



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:

3/24/2025

Agency: Oregon Health Authority

Division: Oregon Public Health Division

☐ New

☒ Revised

This position is (Service Type):

☒ Classified (C)

☐ Unclassified (U)

☐ Executive Service (Z)

☐ Supervisory

☐ Non-Supervisory

☐ Management Service (X)

☐ Mgmt Svc- Supervisory (MMS)

☐ Mgmt Svc- Managerial (MMN)

☐ Mgmt Svc- Confidential (MMC)

SECTION 1. POSITION INFORMATION

a. Classification Title Medical Lab Technician 1

b. Classification No.: C6820

c. Established Date: _____

d. Position No: 000000062761/0000047

e. Agency No: 44300

f. Working Title: Specimen Receiving & Processing Technician

g. Section Title: Oregon State Public Health Laboratory (OSPHL)

h. Employee Name _____

i. Work Location (City/County): Hillsboro/Washington

j. Supervisor Name: Aspen Baldwin

k. Position: ☒ Permanent

☐ Seasonal

☐ Limited Duration ☐ Academic Year

☒ Full-Time

☐ Part-Time

☐ Intermittent ☐ Job Share

l. FLSA:

If Exempt: ☐ Executive

m. Eligible for Overtime: ☒ Yes

☐ Exempt

☐ Professional

☐ No

☒ Non-Exempt

☐ Administrative

The Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. The agency is comprised of eight divisions: Agency Operations, Equity and Inclusion, External Relations, Fiscal and Operations, Health Policy and Analytics, Health Systems, Oregon State Hospital and Public Health. The Oregon Health Policy Board (OHPB) serves as the policymaking and oversight body of OHA and is responsible for working towards comprehensive health reform in our state. The nine-member board is comprised of community members from across the state who have an interest in health and health care and have strong relationships with the communities they represent.

OHA Vision: A healthy Oregon.

OHA Mission: Ensuring all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care.

To fulfill OHA's vision and mission, the agency is developing a strategic plan with a single overarching goal: eliminate health inequities in Oregon by 2030.

OHA definition for Health Equity:

Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances.

Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address:

- *The equitable distribution or redistribution of resources and power; and*
- *Recognizing, reconciling and rectifying historical and contemporary injustices.*

Core Values:

- Health Equity
- Service Excellence
- Integrity
- Leadership
- Partnership
- Innovation
- Transparency

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size and scope. Include relationship to agency mission.**

The Office of the State Public Health Director

The Office of the State Public Health Director (OSPHD) guides the strategy, operations, and policy of public health programs within the division, and assures an effective and coherent public health system for Oregon. This includes extensive interactions with a range of state and local agencies and organizations, health care providers, federal agencies, and the private sector.

The Division's work affects all Oregonians. Many of the programs overseen by the Office of the State Public Health Director are administered in collaboration with Oregon's 34 local health departments, healthcare systems and partners. The Division has approximately 700 FTE and is responsible for oversight of \$524.3 million biennially.

Under the leadership of the Office of the State Public Health Director, the Division is organized by three centers:

The Center for Health Protection

The Center for Public Health Protection protects the health of individuals and communities through establishing, applying and ensuring reliable compliance with regulatory and health-based standards. The Center's diverse programs work closely with other federal, state and local agencies, regulated entities and active stakeholder groups. The Center's work emphasizes continuous process improvement, technical assistance, scientific assessment, ongoing monitoring and risk communication to protect the health of all people in Oregon.

The Center for Prevention and Health Promotion

The Center for Prevention and Health Promotion houses community-oriented preventive clinical and community health services and supports the policy, systems and environmental changes that promote good health. This Center guides and supports healthy communities through data collection, analysis and reporting; by supporting the Governor's priorities around tobacco, obesity and early learning; and, by acting as a point of contact with the healthcare system on certain key clinical prevention practices. This center will work with many partners, including local public health, childcare facilities, schools, worksites, healthcare providers, transportation, and the private sector to ensure that we reduce preventable injury, illness, and death and promote good health. This Center's work affects all Oregonians. Many of the programs overseen by this Center are administered in collaboration with Oregon's 34 local health departments. This center has approximately 200 FTE. The total estimated biennial budget of this Center is \$348.8 million.

