This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**\*\*PLEASE NOTE**: Position descriptions for recruitments and/or hires must be submitted and approved in PageUp. Use this template for non-recruitment related transactions only. (E.g. make a change to a current employee’s position description, reclassifications, etc.)\*\*

**DEPARTMENT:**       **POSITION:** [ ]  NEW [ ]  EXISTING

**POSITION CLASSIFICATION:** Clinical Laboratory Scientist II  **CSU WORKING TITLE:**

**EMPLOYEE NAME:**       **FLSA:** Non-exempt

**SUPERVISOR NAME AND CLASSIFICATION:**      ;

**A. JOB SUMMARY/BASIC FUNCTION** (For recruitments and/or hires, this section will be completed in PageUp only)

**B.** **LEAD RESPONSIBILITIES (**For recruitments and/or hires, this section will be completed in PageUp only)

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|       |       |

**C.** **PHYSICAL AND MENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)

The physical demands described 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.

*
*
*

**D.** **ENVIRONMENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)

*
*
*

**E. MINIMUM QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* **EDUCATION:** Bachelor’s degree in clinical laboratory science or equivalent from an accredited institution or equivalent post-secondary education, training and experience as defined by the California division of Laboratory Science or combination of education and experience which provides the required knowledge and abilities.
* **License:** Must possess and maintain a valid California Clinical Laboratory Scientist license.
* **Experience:** Two years of progressively responsible administrative and technical work within a clinical laboratory.

**F. REQUIRED QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* Comprehensive and in-depth knowledge of the theories, principles and practices of clinical laboratory science including the use and care of all applicable laboratory equipment and systems.
* Comprehensive and in-depth knowledge of clinical laboratory quality control procedures, protocols and standards.
* Comprehensive and in-depth knowledge of various laboratory disciplines, tests and procedures including chemical, physical, microscopic, microbiological, bacteriological, serological, hematological, immunological, and other related disciplines and laboratory tests.
* Comprehensive and in-depth knowledge of automated computer systems used in clinical laboratory settings.
* Comprehensive and in-depth knowledge of state and federal regulations pertaining to the operation of a clinical laboratory.
* Ability to serve as a technical consultant within the laboratory regarding methodologies, protocols, and established laboratory procedures.
* Ability to identify and locate sources of information about various new tests and used of new equipment.
* Demonstrated competency in the performance of complex and advanced laboratory analyses.
* Ability to adapt and introduce new and modified tests into the laboratory.
* Ability to identify incongruities in test procedures and inconsistencies in reports of test results for a patient.
* Demonstrated skill in the performance of a variety of laboratory analyses and evaluate information against measurable criteria and skill in noticing pertinent details of specimens under microscopic study.
* Ability to extrapolate data to develop new test criteria and standards and develop procedures, quality control checks and instructions necessary for new or modified tests.
* Ability to plan, schedule and carry out laboratory activities to meet administrative guidelines and medical needs.
* Ability to perform quality assurance studies and compile statistical information required to meet state and federal licensing standards, requirements, and accreditation programs.
* Ability to keep records and prepare various administrative and laboratory analysis reports.
* Ability to perform applicable mathematical calculations rapidly and accurately.
* Ability to keep current in developments in the field of clinical laboratory science.
* Ability to provide lead work direction to professional and support laboratory staff.
* A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

**G. PREFERRED QUALIFICATIONS** (For recruitments and/or hires, this section will be completed in PageUp only)

*
*
*

**H. SENSITIVE POSITION CRITERIA** (For recruitments and/or hires, this section will be completed in PageUp only)

 (Please check ALL boxes that apply to the position)

[ ]  This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

[ ]  This position will have authority to commit financial resources of the university through contracts greater than $10,000.

[ ]  This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

[ ]  This position will have responsibility or access/possession of building master or sub-master keys for building access.

[ ]  This position will have access to controlled or hazardous substances.

[ ]  This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

[ ]  This position will have control over campus business processes, either through functional roles or system security access.

[ ]  This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

[ ]  This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

[ ]  None of the above is applicable to the position.

*The incumbent is considered a General mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[19 & 34] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

|  |  |
| --- | --- |
| **I. JOB DUTIES** (For recruitments and/or hires, this section will be completed in PageUp only) | **Percentage of Time (%)** |
| *
*
*
 |       |
| *
*
*
 |       |
| *
*
*
 |       |
| *
*
*
 |       |
|  | **100% TOTAL** |

**J. SIGNATURES** (*Signature indicates that this is an accurate description of assigned duties.*)

(For recruitments/hires, this section will be completed in PageUp only)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Employee SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name Supervisor SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Head/Next Level MPP Name Dept Head/Next Level MPP Signature Date