



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-12

For the meeting of: December 2, 2014

Date: November 6, 2014

To: Board of Supervisors

From: Phillip R. Crandall, Director  
Department of Health and Human Services

Subject: Adopt new job classification of Senior Laboratory Assistant and reallocate Laboratory Assistant II position to the job classification of Senior Laboratory Assistant.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new classification of Senior Laboratory Assistant (salary range 353, class number 1572, employee unit 01) into the classification plan; and
2. Reallocate the Laboratory Assistant II position (salary range 327, class 1571B, position 01) currently occupied by Kylee Hee in budget unit 435 to Senior Laboratory Assistant (salary range 353, class 1572); and
3. Adopt the revised classification of Laboratory Assistant I/II (salary range 281/327, class 1571).

SOURCE OF FUNDING:

Public Health

DISCUSSION:

Department of Health and Human Services (DHHS) made a request to the Human Resources Department to

Prepared by Yvonne Winter, Deputy Director - ES CAO Approval Cheyl Dillingham

REVIEW: Auditor MBM County Counsel \_\_\_\_\_ Personnel D.J. Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
Upon motion of Supervisor Lovelace Seconded by Supervisor Bass  
Ayes Sundberg, Lovelace, Bohn, Fennell, Bass  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Dec. 2, 2014  
By: Ann Hawthorn  
Kathy Hayes, Clerk of the Board

conduct a classification review of the Laboratory Assistant II position currently occupied by Kylee Hee. The review was requested for the purpose of evaluating the appropriateness of the classification for this position.

During the course of the classification study it became evident that Kylee Hee is currently performing duties beyond the scope of Laboratory Assistant II and had been doing so for a substantial amount of time. Ms. Hee provides lead direction over other Laboratory Assistant staff and performs quality assurance reviews of their work. Additionally, she is responsible for many of the most complex and difficult Public Health laboratory assignments and provides significant advanced assistance and support to the Public Health Laboratory Manager. Upon examining existing County job classifications it became apparent that the appropriate existing County class was not available to reclass Kylee Hee; therefore, the development of Senior Laboratory Assistant.

During the course of the classification review it also became apparent that the current job specification for the Laboratory Assistant I/II classification was out of date and in need of revision. Human Resources worked with DHHS-Public Health to update the Laboratory Assistant I/II specification to better reflect the responsibilities and duties currently performed by that position. Because these changes are primarily semantic, Human Resources is not recommending a change to the established salary ranges for this classification.

FINANCIAL IMPACT:

The annual salaries and benefits cost for the reallocated position of Senior Laboratory Assistant (class 1752, salary range 353) is anticipated to cost \$69,983. The budgeted salaries and benefits cost for the position of Laboratory Assistant II (class 1571B, salary range 327) is \$65,271. The total cost increase for the reallocation will be \$4,712 for Fiscal Year 2014-15. There is sufficient appropriation available in the Public Health Fund 1175, Budget Unit 435 Public Health Laboratory, due to salary savings, to cover the increase in salaries and benefits. Adoption of the revised classification for Laboratory Assistant I/II will not have an impact on the budget as the salary range will remain the same. There will be no impact to the General Fund.

Approval of the reallocated position will support the Board's Strategic Framework by providing and maintaining infrastructure and by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS:

Human Resources Classification Review  
Senior Laboratory Assistant job description  
Revised Laboratory Assistant I/II job descriptions



County of Humboldt  
Human Resources/Risk Management  
825 5<sup>th</sup> Street, Room 100  
Eureka, CA 95501

**Date:** October 20, 2014  
**To:** Phillip Crandall, Director  
Department of Health and Human Services  
**From:** David Gauthier, Human Resources Analyst  
**Subject:** Classification review of Laboratory Assistant II, Kylee Hee

At your department's request, the Human Resources Department conducted a classification review of the Laboratory Assistant II position currently occupied by Kylee Hee. The review was requested for the purpose of evaluating the appropriateness of the classification for this position.

