

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.44  
(ID # 22785)**

**MEETING DATE:**  
Tuesday, August 29, 2023


**FROM :** HUMAN RESOURCES AND RUHS - PUBLIC HEALTH :


**SUBJECT:** HUMAN RESOURCES & RUHS - PUBLIC HEALTH: Classification & Compensation Recommendation to create a new Laboratory Technician series, adjust the salary of the Senior Laboratory Assistant class, reactivate and adjust the salary of the Laboratory Assistant class; and amend Ordinance No. 440 pursuant to Resolution No. 440-9394 submitted herewith, All Districts. [Total Cost \$35,633 with an ongoing cost of \$19,622, 100% Grant Funded]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the creation of the Laboratory Technician series;
2. Approve the recommendation to adjust the salary of the Senior Laboratory Assistant class;
3. Approve the recommendation to reactivate and adjust the salary of the Laboratory Assistant class; and
4. Amend Ordinance No. 440 pursuant to Resolution No. 440-9394.

**ACTION:Policy**

  
Kim Saruwatari, Director of Public Health 8/17/2023

  
Michael Bowers, HR Director 8/21/2023

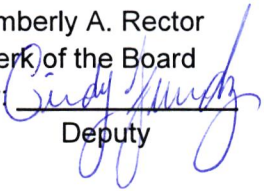
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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Perez, Washington, and Gutierrez  
Nays: None  
Absent: None  
Date: August 29, 2023  
xc: H.R., RUHS-PH

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 16,010	\$ 19,622	\$ 35,633	\$ 19,622
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: 100% Grant Funded</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 23/24</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Riverside University Health System - Public Health Laboratory (PH-Lab) aims to safeguard the health of Riverside County residents. The PH-Lab ensures safe, accurate, and reliable laboratory testing, human tissue and blood banks for transplantation and transfusion, and biologics produced from human tissue and blood.

The Human Resources Classification and Compensation Division (Class and Comp) received a request from RUHS-PH to study the feasibility of creating a new *Laboratory Technician* series and review and determine the market competitiveness of the *Senior Laboratory Assistant* class. The PH-Lab has recently been directed to begin testing waste and water samples for the County, and laboratory technicians will assist microbiologists by providing a higher level of support than the current staff can perform. With staff recruitment and retention being an issue in public health laboratories, RUHS-PH has also requested the reactivation of the *Laboratory Assistant* classification to provide an avenue to hire entry-level workers.

An external market review was conducted using the surrounding five counties, which found that the *Senior Laboratory Assistant* class is below market at the minimum base salary by approximately 16.64% and below market at the maximum base salary by approximately 4.91% (**Attachment II**). The *Laboratory Assistant* is below market at the minimum base salary by approximately 30.30% and below market at the maximum base salary by approximately 12.81% (**Attachment III**). No market data is available within the surrounding five counties for a *Laboratory Technician* or comparable class.

Class and Comp recommends increasing the salary of the *Senior Laboratory Assistant* up to the established market mean, reactivating the *Laboratory Assistant* and increasing the salary up to the established market mean, and creating a new *Laboratory Technician* series and setting the salary above the Senior Laboratory Assistant to compensate for the more complex work and maintain appropriate salary progression between the two series (see Figure 1):

Figure 1

<b>Job Classification</b>	<b>Current Min</b>	<b>Current Max</b>	<b>Proposed Min</b>	<b>Proposed Max</b>
<b>Laboratory Tech II</b>			\$49,864	\$65,028
(% difference)	n/a	n/a	5.50%	5.50%
<b>Laboratory Tech I</b>			\$47,265	\$61,638
(% difference)	n/a	n/a	5.00%	5.00%

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>Sr Laboratory Assistant</b>	\$37,524	\$54,458	\$45,014	\$58,703
(% difference)	39.77%	22.53%	16.86%	15.16%
<b>Laboratory Assistant</b>	\$26,847	\$44,444	\$38,519	\$50,974

**Salary Adjustments**

**Senior Laboratory Assistant:** It is recommended to adjust the salary plan/grade from LIU 267 (\$37,524 - \$54,458/year) to LIU 407 (\$45,014 - \$58,703/year).

**Classification Additions**

**Laboratory Assistant:** It is recommended to reactivate this classification within the Class and Salary Listing using salary plan/grade LIU 249 (\$38,519 - \$50,974/year) (**Attachment IV**).

**Laboratory Technician II:** It is recommended to add this classification to the Class and Salary Listing using salary plan/grade LIU 538 (\$49,864 - \$65,028/year) (**Attachment V**).

