



Code: 3130
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Medical Technician and Laboratory

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)
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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.

City of Chicago
Department of Human Resources
August, 2015