






TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** September 22, 2016

RE: *Approval of revised classification specifications in support of reorganization of the Southern Nevada Public Health Laboratory to include a title change from Clinical Laboratory Scientist to Senior Laboratory Technologist, Schedule 24 (\$63,024 - \$87,942); and to reactivate the Laboratory Supervisor classification with minor adjustments and to update the status from FLSA Non-Exempt to Exempt, Schedule 26 (\$69,846 – \$97,427) .*

PETITION # 32-16

That the Southern Nevada District Board of Health *approves revisions to the Clinical Laboratory Scientist and Laboratory Supervisor classification specifications.*

PETITIONERS:

Shandra Hudson, SPHR, SHRM-SCP, Human Resources Administrator 
Andrew J. Glass, FACHE, MS, Director of Administration 
Joseph P. Iser, MD, DrPH, MSc, Chief Health Officer 

DISCUSSION:

The Health District is in the process of reorganizing the Southern Nevada Public Health Laboratory. It has been determined the Clinical Laboratory Scientist position when reclassified to Senior Laboratory Technician is a more appropriate title and provides the top tier for the Laboratory Technician class.

The Laboratory Supervisor is an existing, but non-active classification. The reactivation of this position will best serve the business needs of the Laboratory. Given this position is comprised of the same supervisory characteristics as those included in Appendix A of the Supervisory CBA and as listed within the Memorandum of Agreements previously entered into in 2013 and 2014 between SEIU and the Health District that designated supervisory positions as exempt, this change from non-exempt status to exempt is necessary for consistency purposes and to ensure compliance with the Fair Labor Standards Act.

Additionally, the supervisory reporting status has changed to reflect the incumbent reports to the Laboratory Director, Laboratory Manager or designee.

FUNDING:

No additional funding is a part of this request.

SENIOR LABORATORY TECHNOLOGIST

DEFINITION

To provide accurate laboratory testing to detect and identify infectious organisms of interest to public health in the areas of microbiology, immunology, molecular and/or bioterrorism

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Laboratory Manager or State Laboratory Director
- May exercise technical and functional supervision over technical and administrative support staff

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Perform proficiency tests on unknown specimens
- May order and/or prepare testing culture media, stains, and reagents; prepare and examine slide preparations for the detection of microbial agents
- Accurately read, interpret and record the results of laboratory tests
- Integrate instrument data, quality control and test principles for accurate result reporting
- Assist with the collection and analysis of laboratory data; enter, retrieve and process computer generated lab reports
- Perform procedures for quality control and quality assurance of all laboratory analyses
- Keep records, prepare and update written reports and procedure manuals
- Provide highly technical and complex information clearly to physicians, medical and District personnel, the public, and the courts if applicable
- May assist in research, planning and evaluation of alternate methods and new testing procedures
- May assist with training of laboratory or other related personnel
- Review and follow current literature to maintain state-of-the-art methodology and technologies in the fields of microbiology, immunology and/or molecular biology
- Prepare and analyze samples in a BSL-2 and/or BSL-3 laboratory environment, including hazardous clean up procedures
- Meet and adhere to all requirements of state and federal statutes, including the Select Agent Program
- Perform related duties as assigned

Perform a variety of clinical laboratory duties related to one or more functional areas within the laboratory. Duties may vary depending on area or areas to which assigned.

Immunology Emphasis: Perform immunological testing for antibodies responsible for communicable diseases such as Sexually Transmitted Diseases (STDs), e.g. HIV and Syphilis

Microbiology Emphasis: Perform microbiological and related biological and bio-chemical examinations on clinical and environmental specimens for the detection and identification of microbial agents of disease; identify microorganisms to the genus and species level; perform antigen tests to aid in diagnosis of communicable and other diseases

Molecular Emphasis: Perform molecular testing procedures such as PCR (Polymerase Chain Reaction), for the identification of infectious disease agents, e.g. Norovirus, Influenza, or Bordetella in addition to suspect bioterrorist agents

SOUTHERN NEVADA HEALTH DISTRICT

Clinical Laboratory Scientist

QUALIFICATIONS

Knowledge of:

- Practices and principles of basic laboratory operations, techniques and procedures utilized in the areas of microbiology, chemistry, molecular biology and/or immunology
- Life processes of various micro-organisms and their effect on the human body; the etiologies and epidemiology of the agents of communicable diseases
- Safety procedures relating to a laboratory to include handling of highly infectious biological agents as well as potentially hazardous chemicals; appropriate hazardous clean up procedures; universal precautions and infection control procedures
- Operational characteristics of apparatus, equipment and materials used in a laboratory
- Computer systems and techniques as applied within the field of a public health or clinical laboratory and related office management
- Basic principles of Quality Control and Quality Assurance as applied to laboratory testing

Ability to:

- Immunology emphasis: Perform immunology procedures; interpret complex analyses such as Western blot; know principles of test systems; understand public health implications of communicable diseases
- Microbiology emphasis: Perform microbiological procedures; culture and isolate micro-organisms; prepare, read and interpret slide preparations; analyze and interpret test results and biochemical reactions; identify microorganisms; know principles of test systems
- Molecular emphasis: Perform molecular procedures: isolate, detect and amplify DNA or RNA; interpret complex analyses and correlate with infectious disease processes
- Observe safety precautions and handling of infectious specimens; remember principles involved in test reactions; understand laboratory procedures
- Demonstrate correct laboratory methods, practices and techniques
- Apply laboratory established Quality Control and Quality Assurance practices
- Manipulate and operate simple and complex laboratory equipment including computers; may perform maintenance and limited tear down and replacement of parts of laboratory equipment; problem-solve equipment malfunctions
- Perform basic laboratory techniques, including pipetting and follow test procedure directions as written
- Explain procedures and findings to medical or District personnel
- Organize test data for the purpose of reporting and documenting test results for medical or District personnel's interpretation
- Analyze situations and arrive at accurate conclusions
- Learn, interpret and apply department policies, procedures, rules and regulations
- Guarantee confidentiality of laboratory test results and patient identity
- Prepare and record accurate laboratory reports
- Wear personal protective equipment such as face shields, gloves fluid resistant coats or respirators when required for task
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Training and Experience Guidelines

Training:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in medical technology, microbiology, chemistry, biology or a related field

Experience:

- Four years of technical laboratory experience

SOUTHERN NEVADA HEALTH DISTRICT
Clinical Laboratory Scientist

License/Certification

- Possession of or ability to obtain within 90 days, certification as a Clinical Laboratory Technologist or General Supervisor from the Nevada State Bureau of Regulatory Health Services and have passed a national examination for certification approved by the Nevada State Board of Health for certification as a Clinical Laboratory Technologist or Specialist in Immunology or Microbiology
- “Specialist in Microbiology or Immunology,” by the Nevada State Bureau of Regulatory Health Services may be substituted for the above
- Possession of, or ability to obtain, an appropriate, valid Nevada driver’s license

Working Conditions

- May handle highly infectious agents and hazardous chemicals
- Work in an odorous environment
- Sit for long periods of time while using equipment, microscopes and inoculating specimens
- Bend or twist to reach into lower cabinets and drawers and squat or kneel to remove supplies stored on lower shelves
- Visual requirements to distinguish colors for microscopy and to read cultures and biochemical reactions; and auditory requirements to hear timers on equipment
- Fine hand manipulation is required to operate equipment, manipulate and pipette specimens

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible
FLSA non-exempt
Schedule 24

Approved by the Board of Health on 8/28/03
Revisions approved by the Board of Health on 2/26/04
Revisions approved by the Board of Health on 12/14/06
Revisions approved by the Board of Health on 3/27/08
Title change approved by the Board of Health on _____

LABORATORY SUPERVISOR

DEFINITION

Plan, assign, and coordinate the daily technical operations of assigned functional areas of the Southern Nevada Public Health Laboratory. Oversee the quality assurance activities of the laboratory including staff competency and proficiency testing programs. Perform standard and complex technical laboratory examinations in order to detect and identify microbial disease agents of interest to public health in the areas of microbiology, immunology, molecular and /or bioterrorism.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Laboratory Director, Laboratory Manager or designee
- Exercises technical and functional supervision over technical and administrative support staff

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

Supervise and perform a variety of clinical laboratory duties related to one or more functional areas within the laboratory. Duties may vary depending on the area or areas to which assigned.

