

PART I	HAWAII HEALTH SYSTEMS CORPORATION	5.470
	STATE OF HAWAII	5.473
		5.476
		5.479

Class Specification
for the:

LABORATORY ASSISTANT SERIES
SR-06; SR-8; SR-10; SR-12
BU:03

This series includes positions which involve non-professional laboratory work requiring a practical knowledge of laboratory functions and services; and the ability to apply standard laboratory tools, methods and procedures to the service needs of the particular laboratory. These knowledges typically are gained through on-the-job experience and instruction.

Positions in this series comprise essentially a support occupation in providing support and assistance to professional laboratory personnel. Typical duties involve such work as: washing and sterilizing laboratory equipment and supplies; care of laboratory animals; maintaining and making minor repairs on laboratory equipment; performing routine examinations of laboratory animals; preparing standard culture media, reagents and solutions; assisting professional laboratory personnel in performing some phases of technical laboratory work; requisitioning standard laboratory supplies, and other related laboratory duties.

LABORATORY ASSISTANT I 5.470

Duties Summary:

Cares for and maintains laboratory equipment and supplies; cares for laboratory animals; and performs other duties as required.

Distinguishing Characteristics:

This class is characterized by the performance of simple routine tasks in maintaining the care and sterile condition of laboratory equipment and supplies, including the care and safety of laboratory animals. Guidelines are limited in number and clearly applicable. No personal contacts are made outside of the immediate organization in which employed, nor is judgment required or permitted. An incumbent of a position in this class has little responsibility beyond production, care in handling laboratory equipment and supplies, seeing that laboratory animals are properly cared for, and reasonable safety procedures are followed in handling contaminated laboratory

equipment and supplies. Due to the simplicity of the tasks, little supervision is needed beyond seeing that production is maintained, and that proper care is given to the laboratory animals. Work is spot-checked.

Typical Work Assignments:

Cleans, sterilizes and prepares laboratory equipment and supplies; operates autoclaves, mechanical scrubbing machines, automatic dishwashers, hot air ovens, etc., to sterilize laboratory equipment and supplies; washes glassware, instruments and equipment in soap and water or uses chemical reagents and reassembles them for re-use; labels blood, culture, and specimen collection containers for distribution; disposes unusable equipment and supplies in a safe and proper manner; stores equipment and supplies; may take inventories, waters and feeds laboratory animals; prepares special diets for laboratory animals; may breed laboratory animals such as guinea pigs, rabbits, mice, etc.; cleans and sterilizes laboratory animal cages; keeps simple records; and performs other simple laboratory tasks.

Knowledge and Abilities Required:

Knowledge of: Laboratory equipment and laboratory terminology; methods of cleaning and sterilizing laboratory equipment and supplies; methods of caring for laboratory animals; and simple record keeping practices.

Ability to: Perform routine laboratory tasks; understand and follow oral and written instructions.

LABORATORY ASSISTANT II

5.473

Duties Summary:

Prepares standard solutions, reagents, and culture media for use in the conduct of laboratory tests; and/or makes routine examinations of laboratory animals; and performs other duties as required.

Distinguishing Characteristics:

Assignments include simple, routine work designed to provide training in, and experience with laboratory routines and operations. Incumbents acquire knowledges on the job, such as familiarity with laboratory equipment and supplies, laboratory terminology, accuracy in preparation of standard solutions, reagents and culture media, chemistry and chemical procedures, simple anatomy of laboratory animals, etc. Guidelines for preparation of standard solutions, reagents and culture media are readily

applicable though many in number. Accuracy in following these guidelines is readily due to the hazardousness in the mixture of wrong ingredients, and the need to observe laboratory animals for symptoms of illnesses. Few or no personal contacts are made outside the organization in which employed. Work is performed under close supervision, following well standardized procedures and detailed instructions. The supervisor is available for assistance and guidance on any unusual problems that may arise.

Typical Work Assignments:

Prepares culture media used in laboratory tests; prepares reagents and standard solutions such as for staining slides; performs some of the simple tests associated with the preparation of culture media; helps in setting up laboratory for extensive laboratory tests; cares for laboratory animals; dissects and examines rodents or mongoose microscopically or macroscopically for suspicious cases of plague; combs animal specimens such as rodents and mongooses and allocates recovered fleas and mites to classes based on sex, species or other characteristics; bleeds laboratory animals for presence of typhus or plague and prepares sera for further analysis by qualified personnel; inoculates laboratory animals under observation with appropriate materials as directed; sacrifices inoculated laboratory animals and prepares sera and/or examines animals for lesions and notifies supervisor in cases of suspicious lesions; cleans and sterilizes laboratory equipment and supplies in a safe and proper manner; disposes or removes contaminated laboratory equipment and keeps inventory and other records of laboratory supplies; prepares rodenticides; and takes and keeps notes on work activities.

