



**State Hygienic Laboratory  
Diagnostic and Clinical Division  
Clinical Lab Analyst**

University Classification: **Clinical Laboratory Analyst**

Job Code:	<b>PHA1</b>	Pay Level:	<b>3A</b>
Position #:	<b>00239329</b>	Org/Dept/Sub-dept #:	<b>90-9050-00070</b>
Position Reports to:	<b>Megan Nelson</b>		<b>00012965</b>
	Name		Position #

**Position Specific Summary:**

The State Hygienic Laboratory (Iowa's Environmental and Public Health Laboratory), at the University of Iowa, under contract with the Iowa Department of Health and Human Services, has an exciting full-time opportunity for a Clinical Laboratory Analyst. Conducts laboratory testing on clinical specimens 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 or other regulatory agency requirements as appropriate. Adheres to all laboratory safety and security policies. May conduct testing on animal specimens for rabies virus or perform diagnostic testing for identification of agents of infectious diseases and bioterrorism using conventional microbiological and molecular methods.

In accordance with CLIA regulations, an official or copy of an official, transcript will be required prior to an offer of employment. (Applicants with degrees from foreign institutions must have the transcripts evaluated by a member of the National Association of Credential Evaluation Services <http://www.naces.org/> and the applicant is responsible for all costs associated with that evaluation).

**Schedule:** M-F 8 a.m.- 5:00 p.m. Rotating weekend, holidays and on-call coverage is required

**Modality:** In-Person, on-site

**Position Status:** Professional and Scientific Regular (50% - 100%)

**FBI Clearance may be applied for this individual.**

**Key Areas of Responsibilities and Specific Job Tasks**

Classification Key Areas of Responsibility	Specific Job Duties and Tasks
<b>Technical Laboratory Capability</b>	<ul style="list-style-type: none"> <li>• Meet CLIA qualifications for High Complexity testing.</li> <li>• Conduct testing for a variety of infectious diseases using conventional microbiology and molecular methods.</li> <li>• May conduct testing for Rabies Surveillance and Detection</li> <li>• Participate in Proficiency testing.</li> <li>• Order supplies and reagents for the Microbiology lab.</li> <li>• Assist with monthly reports.</li> <li>• Assist with validation of new test methods.</li> <li>• Assist with training new staff.</li> </ul>
<b>Instrumentation and Technology</b>	<ul style="list-style-type: none"> <li>• Perform routine use of the following equipment including calibration, preventive maintenance, and troubleshooting:               <ul style="list-style-type: none"> <li>○ Thermo cyclers</li> <li>○ DNA sequencers</li> <li>○ MALDI-TOF</li> <li>○ Microscopes</li> <li>○ Automated culture instruments</li> <li>○ Sensititre</li> <li>○ Other molecular platforms</li> </ul> </li> </ul>
<b>Data Analysis, Reporting and Documentation</b>	<ul style="list-style-type: none"> <li>• Perform CLIA regulated documentation of all patient and QC testing.</li> <li>• Participate in verification/validation of new methods and protocols.</li> </ul>

<b>Quality Control / Quality Assurance / Quality Improvement / Quality Assessment</b>	<ul style="list-style-type: none"> <li>• Conduct QA/QC for all areas of competency according to CLIA requirements.</li> <li>• Troubleshoot and communicate any issues that arise and contribute to development of corrective actions.</li> <li>• Assure that CLIA, CDC, HIPAA, and administrative rules and regulations are followed</li> </ul>
<b>Outreach and Communication</b>	<ul style="list-style-type: none"> <li>• Provide test results to submitting facilities, health care providers and public health through written and verbal protocols.</li> <li>• Ensure verbal and written communication with coworkers is clear and concise</li> </ul>
<b>Financial Responsibility</b>	<ul style="list-style-type: none"> <li>• Maintain proper inventory and ensure requests for supplies are made within appropriate time frame to prevent any delays in testing Suggest cost saving measures.</li> <li>• Participate in test costing and other budget-related work as requested.</li> </ul>

