State Hygienic Laboratory
Diagnostic and Clinical Division
Clinical Lab Technical Specialist

University Classification:  Clinical Lab Technical Specialist
Job Code:  PHA2  Pay Level:  4A
Position #:  00101652  Org/Dept/Sub-dept #:  90-9050 Microbiology
Position Reports to:  Ryan Jepson  Name  00115753  Position #

Position Specific Summary:
The State Hygienic Laboratory (SHL) is seeking a Clinical Lab Technical Specialist. This position functions within the Microbiology and Environmental Microbiology sections of the Diagnostic and Clinical Division of SHL.

Conducts laboratory testing on human and animal specimens and food for the purpose of disease diagnosis and treatment or surveillance. Ensures results are accurate and timely and that work is conducted under best laboratory practice and in compliance with CLIA regulations and other regulatory agency requirements as appropriate. Adheres to all laboratory safety and security policies.

The primary responsibility of the position is to perform bench level oversight of diagnostic testing for identification of infectious diseases and bioterrorism agents using conventional microbiological and molecular methods.

In addition, will participate in Food Emergency Response Network (FERN) surveillance and project activities; testing food and environmental samples for foodborne outbreak pathogens and select agents using conventional microbiological, toxin and molecular methods.

Holiday, Weekend, and on-call coverage is required.

FBI clearance will be applied for this individual, in compliance with the Federal Select Agent program (https://www.selectagents.gov/).

Key Areas of Responsibilities and Specific Job Tasks

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<tr>
<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
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<tr>
<td><strong>Technical Laboratory Capability</strong></td>
<td>• Meet CLIA qualifications for High Complexity testing.</td>
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<td>• Conduct testing for human, animal, and environmental infectious diseases using microbiological and molecular methods.</td>
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<td>• Apply extensive knowledge of clinical laboratory testing using standard laboratory principles, practices, concepts and theories, providing for sound independent work and ability to train others.</td>
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<td>• Modify or adapt established methods, procedures, or techniques to resolve difficult or complex problems.</td>
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<td>• Design strategies to validate new tests and revised procedures and implement processes to perform testing.</td>
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<td><strong>Instrumentation and Technology</strong></td>
<td>• Apply extensive understanding of principles of techniques and instrumentation.</td>
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<td>• Perform daily operation and direct more complex maintenance, training, troubleshooting and calibration of laboratory instruments and equipment.</td>
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<td>• May recommend new and existing equipment and instruments for area.</td>
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<tr>
<td><strong>Data Analysis, Reporting and Documentation</strong></td>
<td>• Document and review routine and complex data analysis, procedures, results and reports.</td>
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### Clinical Lab Technical Specialist

**UNIVERSITY OF IOWA**

**LOCAL JOB DESCRIPTION**

February 2021

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<tr>
<th>Universal Competencies</th>
<th>Technical Competencies</th>
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<tr>
<td><strong>Collaboration/Positive Impact</strong></td>
<td><strong>Clinical Laboratory Testing</strong> (Extensive)</td>
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<td>Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.</td>
<td>Supervises clinical specimen collection and processing for various test requests.</td>
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<td><strong>Diversity, Equity and Inclusion</strong></td>
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<td>Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.</td>
<td>Oversees the testing/examination of clinical specimens per physicians' requests.</td>
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<td><strong>Service Excellence/Customer Focus</strong></td>
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<td>Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</td>
<td>Recommends solutions to improve existing procedures of clinical laboratory tests.</td>
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### Quality Control / Quality Assurance / Quality Improvement / Quality Assessment

- Review results and analyze quality control; release routine and may release complex data; interpret and report results.
- Write new and review existing standard operating procedures. Assist in the preparation of test validation studies.
- Promote quality control and quality assurance procedures in accordance with established policies.
- Analyze quality control data over time.
- Serve as a resource and facilitate staff in analyzing problems and preparing documents.
- Create and manage monthly quality assurance reports.
- Initiate corrective actions.

### Outreach and Communication

- Serve as an expert, providing authoritative advice for tests requiring special knowledge.
- Interpret test results for physicians and epidemiologists and recommend further testing when indicated.
- Create and deliver presentations.

### Compliance / Administration

- Adhere to rules, regulations and standards necessary to maintain compliance with regulatory agencies.
- Serves as lead technologist for Parasitology and Rabies
- Assists project lead for the FERN Micro Cooperative Agreement Program (CAP)’s surveillance, project, and activation activities
  - Purchase food products in accordance with CAP surveillance activities
  - Ensure that surveillance projects and microbiological PTs are completed within given time frame and uploaded into FERN website.
  - Contribute and review semi-annual and final annual reports
  - Stays proficient and current in BSL3 suite biosafety practices, policies, rules and regulations; maintains FBI clearance status

### Leadership

- Provide direction, assignments, feedback, coaching and counseling to assure outcomes are achieved.

### Human Resources

- Provide input on HR activities such as recruitment and promotion.

### Financial Responsibility

- Contribute to budget development.
• Directs relevant policy and ethics compliance for all clinical laboratory tests.

Laboratory Equipment Operation (Extensive)
• Operates and calibrates equipment in diverse laboratory environments.
• Advises on diagnosing and resolving laboratory equipment malfunctions.
• Oversees laboratory equipment quality recordkeeping.
• Establishes risk-based criteria to evaluate laboratory equipment performance.
• Establishes laboratory emergency response protocols and their rationale.
• Supervises the safe purging of waste from laboratory equipment.

Laboratory Practice Quality Assurance (LPQA) (Working)
• Examines laboratory sample collection, handling and analysis procedures.
• Operates quality testing equipment and verifies collected data.
• Adheres to related guidelines, regulations, standards and safety procedures in the LPQA process.
• Handles actual or potential problems that affect the analytical results of an LPQA program.
• Assesses laboratory equipment calibration and maintenance at various LPQA stages.

Laboratory Results Reporting (Working)
• Selects from a variety of LRR technologies, e.g. Electronic Data Interchange (EDI).
• Analyzes information exchange related problems (e.g. confidentiality and accuracy) in LRR.
• Follows LRR policies and ethics, e.g. Health Insurance Portability and Accountability Act (HIPAA).
• Explains how LRR supports the interoperability between health records and laboratory systems.
• Creates secure access to laboratory results and their interpretations in a patient-focused manner.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

Proficiency levels are defined as:
Basic Application - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

Working Experience - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

Extensive Experience - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

Expert/Leader - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

Position Qualifications
Education or Equivalency Required
A Bachelor’s degree in Microbiology, Clinical Lab Science, Biology, or related field or an equivalent combination of education and experience is required.

Required Qualification
• Demonstrate a minimum of 1 year of relevant laboratory experience in a professional setting.
- Excellent communication, interpersonal, and relationship management skills.
- Extensive proficiency with Windows based systems, computer and digital operations.
- Must meet CLIA requirements for high complexity testing.
- FBI background check required.

### Highly Desirable Qualification
- A Master’s degree in Microbiology, Clinical Lab Science, Biology, or related field of education and experience is highly preferred.
- Demonstrate at least 3 years of relevant laboratory experience in a professional setting.
- Team leadership skills.
- Certification by ASCP or NCA is highly desired.

### Desirable Qualification
- Working experience in clinical or research laboratory testing.
- Knowledge of diagnostic experience in bacteriology, microscopy, and molecular methods including real-time PCR and DNA sequencing.
- Experience with Quality Assurance, and Quality Control in a laboratory setting.
- Demonstrate working understanding of lab safety operations.
- Working experience in a high-volume, fast-paced clinical lab environment.

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See requisition # 21001349 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.