During the course of the classification study it became evident that Kylee Hee is currently performing duties beyond the scope of Laboratory Assistant II and has been doing so for a substantial amount of time. Mrs. Hee provides lead direction over other Laboratory Assistant staff and performs quality assurance reviews of their work. Additionally, she is responsible for many of the most complex and difficult Public Health laboratory assignments and provides significant advanced assistance and support to the Public Health Laboratory Manager. Upon examining existing County job classifications, it became apparent that an appropriate existing County class was not available to reclassify Kylee Hee, so therefore, the development of Senior Laboratory Assistant.

During the course of this classification study it also became apparent that the current job specification for the Laboratory Assistant I/II classification was out of date and in need of revision. As such, Human Resources worked with DHHS-Public Health to update the Laboratory Assistant I/II specification to better reflect the responsibilities and duties currently performed by that position. Because the changes are primarily semantic, Human Resources is not recommending a change to the established salary ranges for this classification.

The AFSCME union was consulted regarding the new classification of Senior Laboratory Assistant and the revision of Laboratory Assistant I/II and had no objections.

You will need to prepare a report to the Board of Supervisors with the following specific recommendations:

“That the Board of Supervisors:

1. Adopt the new classification of Senior Laboratory Assistant (salary range 353, class number 1572, employee unit 01) into the classification plan; and
2. Reallocate the Laboratory Assistant II position (salary range 327, class 1571, position 01) currently occupied by Kylee Hee in budget unit 435 to Senior Laboratory Assistant (salary range 353, class 1572); and

3. Adopt the revised classification of Laboratory Assistant I/II (salary range 281/327, class 1571).

effective the beginning of the bi-weekly pay period following approval.”

For informational purposes, please include a copy of this report, along with the attached specifications for Senior Laboratory Assistant and Laboratory Assistant, with your report to the Board of Supervisors.

If you have any questions regarding this report please feel free to contact me at 476-2349.

Attachment: Job specifications for Senior Laboratory Assistant and Laboratory Assistant I/II.

cc: Susan Buckley  
Yvonne Winter  
Jeremy Corrigan  
Kylee Hee

SENIOR LABORATORY ASSISTANT

DEFINITION

Under general supervision, performs difficult and complex public health laboratory work; provides work direction and review for assigned staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced lead level in the laboratory assistant support series, performing difficult, complex and specialized laboratory work and/or providing work direction, review and training to assigned staff. This is not considered a supervisory class in that the selection, evaluation and discipline of employees is not assigned at this level. This class is distinguished from Public Health Laboratory Manager in that the latter has administrative and supervisory responsibility over functions of the Public Health laboratory.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides lead direction, quality assurance and quality control work review of laboratory assistant staff; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Under direction of lab manager, oversees and coordinates training of laboratory assistant staff.
- Provides input into selection decisions, performance evaluations and disciplinary matters.
- Acts as a specialist in difficult or highly technical areas of environmental and clinically waived laboratory work.
- Measures, evaluates and records temperatures of diagnostic, refrigeration and incubation equipment.
- Inventories, requisitions, and restocks the specimen collection, clerical, and general laboratory supplies.
- Monitors expiration dates of media and other laboratory supplies; properly disposes of old or outdated media.
- Performs routine water and shellfish testing.
- Performs courier duties including driving to local clinics and hospitals to deliver laboratory reports and pick up specimens.
- Prepares, handles and disperses laboratory specimens including centrifuging, aliquoting, incubating, refrigeration, preservation and determining the location of testing; prepares specimens for referral to outside labs.

Senior Laboratory Assistant

- Operates a variety of laboratory equipment, including autoclaves, ph meters, centrifuges, incubators, refrigerators, and pipetteing equipment.
- Logs in specimens and enters data in the laboratory information system; maintains accurate records of all laboratory tests, physician orders and referral tests; coordinates and tracks follow-up for specimen results.
- Performs office duties such as answering phones, data entry, filing, photocopying, collating, sorting and distributing laboratory reports.
- Prepares bacteriological media, prepares dilution of specimens and inoculates media.
- Cleans and decontaminates laboratory glassware and work surfaces.

#### QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.

#### Knowledge of:

Basic supervisory principles and practices.  
Basic principles, practices and procedures used in environmental and clinical laboratory testing.  
Sanitation and safety practices in the handling and testing of laboratory samples.  
Office administrative practices, including filing and the operation of standard office equipment.  
Basic business arithmetic, including percentages and decimals.  
Basic record keeping principles and practices.  
Basic business data processing including the use of a personal computer.

#### Skill in:

Planning, assigning, directing and reviewing the work of others.  
Training others in work procedures.  
Analyzing and solving varied complex Public Health laboratory problems.  
Performing standard laboratory procedures in accordance with applicable policies, procedures and safety practices.

Senior Laboratory Assistant

Exercising sound independent judgment within established guidelines.

Maintaining accurate records of work performed.

Organizing, prioritizing and coordinating the work activities of others.

Establishing and maintaining effective working relationships with those encountered in the course of the work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Two years experience in environmental and/or clinical laboratory work equivalent to the County's classification of Laboratory Assistant II.

LABORATORY ASSISTANT I/II

DEFINITION

Under general supervision, processes specimens for clinical testing, performs standardized laboratory testing on environmental samples; performs office support duties; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Laboratory Assistant I is the entry-level class of this Laboratory Assistant series. Initially under close supervision, incumbents perform the more routine specimen preparation and testing duties while learning the more skilled and complex work. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Laboratory Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

Laboratory Assistant II is the journey level class in this series, fully competent to perform a wide range of standard laboratory testing and support duties. It is distinguished from the Senior Laboratory Assistant classification in that the latter performs the most advanced and complex environmental and clinical testing and provides work direction to other Laboratory Assistant staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Measures, evaluates and records temperatures of diagnostic, refrigeration and incubation equipment.
- Inventories, requisitions, and restocks the specimen collection, clerical, and general laboratory supplies.
- Monitors expiration dates of media and other laboratory supplies; properly disposes of old or outdated media.
- Performs a variety of environmental and clinically waived testing, including routine water and shellfish testing.
- Performs courier duties including driving to local clinics and hospitals to deliver laboratory reports and pick up specimens.



- Prepares, handles and disperses laboratory specimens including centrifuging, aliquoting, incubating, refrigeration, preservation and determining the location of testing; prepares specimens for referral to outside labs.
- Operates a variety of laboratory equipment, including autoclaves, ph meters, centrifuges, incubators, refrigerators, and pipetteing equipment.
- Logs in specimens and enters data in the laboratory information system; maintains accurate records of all laboratory tests, physician orders and referral tests; coordinates and tracks follow-up for specimen results.
- Performs office duties such as answering phones, data entry, filing, photocopying, collating, sorting and distributing laboratory reports.
- Prepares bacteriological media, prepares dilution of specimens and inoculates media.
- Cleans and decontaminates laboratory glassware and work surfaces.

#### QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.

#### Knowledge of:

Basic principles, practices and procedures used in environmental and clinical laboratory testing.  
Sanitation and safety practices in the handling and testing of laboratory samples.  
Office administrative practices, including filing and the operation of standard office equipment.  
Basic business arithmetic, including percentages and decimals.  
Basic record keeping principles and practices.  
Basic business data processing including the use of a personal computer.

#### Skill in:

Performing standard laboratory procedures in accordance with applicable policies, procedures and safety practices.  
Maintaining accurate records of work performed.  
Organizing, prioritizing and coordinating work activities.

Establishing and maintaining effective working relationships with those encountered in the course of the work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Laboratory Assistant I: One year of experience in a environmental, clinical, medical or other laboratory setting.

Laboratory Assistant II: In addition to the above, one year of experience conducting routine sample collection and laboratory testing at a level equivalent to the County's class of Laboratory Assistant I.