**Laboratory Technician I:** It is recommended to add this classification to the Class and Salary Listing using salary plan/grade LIU 440 (\$47,265 - \$61,638/year) (**Attachment VI**).

**Impact on Residents and Businesses**

While the reactivation and recommended salary increases to the two laboratory assistant classes and creation of the Laboratory Technician series will not directly impact residents and businesses, the increases and new series will incentivize applicants to choose Riverside County as a place of employment and encourage current employees to remain at the County and seek internal promotional opportunities.

**Additional Fiscal Information**

With the implementation of the proposed salary adjustments, costs will be incurred to bring incumbents below the new minimum up to the new minimum. All employee anniversary dates are to be preserved.

The total cost to bring incumbents below the new minimum up to the new minimum salary is approximately \$16,010 for the remainder of fiscal year 23/24 and \$19,622 for fiscal year 24/25. These costs include salaries and benefits and assume an effective date of September 7, 2023.

**Attachments**

- I. Resolution No. 440-9394
- II. Senior Laboratory Assistant Market Data
- III. Laboratory Assistant Market Data
- IV. Laboratory Assistant Job Description
- V. Laboratory Technician II Job Description
- VI. Laboratory Technician I Job Description

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA



Douglas Cordonez Jr.



8/21/2023



Alonzo Barrera, Principal Management Analyst 8/21/2023

**REVISED**

RESOLUTION NO. 440-9394

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on August 29, 2023, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
98531	+	Laboratory Assistant	LIU 249
98529	+	Laboratory Technician I	LIU 440
98530	+	Laboratory Technician II	LIU 538

BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
98532	Senior Laboratory Assistant	LIU <b>221</b>	LIU 407

/kc  
Revised  
09/01/2023

Item 3.44  
08/29/2023

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08/10/2023  
440 ResolutionsKC

AUG 29 2023

**3.44**

2  
3 RESOLUTION NO. 440-9394

4  
5 ADOPTED by Riverside County Board of Supervisors on August 29, 2023.

6  
7 ROLL CALL:

8  
9 Ayes: Jeffries, Spiegel, Perez, Washington, and Gutierrez

10 Nays: None

11 Absent: None

12  
13  
14 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of  
15 Supervisors on the date therein set forth.

16  
17 KIMBERLY A. RECTOR, Clerk of said Board

18  
19 By:  \_\_\_\_\_

20 Deputy

21  
22 08.29.2023 3.44  
23  
24  
25

1 RESOLUTION NO. 440-9394

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on August 29, 2023, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the  
5 Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440,  
6 operative the beginning of the pay period following approval, as follows:

7

8 Job Code	+/-	Class Title	Salary Plan/Grade
9 98531	+	Laboratory Assistant	LIU 249
10 98529	+	Laboratory Technician I	LIU 440
11 98530	+	Laboratory Technician II	LIU 538

12  
13  
14  
15 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Director of  
16 Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at  
17 the beginning of the pay period following the date of approval, as follows:

18

19 Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
20 98532	Senior Laboratory Assistant	LIU 267	LIU 407

21 ROLL CALL:

22 Ayes: Jeffries, Washington, Spiegel, Perez and Gutierrez  
23 Nays: None  
24 Absent: None

25 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on  
26 the date therein set forth.

27 KIMBERLY A. RECTOR, Clerk of said Board

28 By:   
Deputy

/kc  
08/10/2023  
440 Resolutions\KC

# External Market Survey Data

Classification Name: *Laboratory Assistant*

Riv Co Class Code: 98531

		Market Research					Survey Data			
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Midpoint Hrly Rate	Outlier	HASC Annual	HASC 50%
Los Angeles County	<a href="#">Laboratory Assistant</a>	476	\$38,615	\$51,886	34.37%	\$45,250.50	\$21.76			
Orange County	<a href="#">Laboratory Assistant</a>	3805	\$43,576	\$58,053	33.22%	\$50,814.50	\$24.43			
San Bernardino County	<a href="#">Laboratory Assistant</a>	12015	\$33,946	\$44,970	32.48%	\$39,458.00	\$18.97			
San Diego County	<a href="#">Laboratory Assistant</a>	4330	\$40,622	\$49,962	22.99%	\$45,292.00	\$21.78			
Ventura County	<a href="#">Laboratory Assistant</a>	371	\$35,838	\$50,001	39.52%	\$42,919.50	\$20.63			
	County Mean:		\$38,519	\$50,974	32.33%					
	County Median:		\$38,615	\$50,001	29.49%					
<b>Riverside County</b>	Laboratory Assistant	98531	\$26,847	\$44,444	65.55%					
	Dollar difference from Mean:		<b>-\$11,672</b>	<b>-\$6,530</b>						
	Percentage difference from mean:		<b>-30.30%</b>	<b>-12.81%</b>						
	Dollar difference from median:		<b>-\$11,768</b>	<b>-\$5,557</b>						
	Percentage difference from median:		<b>-30.48%</b>	<b>-11.11%</b>						