The Center for Public Health Practice

The Center for Public Health Practice provides services to prevent and control diseases, monitor vital events, and assure an effective statewide public health system. CPHP programs work closely with

local and tribal governments, community partners, and the public to protect and improve the health of all people in Oregon. Special emphasis is placed on communicable diseases, including epidemiology, laboratory testing, immunization, and other community control measures. CPHP screens all newborn infants for biochemical disorders to prevent disability or death and collects and analyzes vital record data to monitor health trends. The quality of statewide public health services is assured through consultation, planning, review, and accreditation of state and local agencies.

The Oregon State Public Health Laboratory (OSPHL) is an integral part of the Center for Public Health Practice. With close to 100 employees, the OSPHL performs 10.7 million tests on 399,393 human specimens biennially. This includes clinical testing for communicable diseases and newborn bloodspot screening, which performs two screening panels for 44 medical conditions (and counting) for all infants born in Oregon. In addition, the OSPHL also performs newborn screening for New Mexico as well as service military bases, Indian Health Service/ Navajo Nations, Guam Memorial Hospital and Commonwealth Health Center – Saipan.

The lab's specimens come from 33 local health departments and 61 hospital and clinical labs in Oregon, as well as 3,000 individual medical practitioners in Oregon. In addition, OSPHL also provides surveillance testing and whole genome sequencing to support public health programs performing infectious disease control and outbreak investigations. OSPHL is responsible for coordinating emergency laboratory response to emerging pathogens and biological or chemical threats throughout Oregon. OSPHL's Laboratory Compliance section oversees certification of clinical laboratories and accredits environmental laboratories. This includes laboratories that monitor the safety of drinking water, cannabis, psilocybin, and the environment in Oregon.

b. Describe the primary purpose of this position, and how it functions within this program.
Complete this statement. The primary purpose of this position is to:

Timely and quality testing has been established as a critical pillar for combating the COVID-19 pandemic and the re-opening of Oregon. The Oregon State Public Health Laboratory (OSPHL) plays a critical role in Oregon's response to COVID-19 by providing timely testing for populations at risk of infection and in response to outbreaks. The Governor's Strategic Testing Plan identifies the expansion of COVID-19 testing at OSPHL as a key component. To support the state's COVID-19 response, OSPHL has expanded operations and increased its testing capacity. This requires a large amount of specimen receiving, data entry and associated activities to ensure specimens are received and logged-in in a timely manner for testing.

The Operations Medical Laboratory Technician will provide preanalytical specimen task support which includes specimen receiving, data entry, racking, and kit assembly and distribution. This position functions within the programs by receiving and processing test samples received, preparing and shipping test collection kits, preparing and shipping infectious and diagnostic samples, entering data, reviewing reports, processing mail, and proofing and correcting data.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary testing or testing adjacent services. Employees will do the following:

Perform position duties in a manner that aligns with the agency's core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors and other work-related associations. Develop positive working relationships with agency, division, center and section staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute in a positive, respectful, and productive work atmosphere.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

Percentages should not be fractions (e.g. 7.5% and not less than 5%).

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

% of Time	N/R/NC	E/NE	DUTIES
60%	NC	E	Sample Handling: 1. Receive samples, review test request forms comparing information on the form to that on the sample to determine if enough matching identification is present; assess the adequacy of the samples; and enter demographic and test orders into the laboratory information system. 2. Follow all procedures and protocols for handling samples and paperwork including but not limited to: misidentified samples, inadequately identified samples, paperwork with missing information, samples without paperwork, paperwork without samples, misdirected samples, leaking samples, etc. 3. Proof test request forms comparing form content with what has been entered into the laboratory information system to assure that all critical information has been accurately entered. Corrects any errors. Communicates with sections or manager if unable to resolve problems. 4. Document problems found during the review of test request forms according to section protocols. 5. Communicate with other staff members, microbiologists and managers to identify and resolve sample and test request problems and issues.

