

## TECHNICAL SPECIALIST (CLINICAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision this position has supervisory responsibility for staff assigned to the Health Department laboratories; performs complex and advanced clinical laboratory procedures, examinations and tests in one field or more including hematology, immunology, microbiology, biochemistry, bacteriology or related fields. Work is performed in coordination with and is responsive to other areas of the Department including referring physicians, nurses, and other health professionals. Supervision, training and instruction of subordinates are a regular responsibility. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the work of laboratory technicians engaged in performing routine and specialized technical procedures, including planning laboratory work, evaluating work performed and handles procedural and technical laboratory problems;

Supervises various personnel functions including, but not limited to interviewing, hiring, performance appraisals, and development of all staff work schedules including daily work assignments and vacation schedules in order to maintain an adequate personnel complement for laboratory efficiency;

Responsible for the coordination of the laboratory testing program including Quality Control and Safety Control practices; participates in the preparation of technical reports summarizing volume of work, procedures utilized and test results;

Initiates, in collaboration with the laboratory director, corrective action as soon as a deficiency is identified; coordinates on-site inspection of laboratory services by regulatory authorities; ensures compliance with laboratory standards established by the Laboratory Director; performs feasibility studies for new laboratory procedures;

Maintains sufficient inventory of equipment, materials and supplies, and ensures that sufficient equipment is available to technical staff;

Stays abreast of and executes the latest technical and management developments including the latest procedures;

Communicates, in a professional and courteous manner, with patients, their families and other medical personnel as necessary to obtain information for laboratory records, explain procedures, clarify orders and communicate status;

Provides routine oversight and regular inspections of laboratory equipment to ensure that equipment is safe, in compliance with regulatory requirements and properly calibrated to ensure validity of test results; ensures the proper preparation, storage dispensing and periodic evaluation of all solid and liquid reagents to assure the accuracy and precision of test results;

Prepares and updates standard operating procedures manuals for laboratory tests;

EXAMPLES OF WORK: (Illustrative Only) con't

Participates in the proficiency testing programs administered by the New York State Department of Health;

Performs problem solving and troubleshooting to ensure specimen quality, testing techniques and test results to assure accuracy of patient test results;

Provides consultation as needed to facilitate the timely packaging and transport of non-routine clinical specimens of public health importance;

Trains, instructs, and assists subordinates in laboratory procedures;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, ABILITIES, SKILL AND ATTRIBUTES: Thorough knowledge of modern laboratory techniques and procedures; good knowledge of the basic principles of the biological and chemical sciences; good skill in the operation of standard laboratory devices, instrumentation and equipment; ability to understand, follow and convey technical instruction; ability to communicate effectively, both orally and in writing; ability to supervise the work of others; ability to establish and maintain effective working relationships; ability to effectively use computer applications such as spreadsheet, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; intellectual integrity; accuracy; thoroughness; dependability; alertness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Possession of a license, issued by the New York State Department of Education, as a Clinical Laboratory Technologist and three years of clinical laboratory experience in an approved medical, hospital or public health laboratory; or (b) possession of a limited permit issued by the New York State Department of Education as a Clinical Laboratory Technologist and four years of experience as stated in (a); or (c) meet all the requirements to sit for the licensing examination, administered by the New York State Department of Education, for Clinical Laboratory Technologist (the only evidence that will be accepted for this option will be proof that candidates have been admitted to the next licensing examination, or that the applicant applied for licensure under the grandparenting provisions, and four years of experience as stated in (a).

SPECIAL REQUIREMENT: Possession of an appropriate license to operate a motor vehicle in the State of New York.

SPECIAL NOTE: Candidates who fail the licensing exam or who are not licensed under the grandparenting provisions will not be eligible for continued employment in this title.

SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West Co.  
J.C.: Competitive  
DBB7

Job Class Code: C3196  
Job Group: XI