Notes:

Run Date: 1/10/2023

Date Prepared/Revised: 8/1/2023 DP



# External Market Survey Data

Classification Name: Senior Laboratory Assistant

Riv Co Class Code: 98532

Market Research							Survey Data			
Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Midpoint Hrly Rate	Outlier	HASC Annual	HASC 50%
Los Angeles County	<a href="#">Senior Laboratory Assistant</a>	4980	\$42,981	\$57,840	34.57%	\$50,410.50	\$24.24			
Orange County	<a href="#">Senior Laboratory Assistant</a>	3807	\$45,552	\$61,152	34.25%	\$53,352.00	\$25.65			
San Bernardino County	No comparable class						\$0.00			
San Diego County	<a href="#">Senior Laboratory Assistant</a>	4351	\$46,509	\$57,117	22.81%	\$51,813.00	\$24.91			
Ventura County	No comparable class									
County Mean:			\$45,014	\$58,703	30.41%					
County Median:			\$42,981	\$57,117	32.89%					
<b>Riverside County</b>	<a href="#">Senior Laboratory Assistant</a>	98532	\$37,524	\$55,819	48.76%					
Dollar difference from Mean:			<b>-\$7,490</b>	<b>-\$2,884</b>						
Percentage difference from mean:			<b>-16.64%</b>	<b>-4.91%</b>						
Dollar difference from median:			<b>-\$5,457</b>	<b>-\$1,298</b>						
Percentage difference from median:			<b>-12.70%</b>	<b>-2.27%</b>						

Notes: County of Riverside: 2.50% increase to max salary effective May 4, 2023 per MOU.

Run Date: 1/10/2023

Date Prepared/Revised: 8/1/2023 DP



## LABORATORY ASSISTANT

Class Code: 98531

COUNTY OF RIVERSIDE  
Established Date: Jul 1, 1987  
Revision Date: XXX XX, 2023

### **SALARY RANGE**

\$XX.XX - \$XX.XX Hourly  
\$X,XXX-.XX - \$X,XXX.XX Monthly  
\$XX,XXX.XX - \$XX,XXX.XX Annually

### **CLASS CONCEPT:**

Under close supervision, performs routine laboratory work in the preparation, sterilization, and distribution of glassware, media reagents, and other laboratory equipment; performs other related duties as required.

The Laboratory Assistant is the entry-level classification in the Laboratory Assistant series and reports to an appropriate supervisory or manager level position. Positions in this class are assigned to the Public Health Department where incumbents perform a variety of routine laboratory work supporting the technical testing of specimens. Although the duties require adherence to specialized procedures and techniques, no duties require the interpretation or evaluation of tests. This class differs from the Senior Laboratory Assistant in that the latter performs standardized laboratory work, including routine tests on specific substances and may serve in a lead capacity.

Advancement to Senior Laboratory Assistant is obtained by competitive selection through an open recruitment.

**REPRESENTATION UNIT:** LIUNA – Inspections & Technical

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Collect, clean, sterilize, inspect, prepare, wrap, and distribute glassware, instruments, and other laboratory supplies; prepare serologies for reading.
- Operate autoclaves, ovens, glassware washers, and similar equipment; fill and label media and reagent containers for distribution; prepare, dispense, and sterilize a large variety of media reagents for use in various sections of the laboratory.
- Pack and label kits for specimen collections; clean and straighten laboratory equipment.
- Maintain inventory and storage information on supplies and equipment; pick up urgent supplies from central supply and warehouse.

**RECRUITING GUIDELINES:**

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. test.

Knowledge of: Common laboratory terminology and equipment.

Ability to: Learn elementary laboratory methods, procedures, and measurements; clean and care for laboratory equipment and glassware; follow oral and written directions.