% of Time	N/R/NC	E/NE	DUTIES
20%	NC	E	Kit Preparation: 1. Prepare labels for use on test kits, by technical sections, and as otherwise needed. 2. Prepare kit orders, compiling necessary components, labeling when required, and preparing for shipping via USPS, UPS or FedEx or laboratory courier service using cost and client urgency to select best means for delivery. 3. Check kit orders prepared by others maintaining documentation as required according to established procedures. 4. Monitor levels of kit materials and communicates needs to the MLT2. 5. Act as a primary or secondary back up for NBS kit prep when the MLT2 is away.
15%	NC	E	Mail and package handling and shipping: 1. Prepare paperwork or enters information electronically to ship parcels (kits) according to the requirements of the various carriers (e.g. USPS, FedEx, and UPS) or laboratory courier service using cost and client urgency to select best means for delivery. 2. Prepare biologic and infections specimens according to IATA and DOT requirements for shipping, maintaining documentation and assuring that all packages are in compliance with regulations. 3. Maintain knowledge and proficiency in applying mailing requirements of IATA, DOT and carriers, taking required training and submitting documentation of successful training to the Operations Manager and the Quality Assurance officer 4. Proofs all packages prepared by others for compliance with all IATA and DOT requirements and documents appropriately. 5. Receive, open, sort and distribute incoming mail and packages. 6. Process outgoing mail using postage meter assigning costs to appropriate cost center, and preparing mail for pick up by Presort, UPS, or FedEx. 7. Assist in maintaining the shipping database in the FedEx and UPS shipping modules. 8. Contact laboratory courier service to pick up samples or packages when appropriate.
5%	NC	E	Miscellaneous Duties 1. Perform and document temperatures and routine daily maintenance of equipment in the area. 2. Sterilize and dispose of contaminated material.

% of Time	N/R/NC	E/NE	DUTIES
			3. Collect and assist in collecting relevant Quality Assurance documentation. 4. May volunteer or be asked to participate in Quality Assurance or Laboratory Safety Committee and perform work to advance and maintain these lab-wide systems. 5. When needed, may use state vehicle to pick up mail, specimens or critical supplies. 6. Other duties as assigned by management personnel to ensure the operation of the laboratory.
At All Times	NC	E	Consistently treat customers, stakeholders, partners, vendors and co-workers with dignity and respect. Create and maintain a work environment that is welcoming and respectful of diversity. Set clear guidelines and model expected professional behaviors.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

1. Potential exposure to infectious and chemical agents and physical hazards as found in a biosafety level 2 and 3 clinical laboratory including possible exposure to sera (blood and body fluids) and other specimens with potential for infection by hepatitis, HIV, and other bacterial, viral, rickettsial, and fungal pathogens and toxins.
2. Daily: continuous use of computer monitor and keyboard, repetitive motions.
3. Occasional: use of state motor vehicles to pick up specimens or deliver mail.
4. Daily: ability to lift up to 50 lbs.

SECTION 5. GUIDELINES

- a. **List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**
 1. OSPHL Courier Manual
 2. Operations Procedure Manual
 3. Laboratory Safety Manual
 4. Operations Kit Prep Manual

5. Safety Data Sheets. (SDS/MSDS Manual)
6. Department of Transportation (DOT) regulations for shipping hazardous materials
7. International Air Transport Assoc. (IATA) regulations for shipping infectious and biologic specimens
8. College of American Pathologists (CAP) guidelines
9. Clinical Laboratory Improvement Amendments (CLIA) regulations
10. Health Insurance Portability and Privacy Accountability Act (HIPPA) rules and regulations
11. USPS, FedEx, and UPS guidelines for shipping

b. How are these guidelines used?

- The Operations Procedure Manual and Kit Prep Manual are used daily in performance of the work to assure consistency among all employees by giving the exact procedures and protocols to be used. Specimen processing, report generation, record keeping, and other procedures are defined in procedure manuals to ensure that scientifically valid results are produced and forwarded to the attending physician, practitioner, or other authorized individual in an efficient and confidential manner.
- The IATA and DOT regulations are used in preparing biological and infectious materials for shipping to ensure that all appropriate IATA and DOT regulations are met and that the safety of those handling specimens sent from our facility is assured.
- Safety procedures are defined to minimize exposure of OSPHL staff and visitors to biological, chemical, electrical or physical hazards. All work must be done in compliance with appropriate Statute and Administrative Rules. The Laboratory Safety Manual and the SDS are used to assure the safe handling and proper disposal of materials.
- CAP, CLIA, and HIPAA regulations are used to develop and guide work practices that ensure employee and patient safety as well as data confidentiality

