



Health Job Family: **Lab Processing Assistant Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Lab Processing Assistant II INDIVIDUAL CONTRIBUTOR	Lab Processing Assistant III INDIVIDUAL CONTRIBUTOR	Lab Processing Coordinator INDIVIDUAL CONTRIBUTOR
Provide routine sample processing support in accordance with client specimen standards on a daily basis.	Perform a variety of routine to moderately complex sample processing in accordance with client specimen standards on a daily basis	Provide a wide variety of moderately complex sample processing; ensure standard care of client specimens are met on a daily basis; create, review, and recommend updates to existing standard operating procedures
Sort, screen, and route packages according to written protocols.	Sort, screen, and route packages according to written protocols; assist with moderately complex packages.	Sort, screen, and route packages according to written protocols; assist staff with moderately complex packages. Troubleshoot submissions with clients for satisfactory solutions.
Limited and/or supervised interaction with clients; field, screen, and redirect telephone, walk-in, and routine inquiries to provide general information.	Extensive client interaction; field, screen, and redirect telephone, walk-in, and routine inquiries; provide general information and serve as a reference for policies and procedures; refer complex inquiries to others.	Extensive client interaction and oversight of others providing similar support; provide complete information for successful submission. Answer questions independently, serve as a reference for policies and procedures; work with laboratory professionals to resolve complex inquiries.
Perform basic electronic data entry tasks in laboratory systems in order to identify clients, enter requests, and identify status of requests.	Accurately perform moderately complex electronic data entry tasks in multiple laboratory systems in order to identify clients, enter requests, modify requests, and identify location of specimen and/or status of requests.	Accurately perform complex electronic data entry tasks in multiple laboratory systems in order to identify clients, enter requests, modify requests, resolve discrepancies, and identify location of specimen and/or status of requests.

Lab Processing Assistant II INDIVIDUAL CONTRIBUTOR	Lab Processing Assistant III INDIVIDUAL CONTRIBUTOR	Lab Processing Coordinator INDIVIDUAL CONTRIBUTOR
Adhere to all quality system requirements and participate in the continued development of the laboratory's quality system; maintain appropriate laboratory quality system records.	Adhere to all quality system requirements and participate in the continued development of the laboratory's quality system; maintain appropriate laboratory quality system records.	Assist in evaluating nonstandard procedures and recommend modifications; adhere to all quality system requirements and participate in the continued development of the laboratory's quality system; maintain appropriate laboratory quality system records.
Appropriately dispose of laboratory waste; clean and maintain laboratory hygiene in designated work areas.	Appropriately dispose of laboratory waste; clean and maintain laboratory hygiene in designated work areas and maintain equipment records.	Ensure maintenance of laboratory hygiene, disposal of laboratory waste, and accurate maintenance of equipment records.
Adhere to all disease control and laboratory safety protocols.	Adhere to all disease control and laboratory safety protocols.	Ensure adherence to all disease control and laboratory safety protocols.
Assist with inventory and ordering of supplies, as needed.	Maintain inventory and order/coordinate supplies.	Oversee and ensure maintenance of supplies and inventory levels.
	May provide specialized support in one or more areas of the laboratory.	May be assigned multiple areas of specialty support in complex areas of the laboratory in order to ensure completion.
	May provide training on laboratory procedures.	Provide training on laboratory procedures.
		Act as team lead; provide coordination of daily assignments and workflow.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11792 LAB PROCESSING ASSISTANT II, BAND B	11793 LAB PROCESSING ASSISTANT III, BAND C	11794 LAB PROCESSING COORDINATOR, BAND D
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school Diploma or equivalent; up to 1 year experience. Required to demonstrate proficiency of laboratory system procedures.	Associate's degree or equivalent; up to 1 year experience. Required to demonstrate proficiency of laboratory system procedures.	Associate's degree or equivalent; up to 2 years experience or equivalent. Required to demonstrate proficiency of laboratory system procedures.
IMPACT	Affects immediate department	Extends beyond department	Extend beyond the position's college or unit
CONTACTS - INSIDE	Assists others Cooperation of task completion	Cooperation of task completion Contribute to group projects	Coordinate Activities Contribute to group projects
CONTACTS - OUTSIDE	Limited Contact Handle confidential information	Straightforward business Provide factual information Handle confidential information	Straightforward business Provide factual information Handle confidential information
CONTACTS - STUDENTS	May demonstrate duties during student rotations	Provide training and instruction on equipment, instruments, machinery, methods	Provide training and instruction on equipment, instruments, machinery, methods. Provide information or instruction on policies/procedures

FACTOR PROFILE	11792 LAB PROCESSING ASSISTANT II, BAND B	11793 LAB PROCESSING ASSISTANT III, BAND C	11794 LAB PROCESSING COORDINATOR, BAND D
SUPERVISION	None given	On-the-job training	Team leader On-the-job training
COMPLEXITY	Tasks related to one specific area of work	Entire field tasks	Focus on an entire field and on related areas
LEVEL OF DECISION MAKING	Responsible for routine decisions within limits prescribed by established policies or by supervisor	Responsible for some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities
FREEDOM OF ACTION	General supervision Proceeds alone on regular tasks Refers questionable situations to the supervisor	General supervision Proceeds alone on regular tasks Resolves most problems	Little guidance to accomplish work activities Rarely refers situations to the supervisor
SUPPORT SKILLS – WRITING	Provide standard responses to inquires	Provides non-standard response or prepares written material that requires some research	Provides non-standard response or prepares written material that requires some research
SUPPORT SKILLS – COMPUTER	Uses business or technical programs for data input or word processing to create documents or reports	Uses a variety of business or technical programs to complete information management or production tasks	Uses a variety of business or technical programs to complete information management or production tasks
WORKING CONDITIONS - PHYSICAL	Lift up to 40 lbs.	Lift up to 40 lbs.	Lift up to 40 lbs.

FACTOR PROFILE	11792 LAB PROCESSING ASSISTANT II, BAND B	11793 LAB PROCESSING ASSISTANT III, BAND C	11794 LAB PROCESSING COORDINATOR, BAND D
WORKING CONDITIONS - VISUAL	Close concentration, visual attention and need for manual dexterity	Close concentration, visual attention and need for manual dexterity	Close concentration, visual attention and need for manual dexterity
WORKING CONDITIONS - HAZARD	Chemicals/substances requiring careful use including blood borne pathogens. Exposure to conditions that require cautions handling of animals or toxic plants, chemicals or substances.	Chemicals/substances requiring careful use including blood borne pathogens. Exposure to conditions that require cautions handling of animals or toxic plants, chemicals or substances.	Chemicals/substances requiring careful use including blood borne pathogens. Exposure to conditions that require cautions handling of animals or toxic plants, chemicals or substances.