**OTHER REQUIREMENTS:**

License: Possession of a valid California Driver's License may be required.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



## LABORATORY TECHNICIAN II

Class Code:  
XXXXX

COUNTY OF RIVERSIDE  
Established Date: XXX XX, 2023  
Revision Date: XXX XX, 2023

### SALARY RANGE

\$XX.XX - \$XX.XX Hourly  
\$X,XXX.XX - \$X,XXX.XX Monthly  
\$XX,XXX.XX - \$XX,XXX.XX Annually

### CLASS CONCEPT:

Under general direction, performs laboratory work involved in making repetitive biological tests or examinations; prepares complicated reagents and stains; and performs other related duties as required.

The Laboratory Technician II is the journey level classification in the Laboratory Technician series and reports to an appropriate supervisory or manager level position. Incumbents perform the moderate and highly complex analysis of human and non-human samples that require extensive independent interpretation and judgment under the guidance of a Public Health Microbiologist or Clinical Laboratory Scientist.

The Laboratory Technician II is distinguished from the Laboratory Technician I in that the former works independently at a higher level of proficiency.

**REPRESENTATION UNIT:** LIUNA – Inspections & Technical

### EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Assist with laboratory testing following standard laboratory procedures.
- Perform highly complex analytical procedures on specimens or substances under the supervision of professional staff, which require close monitoring or control and may require special specimen preparations, precise temperature controls, or timing of procedural steps; prepare clear, complete, and concise reports.
- Perform standardized bacteriologic tests on water, milk, and other specified samples submitted by authorized sources to determine the presence, level, and/or category of coliform and fecal coliform contamination.
- Collect blood and urine samples from patients and process these specimens including entry/receipt of specimens in a laboratory information system, centrifugation, and distribution/sending to reference laboratories.

- Assist Public Health Microbiologists in researching and implementing new diagnostic and surveillance assay methods and performing microbiological, immunological, virological, mycobacteriological, mycological, food and water testing which includes the preparation of various reagents and specimens for testing and analysis; determine pH and sterility factors.
- Assist Clinical Laboratory Scientists in the performance of testing in hematology, chemistry, urinalysis, and other areas as assigned.
- Perform all laboratory tasks, functions, and procedures safely, as described in safety procedures, manuals, and other provided documents.
- Check, calibrate, and maintain laboratory instruments and equipment to established performance standards using independent judgment and decision-making that requires specialized knowledge; validate the accuracy of instruments and equipment.
- Inspect, prepare, and dispense reagents, and solutions that require special handling or may include manual steps to prepare such as gravimetric or volumetric measurements according to appropriate laboratory protocols and/or manufacturer's instructions.
- Assist in the preparation of specimens for examination, including processing of raw specimens, and the preparation of staining of slide according to laboratory protocols.
- When applicable, draw blood from patients in the laboratory or on the wards to obtain samples for testing; may release blood from banks; may release bodies from hospital morgue.
- Answer questions in person or by phone from physicians, nursing personnel, and others regarding procedures, scheduling, and results of tests.
- Retrieve confidential information from the laboratory's computer system.
- Prepare, label, package, and ship specimens, laboratory supplies, and/or reagents according to applicable regulatory requirements.
- Maintain supplies, including ordering, receiving, stocking, temperature-appropriate storage, and distributing.
- Serve as a staff resource for training and support functions; assist management in facility maintenance functions, including but not limited to reporting any requests to repair and maintain laboratory equipment regularly and following up with maintenance staff with issues and requests.
- Maintain quality assurance systems and assist with the maintenance of laboratory information systems.

**RECRUITING GUIDELINES:**

OPTION I

Experience: One year of experience as a Laboratory Technician I in Riverside County.

OPTION II

Education: Equivalent to an associate's degree that included 18 semester or 27 quarter units in biology, chemistry, microbiology, or closely related field. (Additional qualifying experience in a public health or

medical laboratory setting may substitute for the required education based on one year of full-time experience equaling 30 semester or 45 quarter units.)

Experience: Two years of laboratory-related experience.

Knowledge of: Aseptic laboratory technique; different types of biological and chemical reagents and reactions as well as media preparation and use; basic math sufficient to maintain supply inventory; safety and quality standards related to the handling and testing of specimens.

Ability to: Accurately inventory laboratory supplies and equipment; perform standardized environmental test on environmental samples; prepare laboratory reagents and solutions; assemble, calibrate, and adjust laboratory apparatus for chemical and biochemical analysis; wash, clean, and sterilize laboratory supplies and equipment; operate contemporary laboratory and office equipment; communicate clearly both verbally and in writing; read, understand, and follow written and oral instructions; read and interpret test orders, instructions, equipment directions, laboratory methods, and procedures; establish and maintain effective working relationships.