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Who Contacted	How	Purpose	How Often
Local Public Health Authorities	Phone/ Visit/ Email	Specimen submission info/ Report request	Daily
Doctors and other healthcare professionals	Phone/ Visit/ Email	Specimen submission info/ Report request	Daily
OSPHL Staff	Phone/ Visit/ Email	Operational	Daily
Other Public Health Division Staff	Phone/ Visit/ Email	Operational	Varies

Who Contacted	How	Purpose	How Often
Delivery Personnel	Visit	Specimen submission/ Manifest report transfer	Daily
PHL Courier	Phone/ Visit	Specimen pickup/ Delivery	Daily

SECTION 7. POSITIONS RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

1. Time management and prioritization decisions are required to maintain an efficient workflow for high volume testing and to meet needs of customers. Decisions regarding the priority of sending sample collection kits affect the ability of our clients to submit samples. Decisions of priority of workflow e.g. proofing, sample accessioning etc. affect the ability of our testing sections to complete sample testing and reporting in a timely fashion. Failure to respond appropriately in any of these situations cause in delayed results to patients and those caring for them, to contracted agencies and to programs in public health. These delays could lead to liabilities for the State of Oregon.
2. Recognition of problems related to sample adequacy, sample identification, request information, and test reports so that corrective actions can be taken to ensure that accuracy and quality are maintained in testing and reporting patient results. Failure to respond correctly may result in delayed patient results; wrong results being sent out leading to incorrect diagnosis and treatment of patients and possible spread of infectious disease; or spoilage of sample resulting in the need to recollect samples from patients or sources.
3. Recognition of hazards and safety conditions related to handling specimens so that precautions can be taken to protect self and other staff members.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Classification Title	Position Number	How	How Often	Purpose of Review
Public Health Supervisor	0017614/ 0000844	Observation, feedback from other section managers, QA reports, Lead Tech	Daily	Address problems or issues, adjust protocols, monitor progress

SECTION 9. OVERSIGHT FUNCTIONS- THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position N/A

How many employees are supervised through a subordinate supervisor N/A

b. Which of the following activities does this position do?

☐ Plan work

☐ Assigns work

☐ Approves work

☐ Responds to grievances

☐ Disciplines and rewards

☐ Coordinates schedules

☐ Hires and discharges

☐ Recommends hiring

☐ Gives input for performance evaluations

☐ Prepares and signs performance evaluations

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

Registration in the Health Alert Network (HAN) to receive important public health alerts and emergency notifications. This position is designated as Essential Personnel in the event of a hazardous condition.

OSPHL obtains a baseline screen for tuberculosis exposure for all employees using a blood test. Employees working with TB or other respiratory specimens are screened periodically for TB using a blood test.

Employees in this position have a potential risk of acquiring Hepatitis B due to occupational exposure to blood and other potentially infectious materials. OSPHL offers hepatitis vaccine to all employees within 10 days of assuming job duties. Employees who have previously had Hepatitis B vaccine are required to show laboratory evidence of immunity. If this evidence is not available, OSPHL will arrange for a blood test to be obtained. OSPHL will offer the employee Hepatitis B vaccine if immunity is not demonstrated. If the employee declines the vaccine, a declination statement must be signed.

Must have a valid driver's license

Must be able to routinely lift objects up to 50 pounds.

This position is considered essential. An employee in this position may be required to report to work, through remote work or in-person, on specific days in the event of a hazardous condition's office closure. For more information see: DAS Policy Temporary Interruption of Employment (HR Policy 60.015.01). Also see: SEIU Letter of Agreement: Inclement Weather/Hazardous Conditions_SEIU Summary of 2021 Contract Changes.

The initial work schedule for this position will be Monday through Friday. After completion of training an additional Saturday 9am-12pm shift once a month will be required. This is in addition to the regular Monday through Friday work schedule. Schedule subject to change as determined by workload and laboratory priorities.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type

SECTION 11. ORGANIZATIONALCHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date