Knowledge and Abilities Required:

Knowledge of: Fundamental principles of general biology; arithmetic and chemistry; routine laboratory practices.

Ability to: Understand and carry out oral and written instructions; make arithmetic computations rapidly and accurately; write clearly and concisely.

LABORATORY ASSISTANT III

5.476

Duties Summary:

Assists microbiologists, medical technologists or other professional personnel in some phases of technical laboratory work; prepares standard to difficult reagents, solutions and culture media used in laboratory tests; and performs other duties as required.

Distinguishing Characteristics:

Assignments at this level are geared to provide training and experience in some phases of technical laboratory work in the various laboratory operations. Guidelines are available such as manuals, catalogs and oral or written instructions, and strict adherence to governing instructions are required. Some personal contacts outside of the organization employed may be required. Some initiative and judgment is involved in maintaining laboratory stock of chemical, solutions and reagents. Works under close supervision, following well standardized procedures and detailed instructions.

Typical Work Assignments:

Assists medical technologists, microbiologist or other professional personnel in some phases of technical laboratory work such as in staphylococcus bacteriophage typing, water, milk and food examination, streptococcus work, serological work, bacterial staining, plague research work, veterinary medicine work, etc.; assists in autopsies; collect specimens for laboratory tests, sutures, bathes and moves bodies to designated locations, prepares and sterilizes various culture media such as plate count agar, lactose broth, violet red like agar, triple sugar iron agar, tetrathionate broth, etc., for growing pathogenic organisms and for water and milk examinations; prepares various stains such as gentian violet, alkaline methylene blue, Gran's iodine, etc.; prepares various solutions such as antiseptics; physiological saline, sodium nitrate, etc.; keeps inventory and prepares reports; cleans, sterilizes and stores all laboratory equipment and supplies; maintains and performs minor repairs on laboratory equipment; and notifies supervisor of major repair needs on laboratory equipment.

Knowledges and Abilities Required:

Knowledge of: Fundamental principles of general biology, arithmetic and chemistry; routine laboratory practices; supplies and equipment used in a biological laboratory; the preparation of standard solutions, reagents and culture media.

Ability to: Understand and follow oral and/or written instructions; operate biological laboratory equipment; prepares standard solutions, reagents and culture media.

LABORATORY ASSISTANT IV

5.479

Duties Summary:

Supervises, and participates in the preparation of culture media, reagents and standard solutions for use in the conduct of laboratory tests in a central public health laboratory; assigns laboratory help to various laboratories, supervises the cleaning and

maintenance of glassware and other supplies; and performs other duties as required.

Distinguishing Characteristics:

This class involves the responsibility of the supply section of a central public health laboratory in providing laboratory equipment and supplies, including culture media, reagents and standard solutions used in laboratory tests, and providing laboratory help to the various laboratories. Employee works under general supervision of a top-level microbiologist but is expected to carry out his assignments with minimum assistance. Guidelines are available, such as manuals, catalogs, written and/or oral instructions, etc. Employee must use resourcefulness and experienced judgment in recognizing the need for additional supplies, culture media, solutions, etc.; and taking action to obtain it due to the need for timely action in many laboratory procedures. Personal contacts are maintained relative to providing information on preparation and sterilization of culture media and request for specimen containers within and outside of the organization employed.

Typical Work Assignments:

Supervises and participates in the activities of a supply section in a central public health laboratory; assigns work to laboratory assistants and laboratory helpers; coordinates laboratory help to various laboratories as requested; instructs subordinates in such procedures as the proper sterilization of glassware, culture media, and the preparation of all culture media, reagents and solutions; checks quality of finished products; evaluates work performance of subordinates and recommends disciplinary actions if needed; receives complaints from professional laboratory personnel about the work of subordinates and instructs subordinates in proper work methods; keeps inventories and prepares lists of needed supplies; prepares all experimental culture media and reagents and modifies same for hastening preparations; prepares toxic solutions and most difficult reagents; packs specimens for shipment to other laboratories; makes minor repairs on equipment and prepares requisitions for major repairs; prepares and submits reports; and instructs or informs local and foreign students on culture media preparation and sterilization.

Knowledges and Abilities Required:

Knowledge of: Good knowledge of the principles of general biology and chemistry; routine laboratory practices; supplies and equipment used in a biological laboratory; the preparation of standard culture media, reagents and solutions; principles and practices of supervision.

Ability to: Follow and give oral and written instructions, instruct and supervise employees; operate biological laboratory equipment.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
JANICE WAKATSUKI
Vice President/Chief Human Resources Officer