NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 33
Fiscal Year: 2011/2012
Posted Date: 2/22/2012
Reposted Date: N/A

REITIZE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

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For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Employee Relations Unit
    DHR – Class and Comp Unit
    DHR – Recruitment and Assessment Unit
    DHR – Support Services
    Anita Sanchez, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    E-File
INTRODUCTION

Under immediate supervision performs a variety of simple, routine non-professional laboratory duties such as cleaning and preparing glassware and equipment, preparing simple solutions and assisting in setting up test equipment, and performs related duties as required.

Requires normal responsibility for following established methods and procedures; preventing moderate losses through the efficient handling and safeguarding of equipment, materials and supplies; making regular personal contacts with individuals other than coworkers; and keeping routine records. Work area may be somewhat disagreeable and may include exposure to unpleasant odors, heat, blood-borne pathogens such as HIV and Hepatitis B and C minor accident or other health hazards.

DISTINGUISHING FEATURES

The Laboratory Technician I is the entry level in the Laboratory Technician series. This class performs simple, routine, non-professional laboratory tasks under direct supervision. This class is distinguished from 2416 Laboratory Technician II in that the latter works under general supervision, performing more complex and difficult laboratory assistance.

SUPERVISION EXERCISED

None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Washes laboratory and dries glassware and supplies in chemistry laboratory using detergents, rinsing acid solutions and distilled water; dries equipment and stores in proper place according to type volume and intended use. Cleans laboratory as directed or as necessary.

2. Assists with cleaning operations by supplying necessary chemicals, test tubes, bottles and supplies; sterilizing all specimens, glassware, laboratory equipment, supplies, needles, syringes, and instruments; and cleaning all sinks, laboratory benches and cabinets where infectious agents may be present.

3. Collects infectious waste at each laboratory bench and biosafety cabinet; sterilizes infectious waste in an autoclave.

4. Cleans and decontaminates the laboratory as directed or as necessary; maintains an orderly and clean environment.

5. Pipettes small amount of reagents into test tubes for specific purposes; makes up percentage reagents for the chemical laboratory according to established procedures and purposes.
5.6. Prepares glassware for microbiological examinations.

2. Prepares filtrate setups in conjunction with blood transmissions; measures reagents into flasks, prepares funnels, tubes and filter paper setup and arranges laboratory glassware and reagents in proper sequence.

3. May work in a bacteriological laboratory and assist with cleaning operations supplying necessary chemicals, test tubes, bottles and supplies; sterilizes all bacteriological specimens and glassware.

7. Assists in preparing and dispensing bacteriological cultures' media for sterilization, use by technicians, uses analytical balance; dispenses media into bottles; prepares periodical pipettes and other test equipment.

8. Unpacks, organizes, verifies and date stamps incoming supplies and packages; records and labels items; transports, stores, and distributes packages and/or supplies or specimens to the laboratory according to established procedures; maintains laboratory inventory by monitoring, ordering, and storing supplies.

9. Operates and routinely maintains laboratory equipment; performs mandated routine checks of biosafety equipment such as eyewashes and safety showers.

10. Ensures proper use of safety gear and personal protective equipment.

11. Writes and maintains simple records of tests and work performed; enters data of patient information prior to testing; enters data on electronic bar code of specimen that enters the laboratory for testing, billing and tracking; generates and maintains digital and hardcopy records of all tests performed in the laboratory; prepares simple laboratory reports.

12. Assists in research projects; maintain logs and notebooks regarding research specimens; aliquot specimens involved in research projects.

6.13. Performs related duties as assigned/required.

7. Sterilizes needles, syringes and instruments used by technicians; may perform related miscellaneous duties such as keeping solution bottles filled, required supplies on hand and preparing labels for accurate and specific designations of solutions.

