



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Medical & Clinical Lab Technologists-B	K2011B	50	
Medical & Clinical Lab Technologists-O	K2011O	55	
Medical & Clinical Lab Technologists-A	K2011A	60	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.

#### Nature of Work

Clinical laboratory technologists examine and analyze body fluids, and cells. They look for bacteria, parasites, and other microorganisms; analyze the chemical content of fluids; match blood for transfusions; and test for drug levels in the blood that show how a patient is responding to treatment. Technologists also prepare specimens for examination, count cells, and look for abnormal cells in blood and body fluids. They use microscopes, cell counters, and other sophisticated laboratory equipment. They also use automated equipment and computerized instruments capable of performing a number of tests simultaneously. After testing and examining a specimen, they analyze the results and relay them to physicians. Clinical laboratory technologists perform complex chemical, biological, hematological, immunologic, microscopic, and bacteriological tests. Technologists microscopically examine blood and other body fluids. They make cultures of body fluid and tissue samples, to determine the presence of bacteria, fungi, parasites, or other microorganisms. Technologists analyze samples for chemical content or a chemical reaction and determine concentrations of compounds such as blood glucose and cholesterol levels. They also type and cross match blood samples for transfusions. Clinical laboratory technologists evaluate test results, develop and modify procedures, and establish and monitor programs, to ensure the accuracy of tests. Some technologists supervise clinical laboratory technicians.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role prepare specimens and operate automatic analyzers and perform manual tests following detailed instructions.
- Employees may cut and stain tissue specimens for microscopic examination by pathologists and collect blood samples, and perform routine medical laboratory tests.

### **Recommended Education and Experience for Full Performance**

Associate's Degree in Chemistry, Biology and two (2) years laboratory experience in a hospital setting.

### **Minimum Qualifications**

Associate Degree from an accredited college or university.

### **Operational**

- Employees in this Role look for bacteria, parasites, and other microorganisms.
- Employees analyze the chemical content of fluids; match blood for transfusions, test for drug levels in the blood; use microscopes, cell counters, and other sophisticated laboratory equipment and independently perform chemical, biological, hematological, immunologic, microscopic, and bacteriological tests.

### **Recommended Education and Experience for Full Performance\***

Associate's Degree in Chemistry, Biology and four (4) years laboratory experience in a hospital setting.

### **Minimum Qualifications**

Associate's Degree in Chemistry or Biology and one (1) year laboratory experience in a hospital setting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling three (3) years may substitute for the required education and experience.

### **Advanced**

- Employees in this Role examine and analyze body fluids, tissues, and cells.
- Employees use automated equipment and instruments capable of performing a number of tests; may examine blood, tissue, and other body substances; evaluate test results and follow procedures to ensure the accuracy of tests.
- Employees conduct complex medical laboratory tests and provide training and technical assistance to less experienced staff.

### **Recommended Education and Experience for Full Performance**

Bachelor's Degree in Chemistry or Biology and two (2) years laboratory experience in a hospital setting.

### **Minimum Qualifications**

Associate's Degree in Chemistry or Biology and two (2) years laboratory experience in a hospital setting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

## Knowledge

**Biology** — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

**Chemistry** — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Medicine and Dentistry** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

## Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Science** — Using scientific rules and methods to solve problems.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Quality Control Analysis** — Conducting tests and inspections of products, services, or

MEDICAL & CLINICAL LAB TECHNOLOGIST

processes to evaluate quality or performance.

**Speaking** — Talking to others to convey information effectively.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*