Immunology Emphasis: Perform immunological testing for communicable disease such as Sexually Transmitted Diseases (STDs), e.g. HIV and Syphilis

Microbiology Emphasis: Perform microbiological and related biological and biochemical examinations on clinical and environmental specimens for the detection and identification of microbial agents of disease; identify microorganisms to the genus and species level; perform complex tests to aid in the epidemiological surveillance for communicable and other diseases

Molecular/Bioterrorism Emphasis: Perform molecular testing procedures on clinical and environmental specimens, for the identification of infectious disease agents, in addition to suspect bioterrorism agents

- Perform supervisory functions within the assigned functional areas of the laboratory including coordinate daily operations; assign and review staff work; train and orient laboratory staff; provide input on employee selection; conduct staff performance evaluations; correct staff deficiencies; implement discipline and termination procedures as needed
- Perform a variety of administrative functions such as assist with developing and monitoring the laboratory budget and procuring supplies and materials; May serve as the administrator for the laboratory information management system including monitoring data, information accuracy and system upgrades.
- Administer quality control, quality assurance and competency programs to comply with federal and state requirements; prepare laboratory operational and compliance reports; ensure proper use of equipment and materials; . Establish and revise laboratory policies and procedures to ensure compliance with the requirements of Department of Health and Human Services (DHHS) Clinical Laboratory Improvement Amendments (CLIA); State of Nevada; Centers for Disease Control and Prevention (CDC) Select Agent Program (SAP) and Laboratory Response Network (LRN); Occupational Health and Safety Administration (OSHA) and prepare required compliance reports. Review scientific literature; participate in scientific and professional groups; attend training courses to maintain knowledge of technological advancements in laboratory testing, federal and state regulations, computer applications, and specialized instrumentation; prepare comprehensive reports and recommendations regarding new or improved methods or developments.
- Advise public health personnel, physicians, laboratorians, first responders, and other approved parties on interpretation of tests, sampling and testing requirements; confer with personnel in research centers, state or federal agencies, such as the CDC, on special or technically complex problems.

SOUTHERN NEVADA HEALTH DISTRICT

Laboratory Supervisor (*Continued*)

- Work cooperatively with health providers, health officials, and law enforcement regarding the identification of chemical and/or biological hazards; communicate findings to appropriate individuals and authorities as required by law and agency policy; ensure protocols for confidentiality of information are followed.
- Perform a variety of complex and advanced, as well as standard, laboratory tests. Adapt, develop and introduce new or modified test procedures and/or equipment into the laboratory, including written documentation of new protocols. Instruct other laboratory staff in the performance of new or modified procedures and/or equipment usage.
- Interpret and record data; prepare and maintain required documentation of test results using computer hardware and software. Investigate procedural modifications and unexpected test results to determine reasons for nonconformance with established patterns. Consult with physicians, laboratorians, and epidemiologists on test results and explore alternative methods for verifying or confirming results.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of supervision, training, staff development and performance evaluation.
- Quality Control and Quality Assurance principles, procedures and standards as applied to laboratory testing.
- Theories, principles and practices of clinical laboratory science, including the use and care of applicable equipment and systems
- Principles and practices of laboratory operations, techniques and procedures utilized in the areas of microbiology, immunology and/or molecular biology.
- Life processes of various micro-organisms and their effect on the human body; the etiologies and epidemiology of the agents of communicable diseases.
- Scientific research methods, test development and evaluation techniques.
- Laboratory safety procedures including handling of highly infectious biological agents as well as hazardous chemicals; appropriate hazardous clean up procedures; universal precautions and infectious control procedures.
- Computer systems and techniques as applied within the field of a public health or clinical laboratory and related office management.
- Federal and state regulations pertaining to public health or clinical laboratories

Ability to:

- Supervise and motivate staff in a team oriented environment.
- Plan, organize, coordinate and supervise varied complex projects.
- Evaluate the training and competency needs of staff; develop and write training and competency materials; maintain competency and training records.
- Serve as technical consultant regarding methodologies, protocols, and established procedures within a laboratory functional area. Ensure utilization of appropriate quality assurance standards and controls.
- Immunology emphasis: demonstrate competency in performance of automated and manual immunology procedures; know principles of test systems; understand public health implications of communicable diseases.
- Microbiology emphasis: demonstrate competency in performance of microbiological procedures; culture and isolate micro-organisms; prepare, read and interpret slide preparations; analyze and interpret test results and biochemical reactions; identify microorganisms; perform molecular testing; know principles of test systems

SOUTHERN NEVADA HEALTH DISTRICT
Laboratory Supervisor (Continued)

- Molecular emphasis: demonstrate competency in performance of molecular procedures; isolate, detect and amplify DNA or RNA; interpret complex analyses and correlate with infectious disease processes.
- Identify and locate sources of information about various new tests and uses of new equipment; evaluate and adapt testing methods, using new or modified techniques and/or equipment; develop and write procedures for utilization of new or modified tests and/or equipment.
- Evaluate test results and data against measurable criteria; identify, explain and report incongruities in test procedures and inconsistencies in test results.
- Utilize word processing or spreadsheet software programs and Laboratory Information Management System (LIMS) to develop and maintain accurate records, reports and other required documentation; compile statistical information required to meet state and federal licensing standards, requirements and accreditation programs; assist with budget preparation.
- Communicate effectively; prepare and present reports and analyses, both orally and in writing, to public health, clinical, First Responder or other personnel contacted in the course of work.
- Establish and maintain cooperative working relationships with staff members, public health personnel, clinical laboratorians, First Responders or others contacted in the course of work.
- Observe safety precautions and handling of infectious specimens; observe security and confidentiality of test samples and reports.

Training and Experience Guidelines

Training:

- Equivalent to a Bachelors degree from an accredited college or university in medical technology, microbiology, chemistry, biology or a closely related field.

Experience:

- Five (5) years of full-time experience in a public health or clinical laboratory; two (2) years of which will include supervisory experience involving supervision of laboratory personnel and quality assurance activities. A Masters degree in medical technology, microbiology, chemistry, biology or a closely related field can be substituted for one year of supervisory experience.

License or Certificate:

- Possession of or ability to obtain within 90 days, certification as a General Supervisor from the Nevada State Bureau of Healthcare Quality and Compliance and have passed a national examination for certification approved by the Nevada State Board of Health for certification as a Clinical Laboratory Technologist.
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.
- Ability to obtain within 120 days, a Security Risk Assessment (SRA) from the Federal Bureau of Investigation (FBI), Criminal Justice Information Service (CJIS).

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Work in an odorous environment and around hazardous materials; may handle highly infectious agents or hazardous chemicals.
- Mobility to perform light work in a typical laboratory setting and use standard laboratory equipment; ability to sit for long periods of time while using equipment or performing data analyses; Stamina to remain standing for long periods of time; ability to bend or twist to reach into lower cabinets and drawers; squat or kneel to remove supplies stored on lower shelves.
- Strength and agility to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

SOUTHERN NEVADA HEALTH DISTRICT

Laboratory Supervisor (Continued)

- Visual requirements to distinguish colors for microscopy; reading cultures and biochemical reactions; Vision to read printed materials and a VDT screen; auditory requirements to hear timers on equipment; hearing and speech to communicate in person and over the telephone.
- Fine hand manipulation is required to operate equipment, manipulate and pipette specimens.

Blood Borne Pathogen Exposure Risk Assessment

Category I – Usual tasks involve exposure to blood, body fluids, or tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them are CATEGORY I tasks. Use of appropriate protective measures is required for every employee engaged in CATEGORY I tasks.

Air Borne Pathogens Exposure Risk Assessment:

Category I – This position involves exposure to infectious airborne droplet nuclei. Category I employees are required to be fit tested and use proper respiratory protective equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Conditions of Employment:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICA 100, ICS 200 and NIMS as a condition of continuing employment prior to the completion of the probationary period.

Bargaining Unit Eligible

FLSA Nonexempt

Schedule 26

Approved by the Board of Health 10/28/10

Reactivation and revisions approved by the Board of Health on _____