

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. LABYTCHAA49R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Laboratories
4. Civil Service Position Code Description Laboratory Technician-A	10. Division Infectious Diseases
5. Working Title (What the agency calls the position) LABORATORY TECHNICIAN-A	11. Section Microbiology
6. Name and Position Code Description of Direct Supervisor AYRES, NICOLE K; LABORATORY SCIENTIST MANAGER-3	12. Unit STI, Enteric, & Food
7. Name and Position Code Description of Second Level Supervisor MCCULLOR, KIMBERLY A; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 3350 N MARTIN LUTHER KING JR; LANSING, MI 48906 / 8am - 5pm Monday-Friday

14. General Summary of Function/Purpose of Position

As a Senior Technician, this position oversees the processing of specimens for bacterial analysis, performs autoclave duties, extracts DNA from samples, and prepares validation reports for laboratory support procedures, as well as training staff in preanalytical duties. This position is responsible for performing a variety of advanced medical or analytical laboratory support activities for the Microbiology Section. Work is performed through the application of a body of knowledge related to advanced laboratory methods, using laboratory materials and equipment to support the diagnosis of human disease through bacteriological examination of isolates from blood, sputum, feces, urine, tissues and environmental samples associated with human disease. This position is also responsible for preparation, inventory and ordering of reagents and media in support of testing. The performance of these duties requires knowledge of sterile techniques, safe laboratory practices, latest molecular testing theories and/or methods, autoclave sterilization of waste and media, preventative maintenance of laboratory equipment, and analytical methods.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Performs advanced clinical, environmental and food testing duties.

Individual tasks related to the duty:

- Performs and maintains competency for highly complex testing, including molecular testing and identifies and/or troubleshoots problems arising from instrument and quality control failures under the guidance of the microbiologist and management.
- Performs complex sample preparation including DNA extraction.
- Directs sample preparation activities and makes adjustments depending upon increases or decreases in testing loads and prioritization of testing.
- Instructs and trains new laboratory staff in preanalytical testing duties, instructs interns and students; coordinates intern and student schedules for rotations within the section.
- Completes preventative maintenance for general laboratory equipment and identifies or troubleshoots problems arising from instrument and quality control failures under the guidance of the microbiologist and management.
- Provides suggestions to scientists and management for improvement of timeliness and/or efficiency in the sample processing.
- Participates in program charting or control and reagent tracking.
- Maintains aseptic technique.
- Maintains all documentation for accreditation purposes.

Duty 2

General Summary:

Percentage: 40

Supports laboratory operations.

Individual tasks related to the duty:

- Responsible for reagent and supply ordering and may hold a department procurement card, getting quotes and communication with vendor's sales representatives, work with accounting to prepare purchase orders.
- Directs work for media preparation and sterilization procedures.
- Preparation of plated and liquid media and biochemical reagents including QC and lot documentation.
- Prepare blinded proficiency testing samples for Microbiology staff.
- Maintains freezer stocks for Enteric organisms and propagates necessary QC strains to maintain quality control testing in the laboratory and maintains stock strains.
- Inspects, evaluates and sets up referred cultures of aerobic bacteria from human, animal or environmental sources.
- Inspects, evaluates, and sets up clinical specimens for recovery of Legionella or enteric pathogens.
- Processes environmental swabs and bulk waters for subsequent Legionella culture.
- Creates worksheets in LIMs for new cultures.
- Oversees autoclave maintenance and quality control including autoclave deactivation validation procedures.
- Cycles laboratory waste through steam sterilization.
- Completes all documentation associated with autoclave runs.
- Packages decontaminated waste for removal from building.
- Properly prepares bins for use by BOL staff.
- Rinses molecular racks and supplies in bleach baths.
- Perform cleaning, disinfection, decontamination, and housekeeping tasks as assigned.
- Inventory supplies.
- Restock supplies upon receipt.

Duty 3

General Summary:

Percentage: 10

Evaluates, implements, and maintains laboratory methods.

Individual tasks related to the duty:

- Reviews and updates procedures and forms for performing biological analysis and support methods.
- Identifies, suggests and implements new methods and improvements for laboratory support activities.
- Prepares laboratory validation reports for laboratory support procedures.
- Performs autoclave validations and prepares validation reports.
- Reviews and updates procedures and forms for performing biological analysis and support methods.

Duty 4

General Summary:

Percentage: 10

Performs other work as assigned by Unit or Section Manager.

Individual tasks related to the duty:

- Assisting Bacteriology staff for food, human, and environmental testing as needed.
- Reading required procedures in iPassport and completing skills confirmation on time.
- Attending all required trainings for biological and chemical safety, etc.
- Serve on interdisciplinary laboratory committees.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Determining prioritization for daily sample processing, reviewing inventory and determines supply orders, determining when media batches are released for use, determining autoclave schedules, initial troubleshooting of support procedures including QC failure and submission errors.

17. Describe the types of decisions that require the supervisor's review.

When guidelines or instructions are not available for atypical testing situations or advanced troubleshooting of errors or QC failures, funding codes for supplies and validation design.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical Activities: Sitting for moderate periods of time, standing, bending, carrying, wearing personal protective equipment such as gown, nitrile gloves, safety glasses. Required to lift supplies and materials, not to exceed 25 lbs.

Conditions/Hazards: Any person working with specimens of human origin from patients suspected of having communicable disease is at increased risk of acquiring bacterial, viral or other infections and is required to use careful aseptic techniques and proper precautions in their work. Occasional exposure to hazardous chemicals.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

As listed in duties 1 through 4. Providing specimen processing for propagation of bacterial growth, molecular analysis, and maintaining decontamination of biohazardous waste.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New establishment.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to aid in the diagnosis, treatment and control of diseases of public health importance through the detection and identification of microorganisms found in clinical and/or environmental specimens. The employee in this position functions to assist in this mission by processing and testing specimens for examination and overseeing maintenance and sterilization procedures.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of an associate degree in engineering technology, the physical or biological sciences, clinical laboratory science, medical laboratory science, or a related field.

EXPERIENCE:

Laboratory Technician 11

Three years of experience equivalent to a Laboratory Technician, including one year equivalent to a Laboratory Technician E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specifications. In addition:

Dependability, dexterity, reliability, analytical reasoning, good attendance. Knowledge of setup & diagnostic techniques in Microbiology preferred.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

LIBERTY IRWIN

Appointing Authority

7/14/2026

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date