**OTHER REQUIREMENTS:**

License: Possession of a valid California Driver's License may be required.

Possession of a current and valid license as a Certified Phlebotomy Technician I issued by the State of California Department of Health Services may be required for some positions.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



## LABORATORY TECHNICIAN I

Class Code:  
XXXXX

COUNTY OF RIVERSIDE  
Established Date: XXX XX, 2023  
Revision Date: XXX XX, 2023

### **SALARY RANGE**

\$XX.XX - \$XX.XX Hourly  
\$X,XXX.XX - \$X,XXX.XX Monthly  
\$XX,XXX.XX - \$XX,XXX.XX Annually

### **CLASS CONCEPT:**

Under close supervision, assists with laboratory work involved in making repetitive biological tests or examinations; prepares complicated reagents and stains; and performs other related duties as required.

The Laboratory Technician I is the entry-level classification in the Laboratory Technician series and reports to an appropriate supervisory or manager level position. Incumbents perform moderately complex analysis of human and non-human samples that require minimal interpretation and independent judgment under the guidance of a Public Health Microbiologist or Clinical Laboratory Scientist.

The Laboratory Technician I is distinguished from the Laboratory Technician II in that the latter is the experienced journey level class within the series, incumbents of which perform with greater independence and proficiency.

**REPRESENTATION UNIT:** LIUNA – Inspections & Technical

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Assist with laboratory testing following standard laboratory procedures.
- Perform moderately complex analytical procedures on specimens or substances under the supervision or guidance of more senior or professional staff, following operational steps that are either automatically executed or easily controlled.
- Perform standardized bacteriologic tests on water, milk, and other specified samples submitted by authorized sources to determine the presence, level, and/or category of coliform and fecal coliform contamination.
- Collect blood and urine samples from patients and process these specimens including entry/receipt of specimens in a laboratory information system, centrifugation, and distribution/sending to reference laboratories.

- Assist Public Health Microbiologists in researching and implementing new diagnostic and surveillance assay methods and performing microbiological, immunological, virological, mycobacteriological, mycological, food and water testing which includes the preparation of various reagents and specimens for testing and analysis; determine pH and sterility factors.
- Assist Clinical Laboratory Scientists in the performance of testing in hematology, chemistry, urinalysis, and other areas as assigned.
- Perform all laboratory tasks, functions, and procedures safely, as described in safety procedures, manuals, and other provided documents.
- Check, calibrate, and maintain laboratory instruments and equipment to established performance standards following clearly defined instructions and using minimal independent judgment; assist with the validation of instruments and equipment.
- Inspect, prepare, and dispense prepackaged reagents or premeasured solutions that require no special handling, precautions, or storage conditions according to appropriate laboratory protocols and/or manufacturer's instructions.
- Assist in the preparation of specimens for examination, including processing of raw specimens, and the preparation of staining of slide according to laboratory protocols.
- When applicable, draw blood from patients in the laboratory or on the wards to obtain samples for testing; may release blood from blood banks; may release bodies from hospital morgue.
- Answer questions in person or by phone from physicians, nursing personnel, and others regarding procedures, scheduling, and results of tests.
- Retrieve confidential information from the laboratory's computer system.
- Prepare, label, package, and ship specimens, laboratory supplies, and/or reagents according to applicable regulatory requirements.
- Maintain supplies, including ordering, receiving, stocking, temperature-appropriate storage, and distributing.
- Serve as a resource and assist in the training and work assignments of staff performing support functions.
- Assist with maintenance of quality assurance systems.

**RECRUITING GUIDELINES:**

Education: Equivalent to an associate's degree that included 18 semester or 27 quarter units in biology, chemistry, microbiology, or closely related field. (Additional qualifying experience in a public health or medical laboratory setting may substitute for the required education based on one year of full-time experience equaling 30 semester or 45 quarter units.)

Experience: One year of laboratory-related experience.

Knowledge of: Aseptic laboratory technique; basic math sufficient to maintain supply inventory; basic safety and quality standards related to the handling and testing of specimens.

Ability to: Accurately inventory laboratory supplies and equipment; wash, clean, and sterilize laboratory



supplies and equipment; operate contemporary laboratory and office equipment; communicate clearly both verbally and in writing; read, understand, and follow written and oral instructions; sort alphabetize, file, and maintain records; establish and maintain effective working relationships.

**OTHER REQUIREMENTS:**

License: Possession of a valid California Driver's License may be required.

Possession of a current and valid license as a Certified Phlebotomy Technician I issued by the State of California Department of Health Services may be required for some positions.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

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