8.14. May keep simple records of tests and work performed, as directed by laboratory technicians.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills:

Requires a good knowledge of:

- Special care and handling of laboratory glassware;
- Methods and procedures used in thorough cleaning and sterilizing of laboratory equipment;
- Laboratory techniques and methods, including preparation of simple media, reagents and other solutions;
Title: Laboratory Helper Technician I
Job Code: 2402

Laboratory safety protocols; sterilization techniques;
Laboratory supplies maintenance procedures;
Health Insurance Portability and Accountability Act (HIPPA) regulations and standards for protection of privacy and personal health information;
Basic medical and microbiological terminology;
Word processing, spreadsheet, and database computer software programs.

Skill and Ability to:
Communicate effectively orally and in writing;
Properly handle and dispose of chemicals and infectious materials;
Perform duties according to detailed instructions and established procedures;
Basic arithmetic;
Perform data entry;
Prepare and maintain simple records and reports;
Correct procedures used in making up simple chemical reagents and media.

Elementary skill and ability to:
Make simple calculations, make and keep simple records and reports;
Follow written and oral instructions;
Get along well with others.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Training and Experiences:
Requires completion of high school supplemented by one year of experience in performing the duties of a laboratory helper as described above; or an equivalent combination of training and experience.

Education:
High school diploma or equivalent (GED or High School Proficiency Examination).

Experience:
Requires six (6) months of experience, within the last five (5) years, working in a laboratory setting, cleaning and sterilizing lab equipment, packing, unpacking and labeling supplies or specimens.
Title: Laboratory Helper Technician I
Job Code: 2402

preparing glassware for microbiological exams, and maintaining records of laboratory testing or patient information or other similarly related laboratory work experience.

Substitution:
Successful completion of fifteen (15) semester or twenty-two and one-half (22.5) quarter units, from an accredited college or university, which must have included one (1) college laboratory course in Chemistry or a Biological Science can substitute for the required six (6) months of experience.

LICENSE AND CERTIFICATION
None.

PROMOTIVE LINES
From: Entrance Examination
To: 2416 Laboratory Technician II

ORIGINATION DATE:

AMENDED DATE:

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: **Laboratory Technician II** | Bacteriological Laboratory Assistant
Job Code: 2416

INTRODUCTION

Under supervision, assists laboratory analysts in processing samples, performing laboratory examinations and quality control. Responsibilities include: assisting microbiologists in the execution and analyses of laboratory based tests; assisting with analytical and data-reporting operations; managing and processing human clinical specimens; maintaining and registering patient/laboratory information into an electronic information management system or database program; performing quality control protocols on general lab equipment; recognizing and reporting errors or discrepancies in the course of performing quality control operations and assisting in the rectification of the noted problems; and may provide technical training to new Laboratory Technician I staff. Work area may be somewhat disagreeable and may include exposure to unpleasant odors, heat, blood-borne pathogens such as HIV and Hepatitis B and C or other health hazards and performs related duties as required.

DISTINGUISHING FEATURES

The Laboratory Technician II is the journey level in the Laboratory Technician series. This class works under general supervision, performing complex and difficult laboratory assistance work. This class is distinguished from the Laboratory Technician I in that the latter class works under direct supervision, performing simple, routine, non-professional laboratory tasks. This job code is distinguished from job code 2402 Laboratory Helper in that job code 2416 Bacteriological Laboratory Assistant provides more complex and difficult laboratory assistance and works under supervision, while the Laboratory Helper works under immediate supervision.

SUPERVISION EXERCISED

None.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Unpacks and centrifuges blood specimens; and separates serum or plasma or serum from blood cells; and distributes into different tests and storage vessels, aseptically to a sterile container for testing or storage.

2. Prepares and processes sputum, blood and other specimens for laboratory analysis and microbiological examinations; prepares media and reagents for bacteriological laboratory tests; prepares proper stains for microscopic analysis; process patient specimens for laboratory analysis.

3. Reads, records and evaluates the temperatures and water levels of incubators and refrigerators to ensure proper temperature and water ranges are maintained.

