CLASS TITLE: LABORATORY TECHNICIAN

CHARACTERISTICS OF THE CLASS
Under supervision, exercises independent judgement in the conduct of various medical tests requiring minimal analysis; may also perform general lab testing, maintenance and related duties as required.

ESSENTIAL DUTIES
• Performs a wide variety of complex tests (e.g., hematology, chemistry, bacteriology, virology, parasitology and serology)
• Prepares specimen for laboratory investigations, microscopic study and testing
• Prepares media for microbiological analysis
• Prepares chemical reagents, stains and solutions
• Performs venipuncture and fingerstick tests and processes specimen for analysis
• Conducts analysis of test results and completes reports of same
• Performs more complex laboratory techniques including extraction, digestion and floatation
• Performs various screening tests including blood lead screening
• Performs and maintains records of quality control testing to ensure that laboratories are operating within prescribed guidelines
• Safely handles and disposes of hazardous materials, waste and specimen
• Operates assigned lab instruments (e.g., lab washer, pH and conductivity meters, balance calibration, temperature measuring and monitoring devices, etc.)
• Cleans and maintains laboratory glassware, benches and various lab equipment
• Retrieves, tracks and stocks specified laboratory inventory
• Prepares periodic reports

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS
Education, Training, and Experience
• Two years of work experience conducting medical, or chemical and microbiological tests in an environmental, water quality, or medical/health sciences laboratory, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications
• Some positions may require incumbents to be licensed and certified by the State of Illinois as Breath Analysis Operators

WORKING CONDITIONS
• General office environment
• Occasional unavoidable exposure to unfavorable atmospheric conditions or extreme temperatures
• Exposure to microorganisms
• Exposure to infectious waste

EQUIPMENT

• Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
• Standard laboratory equipment including but not limited to sterilizers, scales, centrifuges and microscopes
• Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner) with operational knowledge of Microsoft Excel and Word

PHYSICAL REQUIREMENTS

• Ability to frequently sit, stand, walk, alternately sit/stand and bend
• Ability to frequently carry up to 10 pounds
• Ability to occasionally lift up to 50 pounds
• Ability to occasionally climb stairs

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:
• *specialized laboratory techniques and procedures
• *laboratory instruments, materials and supplies
• *venipuncture, fingerstick and other laboratory tests and procedures

Some knowledge of:
• applicable federal, state and local laws, regulations and guidelines
• record keeping methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

• *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
• *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
• *EQUIPMENT SELECTION – Determine the kind of tools and equipment needed to do a job
• *EQUIPMENT MAINTENANCE – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
• *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
• *SCIENCE – Use scientific rules and methods to solve problems
Abilities

• **SPEAK** - Communicate information and ideas in speaking so others will understand

• **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing

• **IDENTIFY PATTERNS** – Identify or detect a known pattern (a figure, object, word or sound) that is hidden in other distracting material

• **ORGANIZE INFORMATION** – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

• **RECOGNIZE PROBLEMS** - Tell when something is wrong or is likely to go wrong

• **REASON TO SOLVE PROBLEMS** - Apply general rules to specific problems to produce answers that make sense

• **REACH CONCLUSIONS** – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.