## Universal Competencies

<b>Collaboration/Positive Impact</b> (Working)	<ul style="list-style-type: none"> <li>• Shares appropriate information/feedback openly, professionally and respectfully.</li> <li>• Models open, respectful, accepting, and supportive behaviors with team members.</li> <li>• Maintains productive work relationships while considering multiple perspectives and using effective conflict resolution practices.</li> <li>• Aligns expectations for self and team to achieve work objectives and overcome obstacles.</li> <li>•</li> </ul>
<b>Diversity, Equity and Inclusion</b> (Working)	<ul style="list-style-type: none"> <li>• Maintains productive work relationships while considering multiple perspectives.</li> <li>• Demonstrates awareness of one's own and others' social identities (e.g., race, gender, disability status, religion, etc.) and their relevance in the workplace.</li> <li>• Resolves cross-cultural conflicts effectively.</li> <li>• Articulates the unit's commitment to diversity, equity and inclusion and the reasons for its importance.</li> <li>• Engages in personal and professional development on issues related to diversity, equity and inclusion.</li> <li>•</li> </ul>
<b>Service Excellence/Customer Focus</b> (Working)	<ul style="list-style-type: none"> <li>• Enhances service by seeking ways to add value to customer interactions/services.</li> <li>• Demonstrates sincere concern and takes responsibility when a customer complains, even if the cause of the problem lies elsewhere.</li> <li>• Listens to feedback without defensiveness and uses it to enhance communication effectiveness.</li> <li>• Communicates in alternative ways to accommodate different listeners.</li> </ul>

## Technical Competencies

<b>Clinical Laboratory Testing</b> (Working)	<ul style="list-style-type: none"> <li>• Participates in collecting and processing specimens (e.g. blood) according to test requests.</li> <li>• Operates laboratory equipment required to examine clinical specimens.</li> <li>• Produces reports based on laboratory test results to help in further diagnosis.</li> <li>• Adheres to relevant policies and ethics for clinical laboratory testing.</li> <li>• Discusses major factors that can affect the accuracy of laboratory test results.</li> </ul>
<b>Laboratory Equipment Operation</b> (Working)	<ul style="list-style-type: none"> <li>• Operates and calibrates laboratory equipment.</li> <li>• Examines equipment to detect signs of disrepair.</li> <li>• Helps others understand laboratory equipment safety and operating policies and procedures.</li> <li>• Documents defective equipment and reports it to an appropriate supervisor.</li> <li>• Utilizes quality control techniques to monitor and maintain laboratory equipment.</li> </ul>

<b>Laboratory Practice Quality Assurance (LPQA)</b> (Working)	<ul style="list-style-type: none"> <li>Examines laboratory sample collection, handling and analyzation procedures.</li> <li>Operates quality testing equipment and verifies collected data.</li> <li>Adheres to related guidelines, regulations, standards and safety procedures in the LPQA process.</li> <li>Handles actual or potential problems that affect the analytical results of an LPQA program.</li> <li>Assesses laboratory equipment calibration and maintenance at various LPQA stages.</li> </ul>
<b>Laboratory Results Reporting</b> (Working)	<ul style="list-style-type: none"> <li>Selects from a variety of LRR technologies, e.g. Electronic Data Interchange (EDI).</li> <li>Analyzes information exchange related problems (e.g. confidentiality and accuracy) in LRR.</li> <li>Follows LRR policies and ethics, e.g. Health Insurance Portability and Accountability Act (HIPAA).</li> <li>Explains how LRR supports the interoperability between health records and laboratory systems.</li> <li>Creates secure access to laboratory results and their interpretations in a patient-focused manner.</li> </ul>

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	Bachelor's degree in microbiology, Clinical Lab Science, or Biology, or an equivalent combination of education and experience is required.
Required Qualification	<ul style="list-style-type: none"> <li>Basic and relevant laboratory experience that demonstrates a clear understanding of the clinical laboratory environment.</li> <li>Excellent written and verbal communication skills, including excellent attention to detail.</li> </ul>
Highly Desirable Qualification	<ul style="list-style-type: none"> <li>Graduate degree in Microbiology, Molecular Biology or Public Health related field.</li> <li>Previous public health laboratory experience.</li> <li>Certification by ASCP or NCA is highly desirable.</li> </ul>
Desirable Qualification	<ul style="list-style-type: none"> <li>Working experience in clinical laboratory testing.</li> </ul>

	<ul style="list-style-type: none"><li>• Basic knowledge of diagnostic experience in bacteriology, mycobacteria and molecular methods including real-time PCR and DNA sequencing.</li><li>• Working familiarity with QA/QC, lab safety and Windows based computer operations.</li><li>• Working experience in a high-volume, fast-paced clinical lab environment.</li></ul>
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See requisition # 23004660 at <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, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.