4. Conducts quality control and assurance of patient specimens for laboratory analysis and on performance of devices, laboratory equipment, supplies and machinery; records all quality control data for reporting and quality assurance.
Title: **Laboratory Technician II** | **Bacteriological Laboratory Assistant**
Job Code: 2416

2. Processes clinical specimens for TB detection by treating specimens with reagents, concentrating material and inoculating culture media.

5. Enters patient data and specimen information into computer system to prepare computerized worksheets and reports.

6. Acts as liaison between biomedical engineering personnel and laboratory technicians to ensure proper functioning of laboratory equipment.

7. Monitors and performs maintenance of laboratory equipment, including microscopes, centrifuges, rotators and incubators.

8. Assists, coordinates, and provides laboratory support for research projects.

3. May provide on-going technical guidance, instruction, and training to newly rotated laboratory personnel in the proper performance of routine procedures.

4. Prepares media and reagents for bacteriological laboratory tests, prepares various laboratory supplies and equipment.

5. When assigned to the Water Quality Laboratory, receives and processes water samples; enters data, generates worksheets and maintains document control; prepares and sterilizes media, reagents, supplies and maintains inventory; washes glassware and decontaminates laboratory wastes; prepares samples by organic extraction; performs basic chemistry analyses; may assist in performing microbiological analyses and quality control; may collect water samples.

6. Perform related duties as assigned.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

**Knowledge of:**

Names, uses and care of standard common laboratory equipment and supplies;

Laboratory methods and techniques, including the preparation of common media, reagents and other solutions;

Laboratory safety protocols;

Sterilization techniques;

Methods and procedures for handling and shipping hazardous materials;

Health Insurance Portability and Accountability Act (HIPPA) regulations and standards for protection of privacy and personal health information;

Medical and microbiological terminology;

Word processing, spreadsheet, and database computer software programs.

**Skill and Ability to:**

Communicate effectively orally and in writing;

Properly handle and dispose of chemicals and infectious materials;
Title: **Laboratory Technician II** Bacteriological Laboratory Assistant
Job Code: 2416

Perform duties according to detailed instructions and established procedures;

Operate and work efficiently with and maintain laboratory equipment;

Prepare culture media, reagents, laboratory supplies;

Maintain laboratory records and reports;

Perform data entry and word processing;

Organize work and work-lists;

Provide technical training to new laboratory personnel.

**MINIMUM QUALIFICATIONS**

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

**Training and Experience:**

**Option 1:**

**Education:**

High school diploma or equivalent (GED or High School Proficiency Examination).

**Experience:**

Requires one (1) year of experience, within the last five (5) years, working in a laboratory setting, assisting with the preparation of cultures, media, reagents and specimens for microbiological exams and laboratory analysis, dispensing of bacteriological cultures or other similarly related laboratory work experience performing duties comparable to those of a Bacteriological equivalent to the duties performed by class 2402 Laboratory Technician I in the City and County of San Francisco Assistant.

**OR Option 2:**

Six (6) months of experience, within the last five years performing duties comparable to those of a Bacteriological Laboratory Assistant;

AND completion of one college laboratory course in Chemistry or a Biological science;

**OR Option 3:**

Completion of two college laboratory courses in Chemistry or Biological Science.

**Substitution:**

Successful completion of fifteen (15) semester or twenty-two and one-half (22.5) quarter units, from
Title: **Laboratory Technician II**|**Bacteriological Laboratory Assistant**
Job Code: 2416

An accredited college or university, which must have included one (1) college laboratory course in Chemistry or a Biological Science can substitute for six (6) months of the required experience; OR

Successful completion of thirty (30) semester or forty-five (45) quarter units, from an accredited college or university, which must have included two (2) college laboratory courses in Chemistry or a Biological Science, can substitute for the required one (1) year of experience.

**LICENSE AND CERTIFICATION**

None

**PROMOTIVE LINES**

From: **Laboratory Technician I**

**ORIGINATION DATE:** 1/12/61

**AMENDED DATE:** 3/10/00

**REASON FOR AMENDMENT** To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.