

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**

# DUTY STATEMENT

RPA/647#- -	EFFECTIVE DATE:
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<b>CDCR INSTITUTION OR DEPARTMENT</b> CA Prison Health Care Services	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 101-213-9293-001
<b>UNIT NAME AND CITY LOCATED</b> Health Care Services – CTF	<b>CLASS TITLE</b> Laboratory Assistant, CF
<b>WORKING DAYS AND WORKING HOURS</b> a.m. to p.m. (Approximate only for FLSA exempt classifications)	<b>SPECIFIC LOCATION ASSIGNED TO</b>
<b>PROPOSED INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 101-213-9293-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM ASSIGNED TO THE CLERICAL POOL. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Possession of a current Clinical Laboratory Technologist's license issued by the California State Department of Health Services. Under the direct supervision of the Supervising Clinical Laboratory Technologist, or upon delegation, the Senior Clinical Laboratory Technologist. Performs Hematology, Serology, Urinalysis, Coagulation, Chemistry and Bio-Chemistry, Immunology, Microbiology and moderate complexity testing. Performs high complexity testing upon approval of the Supervising Senior Clinical Laboratory Technologist. Keeps the work bench area clean and organized. Check temperatures of instrumentation and logs test results in the daily logbooks. Performs the quality control of the electrolyte machine and the lithium analyzer.

% 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. <i>(Use additional sheet if necessary)</i>
<b>70%</b>	<b>ESSENTIAL FUNCTIONS</b> Perform duties in the laboratory as directed by the Senior Clinical Laboratory Technologist.
<b>15%</b>	Signing and reporting laboratory results. Logging and preparation of all laboratory specimens for testing. All panic values must be repeated, verified and reported immediately to the ordering physician or designee.
<b>10%</b>	Ensuring that sufficient stock of supplies are maintained by notifying the Senior Clinical Laboratory Technologist when supplies are running low so that orders can be placed with the procurement department in a timely manner. Maintaining a clean, safe and secure work environment.
<b>5%</b>	Perform additional duties as directed by the Senior Clinical Laboratory Technologist.

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	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Modern office methods, supplies and equipment; business English and correspondence, principles of effective training.</p> <p><i>Ability to:</i> Perform difficult clerical work, including ability to spell correctly, use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently, utilizing a wide knowledge of vocabulary; grammar, and spelling; communicate effectively; provide functional guidance.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><i>Special Requirement:</i> Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.</p> <p><i>Special Personal Characteristics:</i> A demonstrated interest in assuming increasing responsibility.</p> <p><i>Interpersonal Skills:</i> Work independently in a team setting.</p> <p><i>Additional Desirable Qualifications:</i> Education equivalent to completion of the twelfth grade.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>Persons appointed to this position must be reasonably expected to exert up to 40 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.</p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b></p>		
	<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p> <p>DATE</p>
<p><b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b></p>		
<p>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.</p>		
	<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p> <p>DATE</p>