UNIVERSITY OF SOUTHERN CALIFORNIA
Clinical Lab Technician, Senior
Job Code: 187119

Grade: HD
OT Eligible: Yes
Comp Approval: 6/10/1994

JOB SUMMARY:
Processes specimens for testing according to established procedures. Performs specialized testing under supervision of licensed staff. Assists in overseeing operational and administrative functions of laboratory.

JOB ACCOUNTABILITIES:
* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

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<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<td>Performs venipuncture or skin puncture for the purpose of procuring blood for testing.</td>
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<td>Prepares human specimens for testing.</td>
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<td>Performs routine and special testing of specimens. Processes specimens for testing according to established procedures. Assures integrity of specimens and confidentiality of results. Performs laboratory tests under direct supervision.</td>
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<td>Performs complex procedures and acts as a resource to other staff.</td>
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<td>Prepares billing information for the administrative office.</td>
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<td>Orders supplies; utilizes and maintains equipment.</td>
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<td>Participates in in-service education programs to enhance job knowledge and performance.</td>
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<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
☐ Yes
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
- Bachelor’s Degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
2 Years

**Minimum Field of Expertise:**

Experience in a clinical laboratory setting.

**Skills: Administrative:**

- Answer telephones
- Assemble and organize numerical data
- Communicate with others to gather information
- Gather data
- Input data
- Prioritize different projects
- Read handwritten text
- Research information
- Understand and apply policies and procedures

**Skills: Laboratory:**

- Basic Laboratory Safety Techniques
- Blood Borne Pathogen Safety Precautions
- General Laboratory Techniques
- Maintenance of Lab Notebook
- Media Preparation
- Radiological Safety Techniques

**Skills: Machine:**

- Centrifuge
- Computer Network (Department or School)
- Computer Peripheral Equipment
- Personal Computer
- Photocopier

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**Supervises: Nature of Work:**

Technical

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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