

## LABORATORY TECHNICIAN, HEALTH OCCUPATIONS

### GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, provides instructional and laboratory support to the Health Occupation Programs; calibrates, prepares, and performs minor repairs of assigned program, equipment, and laboratory session (skills lab and simulation lab) supplies; ensures safety standards for laboratory settings and storage rooms are in compliance with all mechanical, laboratory, medical apparatus, and supply protocols; works independently at times, with little direction, exercising good judgement and initiative within general guidelines while performing the full range of duties assigned to this classification; performs related duties as assigned.

**REPRESENTATIVE DUTIES:** The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.

**BASIC FUNCTION:** The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Supports the Health Occupations Programs instructional skills and simulation labs; prepares lab materials and equipment. \*
2. Sets up, prepares, and cleans the skills and simulation labs; verifies and ensures set up of laboratory session requirements such as computer, mechanical, and electrical medical apparatus. \*
3. Provides work direction, oversight, and guidance to student skis during skills and simulation lab sessions, as appropriate. \*
4. Assists skills and simulation lab students with proper equipment use; schedules and oversees the use and maintenance of laboratory equipment. \*
5. Organizes, reorganizes, and arranges skills and simulation lab spaces and equipment to maximize efficiencies and ensure safety precautions are met and in compliance. \*
6. Receives and responds to a variety of inquiries from faculty, staff, and students; demonstrates skills and simulation lab procedures; may assist students and faculty with computer hardware and software issues. \*
7. Maintains skills and simulation lab environments, instructional, and storage areas in a safe, clean, and orderly condition; ensures the safe and proper handling of soiled materials; follows federal, state, and District requirements. \*
8. Travels between main campus and satellite campuses to deliver materials and equipment. Retrieves supplies from vendors and clinical sites. Delivers outdated equipment to various donation sites. \*
9. Coordinates processes related to the cleaning, repair, and maintenance of skills and simulation labs and medical equipment; may perform minor repairs on equipment. \*
10. Coordinates the use, storage, and security of equipment, supplies, linens, and facilities related to the skills and simulation lab; maintains inventory of equipment, linens, and supplies, including the laundry and stocking of linens; reports status of equipment, supplies, and linens to appropriate department chair; ensures adequate quantities of

- equipment, supplies, and linen are available at all times. \*
11. Creates, maintains, and updates design and layout for Health Occupations Program publications. \*
  12. Utilizes a variety of computer software and District database to create and maintain charts and spreadsheets to support the administrative functions of the instructional program and/or assignment. \*
  13. Provides administrative support for the Health Occupations Program; extracts, collects, compiles, researches, records, and retrieves data; tracks and maintains student participation records and trainings; verifies data for accuracy and completeness; ensures compliance with established policies and procedures. \*
  14. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
  15. May provide oversight of student study areas as appropriate and proctor examinations for the Health Occupations Program courses.
  16. May serve on a variety of District committees as requested.
  17. Performs other duties that support the overall objective of the position.

## MINIMUM QUALIFICATIONS

### EDUCATION/EXPERIENCE:

- Associate degree\* with course work in Allied Health, Sciences, or related discipline; **AND**
- Six (6) months of work experience directly related to lab procedures, which includes one or more of the following: handling, storage, and disposal of hazardous materials, including but not limited to bodily fluids; preparation of equipment and supplies; operating, maintaining, calibrating, and performing minor repairs to laboratory equipment; maintaining standards of safety in a laboratory setting and storage rooms.
- Or, any combination of education and experience which would provide the required qualifications for the position.

\*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

### CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Must possess current standard or advanced First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certifications.
- Required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

### DESIRED QUALIFICATIONS:

- One (1) year of work experience in an educational lab environment.
- One (1) year of work experience in one or more of the following fields:
  - Central Supply Technician, Respiratory Care, or medical-related skills lab in an educational setting
  - Emergency Medical Services (EMS/EMT) or Paramedic
  - Registered Nursing (RN) or Licensed Vocational Nursing (LVN)
- Significant coursework in one or more of the related sciences supplemented by experience directly related to laboratory procedures, chemical storage, and disposal and operating and maintaining laboratory equipment.

**KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)****Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Skills and simulation lab equipment, supplies, and procedures used in college Health Occupations laboratories (as appropriate).
- Health Insurance Portability and Accountability Act (HIPAA) rules and regulations regarding personal medical information.
- Fundamental principles of Health Occupations Programs.
- Safety factors required and necessary in handling chemicals, bio-hazardous materials, equipment, and apparatus.
- Tutoring techniques and procedures.
- Classroom procedures and instructional practices.
- Chemical and/or biological storage and disposal.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

**Ability to:**

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Learn and interpret federal, state, county and District rules, regulations, policies and procedures.
- Learn and interpret rules, regulations, policies, and procedures of the Health Occupations departments.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Safely operate a motor vehicle during the course of work and throughout employment with the District.
- Utilize and enforce HIPAA rules and regulations.
- Update and maintain technical skills to meet department needs related to computer programs and software.

- Ensure compliance with all department policies, procedures, and safety precautions.
- Issue and receive supplies and equipment and to maintain records of supplies and equipment issued.
- Use a computer for word processing, spreadsheet preparation, and database management.
- Develop and maintain all appropriate departmental databases and records, including budgets and reports.
- Clean and repair laboratory equipment and apparatus.
- Apply techniques of precise measurement and notation using appropriate scientific terms.
- Identify and work with equipment, supplies, solutions, and materials common to Health Occupations laboratories.
- Maintain, calibrate, and make minor equipment repair.
- Work independently while making sound, educated decisions.
- Keep detailed records and prepare moderately complex reports.
- Demonstrate laboratory procedures and other skills to students.
- Provide direction to others.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Utilize keyboarding skill commensurate with the required functions for this position;
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

**RELATIONSHIPS WITH OTHERS:**

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

**SUPERVISION EXERCISED and/or RECEIVED:**

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

**PHYSICAL AND MENTAL DEMANDS:**

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

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

**WORK ENVIRONMENT AND CONDITIONS:**

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in a laboratory, learning center, and/or classroom environment and may be subject to constant interruptions by faculty, staff, and students; the noise level is considered to be a normal level, but may increase to moderately loud conditions based on the activities of the learning environment.

- **Working Conditions**

Work is performed within a laboratory, learning center, and/or classroom environment where minimal safety considerations exist.

**Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY**

**EMPLOYER:** To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

**BGCCD is** committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.