

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Laboratory Scientist</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>EA11</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Laboratory</u>

PRIMARY PURPOSE:

Perform all assigned chemical, biological, and serological laboratory analyses.

SUPERVISION:

Under general supervision of the Senior Laboratory Scientist and under the direction of the Laboratory Supervisor.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Prepares specimens and performs all assigned routine and complex laboratory analyses correctly as stated in procedure manuals; recognizes unusual/abnormal results and notifies supervisor.
2. Conducts established quality control and quality assurance procedures for analytical tests and instrumentation.
3. Performs and documents instrument maintenance, calibration, standardization and troubleshooting; notifying supervisor of unusual/abnormal results.
4. Reports patient results in an accurate, timely, and confidential manner, consistent with quality control criteria, quality assurance policies, and in compliance with HIPAA guidelines.
5. Maintains accurate and appropriate records of testing and interpretative data; accurately compiles medical records and monthly reports of laboratory procedures.
6. Performs phlebotomy proficiently on infants, children and adults as well as other appropriate specimen collection procedures.
7. Maintains inventory of reagents, solutions, parts and laboratory supplies; notifies supervisor appropriately for reordering supplies.
8. Utilizes computer applications as necessary including database, spreadsheet, and word processing.
9. Educates and trains employees as needed.
10. Travels as needed to transport samples to reference laboratories.

IMPORTANT FUNCTIONS:

1. Studies current research and reports as necessary to maintain proficiency and current best practices in assigned work.
2. Attends workshops, seminars and conferences for professional development.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Procedures and safety precautions for conducting bacteriological, chemical, and serological tests and analysis; interpretation procedures; proper reporting format.

Abilities

Effectively conduct laboratory testing including cultures; draw blood and collect other specimens as requested and conduct appropriate testing; analyze and interpret test data as requested; effectively utilize testing instruments such as microscopes, automated cell counters and chemical analyzers; maintain accurate testing records and reports; utilize appropriate computer software applications; follow oral and written instructions; present an overall professional image; prepare and maintain clear and comprehensive reports; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Medical Technology, Biology, Chemistry or related science field and two years experience working in a laboratory performing analytical work. Directly related work experience can be substituted for the degree on a year for year basis. Recent experience in a clinical laboratory is preferred.

Physical Requirements

May perform bending, kneeling, sitting and reaching from ground level to overhead to operate testing equipment and secure supplies; grips and holds objects while performing tests; lifts, pulls, pushes, sorts and carries supplies and equipment up to 25 pounds; must be able to detect coloromatic changes.

Working Environment

Indoors with heating and cooling regulated in a general office environment. May be exposed to chemical hazards, disease, and fumes and odors while collecting samples and processing tests.

Licensing/Certification

If operating motor vehicle, must possess current Missouri Motor Vehicle Operator’s License and maintain proper personal insurance coverage.

Miscellaneous Requirements

None required.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO.
Comments:	Updated Abilities	Date:

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____