



# SARASOTA COUNTY GOVERNMENT

## CLASS SPECIFICATION

**CLASS TITLE:** Lab Technician

**CLASS CODE:** 31633

**EEO Code:** 03

**FLSA:** Non-Exempt

**W/C Code:** 9410

**Pay Grade:** 5

### **MAJOR FUNCTION(S)**

Perform lab technician duties including collection, testing, analyzing and recording of test results for illegal drugs.

### **TYPES OF DUTIES**

- Set up, adjust and operate laboratory equipment and instruments.
- Observe and collect direct urine samples.
- Analyze, interpret and provide test results to staff and other agencies and that requested and are approved to receive information.
- Record test results on standardized, accepted forms.
- Write test reports describing procedures used and test results on demand.
- Prepare graphs and charts on demand.
- Maintain and manage the Drug Lab Data Management System database as it relates to storing testing information.

### **CORE COMPETENCIES**

- Champions for Customer and Community
- Exercises Sound Financial Judgment
- Improves Process and Builds Capacity
- Promotes Continuous Innovate Learning

### **JOB BASED COMPETENCIES (Specific for position)**

- Excellent verbal communication skills and ability not to be manipulated by clients, workers, etc.
- Ability to stay focused on facts.
- Ability to maintain confidentiality.
- Accurate data-entry skills.
- Ability to learn how to monitor the following machines: Olympus AU 400 (Drugs of Abuse Analyzer) and Water Purifier/Deionization (elaborate array of filtration tanks).
- Ability to determine appropriate order/reorder levels of drugs.
- HIV/STD 101 and 501 classes/knowledge.
- Understanding of HIPPA laws.

### **MINIMUM QUALIFICATIONS**

One year of college courses (30 credits) or technical school or six months of related experience and/or training; or equivalent combination of education and experience.

Note: Continued employment in this classification is dependent upon acquiring and maintaining Drug and Alcohol Testing Industry Association (DATIA) Certified Professional Collection Trainee Certification.

APPROVED BY:

DATE:

Joanie W. Whitley, PHR, General Manager, Human Resources

8/30/05

History: 2/26/03