/or travel in a vehicle.

Working Conditions:

While performing the duties of this position, the employee works indoors and is not exposed to outside weather conditions. While performing the duties of this position, the employee is frequently exposed to bodily injury from moving mechanical parts of equipment, tools, or machinery.

While performing the duties of this position, the employee is frequently exposed to fumes, toxic or caustic chemicals, risk of electrical shock, and exposure to infectious diseases.

While performing the duties of this position, the employee is exposed to different temperatures due to laboratory environment requirements.

The noise level while performing these duties is generally loud due to the variety of laboratory equipment in use.

When operating a vehicle, employee will be exposed to outside weather conditions and may experience higher than normal noise levels.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.