



JOB DESCRIPTION

JOB TITLE: Laboratory Scientist
DEPARTMENT: Social Services
REPORTS TO: Social Services Director
8/5/2021

FLSA: Exempt
JOB CODE: 1079
DATE: ~~12/3/2020~~

POSITION SUMMARY:

Under ~~general supervision~~ administrative direction, oversees the overall operation of a laboratory and uses extensive knowledge to independently perform high complexity laboratory analytical procedures on blood, body fluids, and public health investigation-related samples; performs support tasks related to testing samples and reporting results; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

None.

ESSENTIAL FUNCTIONS:

- Demonstrates regular, reliable, and punctual attendance.
- Plans, organizes, coordinates, and oversees the overall operation of the assigned laboratory.
- Performs routine preparation and laboratory analyses for human disease and public health threat samples in accordance with designated laboratory principles and practices and laboratory standard operating procedures.
- Maintains laboratory instrumentation, equipment, pipets, and testing supply/reagent inventory; perform standard equipment calibrations.
- Performs Quality Control at the time new supplies/reagents/kits are received in the laboratory; reports and resolves discrepancies and errors; performs ongoing quality control responsibilities regarding laboratory functions; reviews quality control/quality assurance assigned data to evaluate documentation requirements; logs quality control data.
- Collects and analyzes analytical data and interprets test and quality control/quality assurance results; organizes and reports results and data, via designated information management systems, and to other program personnel, as needed.
- Ensures all available samples are tested in accordance with assigned employee schedule and analyses are in-line with published turn-around-times (TATs) to meet quality measure thresholds.
- Develops, writes, and reviews new procedures for the laboratory; collaborates in the development and implementation of new testing procedures as required to support rapid public health response in the community and the state; initiates and carries out projects to improve laboratory operations.
- Develops and maintains acceptable criteria, laboratory procedure manuals, reports, guidelines, and research protocols to ensure appropriate documentation and procedures are available at all times.
- Performs support tasks that are required to maintain laboratory operations – these tasks may include, but are not necessarily limited to, specimen collection, sample handling, specimen preparation, information system procedures, customer support, and common clerical duties.
- Trains other staff, as directed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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- Maintains proficiency and updated knowledge on disease causes and controls to continuously improve the quality of laboratory testing and customer service surrounding testing performed.
- Communicates instrument repair needs, assay problems, and data issues to the supervisor expeditiously so proactive notification of clients and/or redirecting of testing can be coordinated to minimize result TATs.
- Observes all safety requirements in the laboratory setting; maintains comprehensive knowledge for all procedures that are required to be performed.
- Organizes and ensures reagents are made in advance, QC/QA activities are completed on time, and waste is removed appropriately and sterilized (if needed) in a timely fashion.
- Communicates technical information relating to abnormal test result reporting, test results, methodology, test specificity/sensitivity, and factors that can influence test results to other health professionals and public health partners.
- Contacts appropriate health officials expeditiously when a positive of public health significance and/or reportable result is identified; ensures appropriate confirmatory testing is performed on positive screening testing.
- Participates, as directed, in County Board of Health meetings, County Commission meetings, and other public meetings and forums.
- Performs duties as assigned in the event of a public health emergency.
- Represents the county with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

~~Bachelor's degree from an accredited college or university in biology, microbiology, chemistry; AND two (2) years of full-time, professional experience in a laboratory setting~~ Qualification as a General supervisor of a licensed laboratory as outlined in Nevada Administrative Code (NAC) 652.410; OR an equivalent combination of education, training, and experience.

Required Knowledge and Skills

Knowledge of:

- General clinical laboratory equipment, procedures, techniques, and quality control/assurance.
- Medical environment.
- Administration of Public Health regulations – NRS 439.640 and NAC 439
- Hazardous waste materials such as chemicals and/or bio-hazardous materials.
- Related safety, health, and environmental regulatory compliance standards, laws, and regulations, such as Occupational Safety and Health Administration (OSHA), CLIA, CAP, FDA, EPA, NDEP, etc.

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- Implementation of emergency response and management and safety program management, written safety programs, inspections, safety training, emergency preparedness and response, hazardous materials management and response.
- Laboratory licensing requirements and operational mandates.
- HIPAA Regulations and Compliance strategies.
- Current laboratory and public health principles and practices.
- Computer applications related to the work.
- Correct business English, including spelling, grammar, and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Working with hazardous materials such as chemicals and/or bio-hazardous materials.
- Applying laboratory technical knowledge and understanding of workflow.
- Exercising independent judgment to plan, develop, and conduct laboratory assignments.
- Maintaining confidential information.
- Researching, analyzing, and compiling data for reports.
- Interviewing, communicating with, and instructing individuals from various socioeconomic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Interpreting, applying, and adapting regulations, policies, and procedures.
- Analyzing situations accurately and taking effective action.
- Using initiative and independent judgment within established procedural guidelines.
- Communicating orally in a clear, concise manner, tailoring the message to the intended audience.
- Writing technical and narrative reports and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Demonstrating courteous and cooperative behavior when interacting with the public, other agencies, and county staff; acts in a manner that promotes a harmonious and effective workplace environment.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.
- Preferred – Certification by the American Society of Clinical Pathologists (ASCP) as a Medical Technologist, Medical Laboratory Specialist, Clinical Laboratory Technologist/Scientist, Specialist in Chemistry or equivalent.

SCHEDULE OR TRAVEL REQUIREMENTS:

- Weekend and Holiday work may be required on a rotation or regular schedule, if job assignment warrants.
- After hour call-in work may be required in response to public health emergencies or significant events.

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- Scheduling of hours may be changed, as necessary.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and clinic environment, and use standard office, laboratory, and health-related equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone and in person; mobility and dexterity to drive a motor vehicle to various work sites; potential exposure to communicable diseases; exposure to potentially hazardous medications and bodily fluids.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a background investigation and if hired for a safety-sensitive position, a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen (if applicable).*
3. *Churchill County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____